

2022-2023

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



Ref. No.: SCAS/IQAC-MoM/2022-23/01

Minutes of IQAC Meeting held on 30/05/2022

Date : 30/05/2022

Time : 10.30 am

Venue : IQAC Room

Attendees :

SL. NO.	NAME	DESIGNATION
1	Dr Nidhin P.V	Principal
2	Mohammed Alikhan K P	Administrative Coordinator
3	Prof. T Ibrahim	Academic Director HOD, English
4	Mr. Sameer U A, Secretary, OECT	Management Representative
5	Abdul Shukoor P K	IQAC Co-ordinator
6	Niyasali K.C	HOD, Commerce
7	Subash T.K	HOD, Management Studies
8	Asia P	HOD, Computer Application
9	Mohamed Ashiq P M	HOD, Economics
10	Dr Sulfikar C	HOD, Social Work
11	Yahya K	HOD, Mass Communication & Journalism
12	Shajila P	HOD, Mathematics
13	Aboobacker V T	HOD, Physics
14	Suparna M	HOD, Psychology
15	Shafeeque P. P	HOD, Languages
16	Ameen Navas K P	HOD, Physical Education
17	Sameer P K	Asst. Librarian
18	Saad T	Office Superintendent
19	Ms. Irfana V	Examination Cell Secretary
20	Ms. Vidhya Vishwanathan	Asst. Professor, NIRF Coordinator

Agenda:

1. Re-composition of Criteria Coordinators.
2. Selection of New Office Bearers for Clubs and Cells
3. Workload Statements and Timetable
4. Semester Plan and Course Outline from Course Teachers
5. Academic, Activity, and Examination Calendar



6. Action Plan and Department Plan
7. Internal Examinations and Grievances
8. Remedial Classes
9. Internal Exam Grievances and ATR (Action Taken Report)

Minutes:

1. The Principal welcomed all the members of the meeting.
2. He expressed his appreciation of the efforts of the IQAC and the PG Departments of the college in turning our first initiative, *Tashkila 2022 National Conference on Advancement of Sustainability Goals for the World*, into a grand success.
3. IQAC Coordinator presented the annual report for the academic year 2021-22 for approval.
4. He then presented the agenda for discussions and necessary action.
5. **Re-composition of Criteria Coordinators**
The members of IQAC decided to retain the criteria coordinators for the academic year.
6. **Selection of New Office Bearers for Clubs and Cells**
New office bearers for various clubs and cells for the academic year were appointed, and the responsibilities linked with each role were discussed.
7. **Workload Statements and Timetable**
It was determined that workload statements and timetables from HODs would be collected and collated for review and approval.
8. **Semester Plan and Course Outline from Course Teachers**
Semester plans and Course outlines was gathered from individual faculty members in the stipulated format.
9. **Academic, Activity, and Examination Calendar**
IQAC would take charge of creating an Academic, Activity, and Examination Calendar copies of which would then be distributed to all pertinent stakeholders.
10. **Action Plan and Department Plan**
w.r.t. the minutes of IQAC dated 15/01/2021 (Ref. No.: SCAS/IQAC-MoM/2021-22/04), it was intimated that the tentative action plan and department plans be revised after the Calendars prepared by IQAC was reviewed.
11. **Mentor-Mentee System**



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The IQAC (Internal Quality Assurance Cell) gathered feedback from faculty regarding the efficiency of the Mentor-mentee system in foster a better understanding and strengthening the bond between students and teachers. In light of the findings, it was decided to continue with the system with minor modifications to be made in the existing guidelines.

12. Internal Examinations and Grievances

W.r.t. minutes of meeting, Ref.: SCAS/IQAC-MoM/2021-22/03 dated 02/12/2021, IT WAS decided that:

- (i) The fourth semester Internal Exams for UG and PG students (2020 admission) will be conducted in June 2022.
- (ii) Internal exam for second semester UG Students will be held in July 2022.

All grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken

13. Remedial Classes

Remedial classes are to be provided to students who have poor marks in the internal evaluations conducted.

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



Dr. Nidhin P V

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



Ref. No.: SCAS/IQAC-ATR/2022-23/01

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Workload Statements and Timetable	It was determined that workload statements and timetables from HODs would be gathered and examined for approval.	The workload statements and timetables provided by the HODs were reviewed and approved unanimously.
2	Semester Plan and Course Outline from Course Teachers	Semester plans and Course outlines was gathered from individual faculty members in the stipulated format.	Semester plans and course outlines were reviewed to ensure the incorporation of innovative teaching methods such as experiential learning
2	Action Plan and Department Plan	W.r.t. the minutes of IQAC dated (Ref. No.: SCAS/IQAC-MoM/2020-21/04), it was intimated that the tentative action plan and department plans be revised after the Calendar prepared by IQAC was reviewed.	Action plans and departmental activity plans, formulated on the basis of the academic, activity and examination calendar, were collated and assessed to ensure that activities promote holistic development of students.
3	Internal Evaluation	W.r.t. minutes of meeting, Ref.: SCAS/IQAC-MoM/2021-22/03 dated 02/12/2021, it was decided that: (i) The fourth semester Internal Exams for UG and PG students (2020 admission) will be conducted in June 2022. (ii) Internal exam for second semester UG Students will be held in July 2022. All grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken	Internal exams were conducted from as per the following schedule: (i) IVth semester UG: 01/06/2022 onwards (ii) IVth semester PG: 13/06/2022 onwards (iii) IInd semester UG: 04/07/2022 onwards



Ref. No.: SCAS/IQAC-MoM/2022-23/02

Minutes of IQAC Meeting held on 08/07/2022

Date : 08/07/2022

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Dr Nidhin P V	Principal
2	Mohammed Alikhan K P	Administrative Officer
3	Abdul Shukoor P K	Co-ordinator and Vice Principal
4	NiyasAli K C	HOD, Commerce and
5	Subash T K	HOD, Management Studies
6	Asia P	HOD, Computer Application
7	Mohamed Ashiq P M	HOD, Economics
8	Prof.T Ibrahim	Asso. Professor, English
8	Yahya K	HOD, Mass Communication & Journalism
9	Shajila P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Dr Sulfikar C	HOD, Social Work
12	Suparna M	HOD, Psychology
13	Shafeeque P P	HOD, Languages
14	Ameen Navas K P	Asst. Professor, Physical Education
15	Ranjini.T	Asst. Professor
16	Dhanya Das K.P	Asst. Professor
17	Abdul Hakeem M	Asst. Professor
18	Naseeba K T	Asst. Professor
19	Shifana K	Asst. Professor
20	Thashrifa K	Asst. Professor
21	Dr.Muhammed Ahsan Sadiq	Asst. Professor
22	Sajeer C	Asst. Professor
23	Sreejith P	Asst. Professor
24	Jamsheena V P	Asst. Professor



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26	Jamsheena T K	Asst. Professor
27	Irfanath V	Asst. Professor
28	Dhanya P	Asst. Professor
29	Jaseela P P	Asst. Professor
30	Abdul Haseeb K P	Asst. Professor
31	Fathimath Suhra C	Asst. Professor
32	Nawaf P K	Asst. Professor
33	Mohammed Shaheerudheen TH	Asst. Professor
34	Fathima Ramshija P	Asst. Professor
35	Muhammed Shameem P	Asst. Professor
36	Majida P T	Asst. Professor
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38	Rajitha G	Asst. Professor
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40	Vidhya Vishwanathan	Asst. Professor
41	Thajudheen Badusha Thorapa	Asst. Professor
42	Zaharudeen K M	Asst. Professor
43	Sumayya Jasmine M	Asst. Professor
44	Ramsheena T K	Asst. Professor
45	Rasmiya K T	Asst. Professor
46	Mohammed Fasil Kaladi	Asst. Professor
47	Fayida Farhath A P	Asst. Professor
48	Alen Joy	Asst. Professor
49	Jasla N	Asst. Professor
50	Dr.Anshad V K	Asst. Professor
51	Sandra M J	Asst. Professor
52	Noorunnidha M	Asst. Professor
53	Kajal U K	Asst. Professor
54	Mohammed Sabeel K	Asst. Professor
55	Sajitha S	Asst. Professor
56	Usha Rani V S	Asst. Professor
57	Majitha O	Asst. Professor
58	Prajeesh Kumar C	Asst. Professor
59	Suchithra P P	Asst. Professor



60	Sameer P K	Asst. Librarian
61	Saad T	Office Superintendent

Agenda:

1. Independence Day Celebration
2. Internal Exam
3. Remedial Classes
4. Staff Publication Orientation
5. Onam celebration
6. Certificate and Add-on Courses
7. Formation of Board of Studies
8. Induction Program for UG Students
9. Bridge Course
10. Advanced and Slow learners Programme
11. Parent Teacher Association
12. Student Senator Body

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. **Independence Day Celebration**
 - (i) IQAC decided to oversee the Independence Day Celebration.
 - (ii) Departments were permitted to organise individual or group events.
5. **Internal Examinations and Grievances**

It was decided that:

 - (i) Internal exam for second semester UG Students will be held in the last week of August 2022.
 - (ii) Internal examination for 3rd semester and 5th semester UG students will be held in September 2022.

All grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken



6. **Remedial Classes**

Remedial classes are to be provided to students who have poor marks in the internal evaluations conducted.

7. **Staff Publication Orientation**

IQAC decided to boost staff publication by initiating sessions on Writing and Publication.

8. **Onam Celebration**

IQAC has decided to conduct a Mega Thiruvathira comprising of students of the college. Staff representatives will be assigned to oversee the training of students.

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

Updated list of current certificate and Add-on courses proposed by departments was assessed and finalised. The criteria for selection of students will be established.

10. **Formation of Board of Studies**

Departmental Boards of Studies were reformed to review and finalise the syllabi for Certificate and Add-on Courses.

11. **Induction Program for UG Students**

A proposal was made to conduct College-Wide Student Induction Programs for undergraduate students.

12. **Bridge Course**

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

13. **Advanced and Slow learners Programme**

The IQAC guided the coordinators of the Raise Me Club and iEarn Club to enrol slow and advanced learners from the incoming batch into their respective clubs. Additionally, the coordinators were tasked with reassessing the changes in the learning abilities of current club members.

14. **Parent Teacher Association**

- (i) The PTA will be reformed to accommodate the parents of incoming batch.
- (ii) Ms. Asia P will continue to serve as PTA Coordinator



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15. **Student Senator Body**

Formed senatorial bodies from each class in each department, ensuring representation of both male and female students. Roles and responsibilities of senators were clarified.

16. 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



Dr. Nidhin P V

Principal
PRINCIPAL

Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2022-23/02

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Independence Day Celebration	(i) IQAC decided to oversee the Independence Day Celebration. (ii) Departments were permitted to organise individual or group events.	As part “Azadi ka Amrit Mahotsav” launched in celebration of 75 years of independence, events were organised by several department. A video was created and shared via Youtube Channel under the aegis of IQAC.
2.	Internal Examinations and Grievances	It was decided that: (i) Internal exam for second semester PG Students will be held in the last week of August 2022. (ii) Internal examination for 3rd semester and 5th semester UG students will be held in September 2022. All grievances regarding internal evaluation need to be collected and analysed to reach decision on the succeeding action to be taken	Internal exams were conducted per the following schedule: IInd Semester PG: 28/08/2022 onwards IIIrd and Vth Semester UG: 15/09/2022.
3.	Staff Publication Orientation	IQAC decided to boost staff publication by initiating sessions on Writing and Publication.	A one-day workshop on research methodology and article writing
4	Onam Celebration	IQAC has decided to conduct a Mega Thiruvathira comprising of students of the college. Staff	Mega Thiruvathira was held on the 30th of August in order to boost cultural



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		representatives will be assigned to oversee the training of students.	interactions and tolerance. The video was reported in local online news platforms.
5	Certificate and Add-on Courses	Updated list of current certificate and Add-on courses proposed by departments was assessed and finalised. The criteria for selection of students will be established.	Classes for certificate courses were held from 8/8/2022 to 14/10/2022
6	Induction Program for UG Students	A proposal was made to conduct department-wise Student Induction Programs for undergraduate students.	College wide Student Induction Programme "Ricorrenza'22" was conducted from 19/09/2022.
7	Bridge Course	The departments were instructed to conduct bridge course classes and categorize students based on their learning abilities.	Bridge course was held from 13 th to 21 st of October and students were classified into Slow, advanced and average learners.
8	Advanced and Slow learners Programme	(i) The IQAC guided the coordinators of the Raise Me Club and iEarn Club to enrol slow and advanced learners from the incoming batch into their respective clubs. (ii) The coordinators were tasked with reassessing the changes in the learning abilities of current club members.	(i) Slow Learners were inducted into Raise Me Club and advanced learners into iEarn Club respectively. (ii) Existing members were re-evaluated to check progress.
9	Reformation of Senators from Each Class	Formed senatorial bodies from each class in each department, ensuring representation of both male and female students. roles and responsibilities of senators were clarified.	The student senator body was reformed to incorporate students of incoming batch.



Ref. No.: SCAS/IQAC-MoM/2022-23/03

Minutes of IQAC Meeting held on 07/11/2022

Date : 07/11/2022

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Dr Nidhin P V	Principal
2	Mohammed Alikhan K P	Administrative Officer
3	Abdul Shukoor P K	Co-ordinator and Vice Principal
4	NiyasAli K C	HOD, Commerce and
5	Subash T K	HOD, Management Studies
6	Asia P	HOD, Computer Application
7	Mohamed Ashiq P M	HOD, Economics
	Prof.T Ibrahim	Asso. Professor, English
8	Yahya K	HOD, Mass Communication & Journalism
9	Shajila P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Dr Sulfikar C	HOD, Social Work
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43	Vidhya Vishwanathan	Asst. Professor
44	Thajudheen Badusha Thorapa	Asst. Professor
45	Amina Shahin Valiyapalathingal	Asst. Professor
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63	Prajeesh Kumar C	Asst. Professor
64	Suchithra P P	Asst. Professor
65	Sameer P K	Asst. Librarian
66	Saad T	Office Superintendent

Agenda:

1. Faculty Development Programme
2. Internal evaluation
3. Professional Development Programme
4. Christmas Celebration

Minutes:

1. The Principal welcomed all the members to the meeting.
2. He congratulated the Arts committee for their efforts in the making of the videos for Independence Day and Mega Thiruvathira.
3. The minutes of previous meeting was confirmed.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.

5. Faculty Development Programme

It was decided to send members of faculty to participate in the FDP organised by IQAC of Ansar Women's College.

6. Internal evaluation

It was decided that:

- (i) Internal evaluation for third semester PG Students will be conducted in December 2022.
- (ii) Internal evaluation for students of first semester UG and PG will be conducted in the first week of January 2023.

7. Remedial Classes

Remedial classes are to be provided to students who have poor marks in the internal evaluations conducted.



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

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

9. Professional Development Programme

IQAC of Safa College had decided to send the members of faculty to attend in the professional development Programme organised by Ansar Women's College.

10. Christmas celebration

- (i) The IQAC will oversee the organisation of the Christmas Celebration for the year.
- (ii) The list of events to be offered and the department in charge of coordinating said event was finalised.
- (iii) The list of programme coordinators along with the duties assigned will be prepared for dissemination among staff

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



Dr. Nidhin P V

Principal

PRINCIPAL
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Ref. No.: SCAS/IQAC-ATR/2021-22/03

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Faculty Development Programme	It was decided to send members of faculty to participate in the FDP organised by IQAC of Ansar Women's College.	The faculty participated in the seven Day Faculty Development Programme on Design Thinking organised by IQAC Ansar Women's College from 15/11/2022 to 28/11/2022.
2	Internal Examinations	It was decided that: (i) Internal evaluation for third semester PG Students will be conducted in December 2022. (ii) Internal evaluation for students of first semester UG and PG will be conducted in the first week of January 2023.	Internal exams were conducted from as per the following schedule: (i) IIIrd Semester PG: 12/12/22 onwards (ii) Ist Semester UG and PG: 06/01/2023 onwards.
3	Remedial Classes	Students who perform poorly in the internal evaluations is to be given remedial classes.	Students were given remedial training.
4	Professional Development Programme	IQAC of Safa College had decided to send the members of faculty to attend in the professional development Programme organised by IQAC Ansar Women's College.	The faculty participated in the One-Day Workshop on NEP 2020 organised by IQAC Ansar Women's College
5	Christmas celebration	The IQAC will oversee the organisation of the Christmas Celebration for the year	(i) Christmas celebration was held on 21th of December. (ii) A list of events along with their coordinators was circulated.



Ref. No.: SCAS/IQAC-MoM/2022-23/04

Minutes of IQAC Meeting held on 19/01/2023

Date : 19/01/2023

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Dr Nidhin P V	Chairperson
2	Mohammed Alikhan K P	Administrative Officer
3	Abdul Shukoor P K	Co-ordinator and Vice Principal
4	NiyasAli K C	HOD, Commerce and
5	Subash T K	HOD, Management Studies
6	Asia P	HOD, Computer Application
7	Mohamed Ashiq P M	HOD, Economics
	Prof.T Ibrahim	Asso. Professor, English
8	Yahya K	HOD, Mass Communication & Journalism
9	Shajila P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Dr Sulfikar C	HOD, Social Work
12	Suparna M	HOD, Psychology
13	Shafeeque P P	HOD, Languages
14	Ameen Navas K P	Asst. Professor, Physical Education
15	Ranjini.T	Asst. Professor
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17	Abdul Hakeem M	Asst. Professor
18	Naseeba K T	Asst. Professor
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20	Thashrifa K	Asst. Professor
21	Dr.Muhammed Ahsan Sadiq	Asst. Professor
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25	Haneez Hussain T	Asst. Professor



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35	Muhammed Shameem P	Asst. Professor
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52	Dr. Anshad V K	Asst. Professor
53	Sandra M J	Asst. Professor
54	Noorunnidha M	Asst. Professor
55	Kajal U K	Asst. Professor
56	Mohammed Sabeel K	Asst. Professor
57	Sajitha S	Asst. Professor
58	Sameer P K	Asst. Librarian
59	Saad T	Office Superintendent



Agenda:

1. Institutional Audit
2. Internal Examination
3. Remedial Classes
4. IT Infrastructure Up-gradation

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The principal expressed his appreciation for the efforts taken by PG Department of English in successfully organising Encanto Literature festival in December of 2022.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.

5. Institutional Audit

- (i) IQAC enquired into the status of completion of the files required for NAAC purpose.
- (ii) It was intimated that all incomplete files need to be completed before the 23rd of January.
- (iii) The IQAC intimated that an internal departmental audit will be conducted to verify the completion of files.
- (iv) An external Institutional Audit will take place on the first Saturday of February 2023.

6. Internal Examination

It was decided that:

- (i) Internal evaluation for sixth semester UG Students will be conducted in late February 2023.
- (ii) Internal evaluation for students of fourth semester UG and PG will be conducted in March 2023.

7. Remedial Classes

8. Remedial classes are to be provided to students who have poor marks in the internal evaluations conducted.

9. IT Infrastructure Up-gradation

w.r.t minutes of meeting, Ref. No.: SCAS/IQAC-MoM/2021-22/01 dated 05.06.2021, it was decided to:

- (i) complete the up-gradation of the IT infrastructure within the academic year
- (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.



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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



Dr. Nidhin PV

Principal

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



Ref. No.: SCAS/IQAC-ATR/2022-23/04

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Institutional Audit	<p>(i) IQAC enquired into the status of completion of the files required for NAAC purpose.</p> <p>(ii) It was intimated that all incomplete files need to be completed before the 23rd of January.</p> <p>(iii) The IQAC intimated that an internal departmental audit will be conducted to verify the completion of files.</p> <p>(iv) An external Institutional Audit will take place on the first Saturday of February 2023.</p>	<p>(i) Internal Audit was conducted on 26th of January 2023.</p> <p>(ii) A team headed by Dr. Rajesh C, Principal, MES Keveeyam College, Valanchery, conducted the first phase of Institutional Audits on the 4th of February, 2023.</p>
2	Internal Exam	<p>It was decided that:</p> <p>(i) Internal evaluation for sixth semester UG Students will be conducted in late February 2023.</p> <p>(ii) Internal evaluation for students of fourth semester UG and PG will be conducted in March 2023.</p>	<p>Internal exams were conducted as per the following schedule:</p> <p>(i) VIth Semester UG: 22/02/2023 onwards</p> <p>(ii) IVth Semester UG and PG: 20/03/2023</p>
3	IT Infrastructure Up-gradation	<p>w.r.t minutes of meeting, Ref. No.: SCAS/IQAC-MoM/2021-22/01 dated 05.06.2021, it was decided to:</p> <p>(i) complete the up-gradation of the IT infrastructure within the academic year.</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>	<p>As part of the institution's initiative to, the second phase was successfully completed.</p> <p>(i) All classrooms were converted into Smart classes.</p> <p>(ii) Permanent projection facility was set-up in the college seminar hall.</p>



Ref. No.: SCAS/IQAC-MoM/2022-23/05

Minutes of IQAC Meeting held on 23/03/2023

Date : 23/03/2023

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Dr Nidhin P V	Chairperson
2	Mohammed Alikhan K P	Vice Principal
3	Abdul Shukoor P K	Co-ordinator
4	NiyasAli K C	HOD, Commerce and
5	Subash T K	HOD, Management Studies
6	Asia P	HOD, Computer Application
7	Mohamed Ashiq P M	HOD, Economics
	Prof.T Ibrahim	Asso. Professor, English
8	Yahya K	HOD, Mass Communication & Journalism
9	Shajila P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Dr Sulfikar C	HOD, Social Work
12	Suparna M	HOD, Psychology
13	Shafeeque P P	HOD, Languages
14	Ameen Navas K P	Asst. Professor, Physical Education
15	Ranjini.T	Asst. Professor
16	Dhanya Das K.P	Asst. Professor
17	Abdul Hakeem M	Asst. Professor
18	Naseeba K T	Asst. Professor
19	Shifana K	Asst. Professor
20	Thashrifa K	Asst. Professor
21	Dr.Muhammed Ahsan Sadiq	Asst. Professor
22	Sajeer C	Asst. Professor
23	Sreejith P	Asst. Professor
24	Jamsheena V P	Asst. Professor



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25	Haneez Hussain T	Asst. Professor
26	Jamsheena T K	Asst. Professor
27	Irfanath V	Asst. Professor
28	Dhanya P	Asst. Professor
29	Jaseela P P	Asst. Professor
30	Fathima Ramshija P	Asst. Professor
31	Muhammed Shameem P	Asst. Professor
32	Majida P T	Asst. Professor
33	Shahina N	Asst. Professor
34	Sumayya A P	Asst. Professor
35	Vidhya Vishwanathan	Asst. Professor
36	Thajudheen Badusha Thorapa	Asst. Professor
37	Amina Shahin Valiyapalathingal	Asst. Professor
38	Hasna N	Asst. Professor
39	Zaharudeen K M	Asst. Professor
40	Fayida Farhath A P	Asst. Professor
41	Alen Joy	Asst. Professor
42	Jasla N	Asst. Professor
43	Dr. Anshad V K	Asst. Professor
44	Sandra M J	Asst. Professor
45	Noorunnidha M	Asst. Professor
46	Kajal U K	Asst. Professor
47	Mohammed Sabeel K	Asst. Professor
48	Sajitha S	Asst. Professor
49	Usha Rani V S	Asst. Professor
50	Majitha O	Asst. Professor
51	Prajeesh Kumar C	Asst. Professor
52	Suchithra P P	Asst. Professor
53	Sameer P K	Asst. Librarian
54	Saad T	Office Superintendent

Agenda:

1. Feedback Collection from Various Stakeholders
2. Self-Appraisal for Teaching staff
3. Clearance for Teaching Staff



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4. Annual Report from Departments and Clubs
5. Preparation of Action plan for the academic year 23-24

Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The principal expressed his appreciation for the efforts taken by PG Department of English in successfully organising Encanto Literature festival in December of 2022.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.
5. **Feedback Collection from Various Stakeholders**
Effort must be taken to get feedback from various stakeholders in a more robust, systematic and formal way before the 31st of March. The feedback should be analysed and be used positively.
6. **Self-Appraisal for Teaching staff**
Self-Appraisal forms will be distributed to faculty members to collect annual data on various aspects of their profession.
7. **Clearance for Teaching Staff**
Faculty members, particularly those departing from their positions at the college, were requested to complete and submit Clearance Forms by the 30th of March.
8. **Annual Report from Departments and Clubs**
The IQAC Coordinator directed department heads and club coordinators to prepare Annual Reports and submit them at the start of the academic year.
9. **Preparation of Action plan for the academic year 23-24**
IQAC Coordinator instructed the Heads of Departments and Club Conveners to prepare plan of action for the next academic year (2023-24) to be submitted at the beginning of the Academic Year.
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
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Dr. Nidhin PV

Principal
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Ref. No.: SCAS/IQAC-ATR/2022-23/05

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Feedback Collection from Various Stakeholders	(i) Effort must be taken to get feedback from various stakeholders in a more robust, systematic and formal way before the 31st of March. (ii) The feedback should be analysed and be used positively for improvement.	Feedback forms were circulated among stakeholders. Completed forms were collected and collated for analysis.
2	Self-Appraisal for Teaching staff	Self-Appraisal forms will be distributed to faculty members to collect annual data on various aspects of their profession.	Self-Appraisal Forms were distributed. Completed Forms were collected and collated to analyse faculty performance.
3	Annual Report from Departments and Clubs	The IQAC Coordinator directed department heads and club coordinators to prepare Annual Reports and submit them at the start of the academic year.	Digital Copies were emailed by the Heads of Departments and Club Coordinators.