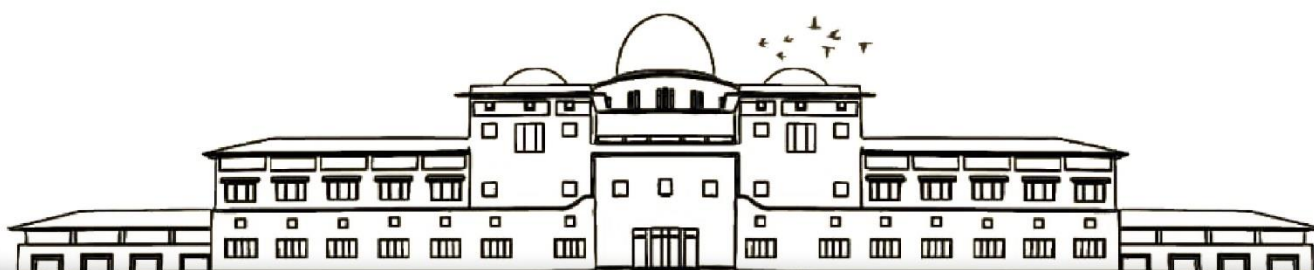




SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



**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 (2016-2017)

MEETING MINUTES

DATE: 09/01/2017

VENUE: Conference Hall

TIME: 2:30 PM- 5:00 PM

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2017/01/05

The new Principal called to order the meeting and welcomed the members to the meeting. The IQAC was reconstituted with the new principal as Chairman. All members welcomed the new Principal and the Head of Commerce department who joined as new members. The coordinator read out the minutes of the meeting conducted on 08.12.2016 and the member approved the same.

ATTENDEES:

Dr. P.V. Basheer Ahammed	Chairman
Mr. C.P. Kunhi Mohammed	Management nominee and Industrialist
Ms. T.T.P Kaneez Ameer	Administrative Officer
Mr. Harris Unnipulan	(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. Moosa Foulad	Panchayath Member
Ms. Shainy NK	IQAC Coordinator

DISCUSSIONS AND DECISIONS:

- Decided to establish a feedback system to access the teaching learning evaluation process and also for the NAAC purpose - The process is entrusted to the IQAC team. Feedback was collected from students, at the end of the even semester.
- Decided to collect parents' feedback during the PTA meeting. Teachers are also advised to submit feedback at the end of the semester. For Alumni an online feedback system has to be created.
- After a detailed discussion with the governing committee representatives and other members anonymously voted to implement the infrastructure facilities as per the recommendations by Prof. Dr. Abdul Rahiman in the campus.
- Digitization of Library facilities and implementation of ICT-enabled facilities in the institution were decided. Priority will be given to PG and final year classes.
- Ms. Sujitha (HoD, Department of Food Technology) requested upgrading the laboratory equipment to fulfill the requirement of the PG Food Science and Technology Programme As the new course MSc Food Science and Technology was introduced.
- As our college is situated in the remote village of Vazhayur Panchayath, the institute, and the student community can contribute to its overall development. As per the suggestion of Prof. Dr. A.A.M. Kunhi (Former Principal) and the committee, it has been decided to adopt the village and involve the students in various extension activities which will be beneficial for the growth and development of the local community and also will build the social responsibility of the students.
- Decided to organize and directed teachers to participate in UGC-sponsored FDP programmes. All teachers should register for Ph.D. programmes.

The IQAC coordinator proposed the vote of thanks


IQAC Coordinator
SAFI Institute of Advanced Study
Malappuram - 673633

Ms. Shainy N.K.
IQAC Coordinator




PRINCIPAL
SAFI INSTITUTE OF ADVANCED STUDY
Vazhayoor East P.O, Malappuram Dist, -673 633
Kerala State

Dr. P V Basheer Ahammed
Principal