

2018-2019

**MEETING MINUTES
INTERNAL QUALITY
ASSURANCE CELL (IQAC)**



Ref. No.: SCAS/IQAC-MoM/2018-19/01

Minutes of IQAC Meeting held on 29/05/2018

Date : 29/05/2018

Time : 10.30 am

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim, (English)	Faculty Representative
4	Mr. Aboobacker	Librarian
5	Mr. T V Abdurahiman Kutty	Office Superintendent
6	Mr. Niyasali KC (Commerce and Management Studies)	Faculty Representative
7	Ms. Asia P (Computer Application)	Faculty Representative
8	Ms. Sheeja K Sathyan (Economics)	Faculty Representative
9	Ms. Raziya P. P. (Mathematics)	Faculty Representative
10	Mr. Aboobacker. VT (Physics)	Faculty Representative
11	Mr. Shihab Thangal, (Mass Communication & Journalism)	Faculty Representative
12	Mr. Ameen Navas K P (Physical Education)	Faculty Representative
13	Dr. Safeer A (Social Work)	Vice Principi
14	Mr. Shuhaib C (Languages)	Faculty Representative



Agenda:

1. Re-composition of Criteria Coordinators.
2. Workload Statements and Timetable.
3. Semester Plan and Course Outline from Course Teachers.
4. Academic, Activity, and Examination Calendar
5. Action Plan and Department Plan based on Academic, Activity, and Examination Calendar prepared by IQAC.
6. Incentives for Faculties

Minutes:

1. The Principal welcomed all the members of the meeting.
2. IQAC Coordinator presented the annual report for the academic year 2017-18 for approval before presenting the agenda for discussions and necessary action.
3. **Re-composition of Criteria Coordinators**

The members of the Cell decided on the Criteria Coordinators for the academic year. The following members of the faculty were deputed to specific positions with immediate effect:

SL. NO.	NAME	DESIGNATION
1	Mr. Niyasali K C	NAAC Co-ordinator
2	Ms. Raziya P P	Criterion 1 Convenor
3	Ms. Viji A	Criterion 1 Coordinator
4	Ms. Dhanya Das	Criterion 1 Coordinator
5	Dr. Safeer A	Criterion 2 Convenor
6	Ms. Asia P	Criterion 2 Coordinator
7	Ms. Shajila P	Criterion 2 Coordinator
8	Dr. Habeeburahman KP	Criterion 3 Convenor
9	Ms. Ranjini T	Criterion 3 Coordinator
10	Mr. Shuhaib P M	Criterion 4 Convenor
11	Mr. Ameen Navas K P	Criterion 4 Coordinator
12	Ms. Ranjitha P	Criterion 5 Convenor
13	Ms. Irfanath. V	Criterion 5 Coordinator
14	Mr. Hanees Hussain T	Criterion 6 Convenor
15	Ms. Jamsheena T K	Criterion 6 Coordinator
16	Mr. Salmanul Haris E K	Criterion 7 Convenor
17	Ms. Aiswarya P P	Criterion 7 Coordinator



4. **Workload Statements and Timetable**

It was decided to collect and review the workload statements and timetables from HODs for approval. Suggestions were made to ensure a balanced workload distribution among faculty members.

5. **Semester Plan and Course Outline from Course Teachers**

It was decided to collect semester plans and course outlines of individual faculty members in the prescribed format. Suggestions were made regarding incorporation of innovative teaching methods and integrating emerging trends into the curriculum.

6. **Academic, Activity, and Examination Calendar**

It was decided that IQAC would prepare academic, activity and Examination Calendar which would then be disseminated to all stakeholders.

7. **Action Plan and Department Plan**

It was decided that an action plan and department plans would be devised after the Calendar prepared by IQAC was reviewed. Emphasis was to be placed on maintaining academic rigor while ensuring a supportive environment for students' holistic development.

8. **Incentives for Faculties**

The members consented to providing Financial incentives to finance the participation of Faculty members for attending Faculty Development Programmes/Professional Development Programmes.

9. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/01

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1.	Workload Statements and Timetable	It was decided to collect and review the workload statements and timetables from HODs for approval. Suggestions were made to ensure a balanced workload distribution among faculty members.	The workload statements and timetables provided by the HODs were reviewed and approved unanimously.
2	Semester Plan and Course Outline from Course Teachers	It was decided to collect semester plans and course outlines of individual faculty members in the prescribed format. Suggestions were made regarding incorporation of innovative teaching methods and integrating emerging trends into the curriculum.	Semester plans and course outlines of individual faculty members in the prescribed format were collected and reviewed to ensure the incorporation of innovative teaching methods such as experiential learning
3	Action Plan and Department Plan	It was decided that an action plan and department plans would be devised after the Calendar prepared by IQAC was reviewed. Emphasis was to be placed on maintaining academic rigor while ensuring a supportive environment for students' holistic development.	Collated action plans and departmental activity plans formulated based on the academic, activity and examination calendar were scrutinised to ensure that activities promote holistic development of students.
4	Incentives for Faculties	The members consented to providing Financial incentives to finance the participation of Faculty members for attending Faculty Development Programmes/Professional development Programmes.	A fixed amount was paid to faculty members from the Staff Welfare Fund as incentives were to cover the cost of participating in FDPs and PDPs.



Ref. No.: SCAS/IQAC-MoM/2018-19/02

Minutes of IQAC Meeting held on 07/06/2018

Date : 07/06/2018

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Mr. Niyasali KC	HOD, Commerce and Management Studies
5	Ms. Asia P	HOD, Computer Application
6	Ms. Sheeja K Sathyan	HOD, Economics
7	Ms. Raziya P P	HOD, Mathematics
8	Mr. Aboobacker VT	HOD, Physics
9	Mr. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor



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20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor
26	Mohammed Alikhan K.P	Assistant Professor
27	Dr. Habeeburahman KP	Associate. Professor
28	Sajeer C	Asst. Professor
29	Salmanu Haris .E.K	Asst. Professor
30	Danya Das K.P	Asst. Professor
31	Monisha Vijayan	Asst. Professor
32	Bajitha K	Asst. Professor
33	Azhar A T	Asst. Professor
34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
36	Thahira K S	Asst. Professor
37	Irfanath.V	Asst. Professor
38	Hanees Hussain.T	Asst. Professor
39	Mohammed Jabir	Asst. Professor
40	Jamsheena T K	Asst. Professor
41	Ajeesh .KA	Asst. Professor
42	Sona K	Asst. Professor
43	Muhammed Suhail Pp	Asst. Professor
44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor



46	Nafeesa Parveen C	Asst. Professor
47	Shajila P	Asst. Professor
48	Viji A	Asst. Professor
49	Jasim Ahammed Tk	Asst. Professor
50	Jasna CM	Asst. Professor

Agenda:

1. Faculty Development Programme
2. Selection of New Office Bearers for Clubs and Cells
3. Certificate and Add-on Courses
4. Formation of Board of Studies
5. Mentor-Mentee System
6. Departmental Action Plan
7. Reformation of Student Senator Body
8. ICT-enabled Classes
9. Criteria Coordinators meeting
10. NAAC Files

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The IQAC co-ordinator presented the agenda for discussions and necessary action.
4. **Faculty Development Programme**
It was decided to conduct a Faculty Development Programme for teaching and non-teaching staff of the college under the aegis of IQAC with the aim of enhancing personal and professional growth of the staff.
5. **Selection of New Office Bearers for Clubs and Cells**
It was decided to appoint new office bearers for various clubs and cells for the academic year and discuss the responsibilities associated with the roles of each office bearer.



6. **Certificate and Add-on Courses**

- (i) The IQAC decided to review and revise existing certificate and Add-on courses and bade the departments to introduce new ones prior to finalizing the list of courses to be offered.
- (ii) It was also decided to establish criteria for selection in advance to inviting applications from students.

7. **Formation of Board of Studies**

The IQAC intimated that each department form Boards of Studies with member representatives from linked institutions and industries to discuss and decide upon the syllabus for the certificate and add-on courses.

8. **Mentor-Mentee System**

With the aim of fostering a stronger connection between students and their teachers and promoting an understanding of the student's background and personal limitations so as to make classrooms more student-friendly, it was decided to introduce a mentor-mentee system for each department. The students of each class are to be divided in the student-faculty ratio of 20:1 for ease in functioning of system. The IQAC also decided to provide guidelines regarding expectations for mentors and mentees.

9. **Departmental Action Plan**

The individual Departmental Action Plan was scrutinised and a consensus was reached that each department was to provide opportunities for enhancing both soft and hard skills of students through co-curricular and extracurricular activities.

10. **Reformation of Student Senator Body**

In order to decentralise the governance of the institution, it was decided to reform the Student Senator Body comprising of representatives from each class of all departments while ensuring representation of both male and female students. The IQAC also decided to provide guidelines to clarify the roles and responsibilities of senators.

11. **ICT-enabled Classes**

In order to ensure innovation in teaching-learning process, the IQAC suggested that preparations be made for the integration of ICT in classroom teaching. It was also decided to identify necessary resources and training requirements for ICT integration.



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12. Criteria Coordinators meeting

Criteria conveners and coordinators met to discuss the plan for streamlining the process for collecting and consolidating the data required for NAAC purpose.

13. NAAC Files

It was also decided to prepare guidelines for the files and their specifications a copy of which is to be provided to all departments.

14. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram. 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



7Ref. No.: SCAS/IQAC-ATR/2018-19/02

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Faculty Development Programme	It was decided to conduct a Faculty Development Programme for teaching and non-teaching staff of the college.	The college organised a Faculty Development Programme titled “Art of Excellence: Nurturing Growth across Academia” in June of 2018.
2	Selection of New Office Bearers for Clubs and Cells	It was decided to appoint new office bearers for various clubs and cells for the academic year	New office bearers were appointed as club convenors and co-ordinators for the academic year.
3	Certificate and Add-on Courses	(i) The IQAC decided to review and revise existing certificate and Add-on courses and bade the departments to introduce new ones prior to finalizing the list of courses to be offered. (ii) It was also decided to establish criteria for selection in advance to inviting applications from students.	(i) Each department submitted revised syllabus for certificate and add-on courses. (ii) Students were selected from the applications received.
4	Formation of Board of Studies	The IQAC intimated that each department form Boards of Studies with member representatives from linked institutions and industries to discuss and decide upon the syllabus for the certificate and add-on courses.	The Departments came together to form Boards of Studies and discussed the syllabus for certificate and add-on courses so as to ensure compliance with industry standards.
5	Mentor-Mentee System	It was decided to introduce a mentor-mentee system for each department.	Each faculty was assigned 20-25 students and a record was kept citing the minutes of individualised meetings.



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6	Departmental Action Plan	Consensus was reached that each department was to provide opportunities for enhancing both soft and hard skills of students through co-curricular and extracurricular activities.	Each department organised various events to enhance soft and hard skills of students
7	Reformation of Student Senator Body	In order to decentralise the governance of the institution, it was decided to reform the Student Senator Body.	Monthly meeting were held to discuss various issues and concerns which was relayed to academic council for further discussion and decision making.
8	ICT-enabled Classes	In order to ensure innovation in teaching-learning process, the IQAC suggested that preparations be made for the integration of ICT in classroom teaching. It was also decided to identify necessary resources and training requirements for ICT integration.	Departments were provided the opportunity to integrate ICT in classroom teaching. Projector was provided to help ease the process of integration.
9	NAAC Files	It was also decided to prepare guidelines for the files and their specifications a copy of which is to be provided to all departments.	IQAC prepared a list of files with their specifications and was disseminated among departments and criteria coordinators.



Ref. No.: SCAS/IQAC-MoM/2018-19/03

Minutes of IQAC Meeting held on 18/07/2018

Date : 18/07/2018

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Mr. Niyasali KC	HOD, Commerce and Management Studies
5	Ms. Asia P	HOD, Computer Application
6	Ms. Sheeja K Sathyan	HOD, Economics
7	Ms. Raziya P P	HOD, Mathematics
8	Mr. Aboobacker VT	HOD, Physics
9	Mr. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor
20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Faseela K P	Asst. Professor



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26	Ranjini.T	Asst. Professor
27	Mohammed Alikhan K.P	Asst.Professor
28	Dr. Habeeburahman KP	Associate. Professor
29	Sajeer C	Asst. Professor
30	Salmanu Haris .E.K	Asst. Professor
31	Danya Das K.P	Asst. Professor
32	Monisha Vijayan	Asst. Professor
33	Bajitha K	Asst. Professor
34	Azhar A T	Asst. Professor
35	Sadique Ali A	Asst. Professor
36	Mohammed Salim. Km	Asst. Professor
37	Thahira K S	Asst. Professor
38	Irfanath.V	Asst. Professor
39	Hanees Hussain.T	Asst. Professor
40	Mohammed Jabir	Asst. Professor
41	Jamsheena T K	Asst. Professor
42	Ajeesh .KA	Asst. Professor
43	Sona K	Asst. Professor
44	Muhammed Suhail Pp	Asst. Professor
45	Ranjitha P	Asst. Professor
46	Suparna M	Asst. Professor
47	Nafeesa Parveen C	Asst. Professor
48	Shajila P	Asst. Professor
49	Viji A	Asst. Professor
50	Jasim Ahammed Tk	Asst. Professor
51	Jasna CM	Asst. Professor

Leave of Absence :

SL. NO.	NAME	DESIGNATION
1	Mr. Aboobacker	Librarian
2	Mr. T V Abdurahiman Kutty	Office Superintendent



Agenda:

1. Induction Program for UG and PG Students
2. Bridge Course
3. Advanced and Slow learners Programme
4. Parent Teacher Forum
5. Rubix-Mega Job Fair
6. College Union Election

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The IQAC co-ordinator presented the agenda for discussions and necessary action.
4. **Induction Program for UG Students**
It was proposed to conduct department-wise Student Induction Programmes for UG students to help assisting the incoming batch in their transition into an institution of higher education.
5. **Bridge Course**
The departments were directed to hold bridge course classes with a syllabus tailored to the needs of the students. The departments were also asked to classify students on the basis of learning ability by conducting Entry and exit tests.
6. **Advanced and Slow learners Programme**
The IQAC steered the co-ordinators of Raise Me Club and iEarn Club to induct the slow and advanced learners of the incoming batch into the Clubs respectively. The co-ordinators were also asked to re-evaluate the change in learning ability of existing members.
7. **Parent Teacher Forum**
It was proposed to reconstitute the Parent-Teacher Forum, henceforth called the Parent Teacher Association (PTA), and to appoint a faculty representative co-ordinator to the PTA.
8. **Rubix – Mega Job Fair**
It was proposed to conduct a Mega Job Fair “Rubix” for the students of the Colleges affiliated to the University of Calicut within the college premises. A duty list is to be prepared for circulation



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among Faculty. It was also decided to select student volunteers to help ease the crowd control and management.

9. College Union Election

It was decided to hold the Union Election for the academic year in Presidential mode. Further discussions will be held in the next meeting to decide on the roles and responsibilities to be assigned to each faculty member.

10. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC
COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal
PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/03

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Induction Program for UG Students	It was proposed to conduct department-wise Student Induction Programmes for UG students	Student Induction Programmes were conducted by all departments from 22 of July, 2018.
2	Bridge Course	The department were directed to hold bridge course classes; and to classify students on the basis of learning ability	Bridge course was held between 7th and 9 th of August and students were classified into Slow, advanced and average learners.
3	Advanced and Slow learners Programme	The IQAC steered the co-ordinators of Raise Me Club and iEarn Club to induct the slow and advanced learners of the incoming batch into the Clubs respectively. The co-ordinators were also asked to re-evaluate the change in learning ability of existing members.	Slow Learners were inducted into Raise Me Club and advanced learners into iEarn Club respectively. Existing members were re-evaluated to check progress.
4	Parent Teacher Forum	It was proposed to reconstitute the Parent-Teacher Forum, henceforth called the Parent Teacher Association (PTA), and to appoint a faculty representative co-ordinator to the PTA.	Ms. Asia P (HOD, Department of Computer Application) was appointed the Faculty representative to the reformed PTA.
5	Rubix – Mega Job Fair	It was proposed to conduct a Mega Job Fair “Rubix” for the students of the Colleges affiliated to the University of Calicut.	Rubix Mega Job Fair was successfully organised. 160 students were selected for further interview and placement



Ref. No.: SCAS/IQAC-MoM/2018-19/04

Minutes of IQAC Meeting held on 10/08/2018

Date : 10/08/2018

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Mr. Niyasali KC	HOD, Commerce and Management Studies
5	Ms. Asia P	HOD, Computer Application
6	Ms. Sheeja K Sathyan	HOD, Economics
7	Ms. Raziya P P	HOD, Mathematics
8	Mr. Aboobacker VT	HOD, Physics
9	Mr. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor
20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor



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26	Mohammed Alikhan K.P	Asst. Professor
27	Dr. Habeeburahman KP	Associate. Professor
28	Sajeer C	Asst. Professor
29	Salmanu Haris .E.K	Asst. Professor
30	Danya Das K.P	Asst. Professor
31	Monisha Vijayan	Asst. Professor
32	Bajitha K	Asst. Professor
33	Azhar A T	Asst. Professor
34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
36	Thahira K S	Asst. Professor
37	Irfanath.V	Asst. Professor
38	Hanees Hussain.T	Asst. Professor
39	Mohammed Jabir	Asst. Professor
40	Jamsheena T K	Asst. Professor
41	Ajeesh .KA	Asst. Professor
42	Sona K	Asst. Professor
43	Muhammed Suhail Pp	Asst. Professor
44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor
46	Nafeesa Parveen C	Asst. Professor
47	Shajila P	Asst. Professor
48	Viji A	Asst. Professor
49	Jasim Ahammed Tk	Asst. Professor
50	Jasna CM	Asst. Professor
51	Ameen Navas K P	Asst. Professor
52	Mr. Aboobacker	Librarian

Agenda:

1. College Union Election
2. Onam Celebration
3. Onam Programmes
4. NAAC Back-Files Progress



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Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The IQAC co-ordinator presented the agenda for discussions and necessary action.

4. College Union Election

- (i) The college union election will be held in the presidential mode.
- (ii) A senior faculty member will be appointed as returning officer
- (iii) Duty list will be prepared and circulated.

5. Onam Celebration

It was decided to oversee the organisation of the Onam Celebration by the Arts Club in collaboration with the Staff Club under the aegis of IQAC. A duty list is to be prepared for dissemination among staff.

6. Onam Programmes

The Departments were instructed to choose a programme they are willing to coordinate and submit the criteria for participation.

7. NAAC Back-File Progress

The IQAC coordinator enquired into the progress of departments collecting and consolidating the data required for NAAC purpose.

8. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/04

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	College Union Election	(i) The college union election will be held in the presidential mode. (ii) A senior faculty member will be appointed as returning officer	(i) Prof. T Ibrahim was appointed as returning officer. (ii) The college union election was held in the presidential mode on 16/08/2018. (iii) Elected members formed the union for the academic year 2018-19.
2	Onam Celebration	It was decided to oversee the organisation of the Onam Celebration by the Arts Club in collaboration with the Staff Club under the aegis of IQAC	Onam Celebration was organised for the college on 17 th of August 2018.
3	Onam Programmes	The Departments were instructed to choose a programme they are willing to coordinate and submit the criteria for participation.	The Departments chartered rules for the programmes they coordinated and winners for various events were declared.



Ref. No.: SCAS/IQAC-MoM/2018-19/05

Minutes of IQAC Meeting held on 27/09/2018

Date : 10/08/2018

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Mr. Niyasali KC	HOD, Commerce and Management Studies
5	Ms. Asia P	HOD, Computer Application
6	Ms. Sheeja K Sathyan	HOD, Economics
7	Ms. Raziya P P	HOD, Mathematics
8	Mr. Aboobacker VT	HOD, Physics
9	Mr. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor
20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor
26	Mohammed Alikhan K.P	Asst.Professor
27	Dr. Habeeburahman KP	Associate. Professor



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28	Sajeer C	Asst. Professor
29	Salmanu Haris .E.K	Asst. Professor
30	Danya Das K.P	Asst. Professor
31	Monisha Vijayan	Asst. Professor
32	Bajitha K	Asst. Professor
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34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
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44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor
46	Nafeesa Parveen C	Asst. Professor
47	Shajila P	Asst. Professor
48	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Internal Examinations
2. Remedial Classes
3. Internal Exam Grievances and ATR (Action Taken Report)
4. Research Methodology Seminar
5. Industrial Visit, Academic Visit, and Field Work & Internship

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The Principal lauded the commendable effort taken by the faculty in organising and executing the Onam celebration successfully.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.



5. **Internal Examinations**

It was decided that

- a. Internal evaluation for the fifth semester UG students is to be held in the in the first week of October.
- b. Internal evaluation for first and third semester UG and PG students is to be administered in the first week of November 2018.

6. **Remedial Classes**

It was decided to provide Remedial classes for students who perform poorly in the internal evaluations conducted.

7. **Internal Exam Grievances and ATR (Action Taken Report)**

It was reiterated that all grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken.

8. **Research Methodology Seminar**

IQAC instructed the departments that are yet to deliver session on Research Methodology for final year UG and PG students are to do so at the earliest possible date.

9. **Industrial Visit, Academic Visit, and Field Work & Internship**

It was decided that departments to plan and execute industrial visits, academic visits, and fieldwork/internship opportunities for students.

10. **Annual Athletic Meet**

It was decided to conduct an Annual Athletics Meet within the month of October itself

11. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/05

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Internal Examinations	It was decided to conduct internal exams for fifth semester UG student in the first week of October; and for 1st and 3rd semester UG and PG students in the first week of November 2018.	Internal exams were conducted from as per the following schedule: 5th semester UG : (i) 01/10/2018 - 08/10/2018 (ii) 1st and 3rd semester UG: 05/11/2018 - 12/11/2018 (iii) 1st and 3rd semester PG: 19/11/2018- 23/11/2018
2	Remedial Classes	It was decided to provide Remedial classes for students who perform poorly in the internal evaluations conducted.	Remedial classes were provided to students who failed in the internal exam
3	Research Methodology Seminar	IQAC instructed the departments that are yet to deliver session on Research Methodology for final year UG and PG students are to do so at the earliest possible date.	All core departments conducted Research Methodology sessions for final year UG and PG students.
4	Industrial Visit, Academic Visit, and Field Work & Internship	It was decided that departments to plan and execute industrial visits, academic visits, and fieldwork/internship opportunities for student	Students were permitted to participate in industrial visits, academic visits, and educational tours. The institute issued Bonafide Certificates to attend fieldwork/internship etc.
5	Annual Athletic Meet	It was decided to conduct an Annual Athletics Meet within the month of October	An Annual Athletics was held on the 28th of October 2018.



Ref. No.: SCAS/IQAC-MoM/2018-19/06

Minutes of IQAC Meeting held on 29/11/2018

Date : 29/11/2018

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Mr. Niyasali KC	HOD, Commerce and Management Studies
5	Ms. Asia P	HOD, Computer Application
6	Ms. Sheeja K Sathyan	HOD, Economics
7	Ms. Raziya P P	HOD, Mathematics
8	Mr. Aboobacker VT	HOD, Physics
9	Mr. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor
20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor
26	Mohammed Alikhan K.P	Asst.Professor
27	Dr. Habeeburahman KP	Associate. Professor



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33	Azhar A T	Asst. Professor
34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
36	Thahira K S	Asst. Professor
37	Irfanath.V	Asst. Professor
38	Hanees Hussain.T	Asst. Professor
39	Mohammed Jabir	Asst. Professor
40	Jamsheena T K	Asst. Professor
41	Ajeesh .KA	Asst. Professor
42	Sona K	Asst. Professor
43	Muhammed Suhail Pp	Asst. Professor
44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor
46	Nafeesa Parveen C	Asst. Professor
47	Shajila P	Asst. Professor
48	Viji A	Asst. Professor
49	Jasim Ahammed Tk	Asst. Professor
50	Jasna CM	Asst. Professor
51	Ameen Navas K P	Asst. Professor
52	Suchithra N	Asst. Professor
53	Sajitha.S	Asst. Professor
54	Usha Rani V S	Asst. Professor
55	Mr. Aboobacker	Librarian
56	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Christmas Celebration
2. College Art Fest



Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The IQAC co-ordinator presented the agenda for discussions and necessary action.
4. **Internal Exam Grievances and ATR (Action Taken Report)**
It was reiterated that all grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken.
5. **Christmas Celebration**
The IQAC decided to oversee the organisation of the Christmas Celebration for the year. A discussion was held to finalise the list of events to be offered to students and which departments are to coordinate the said events. The list of programme coordinators along with the duties assigned is to be prepared for dissemination among staff.
6. **College Art Fest**
A discussion was held on the organisation of annual college arts fest. It was concluded that, the off stage events are to be held in the month of December prior to onstage program in January.
7. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/06

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Internal Exam Grievances and ATR (Action Taken Report)	It was reiterated that all grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken.	Grievances regarding internal evaluations were sorted out within the department itself.
2	Christmas Celebration	The IQAC decided to oversee the organisation of the Christmas Celebration for the year. A discussion was held to finalise the list of events to be offered to students and which departments are to coordinate the said events. The list of programme coordinators along with the duties assigned is to be prepared for dissemination among staff.	Christmas Celebration was held on 21st December 2018 under the aegis of IQAC. It was deemed a success.
3	College Art Fest	A discussion was held on the organisation of annual college arts fest. It was concluded that, the off stage events are to be held in the month of December prior to on-stage program in January	Off Stage events were held between the 4th and 20th of December 2018. 'Kismath' College Arts Fest for on stage items was conducted on the 28 th and 29 th of January 2019. All events were highly successful.



Ref. No.: SCAS/IQAC-MoM/2018-19/07

Minutes of IQAC Meeting held on 01/02/2019

Date : 01/02/2019

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Niyasali KC	HOD, Commerce and Management Studies
5	Asia P	HOD, Computer Application
6	Sheeja K Sathyan	HOD, Economics
7	Raziya P P	HOD, Mathematics
8	Aboobacker VT	HOD, Physics
9	Shihab Thangal	HOD, Mass Communication & Journalism
10	Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
18	Jasla T T	Asst. Professor
19	Jisya V P	Asst. Professor
20	Fathima Ramshija P	Asst. Professor
21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor



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26	Mohammed Alikhan K.P	Asst.Professor
27	Dr. Habeeburahman KP	Associate. Professor
28	Sajeer C	Asst. Professor
29	Salmanu Haris .E.K	Asst. Professor
30	Danya Das K.P	Asst. Professor
31	Monisha Vijayan	Asst. Professor
32	Bajitha K	Asst. Professor
33	Azhar A T	Asst. Professor
34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
36	Thahira K S	Asst. Professor
37	Irfanath.V	Asst. Professor
38	Hanees Hussain.T	Asst. Professor
39	Mohammed Jabir	Asst. Professor
40	Jamsheena T K	Asst. Professor
41	Ajeesh .KA	Asst. Professor
42	Sona K	Asst. Professor
43	Muhammed Suhail Pp	Asst. Professor
44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor
46	Nafeesa Parveen C	Asst. Professor
47	Shajila P	Asst. Professor
48	Viji A	Asst. Professor
49	Jasim Ahammed Tk	Asst. Professor
50	Jasna CM	Asst. Professor
51	T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Mega Alumni Meet

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The principal applauded the painstaking effort taken by the staff in making the Christmas Celebration and College Arts Fest a grand success.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.



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5. Mega Alumni Meet

A meeting was convened to strategize the organization of the Mega Alumni Meet. It was resolved to create and distribute a duty list among staff, and to engage students as volunteers to ensure seamless event operations.

6. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
Safa College of Arts and Science
Pookkattiri, Valanchery, Malappuram, 676552



Prof. Basheer Nalakath

Principal

PRINCIPAL
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Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2018-19/07

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Mega Alumni Meet	A meeting was convened to strategize the organization of the Mega Alumni Meet. It was resolved to create and distribute a duty list among staff, and to engage students as volunteers to ensure seamless event operations.	The Alumni Association (AA) was reformed. The committee members decided to meet annually to discuss aspects such as collection and utilization of alumni fund, improvement of college amenities and involve in the decentralisation of governance of the college.



Ref. No.: SCAS/IQAC-MoM/2018-19/08

Minutes of IQAC Meeting held on 15/03/2019

Date : 15/03/2019

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Basheer Nalakath	Principal
2	Abdul Shukoor P K	Co-ordinator
3	Prof. T. Ibrahim	HOD, English
4	Niyasali KC	HOD, Commerce and Management Studies
5	Asia P	HOD, Computer Application
6	Sheeja K Sathyan	HOD, Economics
7	Raziya P P	HOD, Mathematics
8	Aboobacker VT	HOD, Physics
9	Shihab Thangal	HOD, Mass Communication & Journalism
10	Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal and HOD, Social Work
12	Shuhaib C	HOD, Languages
13	Sajitha.S	Asst. Professor
14	Usha Rani V.S	Asst. Professor
15	Suchithra P.P	Asst. Professor
16	Shahana.KP	Asst. Professor
17	Reshmi K	Asst. Professor
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21	Aiswarya PP	Asst. Professor
22	Faseela K P	Asst. Professor
23	Mohammed Iyyasudheen P	Asst. Professor
24	Najwa C	Asst. Professor
25	Ranjini.T	Asst. Professor
26	Mohammed Alikhan K.P	Asst. Professor



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29	Salmanu Haris .E.K	Asst. Professor
30	Danya Das K.P	Asst. Professor
31	Monisha Vijayan	Asst. Professor
32	Bajitha K	Asst. Professor
33	Azhar A T	Asst. Professor
34	Sadique Ali A	Asst. Professor
35	Mohammed Salim. Km	Asst. Professor
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42	Sona K	Asst. Professor
43	Muhammed Suhail Pp	Asst. Professor
44	Ranjitha P	Asst. Professor
45	Suparna M	Asst. Professor
46	Nafeesa Parveen C	Asst. Professor
47	Aboobacker	Librarian
48	T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Feedback Collection from Various Stakeholders
2. Self-Appraisal for Teaching and Non-Teaching Staff
3. Clearance for Teaching Staff
4. Annual Report from Departments and Clubs
5. Creation of Action plan for 2019-20

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The principal applauded the painstaking effort taken by the staff in making the Christmas Celebration and College Arts Fest a grand success.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.



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5. Feedback Collection from Various Stakeholders

IQAC decided to collect feedback from Various Stakeholders via the Feedback Forms that is to be made available to parents, teachers, and employers of the graduating batch of 2018 and the outgoing batch of students before the 30th of March.

6. Self-Appraisal for Teaching staff

Self-Appraisal forms are to be distributed to members of Faculty to gather yearly data on various aspects of the profession.

7. Clearance for Teaching Staff

Faculty members, especially those who are leaving from their service at the college, were asked to fill and submit Clearance Forms before 30th of March.

8. Annual Report from Departments and Clubs

IQAC Coordinator instructed the department Heads and Club Co-ordinators to prepare Annual Reports before 8th of April 2019

9. Creation of Action plan for the academic year 2019-20

IQAC Coordinator also instructed the department Heads and Club Conveners to prepare plan of action for the next academic year (2019-20) to be submitted at the beginning of the Academic Year.

10. Faculty Development Programme

It was proposed to conduct an FDP in May 2019. In this regard it was decided to approach experts to serve as resource persons in the FDP

11. The meeting ended with the thanks to the chair.

Mr. Abdul Shukoor P K

Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell (IQAC)
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Prof. Basheer Nalakath

Principal

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Ref. No.: SCAS/IQAC-ATR/2018-19/08

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Feedback Collection from Various Stakeholders	IQAC decided to collect feedback from Various Stakeholders via the Feedback Forms that is to be made available to parents, teachers, and employers of the previous batch and the outgoing batch of students before the 30th of March.	Physical copies of Feedback forms have been distributed to stakeholders. Data collection is on-going, and results will be analysed to identify areas for improvement.
2	Self-Appraisal for Teaching staff	Self-Appraisal forms are to be distributed to members of Faculty to gather yearly data on various aspects of the profession	Self-Appraisal forms were distributed to all faculty members. Completed appraisals are being reviewed, and discussions will be held to identify areas of strength and areas for improvement
3	Annual Report from Departments and Clubs	IQAC Coordinator instructed the department Heads and Club Co-ordinators to prepare Annual Reports before 8 th of April 2019	All departments Heads and Club Co-ordinators submitted copies of annual report to the IQAC and is being analysed to assess their activities and achievements