

2020-2021

MEETING MINUTES
INTERNAL QUALITY
ASSURANCE CELL (IQAC)



Ref. No.: SCAS/IQAC-MoM/2020-21/01

Minutes of IQAC Meeting held on 11/07/2020

Date : 11/07/2020

Time : 10.30 am

Venue : Microsoft Teams

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Abdul Gafoor P	Chairperson
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. Jasim Ahmed T K	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Mr. Mansoor K	HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Ranjini.T	Asst. Professor
14	Dhanya Das K.P	Asst. Professor
15	Shifana K	Asst. Professor
16	Abdul Hakeem M	Asst. Professor
17	Naseeba K T	Asst. Professor
18	Sajeer C	Asst. Professor
19	Bajitha K	Asst. Professor
20	Jamsheena V P	Asst. Professor
21	Subash T.K	Asst. Professor
22	Sahida K	Asst. Professor
23	Haneez Hussain.T	Asst. Professor
24	Jamsheena T K	Asst. Professor
25	Irfanath V	Asst. Professor
26	Dhanya P	Vice Principal



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27	Mohammed Ashiq P M	Associate. Professor
28	Jaseela P P	Asst. Professor
29	Abdul Haseeb K P	Asst. Professor
30	Fathimath Suhra C	Asst. Professor
31	Nawaf P K	Asst. Professor
32	Fathima Ramshija P	Asst. Professor
33	Suhaib P M	Asst. Professor
34	Syamini K	Asst. Professor
35	Farisa V K	Asst. Professor
36	Muhammed Shameem P	Asst. Professor
37	Rajitha G	Asst. Professor
38	Aiswarya P P	Asst. Professor
39	Sayikrishna M	Asst. Professor
40	Majida P T	Asst. Professor
41	Shabeer K	Asst. Professor
42	Shahina N	Asst. Professor
43	Hasna N	Asst. Professor
44	Reshmi K	Asst. Professor
45	Amritha K V	Asst. Professor
46	Hassainar M V	Asst. Professor
47	Sumayya Jasmine M	Asst. Professor
48	Mohammed Siraj V P	Asst. Professor
49	Ramsheena T K	Asst. Professor
50	Rasmiya K T	Asst. Professor
51	Nandhida Krishnan P	Asst. Professor
52	Fayida Farhath A P	Asst. Professor
53	Jasla N	Asst. Professor
54	Nafeesa Parveen C	Asst. Professor
55	Mohammed Femil P	Asst. Professor
56	Noorunnidha M	Asst. Professor
57	Suparna M	Asst. Professor
58	Mohammed Sabeel K	Asst. Professor
59	Shafeeque P P	Asst. Professor
60	Usha Rani V S	Asst. Professor
61	Prajeesh Kumar C	Asst. Professor



62	Suchithra P P	Asst. Professor
63	Mr. Aboobacker	Librarian
64	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Standard Operating Procedure (SOP) during Pandemic
2. Platform for Teaching Learning during COVID
3. Issue pertaining to attendance and internal evaluation
4. Re-composition of Criteria Coordinators.
5. Anti-Narcotics Club
6. Selection of New Office Bearers for Clubs and Cells
7. Workload Statements and Timetable
8. Semester Plan and Course Outline from Course Teachers
9. Action Plan and Department Plan
10. Incentives for Faculties
11. Reformation of Student Senator Body
12. Mentor-Mentee System

Minutes:

1. The Principal welcomed all the members of the meeting.
2. He appreciated the efforts taken by the staff to prepare study materials for conducting online classes.
3. IQAC Coordinator presented the annual report for the academic year 2019-20 for approval.
4. He then presented the agenda for discussions and necessary action.

5. Standard Operating Procedure (SOP) during Pandemic

Dr. Nidhin P V and his team presented the SOP to be observed during the Pandemic Period. As per the directives of the Government of India, colleges are required to remain closed for students and faculty, with only non-teaching staff allowed to be present in a limited capacity. It was resolved that the precautionary guidelines for control and management of Covid-19 Pandemic be observed till such time as the college is closed for students and faculty

6. Platform for Teaching Learning during COVID



The college deliberated on whether to utilize multiple platforms or a single platform for online classes. Following internal discussions, it was noted that the majority of faculty members prefer using Google Meet over other platforms for conducting online classes.

7. **Issue pertaining to attendance and internal evaluation**

- (i) It was quickly noticed that teachers were finding it difficult to keep track of student attendance.
- (ii) They also expressed concerns regarding the issue of conducting of internal evaluations.
- (iii) It was decided to invite quotations from organisations providing Management systems for educational institutions.

8. **Re-composition of Criteria Coordinators**

The members of the Cell have chosen the Criteria Coordinators for the academic year. The following faculty members have been assigned to their respective 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. Dhanya Das K P	Criterion 1 Coordinator
4	Mr. Abdul Haseeb K P	Criterion 1 Coordinator
5	Mr. Mansoor K	Criterion 2 Convenor
6	Ms. Asia P	Criterion 2 Coordinator
7	Ms. Shajila P	Criterion 2 Coordinator
8	Ms. Ranjini T	Criterion 3 Convenor
9	Ms. Jamsheena T K	Criterion 3 Coordinator
10	Ms. Fayida Farhath A P	Criterion 3 Coordinator
11	Mr. Shuhaib P M	Criterion 4 Convenor
12	Mr. Ameen Navas K P	Criterion 4 Coordinator
13	Ms. Fathima Ramshija P	Criterion 4 Coordinator
14	Ms. Ranjitha P	Criterion 5 Convenor
15	Ms. Irfanath. V	Criterion 5 Coordinator
16	Ms. Rasmiya K T	Criterion 5 Coordinator
17	Mr. Hanees Hussain T	Criterion 6 Convenor
18	Ms. Ramsheena T K	Criterion 6 Coordinator
19	Ms. Sayikrishna M	Criterion 6 Coordinator



20 Mr. Abdul Hakeem M Criterion 7 Convenor

21 Ms. Shifana K Criterion 7 Coordinator

9. **Anti-Narcotics Club**

- (i) The Anti-Narcotics Cell is rechristened as Anti-Narcotics Club.
- (ii) All concerns regarding use of drugs can be informed anonymously via Google Form.

10. **Selection of New Office Bearers for Clubs and Cells**

- (i) New office-bearers were appointed for some clubs and cells for the academic year, and responsibilities linked with each role were reflected on.
- (ii) They were asked to prepare a tentative activity plan for the academic year

11. **Workload Statements and Timetable**

It was decided to collect and review workload statements and timetables from Heads of Departments (HODs) for approval.

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

It was decided to collect digital copies of individual semester plans and course outlines from faculty members.

13. **Action Plan and Department Plan**

w.r.t. The minutes of IQAC dated 04/03/2020 (ref. No.: SCAS/IQAC-MOM/2019-20/07), each department prepared and submitted action plan and department plans. It is decided that the action plan and departmental plans be modified taking into consideration the changed situation

14. **Incentives for Faculties**

The members agreed to continue the practice of providing financial incentives to assist faculty members in attending Faculty Development Programmes/Professional Development Programmes.

15. **Reformation of Student Senator Body**

- (i) Tutors of each department is to supervise the election of Student senators from their respective classes
- (ii) A Whatsapp group will be created to share information regarding student issues which will then be conveyed to the academic council for deliberation and response.



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16. Mentor-Mentee System

The volatile nature of the pandemic situation underscores the necessity for additional care and concern. In this regard, it was decided that:

- (i) The Mentor-mentee system will be made more efficient.
- (ii) The mentor-mentee interaction will be held regularly to discuss concerns of the mentees.
- (iii) Any relevant grievances will be conveyed to the concerned cells or to the Internal Complaints Cell.

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

Mr. Abdul Shukoor P K

Coordinator, IQAC



Prof. Abdul Gafoor P

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



Ref. No.: SCAS/IQAC-ATR/2020-21/01

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1.	Platform for Teaching Learning during COVID	The college deliberated on whether to utilize multiple platforms or a single platform for online classes. Following internal discussions, it was noted that the majority of faculty members prefer using Google Meet over other platforms for conducting online classes.	The college decided to exclusively use Google Meet for the purpose of conducting online classes.
2	Issue pertaining to attendance and internal evaluation	(i) It was quickly noticed that teachers were finding it difficult to keep track of student attendance. (ii) They also expressed concerns regarding the issue of conducting of internal evaluations. (iii) It was decided to invite quotations from organisations providing Management systems for educational institutions.	The institution purchased the use of college management software with mobile application to help track of student attendance. The application provides students with a platform to upload pdf documents for evaluation and teachers with platform to upload marks so as to help manage student internal evaluation.
3	Selection of New Office Bearers for Clubs and Cells	(i) New office-bearers were appointed for some clubs and cells for the academic year, and responsibilities linked with each role were reflected on. (ii) They were asked to prepare a tentative activity plan for the academic year	(i) New office bearers were appointed as club convenors and co-ordinators for the academic year. (ii) Activity plan was submitted to the IQAC for scrutiny.



4	Workload Statements and Timetable	It was decided to collect and review workload statements and timetables from Heads of Departments (HODs) for approval.	Workload statements and timetables were collected and centralised timetables were prepared.
5	Semester Plan and Course Outline from Course Teachers	It was decided to collect digital copies of individual semester plans and course outlines from faculty members.	Digital copies of semester plans and course outlines of individual faculty members in the prescribed format were collected and reviewed.
6	Mentor-Mentee System	The volatile nature of the pandemic situation underscores the necessity for additional care and concern. In this regard, it was decided that the mentor-mentee interaction be held regularly in order to discuss student concerns of the mentees.	Individualised mentor-mentee meetings were held via Google meet.
7	Action Plan and Department Plan	w.r.t. The minutes of IQAC dated 04/03/2020 (ref. No.: SCAS/IQAC-MOM/2019-20/07), each department prepared and submitted action plan and department plans. It is decided that the action plan and departmental plans be modified taking into consideration the changed situation	Pre-prepared action plans were modified to suit the changed academic scenario.
8	Reformation of Student Senator Body	(i) Tutors of each department is to supervise the election of Student senators from their respective classes (ii) A Whatsapp group will be	(i) Class-wise election was held via Google Meet. (ii) Whatapp Group was created and regular meetings were held on



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		created to share information regarding student issues which will then be conveyed to the academic council for deliberation and response.	Google meet
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Ref. No.: SCAS/IQAC-MoM/2020-21/02

Minutes of IQAC Meeting held on 12/08/2020

Date : 12/08/2020

Time : 03.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Abdul Gafoor P	Chairperson
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. Jasim Ahmed T K	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Mr. Mansoor K	HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Ranjini.T	Asst. Professor
14	Dhanya Das K.P	Asst. Professor
15	Shifana K	Asst. Professor
16	Abdul Hakeem M	Asst. Professor
17	Naseeba K T	Asst. Professor
18	Sajeer C	Asst. Professor
19	Bajitha K	Asst. Professor
20	Jamsheena V P	Asst. Professor
21	Subash T.K	Asst. Professor
22	Sahida K	Asst. Professor
23	Haneez Hussain.T	Asst. Professor



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46	Hassainar M V	Asst. Professor
47	Sumayya Jasmine M	Asst. Professor
48	Mohammed Siraj V P	Asst. Professor
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56	Noorunnidha M	Asst. Professor
57	Suparna M	Asst. Professor
58	Mohammed Sabeel K	Asst. Professor



59	Shafeeque P P	Asst. Professor
60	Usha Rani V S	Asst. Professor
61	Prajeesh Kumar C	Asst. Professor
62	Suchithra P P	Asst. Professor
63	Mr. Aboobacker	Librarian
64	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Certificate and Add-on Courses
2. Formation of Board of Studies
3. Research Methodology Seminars / Invited Talks
4. Onam Celebration
5. Onam programme Schedule

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. **Certificate and Add-on Courses**
 - (i) The IQAC resolved to evaluate and revise existing certificate and Add-on courses, directing departments to suggest new offerings prior to finalizing the course selection.
 - (ii) Criteria for student selection will be established in advance before inviting applications.
 - (iii) Google forms will be prepared by each department and consolidated before sharing with students
5. **Formation of Board of Studies**

Boards of Studies established with representative members from collaborating institutions and industries were tasked to cooperate and develop syllabi for certificate and add-on courses.
6. **Research Methodology Seminars / Invited Talks**
 - (i) The departments that have not given Sessions on Research methodology are to do so at the earliest possible opportunity.



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(ii) Departments are also instructed to provide sessions for interactions with experts in the form of invited talks.

7. Onam Celebration

It was decided that the arrangement of a Virtual Onam Celebration would be overseen by the Arts Club in collaboration with the Staff Club under the auspice of IQAC.

8. Onam Programmes

Departments were directed to coordinate programs that can be completed in a virtual mode and to submit the criteria for participation.

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

Mr. Abdul Shukoor P K

Coordinator, IQAC



Prof. Abdul Gafoor P

Principal

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Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2020-21/02

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Certificate and Add-on Courses	<p>(i) The IQAC resolved to evaluate and revise existing certificate and Add-on courses, directing departments to suggest new offerings prior to finalizing the course selection.</p> <p>(ii) Criteria for student selection will be established in advance before inviting applications.</p> <p>(iii) Google forms will be prepared by each department and consolidated before sharing with students</p>	<p>(i) List of Certificate and Add-On Courses were reviewed before approval</p> <p>(ii) Students were selected on the first come-first served basis.</p> <p>(iii) Google forms were created and circulated for ease of selection process.</p>
2	Formation of Board of Studies	<p>Boards of Studies established with representative members from collaborating institutions and industries were tasked to cooperate and develop syllabi for certificate and add-on courses.</p>	<p>The syllabus for the Certificate and Add-on Courses were finalised by the Board of Studies.</p>
3	Research Methodology Seminars / Invited Talks	<p>(i) The departments that have not given Sessions on Research methodology are to do so at the earliest possible opportunity.</p> <p>(ii) Departments are also instructed to provide sessions for interactions with experts in the form of invited talks.</p>	



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4	Onam Celebration	It was decided that the arrangement of a Virtual Onam Celebration would be overseen by the Arts Club in collaboration with the Staff Club under the auspice of IQAC.	Onam Celebration was organised for the college on 27th and 28th in virtual mode
5	Onam Programmes	Departments were directed to coordinate programs that can be completed in a virtual mode and to submit the criteria for participation.	The Departments chartered rules for the online events they coordinated and winners for various events were declared.



Ref. No.: SCAS/IQAC-MoM/2020-21/03

Minutes of IQAC Meeting held on 10/10/2020

Date : 10/10/2020

Time : 10.00 am

Venue : Google Meet

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Abdul Gafoor P	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. Jasim Ahmed T K	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Mr. Mansoor K	HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Ranjini.T	Asst. Professor
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24	Jamsheena T K	Asst. Professor



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61	Prajeesh Kumar C	Asst. Professor
62	Suchithra P P	Asst. Professor
63	Mr. Aboobacker	Librarian
64	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Centralised Internal Evaluation
2. Remedial Classes
3. Internal Exam Grievances and ATR (Action Taken Report)
4. Induction Program for UG and PG Students
5. Bridge Course
6. Advanced and Slow learners Programme
7. Parent Teacher Forum
8. Library Renovation and Automation
9. Christmas Day Celebration

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. Centralised Internal Evaluation

Internal exams will be conducted in online mode. Guidelines specific to teachers and students for conducting and evaluating of internal evaluation will be intimated via Staff and class Whatsapp groups. It also decided that:

- (i) Internal exams for the fifth semester students will begin in the last but one week of October.
- (ii) Internal exams for the third semester UG students will begin in the first week of November.
- (iii) Internal exams for the third semester UG students will begin in the last week of November

5. Remedial Classes

Online remedial classes are to be provided to students who perform poorly in the internal evaluations and a separate record must be kept.

6. Internal Exam Grievances and ATR (Action Taken Report)

All grievances regarding internal evaluations should be collected and analysed before any actions is taken.



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7. Induction Program for UG Students

A proposal was made to conduct online department-wise Student Induction Programs for undergraduate students.

8. Bridge Course

The departments were instructed to conduct online bridge course classes for incoming batch and categorize students based on their learning abilities.

9. Advanced and Slow learners Programme

- (i) The coordinators of the Raise Me Club and iEarn Club were asked to include both slow and advanced learners from the incoming batch into their respective clubs.
- (ii) The coordinators are to reassessing changes in the learning abilities of current club members.
- (iii) The coordinators are to prepare study materials and tests that help students perform better.

10. Parent Teacher Forum

- (i) The Parent-Teacher Association is to be reconstituted for the academic year.
- (ii) Ms. Asia P will continue to represent the faculty of the college and serve as the faculty coordinator of the PTA.

11. Library Renovation and Automation

Based on the recommendations from stakeholders, it was decided that:

- (i) renovation and automation of the college library will be given prominence
- (ii) Steps to digitize the functioning of library will be taken.
- (iii) A check in/out system will be implemented

12. Christmas Day celebrations

Online Christmas programs can be conducted at the discretion of the departments.

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

Mr. Abdul Shukoor P K

Coordinator, IQAC

Prof. Abdul Gafoor P

Principal

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Pookattiri, Edayur-676552





Ref. No.: SCAS/IQAC-ATR/2020-21/03

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Centralised Internal Evaluation	It was decided that: (i) Internal exams for the fifth semester students will begin in the last but one week of October. (ii) Internal exams for the third semester UG students will begin in the first week of November. (iii) Internal exams for the third semester UG students will begin in the last week of November.	Internal exams were conducted from as per the following schedule: (i) 5th semester UG: 22/10/2020 onwards (ii) 3rd semester UG: 5/11/2020 onwards (iii) 3rd semester PG: 30/11/2020 onwards
2	Induction Program for UG Students	A proposal was made to conduct online department-wise Student Induction Programs for undergraduate students.	A Centralised Induction Programmed "Beinvinido 2020" was conducted over Zoom and Google Meet Platforms from 16/11/2020 to 27/11/2020
3	Bridge Course	The departments were instructed to conduct online bridge course classes for incoming batch and categorize students based on their learning abilities.	Bridge course was held on the last two days (26/11/2020 and 27/11/2020) of "Beinvinido 2020" Student Induction Programme
4	Advanced and Slow learners Programme	(i) The coordinators of the Raise Me Club and iEarn Club were asked to include both slow and advanced learners	Slow Learners were inducted into Raise Me Club and advanced learners into iEarn Club respectively. Existing



		<p>from the incoming batch into their respective clubs.</p> <p>(ii) The coordinators are to reassessing changes in the learning abilities of existing student body.</p> <p>(iii) The coordinators are to prepare study materials and tests that help students perform better.</p>	<p>student body were re-evaluated to check progress and provide assistance if needed.</p>
5	Library Renovation and Automation	<p>Based on the recommendations from stakeholders, it was decided that:</p> <p>(i) renovation and automation of the college library will be given prominence</p> <p>(ii) Steps to digitize the functioning of library will be taken.</p> <p>(iii) A check in/out system will be implemented</p>	<p>(i) The library was expanded to include a designated area for digital library.</p> <p>(ii) Integrated Library Management System (KOHA) was purchased and implemented.</p> <p>(iii) Check in/out software was uploaded to monitor library usage.</p> <p>(iv) Digital library was officially inaugurated on the 24th of February 2021.</p>
6	Christmas Day Celebration	<p>Online Christmas programs can be conducted at the discretion of the departments.</p>	<p>Departments conducted Digital events as part of Christmas Celebrations.</p>



Ref. No.: SCAS/IQAC-MoM/2020-21/04

Minutes of IQAC Meeting held on 15/01/2021

Date : 15/01/2021

Time : 10.30 am

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Abdul Gafoor P	Chairperson
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. Jasim Ahmed T K	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Mr. Mansoor K	HOD, Social Work
12	Mr. Shuhaib C	HOD, Languages
13	Ranjini.T	Asst. Professor
14	Dhanya Das K.P	Asst. Professor
15	Shifana K	Asst. Professor
16	Abdul Hakeem M	Asst. Professor
17	Naseeba K T	Asst. Professor
18	Sajeer C	Asst. Professor
19	Bajitha K	Asst. Professor
20	Jamsheena V P	Asst. Professor
21	Subash T.K	Asst. Professor
22	Sahida K	Asst. Professor
23	Haneez Hussain.T	Asst. Professor
24	Jamsheena T K	Asst. Professor



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25	Irfanath V	Asst. Professor
26	Dhanya P	Vice Principal
27	Mohammed Ashiq P M	Associate. Professor
28	Jaseela P P	Asst. Professor
29	Abdul Haseeb K P	Asst. Professor
30	Fathimath Suhra C	Asst. Professor
31	Nawaf P K	Asst. Professor
32	Fathima Ramshija P	Asst. Professor
33	Suhaib P M	Asst. Professor
34	Syamini K	Asst. Professor
35	Farisa V K	Asst. Professor
36	Muhammed Shameem P	Asst. Professor
37	Rajitha G	Asst. Professor
38	Aiswarya P P	Asst. Professor
39	Sayikrishna M	Asst. Professor
40	Majida P T	Asst. Professor
41	Shabeer K	Asst. Professor
42	Shahina N	Asst. Professor
43	Hasna N	Asst. Professor
44	Reshmi K	Asst. Professor
45	Amritha K V	Asst. Professor
46	Hassainar M V	Asst. Professor
47	Sumayya Jasmine M	Asst. Professor
48	Mohammed Siraj V P	Asst. Professor
49	Ramsheena T K	Asst. Professor
50	Rasmiya K T	Asst. Professor
51	Nandhida Krishnan P	Asst. Professor
52	Fayida Farhath A P	Asst. Professor
53	Jasla N	Asst. Professor
54	Nafeesa Parveen C	Asst. Professor
55	Mohammed Femil P	Asst. Professor
56	Noorunnidha M	Asst. Professor
57	Suparna M	Asst. Professor
58	Mohammed Sabeel K	Asst. Professor
59	Shafeeque P P	Asst. Professor



60	Usha Rani V S	Asst. Professor
61	Prajeesh Kumar C	Asst. Professor
62	Suchithra P P	Asst. Professor
63	Mr. Aboobacker	Librarian
64	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Faculty Development Programme
2. Centralised Internal Evaluation
3. Remedial Classes
4. Internal Exam Grievances and ATR (Action Taken Report)
- 5.
6. Feedback Collection from Various Stakeholders
7. Self-Appraisal for Teaching and Non-Teaching Staff
8. Clearance for Teaching Staff
9. Annual Report from Departments and Clubs
10. Creation of Action plan for 2020-21

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 Faculty Development Programmes specifically for the enhancement of skills of teaching and non-teaching staff of the college.
5. **Centralised Internal Evaluation**
It was decided that:
 - (i) Online Internal exams for the students of fourth semester PG and sixth semester UG will be conducted in the last week of February.
 - (ii) Internal exams for the fourth semester UG students will be held in March in online mode, the dates of which will be intimated at a later time.
 - (iii) Internal exams for first semester UG and PG Students will be conducted in the next academic year owing to the late completion of admission process.



6. **Remedial Classes**

Students who perform poorly in the internal evaluations will be provided online remedial classes.

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

All grievances regarding internal evaluations should be collected and analysed before any actions is taken.

8. **IT Infrastructure Up-gradation**

(i) It was observed that there is need to up-grade the IT- Infrastructure of the college to cater to the demands of the enhanced student strengths.

(ii) At least one class per department need to be converted to smart class room

(iii) The college seminar hall needs to be equipped with projector.

9. **Feedback Collection from Various Stakeholders**

Feedback from Various Stakeholders such as parents of outgoing batch, teachers, and employers of the graduating batch of 2019, will be collected via Online Feedback Forms before the 30th of March.

10. **Self-Appraisal for Teaching staff**

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

11. **Clearance for Teaching Staff**

Faculty members, who are leaving from their service at the college, were asked to be present themselves physically on a stipulated date to fill and submit Clearance Forms.

12. **Annual Report from Departments and Clubs**

Heads of departments and Club Coordinators were instructed to prepare and submit online Annual Reports

13. **Creation of Action plan for the academic year 21-22**

IQAC Coordinator also instructed the department Heads and Club Conveners to prepare plan of action for the next academic year (2021-22) to be submitted at the beginning of the Academic Year.

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



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Mr. Abdul Shukoor P K

Coordinator, IQAC

Prof. Abdul Gafoor P

Principal



Ref. No.: SCAS/IQAC-ATR/2020-21/04

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Faculty Development Programme	It was decided to conduct Faculty Development Programmes for teaching Faculty and Non- teaching staff.	The IQAC organised “Unmasking the New face of Education” with sessions specific specifically for the enhancement of skills of teaching and non-teaching staff of the college from the 23rd to the 27th of January 2021.
2	Internal Evaluation	It was decided that (i) Online Internal exams for the students of fourth semester PG and sixth semester UG will be conducted in the last week of February. (ii) Internal exams for the fourth semester UG students will be held in March in online mode, the dates of which will be intimated at a later time. (iii) Internal exams for first semester UG and PG Students will be conducted in the next academic year owing to the late completion of admission process.	Internal exams were conducted from as per the following schedule: (i) VI Sem PG and VI Sem UG: 22/02/2021 onwards (ii) IV Semester UG: 24/03/2021
3	Remedial Classes	Remedial classes are to be provided to students who perform poorly in the internal	Remedial classes were provided to students who failed in the internal exam



		evaluations conducted.	
4	IT Infrastructure Up-gradation	<p>(i) It was observed that there is need to up-grade the IT-Infrastructure of the college to cater to the demands of the enhanced student strengths.</p> <p>(ii) At least one class per department need to be converted to smart class room</p> <p>(iii) The college seminar hall needs to be equipped with projector.</p>	The Digitization of the campus ids an on-going process
5	Feedback Collection from Various Stakeholders	Feedback from Various Stakeholders such as parents of outgoing batch, teachers, and employers of the graduating batch of 2019, will be collected via Online Feedback Forms before the 30th of March.	Links of Online Feedback Forms were shared and data was collected and analysed.
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	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
7	Annual Report from Departments and Clubs	Heads of departments and Club Coordinators were instructed to prepare and submit online Annual Reports	All departments Heads and Club Co-ordinators emailed copies of annual report to the IQAC. The reports are being analysed to assess their



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			activities and achievements.
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