MINUTES
27th Meeting of IQAC

UNIVERSITY OF KERALA

INTERNAL QUALITY ASSURANCE CELL

09.08.2023   Wednesday   2 p.m.   Syndicate Room & Online

Minutes

27th Meeting of IQAC, University of Kerala
(5thMeeting of 4thCycle)

Date:09.08.2023   **Day: Wednesday**   **Time: 02:00p.m.**   **Venue: Syndicate Room & Online**

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Members Present:

1. The Vice - Chancellor (Chairman)- *Online*
2. The Registrar
3. The Finance Officer
4. The Director, Computer Centre
5. The Chairman, Research Students' Union
6. The Chairperson, Department Students' Union
7. Dr. Unnikrishnan S. M., Vice – President, International Business & Strategic Planning, HLL Life care Ltd, Poojappura- *Online*
8. Dr. B. Hariharan, Professor, Institute of English
9. Dr. R. Jayachandran, Vice - Chairman, Credit and Semester System
10. Dr. K. S. Chandrasekhar, Professor, Institute of Management in Kerala- *Online*
11. Dr. S. Aji, Associate Professor, Department of Computer Science- *Online*
12. Mr. Jagan Sebastian George, Research Officer & Nodal Officer, RUSA State Office, Thiruvananthapuram- *Online*
13. Dr. R. B. Binoj Kumar, Professor, Department of Geology
14. Dr. S. Mini, Professor, Dept. of Biochemistry- *Online*
15. Dr. S. R. Sheeja, Professor, Department of Economics
16. Dr. Gabriel Simon Thattil, Director, IQAC

Members Absent:

1. Dr. A. K. Prasad, Professor, Department of Economics
2. Dr. E. Shaji, Associate Professor and Head, Department of Geology (Joint Director, IQAC)

Items for Consideration

Item No. XXVII.01: Approval of the minutes of 26th meeting of IQAC held on 12.05.2023

The minutes of the meeting were circulated via email through IQAC office and the members have confirmed the same.

Item No.XXVII.02: Action Taken Report on decisions of the 26th meeting of IQAC held on 12.05.2023

Decision	Action Taken
Item No.XXVI.03: Prevention of Caste-Based Discrimination in HEIs *Constitution of committee and compliance of UGC guidelines regarding prevention of caste based discrimination in HEIs. Attached letter from UGC as Appendix I.* **---IQAC Decision---: Resolved to submit a reply to the UGC in consultation with other stakeholders such as Nodal Officers of concerned committees/grievance redressal mechanisms.**	*Submitted*
Item No.XXVI.04: Academic Collaboration of Indian universities with US universities for offering dual/twinning/joint degree programmes *Please see Appendix II. UGC has requested to inform possibility of having academic collaborations with US HEIs. It has been requested to identify and contact partner institutions in US and to share details with UGC.* **---IQAC Decision---: Resolved to seek inputs from all Teaching Departments regarding possibilities for academic collaborations with US HEIs and to furnish a reply to UGC based on such inputs.**	*Submitted*
Item No.XXVI.05: UGC Net Coaching proposal- Researchers Union *Naveen P.M., Chairperson, Kerala University Research Students' Union 2022-23 has submitted a proposal for conduct of UGC NET Coaching, to be conducted in June 2023. It has been proposed to conduct a total of 20 sessions over a period of 2 months. The Chairperson has submitted an anticipated budget for the programme and requested a financial assistance of Rs. 84,500/- (Rupees Eighty Four Thousand Five Hundred only) for the same. Appendix III.* **---IQAC Decision---: Resolved to approve the proposal, and to sanction financial assistance for the programme. The financial assistance shall be limited to a maximum amount of Rs. 50,000/- and will be released to the Chairperson, Kerala University Research Students' Union 2022-23 after successful conduct of the programmes, subject to verification of bills and vouchers by the Audit.**	*Coaching completed. Bills and submitted; Processing towards final payment.*
Item No.XXVI.06: Software for compilation of necessary documents for Assessment and Accreditation *The meeting of the committee constituted for Compilation and uploading of AQAR 2022 held on 13th April 2023 recommended to initiate necessary action for developing software for AQAR and other relevant document compilation for NAAC Accreditation using the expertise of an outside agency.* **---IQAC Decision---: Resolved to entrust the Director, IQAC to conduct a preliminary feasibility study by exploring solutions in this regard offered by public sector entities such as KSHEC, KELTRON etc. After the comparative study, the report to be placed before IQAC before initiating further actions.**	*Under processing*
Item No.XXVI.07: AQAR *Work on compilation of AQAR 2021-22 is progressing. Deadline 31st May, 2023. An online meeting to be convened on 16th May, 2023 for discussion on gaps in data received.* **---IQAC Decision---: Resolved to conduct an all Faculty meeting at the earliest, to supplement the data capture and to discuss the gaps, if any, in criteria wise data compiled so far.**	*AQAR Submitted on 30th July, 2023 adhering to the deadline set by NAAC*

Item No.XXVI.08:IGNOU-STRIDE - UGC-Approved Six Days Short Term Professional Development Programmes *The Staff Training and Research Institute of Distance Education (STRIDE), Indira Gandhi National Open University (IGNOU), New Delhi is organizing several Short Term Professional Development Programme on subjects such as NEP, which are recognized as an UGC-HRDC equivalent for API and CAS. The programme is open to faculty/ teachers from all HEIs. Each participant will be required to pay certain fee. Appendix IV.* ***---IQAC Decision---: Resolved to encourage participation of University Teachers in the UGC approved short term courses by IGNOU STRIDE. The expenditure towards the courses may be met by the individual Faculty members***	*IQAC circulates communications in this regard from UGC*

Item No.XXVI.09:Margadarshan scheme of NAAC
The NAAC has launched 'Margadarshan' scheme for mentoring and handholding to accreditation aspirant institution to improve and instil Quality Assurance in Higher Education which is reflected in vision of NAAC. The scheme aims to bring all aspirant Higher Education Institutions in the fold of NAAC accreditation through handholding and mentoring. The 25th Meeting of IQAC held on 09.12.2023, vide Item No. XXV.06 had resolved to undertake mentoring for NAAC accreditation under Margadarshan scheme. The same can be carried forward if IQAC could successfully identify 6 colleges which can scale up to accreditation provided mentoring support is given as per NAAC guidelines. The Director, IQAC has identified the following colleges and Mentee Institutions for the scheme and has forwarded letters seeking association in this regard.
    1. Ayyankali Memorial Arts and Science College, Pathanapuram
    2. Christ College, Vizhinjam
    3. Christ Nagar College, Maranalloor
    4. Government College, Ambalappuzha, Alappuzha
    5. M.M.S. Government College, Malayinkeezhu
    6. National College, Manacaud
A draft MoU, to be executed between the University and mentee Institutions, has been prepared and attached as Appendix V.
---IQAC Decision---: Resolved to invite willingness to associate with University of Kerala in Margadarshan scheme, from all affiliated colleges of the University, and to proceed with colleges selected from among those interested. The colleges shall be shortlisted by a Committee constituted from among Faculty members of IQAC
	Applications invited. Kindly see Item No. XXVII.03

Item No.XXVI.10:Change in IQAC Logo *The present Logo of Internal Quality Assurance Cell was approved in 2013 and has been use ever since. The logo features the phrase '75+ Years' in the middle, referring to University's legacy. The phrase may be replaced with '85+ Years'. The present and proposed logo are appended as Appendix VI.* ***---IQAC Decision---: Resolved to conduct a 'Logo Competition' to finalize a new logo for IQAC. Stakeholders such as Students, Faculty Members, Non-Teaching Staff and Alumni of the University may participate in the logo contest.***	*Under Processing*
Item No.XXVI.11:Skillspark Scholarship Awareness Program Proposal *To enrol job seekers in ASAP accredited courses, CCROM, ADFFA etc. 'Skillspark The Finishing School', a firm based in Thiruvananthapuram has proposed to conduct a scholarship test in June with a goal of placing 750 candidates. To maximise awareness among students, the firm has planned to conduct an awareness programme and has sought the assistance of IQAC to enrol maximum number of candidates. Appendix VII.* ***---IQAC Decision---: Resolved to facilitate conduct of the Scholarship Test, by encouraging concerned Departments.***	*Program details circulated to Departments*

Item No.XXVII.03: Margadarshan Scheme of NAAC- Processing received application

The 26ᵗʰ meeting of IQAC held on 12.05.2023 had resolved to invite willingness to associate with University of Kerala in Margadarshan scheme, from all affiliated colleges of the University, and to proceed with colleges selected from among those interested. Around 17 colleges (**Appendix 1**) have forwarded their interest in this regard. A sub-committee of IQAC may be constituted with faculty members toshortlistthe applications thus received.

---IQAC Decision---: Resolved to entrust IQAC Teacher members to screen the Colleges which have submitted the proposals and identify 9 colleges from among the 17, considering accreditation preparedness, age of the college, domicile and such other factors found necessary.

Item No.XXVII.04:Conduct of Audits- Academic and Administrative Audit, Environment Audit, Gender Audit

Conduct of Audit of University resources and inclusivity will boost our prospects in accreditation and assessment processes. Various audits such as Academic and Administrative Audit, Environment Audit, Gender Audit have been conducted in the past which had helped in A&A processes including the NAAC. Such audits may be continued to the future. Proposals may be invited from Faculty Members of the University who have expertise in concerned domains for the conduct of such audits.

---IQAC Decision---: Resolved to initiate steps for the conduct of Academic and Administrative Audit, Environment Audit, Gender Audit as well as Energy Audit, Library Audit and IT Service Audit. The agencies which undertook the audit earlier may be entrusted for conduct of Energy audit and Environment Audit. IT Audit may be entrusted to Government agencies. Steps to be initiated for Academic and Administrative Audit.

Item No.XXVII.05: LMS for Students

The LMS System for students under CSS is currently not functional. Urgent steps need to be taken to restore the same.

---IQAC Decision---: The IQAC Director explained the relevance of LMS in the academic processes and stated that urgent steps need to be taken to restore the same. The Director, Kerala University Computer Centre agreed to examine the matter and report on the same. Members expressed the need for urgent restoration of LMS.

Item No.XXVII.06: Academic Industrial Collaboration- activities for 2023-24 (Centre for Academic and Industrial Collaboration)

Preparing a Plan of Action for Industry linkage through Centre for Academic and Industrial Collaboration.

---IQAC Decision---: Resolved to entrust the Director, Centre for Academic and Industrial Collaboration to prepare a Plan of Action to strengthen Academic and Industrial Collaboration. The Plan of Action to be placed at the next meeting of Centre for Academic and Industrial Collaboration.

Item No.XXVII.07: Research Council- Activities for 2023-24

Preparing a Plan of Action for research through Research Council

---IQAC Decision---: Resolved to entrust the Director, Research to prepare a Plan of Action to strengthen the Research Council and collaboration between various R & D institutions and University. The inputs from R & D colloquium organized as part of 'Height 2023- KU- Researchers Fest' –needs to be considered in this regard. Inputs from Dr. P. Sreejith, Assistant Professor, Department of Zoology, who coordinated the event may also be taken into consideration. The Plan of Action to be placed at the next meeting of the Research Council.

Item No.XXVII.08: Approval of AQAR as Submitted

IQAC submitted AQAR pertaining to the period 2021-2022 on 30th July, 2023 adhering to the deadline set by NAAC. A copy of the report thus submitted has been attached as **Appendix 2**

---IQAC Decision---: AQAR 2021-22 approved as submitted in the NAAC portal.

Item No.XXVII.09: Teachers Orientation on Quality Framework for Higher Education Institutions

Proposal for Teachers Orientation on Quality Framework for Higher Education Institutions had been forwarded to NAAC(Kindly see **Appendix 3**)

---IQAC Decision---: Resolved to organize the Teachers Orientation on Quality Framework for Higher Education Institutions during the first week of November 2023.

Item No.XXVII.10: Data capture portal of IQAC and Feedback Analysis system

The Department wise Data Capture Portal and Feedback Analysis System in the IQAC Website may be synergized and streamlined. Departments and faculty members may be encouraged to update details in the portal in a regular manner.

---IQAC Decision---: Resolved to seek the support from Director, Computer Centre for Data Capture Portal and Feedback Analysis System in the IQAC Website. Feedback analysis systems to be restored urgently considering the outgoing batch of Masters Students in 2023 batch. Resolved to recommend the proposal forwarded by the Director, Computer Centre regarding integrated solutions for data capturing system for consideration.

Items for Reporting

Item No.XXVII.11: Researcher's Fest - HEIGHTS 2023

University of Kerala has successfully conducted 'Heights- KU Researchers 2023' from 19th to 22nd, 2023 at University of Kerala, Kariavattom Campus. Members of IQAC have extended their proactive support in planning & conducting the fest.

---IQAC Decision---: Report presented. The Director, IQAC informed the deficiency of funds for meeting expenses incurred in connection with the Fest. Finance Officer, University of Kerala stated that a proposal for meeting the deficiency with detailed statement and bills in this regard may be submitted for approval.

Item No.XXVII.12: Interaction of Hon'ble Minister for Higher Education, Dr. R Bindu with various stakeholders of the University

Dr. R. Bindu, Hon'ble Minister for Higher Education, Government of Kerala interacted with the academic community of University of Kerala on 6th July 2023, in an event held at Senate Hall. The interaction was based on implementation of Four Year UG programmes and related reforms.

---IQAC Decision---: The Registrar, University of Kerala presented a report on preparations made in this regard.

Item No.XXVII.13: QS Sustainability Ranking - Edition 2

University of Kerala has submitted data towards participation in Edition 2 of QS Sustainability Ranking. Dr. Shaji E., Joint Director, IQAC & Ranking Coordinator of the University coordinated the process.

---IQAC Decision---: Noted

Item No.XXVII.14: OBE Workshop- Second phase

The conduct of a series of workshops under Second Phase of Orientation Programme on OBE for Chairpersons and Members of all Boards of Studies (Pass and PG) have been successfully completed as

per the following schedule.

Sl. No.	Date	Boards/ Disciplines	Resource persons
1.	13.12.2022	Science, Applied Sciences and Technology	Dr. Shaji E., Joint Director, IQAC
2.	14.12.2022	Commerce, Management and Social Sciences	Dr. Gabriel Simon Thattil, Director, IQAC
3.	22.12.2022	Science, Applied Sciences and Technology	Dr. Shaji E., Joint Director, IQAC
4.	25.06.2023	Oriental Studies	Dr. R. Jayachandran, Vice-Chairman CSS& Dr. Divya C. Senan, Assistant Professor, Dept. of Education
5.	26.06.2023	Fine Arts, Physical Education, Law, Education, Arts	Dr. Geetha Janet Vitus, Dean, Faculty of Education& Dr. Divya C. Senan, Assistant Professor, Dept. of Education

---IQAC Decision---: Noted

Additional Items

Item No.XXVII.15: Re-constitution of IQAC

IQAC Director reported on the change in constitution of IQAC consequent to the term of the Syndicate expiring on 30th June 2023. Two Syndicate members of IQAC cede to be members, and the Syndicate need to nominate members to IQAC. Similarly, there was a change in the CSS Vice-Chairman, however the newly nominated Vice-Chairman happened to be the member of IQAC and hence is continuing in that capacity. Prof. B. Hariharan and Prof. K. S. Chandrasekar suggested a change in the constitution of IQAC as the serving members have been continuing more than five years.

---IQAC Decision---: The Hon'ble Vice-Chancellor suggested that IQAC could be reconstituted with a blend of old members and new members.

The meeting came to an end by 3.30 p.m.

Dr. Gabriel Simon Thattil   **Dr. Mohanan Kunnummal**
Director   **Chairman**
Internal Quality Assurance Cell   **Internal Quality Assurance Cell**
University of Kerala   **University of Kerala**