

2019-2020

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



Ref. No.: SCAS/IQAC-MoM/2019-20/01

Minutes of IQAC Meeting held on 10/06/2019

Date : 10/06/2019

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Prof. Abdul Gafoor P	Chairperson
2	Mr. Abdul Shukoor P K	Co-ordinator
3	Ms. Asia P (Computer Application)	Internal Member
4	Prof. T. Ibrahim, (English)	Internal Member
5	Ms. Sheeja K Sathyan (Economics)	Internal Member
6	Ms. Raziya P. P. (Mathematics)	Internal Member
7	Mr. Niyasali KC (Commerce)	Internal Member
8	Mr. Aboobacker VT (Physics)	Internal Member
9	Mr. Shihab Thangal, (Mass Communication & Journalism)	Internal Member
10	Mr. Ameen Navas K P (Physical Education)	Internal Member
11	Mr. Shuhaib C (Languages)	Internal Member
12	Dr. Safeer A K (Social Work)	Internal Member

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. Incentives for Faculties
8. Reformation of Student Senator Body
9. Mentor-Mentee System



Minutes:

1. The Principal welcomed all the members of the meeting.
2. He expressed his appreciation for the effort taken by IQAC in organising and successfully executing the Faculty Development Programme in the month of May 2019.
3. IQAC Coordinator presented the annual report for the academic year 2018-19 for approval
4. He then presented the agenda for discussions and necessary action.

5. 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. Dhanya Das K P	Criterion 1 Coordinator
4	Mr. Muhammed Salim	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	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



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 gathered and examined for approval. Recommendations were proposed to guarantee an equitable distribution of workload among faculty members.

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

It was agreed to gather semester plans and course outlines from individual faculty members in the specified format. Recommendations were provided regarding the inclusion of innovative teaching methodologies and the integration of emerging trends into the curriculum.

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

It was established that the IQAC would take charge of creating an Academic, Activity, and Examination Calendar, which would then be distributed to all pertinent stakeholders.

10. **Action Plan and Department Plan**

W.r.t. the minutes of IQAC dated 15/03/2019 (Ref. No.: SCAS/IQAC-MoM/2018-19/08), it was decided that the tentative action plan and department plans be modified after the Calendar prepared by IQAC was reviewed.

11. **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.



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12. Reformation of Student Senator Body

To decentralize the institution's governance, a reformation of the Student Senator Body was approved.

13. Mentor-Mentee System

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.

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



Mr. Abdul Gafoor P

Principal
PRINCIPAL

Safa College of Arts And Science
Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2019-20/01

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	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.	As per the proposal in minutes of IQAC dated 15/03/2019 (Ref. No.: SCAS/IQAC-MoM/2018-19/08), college organised Faculty Development Programme for the teaching and non-teaching staff titled “Unlocking Student Potential: Strategies for Engaging, Empowering and Inspiring Learning” and “Focusing on Academic and Administrative Training for Non- teaching staff” from 12 May 2019 to 17 May 2019.
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.
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	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.



4	Semester Plan and Course Outline from Course Teachers	<p>It was agreed to gather semester plans and course outlines from individual faculty members in the specified format.</p> <p>Recommendations were provided regarding the inclusion of innovative teaching methodologies and the integration of emerging trends into the curriculum.</p>	<p>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</p>
5	Action Plan and Department Plan	<p>W.r.t. the minutes of IQAC dated 15/03/2019 (Ref. No.: SCAS/IQAC-MoM/2018-19/08), it was decided that the tentative action plan and department plans be modified after the Calendar prepared by IQAC was reviewed.</p>	<p>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.</p>
7	Reformation of Student Senator Body	<p>In order to decentralise the governance of the institution, it was decided to reform the Student Senator Body.</p>	<p>Monthly meetings were convened to address a range of issues and concerns, which were subsequently relayed to the academic council for further deliberation and decision-making.</p>
7	Mentor-Mentee System	<p>In light of the findings, it was decided to continue with the system with minor modifications to be made in the existing guidelines.</p>	<p>New guidelines were established and a copy was circulated among staff.</p>



Ref. No.: SCAS/IQAC-MoM/2019-20/02

Minutes of IQAC Meeting held on 17/07/2019

Date : 17/07/2019

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Abdul Gafoor P	Chairperson
2	Mohammed Alikhan K P	Administrative Officer
3	Abdul Shukoor P K	Co-ordinator
4	Niyasali K C	HOD, Commerce and Management Studies
5	Asia P	HOD, Computer Application
6	Sheeja K Sathyan	HOD, Economics
7	Prof. T Ibrahim	HOD, English
8	Jasim Ahamed T K	HOD, Mass Communication & Journalism
9	Raziya P P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Mansoor K	HOD, Social Work
12	Suhaib C P	HOD, Languages
13	Ameen Navas K P	Asst. Professor, Physical Education
14	Ranjini T	Asst. Professor
15	Dhanya Das K P	Asst. Professor
16	Shifana K	Asst. Professor
17	Abdul Hakeem M	Asst. Professor
18	Azhar A T	Asst. Professor
19	Salmanul Haris E K	Asst. Professor
20	Sajeer C	Asst. Professor
21	Bajitha K	Asst. Professor
22	Jamsheena V P	Asst. Professor
23	Subash T K	Asst. Professor
24	Haneez Hussain T	Asst. Professor
25	Jamsheena T K	Asst. Professor
26	Irfanath V	Asst. Professor



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27	Dhanya P	Asst. Professor
28	Mohammed Salim K N	Asst. Professor
29	Mohammed Iyassudheen P	Asst. Professor
30	Faseela K P	Asst. Professor
31	Suhaib P M	Asst. Professor
32	Syamini K	Asst. Professor
33	Farisa V K	Asst. Professor
34	Muhammed Shameem P	Asst. Professor
35	Rajitha G	Asst. Professor
36	Majida P T	Asst. Professor
37	Sayi Krishna M	Asst. Professor
38	Salfath M	Asst. Professor
39	Labeeba K K	Asst. Professor
40	Shajila P	Asst. Professor
41	Mohammed Siraj V P	Asst. Professor
42	Ramsheena T K	Asst. Professor
43	Fayida Farhath A P	Asst. Professor
44	Nandhida Krishnan P	Asst. Professor
45	Fasna C	Asst. Professor
46	Ranjitha P	Asst. Professor
47	Nafeesa Parveen	Asst. Professor
48	Suparna M	Asst. Professor
49	Mohammed Sabeel K	Asst. Professor
50	Sajitha S	Asst. Professor
51	Usha Rani V S	Asst. Professor
52	Prajeesh Kumar C	Asst. Professor
53	Suchithra P P	Asst. Professor

Agenda:

1. Criteria Coordinators meeting
2. NAAC Files
3. Departmental Action Plan
4. Induction Program for UG and PG Students
5. Bridge Course
6. Advanced and Slow learners Programme



7. Parent Teacher Forum
8. Certificate and Add-on Courses
9. Formation of Board of Studies
10. ICT Enabled Classes

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. **Criteria Coordinators meeting**
The convenors and coordinators of the criteria met to strategize on streamlining the process for gathering and consolidating the necessary data for NAAC purposes.
5. **NAAC Files Review**
IQAC enquired the status of data collection and compilation from the various departments and clubs.
6. **Departmental Activity Plan**
The individual Departmental Activity 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.
7. **Induction Program for UG Students**
A proposal was made to conduct department-wise Student Induction Programs for undergraduate students.
8. **Bridge Course**
The departments were instructed to conduct bridge course classes and categorize students based on their learning abilities.
9. **Advanced and Slow learners Programme**
The IQAC guided the coordinators of the Raise Me Club and iEarn Club to enroll 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.



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10. Parent Teacher Forum

A proposal was put forward to reconstitute the Parent-Teacher Forum, which would now be known as the Parent-Teacher Association (PTA), and to designate a faculty representative as the coordinator of the PTA.

11. Certificate and Add-on Courses

The IQAC resolved to assess and update current certificate and Add-on courses, instructing departments to propose new offerings before finalizing the course selection. Additionally, criteria for student selection will be established pre-emptively prior to inviting applications.

12. Formation of Board of Studies

The IQAC emphasized the necessity for each department to establish Boards of Studies, which consisting of representatives from affiliated institutions and industries. Their primary responsibility would be to collaborate and formulate the syllabi for certificate and add-on courses.

13. ICT-enabled Classes

The IQAC acknowledged the efforts made by the staff to incorporate innovative teaching-learning techniques and encouraged other staff members to persist in their endeavours

14. 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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Professor. Abdul Gafoor P

Principal

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Ref. No.: SCAS/IQAC-ATR/2019-20/02

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	NAAC Files Review	IQAC enquired the status of data collection and compilation from the various departments and clubs.	A departmental status report was prepared and disseminated among departments.
2	Departmental Activity Plan	The individual Departmental Activity 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.	Each department organized a variety of events aimed at enhancing both soft and hard skills among students.
3	Induction Program for UG Students	A proposal was made to conduct department-wise Student Induction Programs for undergraduate students.	Department-wise Student Induction Programmes were conducted from August 6th to 19th, 2019
4	Bridge Course	The departments were instructed to conduct bridge course classes and categorize students based on their learning abilities.	Bridge course was held from 16th to 18th of August, 2019, and students were classified into Slow, advanced and average learners.
5	Advanced and Slow learners Programme	The IQAC guided the coordinators of the Raise Me	Slow Learners were inducted into Raise Me Club and



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		<p>Club and iEarn Club to enroll 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.</p>	<p>advanced learners into iEarn Club respectively. Existing members were re-evaluated to check progress.</p>
6	Parent Teacher Forum	<p>A proposal was put forward to reconstitute the Parent-Teacher Forum, which would now be known as the Parent-Teacher Association (PTA), and to designate a faculty representative as the coordinator of the PTA.</p>	<p>Ms. Asia P (HOD, Department of Computer Application) was appointed the Faculty representative to the reformed PTA.</p>
7	Certificate and Add-on Courses	<p>The IQAC decided to evaluate and revise existing certificate and Add-on courses, directing departments to suggest new offerings before the course selection is finalized. Moreover, criteria for student selection will be established beforehand, pre-empting the invitation of applications</p>	<p>Each department submitted revised list of certificate and add-on courses along with respective syllabi, before selecting students from the received applications.</p>
8	Formation of Board of Studies	<p>The IQAC emphasized the necessity for each department to establish Boards of Studies, which consisting of</p>	<p>The Departments of linked collages collaborated to establish Boards of Studies and deliberated on the syllabi</p>



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		representatives from affiliated institutions and industries. Their primary responsibility would be to collaborate and formulate the syllabi for certificate and add-on courses.	for certificate and add-on courses to ensure alignment with industry standards.
9	ICT-enabled Classes	The IQAC acknowledged the efforts made by the staff to incorporate innovative teaching-learning techniques and encouraged other staff members to persist in their endeavours	More faculty took interest in updating their computer skill and experimentally introduced innovative approaches in Teaching-learning process



Ref. No.: SCAS/IQAC-MoM/2019-20/03

Minutes of IQAC Meeting held on 22/08/2019

Date : 23/08/2019

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Abdul Gafoor P	Chairperson
2	Mohammed Alikhan K P	Administrative Officer
3	Abdul Shukoor P K	Co-ordinator
4	Niyasali K C	HOD, Commerce and Management Studies
5	Asia P	HOD, Computer Application
6	Sheeja K Sathyan	HOD, Economics
7	Prof. T Ibrahim	HOD, English
8	Jasim Ahamed T K	HOD, Mass Communication & Journalism
9	Raziya P P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Mansoor K	HOD, Social Work
12	Suhaib C P	HOD, Languages
13	Ameen Navas K P	Asst. Professor, Physical Education
14	Ranjini T	Asst. Professor
15	Dhanya Das K P	Asst. Professor
16	Shifana K	Asst. Professor
17	Abdul Hakeem M	Asst. Professor
18	Azhar A T	Asst. Professor
19	Salmanul Haris E K	Asst. Professor
20	Sajeer C	Asst. Professor
21	Bajitha K	Asst. Professor
22	Jamsheena V P	Asst. Professor
23	Subash T K	Asst. Professor
24	Haneez Hussain T	Asst. Professor
25	Jamsheena T K	Asst. Professor



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26	Irfanath V	Asst. Professor
27	Dhanya P	Asst. Professor
28	Mohammed Salim K N	Asst. Professor
29	Mohammed Fazil N K	Asst. Professor
30	Mohammed Ashiq P M	Asst. Professor
31	Shahana K P	Asst. Professor
32	Reshmi K	Asst. Professor
33	Jasla T T	Asst. Professor
34	Jisiya V P	Asst. Professor
35	Fathima Ramshija P	Asst. Professor
36	Mohammed Iyassudheen P	Asst. Professor
37	Faseela K P	Asst. Professor
38	Suhaib P M	Asst. Professor
39	Syamini K	Asst. Professor
40	Farisa V K	Asst. Professor
41	Muhammed Shameem P	Asst. Professor
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45	Salfath M	Asst. Professor
46	Labeeba K K	Asst. Professor
47	Shajila P	Asst. Professor
48	Mohammed Siraj V P	Asst. Professor
49	Ramsheena T K	Asst. Professor
50	Fayida Farhath A P	Asst. Professor
51	Nandhida Krishnan P	Asst. Professor
52	Suparna M	Asst. Professor
53	Mohammed Sabeel K	Asst. Professor
54	Sajitha S	Asst. Professor
55	Usha Rani V S	Asst. Professor
56	Prajeesh Kumar C	Asst. Professor
57	Suchithra P P	Asst. Professor



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Agenda:

1. College Union Election
2. Onam Celebration
3. 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. **Onam Celebration**
It was decided that the organization of the Onam Celebration would be overseen by the Arts Club in collaboration with the Staff Club under the auspices of IQAC.
5. **Onam Programmes**
Departments were directed to select a program they are willing to coordinate and to submit the criteria for participation.
6. **College Union Election**
 - a. The college union election will be held in the parliamentary mode.
 - b. A senior faculty member will be appointed as returning officer.
 - c. Duty list will be prepared and circulated.
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



Professor. Abdul Gafoor P

Principal

PRINCIPAL
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Ref. No.: SCAS/IQAC-ATR/2019-20/03

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Onam Celebration	It was decided that the organization of the Onam Celebration would be overseen by the Arts Club in collaboration with the Staff Club under the auspices of IQAC.	Onam Celebration was organised for the college on 2nd of September 2019.
2	Onam Programmes	Departments were directed to select a program they are willing to coordinate and to submit the criteria for participation.	The Departments chartered rules for the programmes they coordinated and winners for various events were declared.
3	College Union Election	<ol style="list-style-type: none">The college union election will be held in the parliamentary mode.A senior faculty member will be appointed as returning officer.Duty list will be prepared and circulated.	<ol style="list-style-type: none">Prof. T Ibrahim was appointed as returning officer.The college union election was held in the parliamentary mode on 05/09/2019.Duty list was prepared and circulated.



Ref. No.: SCAS/IQAC-MoM/2019-20/04

Minutes of IQAC Meeting held on 30/09/2019

Date : 30/09/2019

Time : 2.30 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. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safer A K	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	Vice Principal
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	Mr. Aboobacker	Librarian

Agenda:

1. Internal Examinations
2. Remedial Classes
3. Internal Exam Grievances and ATR (Action Taken Report)
4. SynQ

Minutes:

1. The Principal welcomed all the members to the meeting.



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2. The minutes of previous meeting was confirmed.
3. The Principal lauded the commendable effort taken by the faculty in organising and executing the College Election successfully.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.
5. **Internal Evaluation**

It was decided that

(ii) Internal evaluation for the fifth semester UG students is to be held in the first week of August.

(iii) Internal evaluation for first and third semester UG students is to be administered in the first week of November 2019.

(iv) Internal evaluation for first and third semester PG students is to be administered in the third week of November 2019.

6. **Remedial Classes**

Remedial classes are to be provided to 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. **SynQ**

As part of collaboration with DGM MES Mampad College, IQAC of Safa College intends to participate in the MES Mampad College initiative, SynQ (Synchronising Quality and arrange comprehensive training program for criteria co-ordinators with the aim of providing accreditation support for institutional development and excellence

9. **NAAC Back-File Progress**

The IQAC coordinator checked on the progress of various departments in gathering and consolidating the data needed for accreditation purpose.

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



Professor. Abdul Gafoor P

Principal
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Ref. No.: SCAS/IQAC-ATR/2019-20/04

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Internal Evaluation	It was decided that (i) Internal evaluation for the fifth semester UG students is to be held in the first week of August. (ii) Internal evaluation for first and third semester UG students is to be administered in the first week of November 2019. (iii) Internal evaluation for first and third semester PG students is to be administered in the third week of November 2019.	Internal exams were conducted from as per the following schedule: 5th semester UG : (i) 07/10/2019 - 14/10/2019 (ii) 1st and 3rd semester UG: 04/11/2019 - 11/11/2019 (iii) 1st and 3rd semester PG: 18/11/2019- 22/11/2019
2	Remedial Classes	Remedial classes are to be provided to students who perform poorly in the internal evaluations conducted.	Remedial classes were provided to students who failed in the internal exam
3	SynQ	As part of collaboration with DGM MES Mampad College, IQAC of Safa College intends to participate in the MES Mampad College initiative, SynQ, and arrange comprehensive training program for criteria co-ordinators with the aim of providing accreditation support for institutional development and excellence	Under the aegis of IQAC, (i) Training was provided to Criteria Coordinators of the college at various institutions (ii) One day Mentoring Program for teaching staff was organized at the AV Hall within the college premises.
4	NAAC Back-File Progress	The IQAC coordinator checked on the progress of various departments in gathering and consolidating the data needed for accreditation purpose.	A status report was generated and disseminated among staff.



Ref. No.: SCAS/IQAC-MoM/2019-20/05

Minutes of IQAC Meeting held on /12/2019

Date : 10/08/2018

Time : 2.30 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. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	Vice Principal & 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



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25	Ranjini.T	Asst. Professor
26	Mohammed Alikhan K.P	Vice Principal
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	Mr. Aboobacker	Librarian
52	Mr. T V Abdurahiman Kutty	Office Superintendent

Agenda:

1. Research Methodology Seminar
2. Industrial Visit, Academic Visit, and Field Work & Internship
3. Annual Athletics Meet
4. Christmas celebration
5. College Arts Festival



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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. **Research Methodology Seminar**
The departments that are yet to deliver session on Research Methodology is to do so at the earliest possible date.
5. **Industrial Visit, Academic Visit, and Field Work & Internship**
Departments are to plan and execute industrial visits, academic visits, and fieldwork/internship opportunities for students
6. **College Art Fest**
 - a. A discussion was held on the organisation of annual college arts fest. It was concluded that
 - b. The off stage events are to be held in the month before college closes for Christmas Holidays.
 - c. Annual Arts fest will be held in January after reopening of the College.
7. **Annual Athletic Meet**
The sports department will conduct the Annual Athletics Meet within the month itself.
8. **Christmas celebration**
 - a. The IQAC will oversee the organisation of the Christmas Celebration for the year.
 - b. The list of events to be offered and the department in charge of coordinating said event was finalised.
 - c. The list of programme coordinators along with the duties assigned will be prepared for dissemination among staff.
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



Professor. Abdul Gafoor P

Principal

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



Ref. No.: SCAS/IQAC-ATR/2019-20/05

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
2	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.
3	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.
4	College Art Fest	A discussion was held on the organisation of annual college arts fest. It was concluded that (i) The off stage events are to be held in the month before college closes for Christmas Holidays. (ii) Annual Arts fest will be held in January after reopening of the College	(i) The off-stage events were held from 5th to 13th of December 2019. (ii) College Annual Arts fest was organised on the 6th and 7th of January 2020.
5	Annual Athletic Meet	The sports department will conduct the Annual Athletics	The college Annual Athletics Meet was held on 19th



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		Meet within the month itself.	December 2019.
6	Christmas celebration	<ul style="list-style-type: none">(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.	<ul style="list-style-type: none">(i) Christmas celebration was held on 20th of December.(ii) A list of events along with their coordinators was circulated.



Ref. No.: SCAS/IQAC-MoM/2019-20/06

Minutes of IQAC Meeting held on 30/01/2020

Date : 30/01/2020

Time : 2.30 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. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	HOD-Social Work and Vice Principal
12	Mr. Shuhaib C	HOD, Languages
13	Shahana.KP	Asst. Professor
14	Reshmi K	Asst. Professor
15	Jasla T T	Asst. Professor
16	Jisya V P	Asst. Professor
17	Fathima Ramshija P	Asst. Professor
18	Aiswarya PP	Asst. Professor
19	Faseela K P	Asst. Professor
20	Mohammed Iyyasudheen P	Asst. Professor
21	Najwa C	Asst. Professor
22	Ranjini.T	Asst. Professor
23	Mohammed Alikhan K.P	Asst. Professor
24	Dr. Habeeburahman KP	Associate. Professor
25	Sajeer C	Asst. Professor



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

Agenda:

1. Internal Examinations
2. Remedial Classes
3. Internal Exam Grievances and ATR (Action Taken Report)



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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 principal applauded the painstaking effort taken by the staff in making the College Arts Fest, Annual Sports Meet and Christmas Celebration a grand success.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.

Internal Evaluation

It was decided that

- (i) Internal evaluation for the sixth semester UG students is to be held in the first week of February 2020.
- (ii) Internal evaluation for second and fourth semester PG students is to be administered in the second week of February 2020.
- (iii) Internal evaluation for second and fourth semester UG students is to be held in the third week of February 2020.

5. Remedial Classes

Students who perform poorly in the internal evaluations is to be given remedial classes.

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

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

7. 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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Professor. Abdul Gafoor P

Principal

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



Ref. No.: SCAS/IQAC-ATR/2019-20/06

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	Internal Examinations	(i) Internal evaluation for the sixth semester UG students is to be held in the first week of February 2020. (ii) Internal evaluation for second and fourth semester PG students is to be administered in the second week of February 2020. (iii) Internal evaluation for second and fourth semester UG students is to be held in the third week of February 2020.	Internal exams were conducted from as per the following schedule: (iv) 6th semester UG: 03/02/2020 - 07/02/2020 (v) 2nd and 4th semester PG: 10/02/2020 - 14/02/2020 (vi) 1st and 3rd semester PG: 17/02/2020 - 21/02/2020
2	Remedial Classes	Students who perform poorly in the internal evaluations is to be given remedial classes.	Students were given remedial training.



Ref. No.: SCAS/IQAC-MoM/2019-20/07

Minutes of IQAC Meeting held on 4/03/2020

Date : 4/01/2020

Time : 2.30 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. Shihab Thangal	HOD, Mass Communication & Journalism
10	Mr. Ameen Navas K P	HOD, Physical Education
11	Dr. Safeer A	HOD, Social Work & Vice Principal
12	Mr. Shuhaib C	HOD, Languages
13	Shahana.KP	Asst. Professor
14	Reshmi K	Asst. Professor
15	Jasla T T	Asst. Professor
16	Jisya V P	Asst. Professor
17	Fathima Ramshija P	Asst. Professor
18	Aiswarya PP	Asst. Professor
19	Faseela K P	Asst. Professor
20	Mohammed Iyyasudheen P	Asst. Professor
21	Najwa C	Asst. Professor
22	Ranjini.T	Asst. Professor



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23	Mohammed Alikhan K.P	Administrative Officer
24	Dr. Habeeburahman KP	Associate. Professor
25	Sajeer C	Asst. Professor
26	Salmanu Haris .E.K	Asst. Professor
27	Danya Das K.P	Asst. Professor
28	Monisha Vijayan	Asst. Professor
29	Bajitha K	Asst. Professor
30	Azhar A T	Asst. Professor
31	Sadique Ali A	Asst. Professor
32	Mohammed Salim. Km	Asst. Professor
33	Thahira K S	Asst. Professor
34	Irfanath.V	Asst. Professor
35	Hanees Hussain.T	Asst. Professor
36	Jamsheena T K	Asst. Professor
37	Ajeesh .KA	Asst. Professor
38	Sona K	Asst. Professor
39	Muhammed Suhail P	Asst. Professor
40	Ranjitha P	Asst. Professor
41	Suparna M	Asst. Professor
42	Nafeesa Parveen C	Asst. Professor
43	Shajila P	Asst. Professor
44	Jasim Ahammed T K	Asst. Professor
45	Jasna CM	Asst. Professor
46	Suchithra N	Asst. Professor
47	Usha Rani V S	Asst. Professor
48	Mr. Aboobacker	Librarian
49	Mr. 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 2020-21



Minutes:

1. The Principal welcomed all the members to the meeting.
2. The minutes of previous meeting was confirmed.
3. The principal expressed concerns regarding a potential lockdown scenario arising from reports of the escalating number of COVID-positive cases.
4. The IQAC co-ordinator presented the agenda for discussions and necessary action.
5. **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.
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. **Creation of Action plan for the academic year 20-21**

IQAC Coordinator also instructed the department Heads and Club Conveners to prepare plan of action for the next academic year (2020-21) 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
Pookkattiri, Valanchery, Malappuram, 676552



Professor. Abdul Gafoor P

Principal

PRINCIPAL
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Pookkattiri, Edayur-676552



Ref. No.: SCAS/IQAC-ATR/2019-20/07

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.	Due to the lockdown enforced due to COVID Pandemic, Feedback was collected via Google Form.
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.	Link to Google Form of the Faculty Self-Appraisal was shared to all faculty members via staff Whatsapp group.
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.