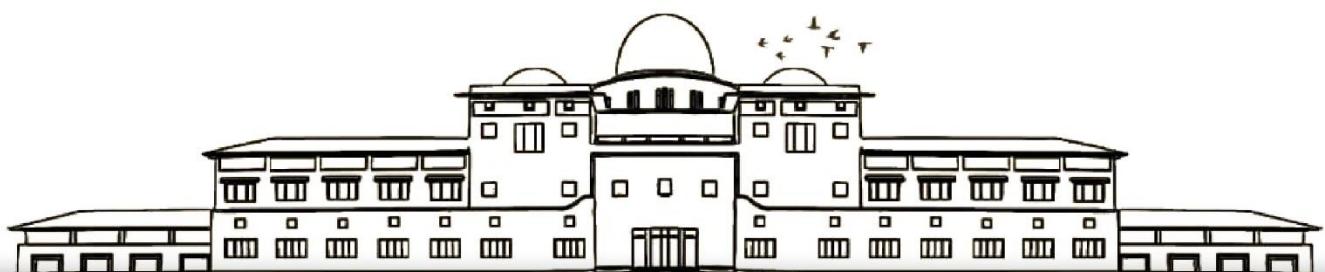




SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

Rasiya Nagar, Vazhayoor East (P.O.), Malappuram -673633,
Kerala, India

INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

DATE:08/12/2016

Venue: Conference Hall

Time: 2:30 PM- 5:00 PM

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2016/12/04

The meeting was called to order by the Principal. The convener read out the minutes of the meeting held on 06.08.2016 confirmed and recorded.

ATTENDEES:

Prof. (Dr) A.A.M. Kunhi	Chairman
Ms. T.T.P Kaneez Ameer	Administrative Officer
Dr. P.V. Basheer Ahammed	(Asst. Prof. and Head, Dept. of Commerce)
Mr. Nasrullah P	(Asst. Prof. Dept of Mass Communication and Journalism)
Dr. Hassan Shareef K.P.	(Asst. Prof. and Head, Dept. of Islamic Studies)
Dr. Sahaya Shibu	(Asst. Prof. and Head, Dept. of Biotechnology)
Dr. Shonima Govindan	(Asst. Prof. and Head, Dept. of Biochemistry)
Mr. C.P. Kunhi Mohammed	Management nominee and Industrialist
Mr Moosa Foulad	Panchayath Member
Ms. Shainy N K	IQAC Coordinator

DISCUSSIONS AND DECISIONS:

- As the necessity for centralized Internal examinations was pointed out, it was decided to form a committee for conducting continuous Internal Evaluation named SIAS IEC.

Mr. Shahid, HoD of Physics was given charge to form a committee and make regulations and other necessary arrangements for the smooth conduct of the system.

- All HoDs are informed to conduct a result analysis of their departments and submit the same to IQAC for compilation and evaluation to review the teaching-learning process in the campus.
- A tentative date to conduct induction program for the 1st year was decided. The college Committee conveners should introduce the role of various committees and clubs to the students and parents. The ethos and values of the institute should be conveyed properly to them. The scholarship committee should collect the details of minority students and address the updates of scholarship informed to the students.
- All Heads and committees were requested to submit their Annual action plan on before 30th June 2016, so that the IQAC can prepare an annual action plan for the academic year 2016-2017
- All the members opined about the strengthening of the mentor-mentee system of the Institute. The advisory scheme for strengthening the mentor-mentee system will be introduced and Dr. Hassan Shereef is given charge to do the same.
- A common but unique mechanism should be established to evaluate and identify students of different learning levels (slow, average, and advanced) to provide necessary assistance to their respective learning levels.
- The need for a professional development programme for teachers was discussed and many requested to organize training and FDPs related to NAAC Accreditation.

The IQAC coordinator proposed the vote of thanks


IQAC Coordinator
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Ms. Shainy N.K.
IQAC Coordinator

Prof. (Dr.) A. A. M. Kunhi
Principal