

2021-2022

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



Ref. No.: SCAS/IQAC-MoM/2021-22/01

Minutes of IQAC Meeting held on 05/06/2021

Date : 05/08/2021

Time : 2.30 pm

Venue : AV Hall

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	Management Representative
5	Mr. Mohammed Ashraf S	Alumni Representative
6	Abdul Shukoor P K	IQAC Co-ordinator and Vice Principal
7	Niyasali K.C	HOD, Commerce
8	Subash T.K	HOD, Management Studies
9	Asia P	HOD, Computer Application
10	Mohamed Ashiq P M	HOD, Economics
11	Dr Sulfikar C	HOD, Social Work
12	Yahya K	HOD, Mass Communication & Journalism
13	Shajila P	HOD, Mathematics
14	Aboobacker V T	HOD, Physics
15	Suparna M	HOD, Psychology
16	Shafeeque P. P	HOD, Languages
17	Ameen Navas K P	HOD, Physical Education
18	Sameer P K	Asst. Librarian
19	Saad. T	Office Superintendent

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. Mentor-Mentee System
8. Internal Examinations
9. Remedial Classes
10. Internal Exam Grievances and ATR (Action Taken Report)
11. IT Infrastructure up-gradation
12. FDP
13. Independence Day Celebration
14. Onam celebration

Minutes:

1. The Principal welcomed all the members of the meeting.
2. IQAC Coordinator presented the annual report for the academic year 2020-21 for approval.
3. He then presented the agenda for discussions and necessary action.

4. **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. Dhanya Das K P	Criterion 1 Convenor
3	Mr. Abdul Haseeb K P	Criterion 1 Coordinator
4	Ms. Asia P	Criterion 2 Convenor
5	Ms. Shajila P	Criterion 2 Coordinator
6	Ms. Aiswarya P P	Criterion 2 Coordinator
7	Ms. Ranjini T	Criterion 3 Convenor
8	Mr. Sulfikar C	Criterion 3 Coordinator
9	Mr. Sreejith P	Criterion 3 Coordinator
10	Mr. Sameer P K	Criterion 4 Convenor
11	Mr. Ameen Navas K P	Criterion 4 Coordinator
12	Mr. Thajudheen Badusha Torappa	Criterion 4 Coordinator



13	Ms. Majida P T	Criterion 5 Convenor
14	Ms. Rasmiya K T	Criterion 5 Coordinator
15	Mr. Mohamed Ali	Criterion 5 Coordinator
16	Ms. Vidhya Vishwanathan	Criterion 6 Convenor
17	Ms. Ramsheena T K	Criterion 6 Coordinator
18	Ms. Sayikrishna M	Criterion 6 Coordinator
19	Mr. Abdul Hakeem M	Criterion 7 Convenor
20	Ms. Shahina N	Criterion 7 Coordinator

5. **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.

6. **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.

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

Semester plans and Course outlines was gathered from individual faculty members in the stipulated format.

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

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

9. **Action Plan and Department Plan**

w.r.t. the minutes of IQAC dated 15/01/2021 (Ref. No.: SCAS/IQAC-MoM/2020-21/04), it was intimated that the tentative action plan and department plans be revised after the Calendars prepared by IQAC was reviewed.

10. **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.



SAFA COLLEGE OF ARTS AND SCIENCE

AN ISO 9001-2015 CERTIFIED

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



11. Internal Examinations

- (i) W.r.t. minutes of meeting, Ref.: SCAS/IQAC-MoM/2020-21/04 dated 15.01.2021, the first and second semester internal exams for the UG and PG students of 2020 admission batch will be conducted in the last weeks of June and August respectively.
- (ii) The internal examination for fifth semester UG students will be held in the first week of August 2021.

12. Remedial Classes

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

13. 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.

14. 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.

15. Faculty Development Programme

It was proposed to conduct an FDP for Non-teaching / Administrative staff be organised.

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/2021-22/01

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 15/01/2021 (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	(i) W.r.t. minutes of meeting, Ref.: SCAS/IQAC-MoM/2020-21/04 dated 15.01.2021, the first and second semester internal exams for the UG and PG students of 2020 admission batch will be conducted in the last weeks of June and August respectively. (ii) The internal examination for fifth semester UG students	Internal exams were conducted from as per the following schedule: (i) Ist semester UG and PG: 28/06/2021 onwards (ii) Vth semester UG: 09/08/2021 onwards (iii) IInd Semester UG and PG: 31/08/2021 onwards



		will be held in the first week of august 2021.	
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 first phase of up-gradation process was completed during the year. Further up-gradation will be completed in the next academic year.
7	Faculty Development Programme	It was proposed to conduct an FDP for non-teaching staff. In this regard it was decided to approach experts to serve as resource persons in the FDP.	An Offline Faculty Development Programme titled Developing Core skills for Administrative operations and coordination was organised from 13-09-2021 to 17-09-2021.



Ref. No.: SCAS/IQAC-MoM/2021-22/02

Minutes of IQAC Meeting held on 4/10/2021

Date : 4/10/2021

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



SAFA COLLEGE OF ARTS AND SCIENCE

AN ISO 9001-2015 CERTIFIED

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



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	Abdul Haseeb K P	Asst. Professor
31	Fathima Ramshija P	Asst. Professor
32	Muhammed Shameem P	Asst. Professor
33	Majida P T	Asst. Professor
34	Shabeer K	Asst. Professor
35	Rajitha G	Asst. Professor
36	Aiswarya P P	Asst. Professor
37	Sayi Krishna M	Asst. Professor
38	Shahina N	Asst. Professor
39	Sumayya A P	Asst. Professor
40	Vidhya Vishwanathan	Asst. Professor
41	Thajudheen Badusha Thorapa	Asst. Professor
42	Amina Shahin Valiyapalathingal	Asst. Professor
43	Hasna N	Asst. Professor
44	Zaharudeen K M	Asst. Professor
45	Sumayya Jasmine M	Asst. Professor
46	Fayida Farhath A P	Asst. Professor
47	Alen Joy	Asst. Professor
48	Jasla N	Asst. Professor
49	Dr.Anshad V K	Asst. Professor
50	Sandra M J	Asst. Professor
51	Sameer P K	Asst. Librarian
52	Saad T	Office Superintendent

Agenda:

1. Induction Program for UG Students
2. Bridge Course
3. Advanced and Slow learners Programme
4. Parent Teacher Forum
5. Certificate and Add-on Courses



6. Formation of Board of Studies

Minutes:

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

4. Induction Program for UG Students

A proposal was made to conduct college wide Student Induction Programs for undergraduate students.

5. Bridge Course

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

6. 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.

7. 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

8. 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.

9. Formation of Board of Studies

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

10. The meeting ended with the thanks to the chair



AN ISO 9001-2015 CERTIFIED

SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



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/2021-22/02

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1.	Induction Program for UG Students	A proposal was made to conduct department-wise Student Induction Programs for undergraduate students.	Sauntezza'21 Student Induction Programme was conducted from 8th October, 2021 to 28th October, 2021.
2.	Bridge Course	The departments were instructed to conduct bridge course classes and categorize students based on their learning abilities.	Bridge course was held from 18th-21st of October 2021, and students were classified into Slow, advanced and average learners.
3.	Advanced and Slow learners Programme	(i) 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. (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.
4.	Certificate and Add-on Courses	IQAC requested departments to prepare list of suggestions for new Certificate and Add-on courses to be offered for review and finalization.	Each department submitted revised list of certificate and add-on courses along with respective syllabi, before establishing criteria for admission.



Ref. No.: SCAS/IQAC-MoM/2021-22/03

Minutes of IQAC Meeting held on 2/12/2021

Date : 2/12/2021

Time : 2.30 pm

Venue : AV Hall

Attendees :

SL. NO.	NAME	DESIGNATION
1	Abdul Gafoor P	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	Asia P	HOD, Computer Application
6	Mohamed Ashiq P M	HOD, Economics
7	Prof. T Ibrahim	HOD, English
8	Subash T K	HOD, Management Studies
9	Yahya K	HOD, Mass Communication & Journalism
10	Shajila P	HOD, Mathematics
10	Aboobacker V T	HOD, Physics
11	Dr Sulfikar C	HOD, Social Work
12	Shafeeque P P	HOD, Languages
13	Ameen Navas K P	Asst. Professor, Physical Education
14	Abdul Hakeem M	Asst. Professor
15	Naseeba K T	Asst. Professor
16	Shifana K	Asst. Professor
17	Thashrifika K	Asst. Professor
18	Jamsheena V P	Asst. Professor
19	Haneez Hussain.T	Asst. Professor
20	Jamsheena T K	Asst. Professor
21	Irfanath V	Asst. Professor
22	Nawaf P K	Asst. Professor
23	Mohammed Shaheerudheen TH	Asst. Professor
24	Fathima Ramshija P	Asst. Professor
25	Muhammed Shameem P	Asst. Professor



AN ISO 9001-2015 CERTIFIED SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



26	Majida P T	Asst. Professor
27	Shabeer K	Asst. Professor
28	Rajitha G	Asst. Professor
29	Aiswarya P P	Asst. Professor
30	Sayi Krishna M	Asst. Professor
31	Shahina N	Asst. Professor
32	Sumayya A P	Asst. Professor
33	Vidhya Vishwanathan	Asst. Professor
34	Thajudheen Badusha Thorapa	Asst. Professor
36	Hasna N	Asst. Professor
37	Zaharudeen K M	Asst. Professor
38	Sumayya Jasmine M	Asst. Professor
39	Ramsheena T K	Asst. Professor
40	Rasmiya K T	Asst. Professor
41	Mohammed Fasil Kaladi	Asst. Professor
42	Fayida Farhath A P	Asst. Professor
43	Alen Joy	Asst. Professor
44	Jasla N	Asst. Professor
45	Dr.Anshad V K	Asst. Professor
46	Sandra M J	Asst. Professor
47	Usha Rani V S	Asst. Professor
48	Majitha O	Asst. Professor
49	Prajeesh Kumar C	Asst. Professor
50	Suchithra P P	Asst. Professor
51	Sameer P K	Asst. Librarian
52	Saad T	Office Superintendent

Agenda:

1. Christmas celebration
2. Internal evaluation
3. Academic Audit
4. National Conference



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. **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
5. **Academic Audit**

It was decided that IQAC of Safa College, in collaboration with IQAC of DGM MES Mampad College, will conduct an institutional audit.
6. **Internal evaluation**

It was decided that

 - (i) Internal evaluation for third semester UG and PG Students will be conducted in first week of February 2022.
 - (ii) Internal evaluation for first semester UG and PG Students will be conducted in last week of February 2022.
 - (iii) Internal Examinations for second and fourth semester UG and PG is postponed to next academic year.
7. **Remedial Classes**

Remedial classes are to be provided to students who have poor marks in the internal evaluations conducted.
8. **Internal Exam Grievances and ATR (Action Taken Report)**
9. 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.
10. **National Conference**

IQAC initiated the establishment of a National Conference jointly organised by the PG Departments of the college.



AN ISO 9001-2015 CERTIFIED

SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



- (i) The departments were instructed to decide on the Thrust Areas to be included in the conference.
- (ii) IQAC decided to send Call for Papers in January 2022
- (iii) IQAC also instructed Faculty of the Departments to encourage PG students to prepare for and present papers in the conference.

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



Professor. Abdul Gafoor P

Principal

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



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

Report of Action Taken

Sl. No	Agenda Item	Action Plan	Action Taken
1	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.
2	First audit	IQAC of Safa College in collaboration with IQAC of DGM MES Mampad College will conduct an institutional audit	In pursuance of resolution, Green, Environment and Energy Audit was conducted on 31-12-2021.
3	Internal Exam	It was decided that (i) Internal evaluation for third semester UG and PG Students will be conducted in first week of February 2022. (ii) Internal evaluation for first semester UG and PG Students will be conducted in last week of February 2022. (iii) Internal Examinations for second and fourth semester UG and PG is postponed to next academic year.	Internal exams were conducted as per the following schedule: (i) Third sem UG & PG: 02/02/2022 onwards (ii) First sem UG and PG: 28/02/2022 onwards
4	National Conference	IQAC initiated the establishment of a National Conference jointly organised by the PG Departments of the college.	IQAC organised Tashkila 2022 National Conference on Advancement of Sustainability Goals for the World jointly organised by



AN ISO 9001-2015 CERTIFIED

SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



		<p>(i) The departments were instructed to decide on the Thrust Areas to be included in the conference.</p> <p>(ii) IQAC decided to send Call for Papers in January 2022.</p> <p>(iii) IQAC also instructed Faculty of the Departments to encourage PG students to prepare for and present papers in the conference.</p>	<p>the PG Departments if the college.</p>
--	--	---	---



Ref. No.: SCAS/IQAC-MoM/2021-22/04

Minutes of IQAC Meeting held on 4/03/2022

Date : 4/01/2020

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
8	Prof. T Ibrahim	Asso. Professor, English
9	Yahya K	HOD, Mass Communication & Journalism
10	Shajila P	HOD, Mathematics
11	Aboobacker V T	HOD, Physics
12	Dr Sulfikar C	HOD, Social Work
13	Suparna M	HOD, Psychology
14	Shafeeque P P	HOD, Languages
15	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



SAFA COLLEGE OF ARTS AND SCIENCE

AN ISO 9001-2015 CERTIFIED

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



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	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
37	Shabeer K	Asst. Professor
38	Rajitha G	Asst. Professor
39	Aiswarya P P	Asst. Professor
40	Sayi Krishna M	Asst. Professor
41	Shahina N	Asst. Professor
42	Sumayya A P	Asst. Professor
43	Vidhya Vishwanathan	Asst. Professor
44	Thajudheen Badusha Thorapa	Asst. Professor
45	Amina Shahin Valiyapalathingal	Asst. Professor
46	Hasna N	Asst. Professor
47	Zaharudeen K M	Asst. Professor
48	Sumayya Jasmine M	Asst. Professor
49	Ramsheena T K	Asst. Professor
50	Rasmiya K T	Asst. Professor
51	Mohammed Fasil Kaladi	Asst. Professor
52	Fayida Farhath A P	Asst. Professor
53	Alen Joy	Asst. Professor
54	Jasla N	Asst. Professor
55	Dr.Anshad V K	Asst. Professor
56	Sandra M J	Asst. Professor
57	Noorunnidha M	Asst. Professor
58	Kajal U K	Asst. Professor
59	Mohammed Sabeel K	Asst. Professor



60	Sajitha S	Asst. Professor
61	Usha Rani V S	Asst. Professor
62	Majitha O	Asst. Professor
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. 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 2022-23

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

Self-Appraisal forms will be distributed to faculty members to collect annual data on various aspects of their profession.
6. **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.
7. **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.



AN ISO 9001-2015 CERTIFIED
SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)

POOKKATTIRI, EDAYUR (PO), VALANCHERY

PHONE : 0494 2988810, 9995748103, 9846823215



8. Creation of Action plan for the academic year 22-23

IQAC Coordinator also instructed the department Heads and Club Conveners to prepare plan of action for the next academic year (2022-23) to be submitted at the beginning of the Academic Year.

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



Dr. Nidhin PV

Principal

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



Ref. No.: SCAS/IQAC-ATR/2021-22/04

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 distributed. Completed forms were collated and analysed.
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.	Faculty Self-Appraisal forms were distributed to all faculty members for completion and submission.
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.