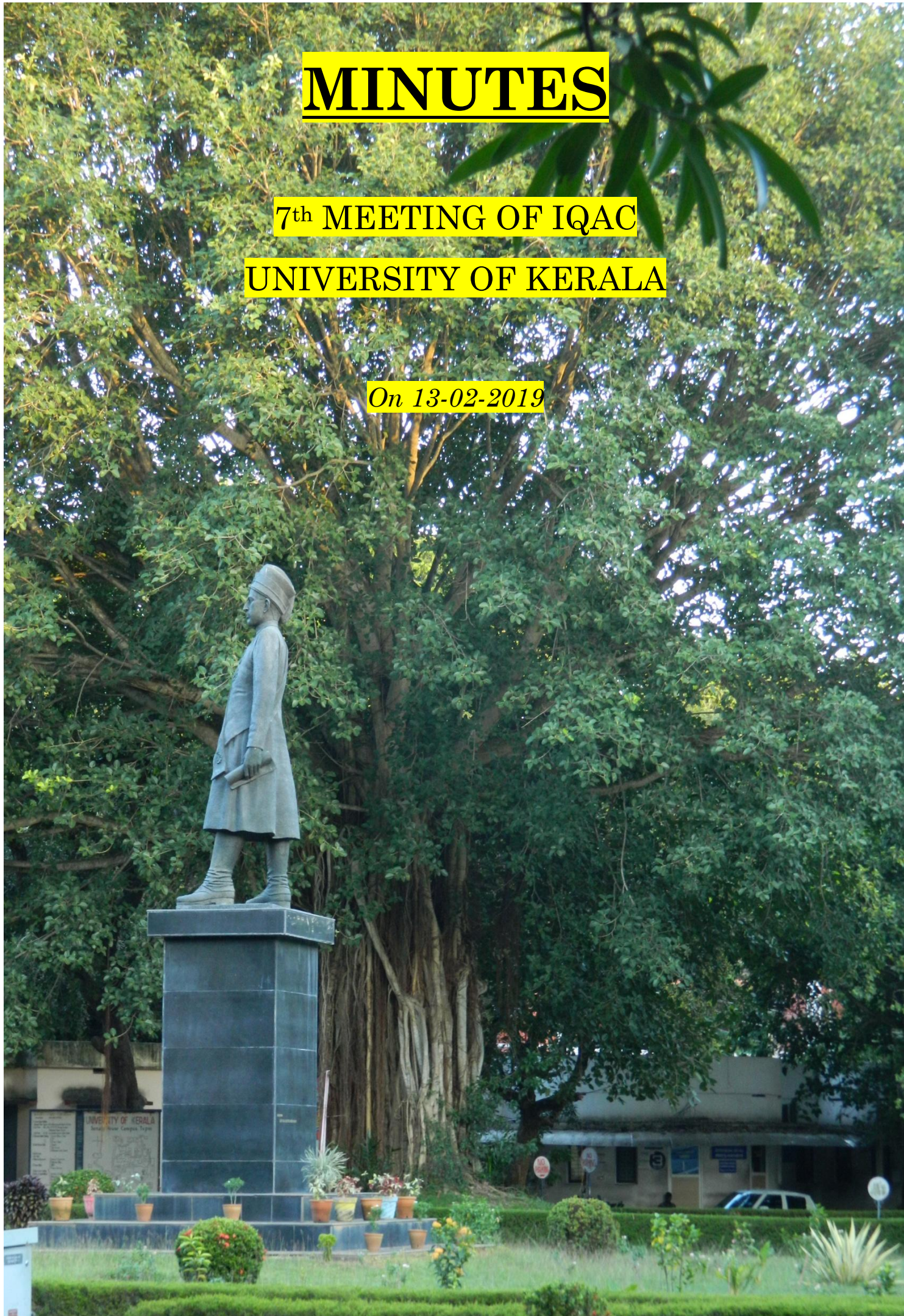


# MINUTES

## 7<sup>th</sup> MEETING OF IQAC UNIVERSITY OF KERALA

*On 13-02-2019*





# Minutes

## 7<sup>th</sup> Meeting of IQAC, University of Kerala

Date: 13-02-2019

Day: Wednesday

Time: 4.30 p.m.

Venue: Syndicate Room

### INDEX

Item No.	Item	Page No.
<b>Items for Consideration</b>		
VII.01	Approval of the minutes of 6 <sup>th</sup> IQAC meeting held on 27-11-2018	3
VII.02	Action Taken Report on decisions of the previous meeting	3
VII.03	Interaction with Eminent Scholar- Proposals from various teaching Departments	8
VII.04	Graduate Attributes (GAs) and Undergraduate Learning Outcomes	8
VII.05	Constitution of Counseling and Legal clinic for students and teachers	8
VII.06	Celebration of Science Day	9
VII.07	Annual Interdisciplinary Academic Meet (AIAM 2K19)	9
VII.08	Convene meeting of 'Centre for Academic and Industrial Collaboration'	9
VII.09	Mobile App for teachers	10
<b>Items for Reporting</b>		
VII.10	Interaction with Nobel Laureate Prof. Ada E. Yonath	10
VII.11	Research Council meeting held on 28.01.2019	10
VII.12	Proposal for budget allocation of Rs.3 Crores (Rupees Three Crores Only) for Campus infrastructure maintenance	10
VII.13	Idea Day	11
VII.14	Meeting with Programme Coordinator of Mahatma Gandhi National Council of Rural Education(MGNCRE):	11
VII.15	File Adalath – Letter from Higher Education Department	11

### **Members: Present**

1. Dr. V. P. Mahadevan Pillai, Vice Chancellor (**Chairman**)
2. Dr. Ajayakumar P.P, Pro -Vice Chancellor (Vice-Chairman)
3. Dr. S. Nazeeb, Convener, Standing Committee of the Syndicate on Academics & Research
4. Dr. P. Rajesh Kumar, Convener, Standing Committee of the Syndicate on Examinations
5. Dr. C. R. Prasad, Registrar(i/c)
6. Dr. T. S. Anirudhan, Vice - Chairman, Credit and Semester System
7. Dr. Vinod Chandra S. S., Director, Computer Centre
8. Sri. Shimjil Kannan, Chairman, Departments' Union
9. Sri. Stalin R., Chairman, Researchers' Union
10. Dr. A. K. Prasad, Associate Professor, Dept. of Economics
11. Dr. B. Hariharan, Professor, Institute of English
12. Dr. K.G. Gopchandran, Associate Professor & Head, Dept. of Optoelectronics
13. Dr. S. Mini, Associate Professor & Head, Dept. of Biochemistry
14. Dr. E. Shaji, Assistant Professor, Dept. of Geology
15. Dr. S. R. Sheeja, Assistant Professor of Economics, School of Distance Education
16. Dr. S. Aji, Assistant Professor & Head, Dept. of Computer Science
17. Dr. Gabriel Simon Thattil, Director, IQAC

### **Members: Absent**

1. Smt. Leju Bose, Finance Officer(i/c)
2. Dr. Bivesh U.C., RO & Nodal Officer, RUSA, State Office, Thiruvananthapuram
3. Sri. Anoop. M. Ambika, CEO & Managing Director, Cognub-Decision Solutions Pvt. Ltd, T4, 7<sup>th</sup> Floor, Thejaswini Building, Technopark, Thiruvananthapuram
4. Dr. K.S. Chandrasekhar, Professor & Head, Institute of Management in Kerala
5. Dr. Joseph Antony, Associate Professor, Dept. of Political Science

## ITEMS FOR CONSIDERATION

**Item No. VII.01: Approval of the minutes of 6<sup>th</sup>IQAC meeting held on 10-01-2018:** The minutes of the meeting was circulated via email through IQAC office and the members have confirmed the same.

**Item No.VII.02: Action Taken Report (ATR) on meeting held on 10-01-2019:**

Decision	Action Taken
<p><b>Item No.VI.03: Centre of Excellence:</b> The proposal was put forward by the Hon'ble Vice-Chancellor in the meeting of the Syndicate held on 02.11.2018(Item no. 06.39 and item no. 06.40). In order to make our University a 'Centre of Excellence', an Expert committee has to be constituted to assess the academic quality of the University Departments, Centres and other institutions. It was resolved to refer the matter to the Standing Committee of the Syndicate on Academic and Research for submitting a detailed proposal and also to suggest retired eminent professors for being included in the expert committee. As part of making our University a 'Centre of Excellence, a University level advisory committee has to be constituted engaging the former Vice-Chancellors, Pr-Vice-Chancellors and retired eminent professors from the University to seek inputs and advice. resolved to authorize the Vice-Chancellor to identify former Vice-Chancellors and Pro-Vice-Chancellors seeking their consent for being included in the Advisory Committee.</p> <p><b>—IQAC Decision—:</b> Detailed discussions were held on the nature and composition of the advisory committee. Resolved to authorize the Vice-Chancellor to identify former Vice-Chancellors and Pro-Vice-Chancellors seeking their consent for being included in the Advisory Committee. The matter to be subsequently placed before the Syndicate for approval.</p>	<p>File put up for orders of Hon'ble Vice-Chancellor for nominating former Vice-Chancellors and Pro-Vice-Chancellors.</p>
<p><b>Item No.VI.04: Open Educational Resources (OER):</b> The Department of Higher Education, MHRD has pointed out that due to increasing access to the internet and emergence of the open courseware movement, there arose a strong need to have a policy in the usage of Open Educational Resources under teaching and learning materials which will be made available in the public domain or via an open license, in editable digital formats to all institutions of higher learning, offering a possible solution to improve access to quality educational resources and to provide cost-efficiency in the teaching-learning process. The meeting of the Standing Committee of the Academic Council held on 05.11.2018 recommended to refer the matter on importance of OER to IQAC for detailed study and recommendations.</p> <p><b>—IQAC Decision—:</b> Resolved to recommend the use of Open Educational Resources in the teaching departments wherever possible and to encourage the same.</p>	<p>IQAC decision intimated to section concerned.</p>

<p><b>Item No. VI.05: Interaction with Eminent Scholars – Proposal from Department of Education:</b> Department of Education plans to host DANIELS, Harry Richard John, The Professorship of Education, University of Oxford, under the scheme Interaction with Eminent Scholars. He is an eminent scholar of Education with Sociology of Education, Institutional Designs, the Offshoots of Marginalization in the environment of Education, and Vygotsky's Postulates and Implications in Education. The proposed dates are 19, 20, and 21, February, 2019.</p> <p><b>—IQAC Decision—:</b> <i>The proposal from Dr. Sameer Babu M., Department of Education to host Daniels, Harry Richard John was presented by him (special invitee). Resolved to refer the matter to the subcommittee constituted for this purpose. Discussions were held on the need to involve academicians of repute to interact with students, scholars and teachers of our university so as to expose our scholars and learners to better standards and improve upon our quality in teaching, learning, research and other innovative processes. The Hon'ble Vice Chancellor suggested that all teaching Departments to be directed to explore the possibilities for inviting Eminent Scholars from outside, The proposals under Erudite scheme and Brain gain of KSHCE to be examined and Department directed to submit proposals under the same for which directions may be issued. Resolved to accept the proposal and initiate action accordingly.</i></p>	<p>In Progress.</p> <p>9 more proposals received from various teaching departments <b>(Item No.VII.03)</b></p>
<p><b>Item No. VI.06: NAAC directorate:</b> The plan of action of NAAC directorate is to be discussed.</p> <p><b>—IQAC Decision—:</b> <i>The matter was discussed and resolved to take steps to strengthen the directorate.</i></p>	<p>First meeting of all committees of NAAC Directorate convened except for two committees. The proposal from committee on Governance, Leadership and Management forwarded to Heads of the department for action <b>(Appendix VI)</b></p>
<p><b>Item No.VI.07: All India Survey on Higher Education (AISHE) 2018-19</b> The All India Survey on Higher Education (AISHE) for the year 2018-19 has commenced from 3rd December 2018. All the institutions of higher education are required to upload the data on AISHE portal (aishe.gov.in) by 28th February 2019, which is the closing date of the survey.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to nominate to Dr. Manoj Chacko, Department of Statistics as the coordinator to upload the data.</i></p>	<p>In Progress in CDC section</p>
<p><b>Item No.VI.08: India Today Group-MDRA Best Universities Ranking 2019:</b> MDRA has invited our university to participate in India Today Group-MDRA Best Universities Ranking 2019. The last date for submission of completed participation form along with supporting documents is 31st January 2019.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to nominate Dr. S. R. Sheeja, School of Distance Education as the convener and Dr. P. Sreejith, Department of Zoology and Dr. Manoj Chacko, Department of Statistics as members to complete data compilation in this regard.</i></p>	<p>Last date of application extended to 7<sup>th</sup> Feb, 2019. Application submitted on 6<sup>th</sup> Feb 2019.</p>

<p><b>Item No.VI.09: Opening of Savings Bank Account for Seminar/Workshops etc</b> A separate savings bank account is to be opened for each seminar/workshop organized by IQAC.</p> <p><b>—IQAC Decision—:</b> <i>IQAC has opened separate bank accounts as per directions in this regard as follows: UGC-NAAC workshop awareness workshop – A/c No.38085635022 ICSSR – SRC research methodology workshop– A/c No. 38084506813</i></p>	No action required.
<p><b>Item No.VI.10: Student Feedback Analysis:</b> Reporting on feedback to Faculty and seeking action for betterment</p> <p><b>—IQAC Decision—:</b> <i>Collection of feedback from students from all departments complete. Feedback analysis in progress.</i></p>	In progress
<p><b>Item No. VI.11: Student Satisfaction Survey</b> Student satisfaction survey is to be conducted.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to undertake Student Satisfaction Survey through IQAC and seek student data for this purpose.</i></p>	In progress
<p><b>Item No. VI.12: Heritage Museum:</b> The second meeting of the IQAC held on 16.07.2018 resolved to constitute a committee with Dr. K.S. Chandrasekhar, Professor &amp; Head, Institute of Management in Kerala and Dr. Rajesh S. V., Department of Archaeology to peruse and report on the matter. The minutes of the meeting of the committee held on 07.01.2019 prepared the plan for the matter.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to nominate Dr. Rajesh S.V., Department of Archaeology as the convener of the committee monitoring the establishment of the heritage museum. The committee would pursue action in this regard.</i></p>	In progress
<p><b>Item No. VI.13: Evaluation of status of research Centres as per UGC 2016 Regulations:</b></p> <p>The Standing Committee of the Academic Council held on 08.06.2018 vide ItemNo.6 recommended that the Core Committee be entrusted to prepare the list of centres of research (excluding the University teaching Departments) in accordance with the criteria of jurisdiction as stipulated by the UGC Regulations, 2016. Also recommended that, the Dean and a subject expert nominated by the Vice Chancellor and the Chairman, Doctoral Committee along with a nominee of the Standing Committee on Research be entrusted to conduct inspection of all enlisted centres to assess the facilities and functioning of each Research Centres and submit a report. However the Core Committee of the Standing Committee of the Academic Council was not convened hitherto. The Standing Committee of the Academic Council held on 05.11.2018 while considering the report of the action taken on the recommendations of its meeting held on 08.06.2018 resolved that the evaluation of the status of each research centre as per UGC Regulations 2016 be referred to IQAC with a specific instruction to expedite the process and place the matter before the next Standing Committee of the Academics and Research to proceed further on this matter.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to constitute a committee for this purpose with the following constitution:</i></p> <p><b>1. Dr. S. Nazeeb,</b> Convener, Standing Committee of the Syndicate on Academics &amp; Research (Convener)</p>	IQAC decision conveyed to section concerned.(Ac.EI)

<p>2. <b>Dr. K. G. Gopchandran</b>, Associate Professor &amp; Head, Dept. of Optoelectronics</p> <p>3. <b>Dr. Annie Abraham</b>, Director, Research</p> <p>4. <b>Dr. S. R. Sheeja</b>, Assistant Professor of Economics, School of Distance Education</p> <p>5. <b>Dr. Joseph Antony</b>, Associate Professor, Dept. of Political Science</p> <p><i>The committee to evaluate the status of Centre with their future plan of action and report on the same.</i></p>	
<p><b>Item No. VI.14: Need for Joint Director for IQAC</b> One among the members of IQAC to be nominated as Joint Director to act as Director in the absence of the latter.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to recommend the same to the Syndicate.</i></p>	<p>File put up for action.</p>
<p><b>Item No. VI.15 Research Renovation and Reforms Workshop:</b> A workshop on research renovation and reforms was suggested in the Budget, Proposal for the same was put forward. A detailed proposal was called for and the same was submitted to the Standing Committee of the Syndicate on Academics and Research. Mode of Conduct to be resolved.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to prepare a draft on research reforms and renovation and to seek feedback from research guides on the same. The committee constituted under 13 above to be entrusted with the draft preparation</i></p>	<p>IQAC decision informed to the committee constituted.</p>
<p><b>Item no. VI.18: Performance Audit:</b> The IQAC Director presented the proposal for performance audit in the first meeting of reconstituted IQAC held on 24.04.2018. Members discussed various ways and means through which the performance audit is to be conducted. Resolved to form a committee of experts external to the University involving experienced and renowned members from diverse faculty with administrative experience as well to act as performance auditors. The audit is to be undertaken once in a year based on parameters created by NAAC.</p> <p><b>—IQAC Decision—:</b> <i>The Vice-Chancellor proposed a committee of six eminent academicians to act as auditors. The academicians to be drawn from social sciences, physical science and natural science. Discussions were held on the need for more members representing different faculty as well as the administration. Resolved to authorize the Vice-Chancellor to nominate auditors for performance audit and report on the same to the Syndicate.</i></p>	<p>File put up for orders of the Hon'ble Vice-Chancellor for nominating auditors.</p>
<p><b>Item no. VI.19: Strengthening of Centres:</b> Centres under the University need to be strengthened.</p> <p><b>—IQAC Decision—:</b> <i>Resolved to seek status report on all centres and write to the centre directors in this regard, Centre Directors to submit report by 10 Feb. 2019. Resolved to constitute a committee to assess the performance of centres:</i></p> <p>1. <b>Dr. S. Nazeeb</b>, Convener, Standing Committee of the Syndicate on Academics &amp; Research</p> <p>2. <b>Sri. M. Lenil Lal</b>, Convener, Standing Committee of the Syndicate on Departments and other Institutions</p> <p>3. <b>Dr. A. Bijukumar</b>, Professor, Department of Aquatic Biology and Fisheries.</p>	<p>In progress.</p>

<p>4. <b>Dr. Shaji Varkey</b>, Associate Professor, Department of Political Science</p> <p>5. <b>Dr. P. Mohanachandran Nair</b>, Professor, Department of Demography</p> <p>6. <b>Dr. Hariharan</b>, Professor, Institute of English.</p> <p>7. <b>Dr. K.G. Gopchandran</b>, Associate Professor &amp; Head, Dept. of Optoelectronics</p> <p>8. <b>Dr. Jayachandran R</b>, Professor, Department of Hindi.</p> <p>9. <b>Dr. Annie Abraham</b>, Director, Research</p>	
<p><b>Item no. VI.20: Green Audit:</b> A green audit is to be conducted.</p> <p><b>—IQAC Decision---</b> Resolved to direct all departments on collection of food waste arising out of functions arranged in the departments and to make arrangements on waste management. The supplier/caterers to collect the food waste from the center after the food supply, HODs to ensure that piling of waste does not occur. The proposal to involve the local authority for waste management at the Kariavattom campus put forward by Dr. E. Shaji was approved for necessary action.</p>	<p>IQAC decision conveyed to all HODs.</p>
<p><b>Item no. VI.21: Workshop on SICC Instruments:</b></p> <p><b>—IQAC Decision---</b> The Hon'ble Vice-Chancellor proposed workshop for science teachers on the use of SICC instruments to be undertaken in phases. The workshop to be initiated by IQAC through a committee consisting of the following members:</p> <ol style="list-style-type: none"> <li>1. <b>Dr. S. Nazeeb</b>, Convener, Standing Committee of the Syndicate on Academics &amp; Research</li> <li>2. <b>Dr. K.G. Gopchandran</b>, Associate Professor &amp; Head, Dept. of Optoelectronics</li> <li>3. <b>Dr. Ganga prasad A.</b>, Assistant Professor, Department of Botany</li> <li>4. <b>Dr. Subodh G.</b>, Assistant Professor, Department of Physics</li> <li>5. <b>Dr. Ashalatha S Nair</b>, Professor, Department of Botany</li> <li>6. <b>Dr. S. Mini</b>, Associate Professor &amp; Head, Dept. of Biochemistry</li> </ol>	<p>Informed Dr. Ashalatha S. Nair, Director, SICC about the same for action</p>
<p><b>Item no. VI.22: Permitting scientist with 'C' grade to act as Research guide:</b> The proposal was put forward by Dr. S. Nazeeb on permitting scientist with 'C' grade to act as research guide of University of Kerala.</p> <p><b>—IQAC Decision---</b> Resolved to approve the proposal provided they have qualifications and meet other requirements as prescribed for research guides of the university.</p>	<p>IQAC decision conveyed to section.(Ac.EI)</p>
<p><b>Item no. VI.23: Right to Service act, 2012</b> The proposal was put forward by Dr. Joseph Antony.</p> <p><b>—IQAC Decision---</b> Resolved to conduct a workshop on the same with four technical sessions as follows:</p> <ol style="list-style-type: none"> <li>1. Academics</li> <li>2. Planning and administration</li> <li>3. Examination</li> <li>4. Finance</li> </ol> <p>Participants to include teachers, Joint Registrars, Deputy Registrars, Assistant Registrars of our University.</p>	<p>In progress.</p>



**Item No.VII.03: Interaction with Eminent Scholar- Proposals from various teaching Departments:** The following proposals were received from various teaching Departments.

Sl. No	Department/ Teacher	Name of Scholar	Proposed Date for Pgm	Amount (Rs.)	Amount approved by evaluation committee
1	Environmental Science- Dr. Sabu Joseph	Prof. Takashi Asaeda, Japan	04-06 February 2019	184000.00	184K (150K released as provisional advance)
2	Education, Dr.Sameer Babu	Professor Harry Daniels (Japan)	18-20 February 2019	184000.00	85K + Actual travel + lodging
3	Zoology (2 Proposals), Dr. Sreejith P.	Farid A. Badria (Egypt) –		455000.00	85K + Actual travel + lodging
		Subhash C. Chauhan, University of Tennessee		480000.00	85K + Actual travel + lodging
4	English (2 Proposals) Dr.B.S. Jamuna	A. Joseph Dorairaj (Tamil Nadu) & Udaya Kumar (New Delhi)		77000.00	77K
5	Optoelectronics, Dr. K.G. Gopchandran	Murukesan Vadakke Matham, Singapore		148000.00	148K
6	Geology, Dr E. Shaji	Prof. M. Santosh, Japan	28 <sup>th</sup> March 2019	50000.00	50K
7	Chemistry (2 Proposals) HoD -Dr. Sony George	Dr. Natesan Ramamoorthy (Mumbai)	18-20 March 2019	67500.00	55K
		Madhava B Mallia, Mumbai	18-20 March 2019	60000.00	55K
	Total(Approx.)				18 Lakhs

The above proposals were evaluated by the Sub-committee constituted for this purpose and the remarks of the evaluation committee are appended (**Appendix I**).

**—IQAC Decision—:** Resolved to recommend the same for action under the scheme.

**Item No.VII.04: Graduate Attributes (GAs) and Undergraduate Learning Outcomes:** The Governing body and Executive body meetings of the KSHEC approved the appended GAs and Undergraduate Learning Outcomes and urged all the Universities to finalize GAs and notify them in the University website. The appended GAs and Undergraduate Learning outcomes are duly approved by Joint Registrar (Academic) and Vice- Chairman, Credit & Semester System (**Appendix II**).

**—IQAC Decision—:** Resolved to notify the GAs in the University website. The Honorable Vice Chancellor noted the request from KSHEC to train teachers on Outcome Based Curriculum design and Teaching Methods. The BOS members trained by KSHEC need to act as trainers for other teachers in the University, this recommendation was approved.  
There was reference to low participation and involvement of members of BOS in the Board activities.

**Item No. VII.05: Constitution of Counseling and Legal Clinic for students and teachers:** The CSS academic committee in its meeting dated 07-01-2019referred the

Constitution of Counseling and Legal Clinic for students and teachers to IQAC for implementation. **(Appendix III)**

**—IQAC Decision—:** Resolved to recommend the constitution of a Counseling and Legal Clinic for students and teachers. The Counseling Centre to function under the Health Centre. The University Syndicate to take appropriate action in this regard.

**Item No. VII.06: Celebration of Science Day:** Dr. A. Biju Kumar, Dean, Faculty of Science vide his letter No. DFS/Science Day/IQAC/Pro/1 dated 1<sup>st</sup> February 2019 informed that the Syndicate has decided to celebrate National Science Day with a week -long celebration including all the Departments on the last week of February 2019. He has also informed that the Hon'ble Vice-Chancellor directed him to submit a proposal to IQAC in this regard.

Accordingly, Dr A. Biju Kumar has submitted a proposal to IQAC for the conduct of a Science week celebrations with the following budget,

Sl. No.	Item	Amount (in Rs.)
1	TA and Local hospitality for invited speakers	50,000
2	Honorarium and mementos, awards	20,000
3	Printing of brochures (Programme brochure and University Brochure)	25,000
4	Audio-visuals and publicity	35,000
5	Workshop on science writing	30,000
6	Refreshments (inaugural session and common volunteers)	20,000
7	Miscellaneous expenses	20,000
	<b>TOTAL (Rupees Two Lakhs only)</b>	<b>2,00,000</b>

The proposal has two levels of programmes:

- Department-level programmes including open-houses, public lecture, workshops etc.
- Common programmes including inauguration and competition workshops etc.

**—IQAC Decision—:** Resolved to approve the Science Day celebration proposal put forward, the common program to take place on February 27 and 28, 2019.

**Item No.VII.07:Annual Interdisciplinary Academic Meet (AIAM 2K19):** As discussed in the Research Council meeting held on 28.01.2019, IQAC proposes to initiate a School-level Academic meet "AIAM- 2K19". The appended guidelines were sent to School Directors with a request to forward proposals, IQAC would provide financial assistance up to Rs 25 000 for a School under the scheme **(Appendix IV)**.

**—IQAC Decision—:** Resolved to approve the proposal for action. Hon'ble Member of the Syndicate, Dr. P. Rajesh Kumar suggested the need to specify the guidelines on Interdisciplinary element under a Faculty.

**Item No.VII.08: Convene meeting of 'Centre for Academic and Industrial Collaboration':** A meeting of Centre for Academic & Industrial Collaboration is to be convened to initiate action on the same **(Appendix V)**.

**—IQAC Decision—:** Resolved to convene the meeting of the Centre. Also, resolved to examine the possibilities for student skill enhancement through short term training and internship programs. The Honorable Vice Chancellor suggested the need for training on software applications like SAP. The Centre to examine areas for action in this regard.

**Item No.VII.09: Mobile App for teachers:** A mobile app for teachers is to be developed.

**—IQAC Decision—:** Dr. Aji. S., Assistant Professor & Head, Dept. of Computer Science, put up a proposal on a Mobile App for teachers to record data on Publications, Seminar presentations, Awards, PhDs and so on . The App would have Linkage to the University website and would facilitate centralized capturing of data for compilation purposes. The App would be developed by our Alumni from the Computer Science Department and would be made available at concessional rate. The quoted cost was Rs. 83, 000/- (Rupees Eighty three Thousand Only), a lower rate need to be negotiated.

*Resolved to approve the same*

#### **ITEMS FOR REPORTING**

**Item No. VII.10:Interaction with Nobel Laureate Prof. Ada E. Yonath:** Internal Quality Assurance Cell (IQAC), University of Kerala hosted an interactive session with **Ada E. Yonath, Nobel Laureate in Chemistry** under the scheme **Interaction with Eminent Scholar** on 4<sup>th</sup> February 2019 (Monday) at 12.30 p.m., at Sonata Hall, Mascot Hotel, Thiruvananthapuram.

**—IQAC Decision—:** *The session was well attended and appreciated. IQAC to bring up a comprehensive report on the activity.*

**Item No. VII.11: Research Council meeting held on 28.01.2019 – details relating to IQAC:** A meeting of Research Council was held on 28.01.2019 to discuss the plan of action. The following tasks were assigned to IQAC during the meeting.

- Direct faculty to prepare project proposals as Principal Investigators or Co-Investigators, Departments to identify Research Institutions with whom they can collaborate and probe the possibility for an MOU.
- Each Department has to identify an eminent scholar for interaction (Erudite Scheme, KSHEC) or by their own means
- To review research journal published by the Departments and initiate steps to make it online
- To invite proposals from School Directors for School-level Academic meet "AIAM-2K19"(inform School Directors)

**—IQAC Decision—:** *Resolved to approve the action*

**Item No. VII.12: Proposal for budget allocation of Rs.3 Crores (Rupees Three Crores Only) for Campus infrastructure maintenance:** Based on the recommendation of the NAAC directorate, committee on Infrastructure and Learning Resources, a proposal for budget allocation of Rs.3 crores is placed before the Registrar for Campus infrastructure maintenance and upkeep.

**—IQAC Decision—:** *The subcommittee presented the proposal to campus maintenance and upkeep, considering the upcoming NAAC visit.*

*Resolved to seek Budget allocation of Rs 3 crores for Campus Face lift and maintenance as recommended by the Committee.*

**Item No. VII.13: Idea Day:** Idea day 2019 (February 25, 2019) an initiative of Kerala University Technology Business Startup Centre (KU-TBSC) is to be conducted for all the Research scholars, M.Phil. scholars and PG students in our University. They can pitch their ideas before expert panel from Kerala Startup Mission (KSUM) and receive mentor-ship and funding up to Rs. 2 lakhs. There is an additional grant up to 7 Lakhs for ideas with prototypes and prototypes with a customer base

**—IQAC Decision—:** Resolved to observe February 25, 2019 as IDEA day as a joint initiative of Kerala University Technology Business Startup Centre (KU-TBSC) and Kerala Startup Mission (KSUM). Prof. Manoj Changot to coordinate the event.

**Item No.VII.14: Meeting with Programme Coordinator of Community Engagement Programme of MHRD by Mahatma Gandhi National Council of Rural Education (MGNRCE):** IQAC Director met Ms. Shamily, Programme Coordinator of MGNRCE on 06.02.2019

**—IQAC Decision—:** Expression of Interest from teaching departments to start Community Engagement Programmes would be sought. This would be informed to the Programme Coordinator of MGNRCE for necessary action.

**Item No.VII.15: File Adalath – Letter from Higher Education Department:** The Hon'ble Minister for Higher Education Department has instructed to convene a file Adalath at University of Kerala on 26-02-2019 at 10.00 am to take appropriate action on files which are pending for long time in the University.

**—IQAC Decision—:** IQAC has initiated steps for the file Adalath. Grievances from students, research scholars, teachers, managers and college principal can be registered on the University website upto 19.02.2019. Link:<https://www.keralauniversity.ac.in/adalath-hr-ed/home-page>. The grievances are being taken up on a daily basis for action at the appropriate decision points. Arrangements are being made for the Adalath on 26.02.2019 in which the Hon'ble Minister for Higher Education will participate.

Approved the minutes of the 7<sup>th</sup> meeting of IQAC.

Sd/-  
**DIRECTOR**  
Internal Quality Assurance Cell  
University of Kerala

Sd/-  
**CHAIRMAN**  
Internal Quality Assurance Cell  
University of Kerala



**MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON  
INTERACTION WITH EMINENT SCHOLARS**

Venue : Dept of Chemistry, Date 18.01.2019, Time : 11.00 am.

**Members Present:**

Prof. T S Anirudhan

Dr. E. Shaji

Director, IQAC.

The committee evaluated the proposals received from Dr. Sreejith P, Assistant Professor, Dept of Zoology and Dr Sameer Babu M, Assistant Professor of Education and following decisions were taken in the meeting after detailed discussions.

Two proposals were submitted by Dr. Sreejith P, Assistant Professor, Dept of Zoology :

(1) Prof. SUBHASH C. CHAUHAN, PhD, Professor (Tenured), Department of Pharmaceutical sciences, College of Pharmacy and Cancer Research Center, University of Tennessee Health Science Center (UTHSC), 19S Manassas Avenue, Memphis, Tennessee, 38163.

(2) Dr. Farid A. Badria, Professor of Pharmacognosy, Department Faculty of Pharmacy, Mansoura University, Egypt

One proposal was submitted by Dr Sameer Babu M, Assistant Professor, Dept of Education:

(3) Professor Harry Daniels, Fellow of Green Templeton College, Department of Education, University of Oxford

The bio-data of (1) Prof. SUBHASH C. CHAUHAN and (2) Dr. Farid A. Badriawas evaluated and decided to recommend to invite Prof. **SUBHASH C. CHAUHAN** as Eminent Scholar to the Dept. of Zoology.

The bio-data of Professor Harry Daniels was scrutinized and decided to recommend **Professor HARRY DANIELS** to invite as Eminent Scholar to the Dept of Education.

The committee observed that academic profile of the recommended scholars and topics of lectures occupy high standards and will be useful to the different departments associated to Zoology and Education.

The committee also evaluated the budget proposals and recommending to approve the actual of airfare (economy), food and accommodation of the Scholar and the honorarium may be restricted to Rs.5000/ per day as shown in the table below. This budget is applicable for both the Scholars.

Sl. No.	Particulars	Amount
1	Air Travel (only for scholar)	Actual
2	Local Travel (only for scholar)	10,000/-
3	Organisation Expenses	10,000/-
4	Food and Refreshment during the programme days	25,000/-
5	Lodging and others (only for scholar)	Actual
6	Publicity and others	10,000/-
7	Honorarium @ 5000 per day	Actual
8	Certificates, Mementos	10,000/-
9	Contingency and Logistic Assistance	20,000/-
10		

The committee recommends the proposals subject to the reporting to the Syndicate with the following suggestions.

1. Explore the possibility to build a linkage through MOU with the foreign universities
2. List out clearly the number of participants and departments who can actively participate in the lecture series.
3. Explore the possibility of initiating exchange programmes with the concerned universities
4. The foreign scholar may be advised to come on conference/business visa only.
5. Wide publicity may be given through PRO and other web sources
6. All the programmes need to be documented and recorded.
7. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 12.00 noon.

**MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON  
INTERACTION WITH EMINENT SCHOLARS**

Venue : Dept of Chemistry, Date: 06.02.2019, Time : 11.30 am.

**Members Present:**

Prof. T S Anirudhan

Dr. E. Shaji

Director, IQAC.

Proposals from three departments were scrutinized. The details of recommendations are given below:

I. The committee evaluated the two proposals received from Dr B.S.Jamuna, Professor & Head, Institute of English and recommended to approve both proposals as shown below:

Name of the Eminent Scholars :

(1) Dr Udaya Kumar, Professor, Department of Language Literature and Culture, Jawaharlal Nehru University, Delhi

(2) Dr Joseph Dorairaj, Professor, Department of English, Gandhigram University, Gandhigram, Tamilnadu.

Date of completion: Before March 25, 2019

Recommended budget:

TA for 2 resource persons (airfare & taxifare)	: 50,000/-
Honorarium for 2 resource persons	: 10,000/-
Accommodation & Local hospitality	: 15,000
Miscellaneous	: 2000
<b>Total</b>	<b>: 77,000/-</b>

(Rupees Seventy seven thousand only)

II. The committee evaluated the proposal received from Dr. K. G. Gopchandran, Dean, Faculty of Applied Sciences and Technology & Head, Department of Optoelectronics and recommended to approve the proposal as shown below:

Name of the Eminent scholar : Dr. Murukeshan Vadakke Matham , Director, Centre for Optical and Laser, Engineering (COLE), Deputy Director, The Photonics Institute (TPI), NANYANG TECHNOLOGICAL UNIVERSITY, SINGAPORE

Date of completion: Before March 25, 2019

Recommended budget:

Airfare	: 48,000/-
Honorarium for (6 working days)	: 30,000/-
Accommodation	: 40,000/-
Local hospitality	: 20,000/-

Local transport : 10,000/-

**Total : 1,48,000/-**

(Rupees one lakh forty eight thousand only)

III. The committee evaluated the two proposals received from Dr. Sony George, Head, Department of Chemistry and recommended to approve both the proposals as shown below:

(1) Name of the eminent scholar: Dr. Madhava B Mallia, Scientific Officer 'G', & Professor HBNI (Homi Bhabha National Institute), Radiopharmaceuticals Division (RPhD), Isotope Wing, RLG Building, Research Centre, Trombay, Mumbai.

Date of completion: Before March 25, 2019

Recommended budget

Air fare (economy class)	=	Rs 10,000/-
Local travel (as per govt. rate)	=	Rs 5,000/-
Honorarium ( Rs 5000/-x3 Days )	=	Rs 15000/-
Food & Accommodation	=	Rs 20,000/-

Office Expense		Rs 5,000/-
<b>Total</b>	=	<b>Rs 55,000/-</b>

( Rupees Fifty five thousand only)

- (2) Name of the eminent scholar: Dr. Natesan Ramamoorthy, Retired from Department of Atomic Energy (DAE) - Bhabha Atomic Research Centre (BARC), Mumbai, in April 2016 (Grade held: Outstanding Scientist); earlier retired from International Atomic Energy Agency (IAEA), Vienna, in March 2011 (Grade held: Director D1).

.Date of completion : Before March 25, 2019

Recommended budget		
Air fare (economy class)	=	Rs 10,000/-
Local travel (as per govt. rate)	=	Rs 5,000/-
Honorarium ( Rs 5000/-x3 Days )	=	Rs 15000/-
Food & Accommodation	=	Rs 20,000/-
Office Expense		Rs 5,000/-
<b>Total</b>	=	<b>Rs 55,000/-</b>

( Rupees Fifty five thousand only)

The committee evaluated the bio-data of all the above Professors/Scholars and observed that they occupy high standards and will be useful to the different departments of the University as mentioned by the respective coordinators.

The committee evaluated the budget and recommending to approve the tentative budgets submitted to the coordinators, subject to allowing the actual of airfare (economy), local travel, food and accommodation and the honorarium may be restricted to Rs.5000/ per day.

The committee recommends the above proposals subject to the reporting to the Syndicate with the following suggestions.

8. Explore the possibility to build a linkage through MOU with the foreign universities
9. List out clearly the number of participants and departments who can actively participate in the lecture series.
10. Explore the possibility of initiating exchange programmes with the concerned universities
11. The foreign scholar may be advised to come on conference/business visa only.
12. Wide publicity may be given through PRO and other web sources
13. All the programmes need to be documented and recorded.
14. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 1.00 pm.

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### **MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON INTERACTION WITH EMINENT SCHOLARS**

Venue : Dept of Chemistry, Date : 12.02.2019, Time : 11.00 am.

#### **Members Present:**

Prof. T S Anirudhan  
Dr. E. Shaji  
Director, IQAC.

The committee evaluated the proposals received from Dr. Sreejith P, Assistant Professor, Dept of Zoology and Dr Shaji E, Assistant Professor of Geology and following decisions were taken in the meeting after detailed discussions.

One application was submitted by the Dr. Sreejith P, Assistant Professor, Dept of Zoology : (1) Dr. Farid A. Badria, Professor of Pharmacognosy, Department Faculty of Pharmacy, Mansoura University, Egypt

Sl. No.	Particulars	Amount
1	Air Travel (only for scholar)	Actual
2	Local Travel (only for scholar)	10,000/-
3	Organisation Expenses	10,000/-
4	Food and Refreshment during the programme	25,000/-
5	Lodging and others (only for scholar)	Actual
6	Publicity and others	10,000/-
7	Honorarium @ 5000 per day	Actual
8	Certificates, Mementos	10,000/-
9	Contingency and Logistic Assistance	20,000/-
10		

One application is submitted by Dr Shaji E, Assistant Professor of Geology:

(2) Prof. M. Santosh. University of Adelaide and CUGB, Beijing

Research Impact Factors H Index: 88; Citations: Over 33,000

Sl. No.	Particulars	Amount
1	Air Travel (only for scholar)	Nil
2	Local Travel (only for scholar)	5,000/-
3	Organisation Expenses	10,000/-
4	Food and Refreshment during the programme	15,000/-
5	Lodging and others (only for scholar)	Actual
6	Publicity and others	5,000/-
7	Honorarium @ 5000 per day	5000
8	Certificates, Mementos	5,000/-
9	Contingency and Logistic Assistance	
10		

The bio-data of the applications (1) and (2) were evaluated and decided to recommend to both the proposals.

The committee evaluated the budget and recommending to approve the actual of airfare (economy), local travel, food and accommodation and the honorarium may be restricted to Rs.5000/ per day as shown in the table below. This budget is applicable for both the scholars.

The committee recommends the proposal subject to the reporting to the Syndicate with the following suggestions.

1. Explore the possibility to build a linkage through MOU with the foreign universities
2. List out clearly the number of participants and departments who can actively participate in the lecture series.
3. Explore the possibility of initiating exchange programmes with the concerned universities
4. The foreign scholar may be advised to come on conference/business visa only.
5. Wide publicity may be given through PRO and other web sources
6. All the programmes need to be documented and recorded.
7. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 12.00 noon.

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**1. GAs Common to Universities**

- Grasp of the fundamentals in the knowledge area chosen for graduation.
- Ability to understand deeply.
- Ability to analyze.
- Language power to communicate knowledge orally and literally.
- Awareness of Constitutional Values especially gender justice and secularism.
- Scientific outlook.
- Awareness of environment and sustainable development.
- Specific knowledge about national affairs.
- General knowledge about world affairs.
- Technological, Multidisciplinary, and Multicultural adaptability.
- Holistic understanding and Interdisciplinary perspective.
- Social responsibility.

**2. Undergraduate Learning Outcomes as stipulated by UGC and NAAC**

- a) Contributing to the national development,
- b) Fostering global competencies,
- c) Inculcating value systems,
- d) Promoting the use of technology, and
- e) Striving for excellence.

**3. Based on these and keeping in view of international employability, each university may add the following competencies as GAs:**

- a) Competency to handle sophisticated IT tools,
- b) Ability to work in multidisciplinary, multicultural and interdisciplinary environment,
- c) Competency in developing research networks,
- d) Entrepreneurial skill,
- e) Ability to assess development impact on the environment, and
- f) Familiarity with corporate research culture.

Approved  
23/01/2019

VICE-CHAIRMAN (C.S.S)



**UNIVERSITY OF KERALA**  
(Re-accredited by NAAC with 'A' Grade)  
**OFFICE OF THE CREDIT AND SEMESTER SYSTEM**  
**KARIAVATTOM**

**MINUTES OF THE MEETING OF THE CSS ACADEMIC COMMITTEE**

Venue : Vice Chancellor's Chamber  
Date & Time : 07.01.2019, 4.00.p.m.

Members Present :

1. Prof. V. P. Mahadevan Pillai (in the Chair)  
Vice-Chancellor
2. Prof. P.P.Ajayakumar,  
Pro- Vice - Chancellor
3. Dr. S.Nazeeb,  
Member, Syndicate.
4. Prof. T.S Anirudhan  
Vice-Chairman (CSS)
5. Prof. B.S Jamuna  
Dean, Faculty of Arts
6. Dr.G. Subodh,  
HoD, Dept of Physics
7. Dr. R.B. Binoj Kumar  
Associate Professor and Head  
Department of Geology
8. Dr. Joseph Antony,  
Associate Professor,  
Dept. of Political Science.
9. Prof. B. Hariharan  
Professor, Institute of English
10. Dr.Jayachandran. R,  
Professor, Dept. of Hindi.

**ItemNo.8: Constitution of Counseling Centre and Legal Clinic for students and teachers.**

CSS Academic Committee in its meeting dated 22.06.2018 vide item No. 2e, recommended for introducing Counseling Centre and Legal Clinic for students and teachers. The short minutes of the same was forwarded to the Registrar for necessary action. But the same was forwarded to the Deputy Registrar, CSS for taking necessary steps. The matter is placed before the CSS Academic Committee for necessary recommendations.

**Decision Taken:-**The CSS Academic Committee referred the Constitution of Counseling Centre and Legal Clinic for students and teachers, to the IQAC for implementation.

Sd/-  
Vice Chairman. CSS





## INTERNAL QUALITY ASSURANCE CELL UNIVERSITY OF KERALA (AIAM 2K19)



### Annual Interdisciplinary Academic Meet (An in-house academic intervention for University of Kerala)

#### Objectives

To strengthen the School system in terms of promoting

- Interdisciplinary learning.
- Interdisciplinary Research and Innovation.
- Student Startups and Incubation for new ideas.
- Better Campus infra structure and support services.

Each school to host an Annual Interdisciplinary Academic Meet – **AIAM 2K19**

Participants would be students, teachers and scholars of the departments under the School. The event can take the form of a workshop, seminar, conference, panel discussion based on a chosen theme considering the disciplines under the School. Resource Persons/invited speakers/experts from outside would act as guest.

In case of seminars and conferences, students, scholars and teachers to present Papers as part of the meet. The meet can also involve a workshop providing hands on training on research methods or on specific issues relating to research, however, school inclusiveness to be ensured.

#### Group Discussion - TWO to 2 Approach

The academic meet to have GD session where groups of 8-10 are formed to discuss and report on the following themes, there can be more than one group for a theme.

- Interdisciplinary learning- Problems and Possible resolution (extra departmental elective courses, MOOC) (participants- Students and Teachers under the school).
- Interdisciplinary Research and Potential to Innovate and create intellectual property (participants -research scholars and supervisors, Students and Teachers under the School).
- Student Startups and Incubation for new ideas. (participants research scholars and supervisors under the School).
- Campus infra structure and support services. (participants research scholars and supervisors, Students and Teachers and administrative staff under the School)

Time allotted 45 minutes

#### Outcome TWO to 2 Approach

Each group to identify **Two** key issue of utmost priority and give **two** key suggestions for resolution of the same. The above two to emerge from a larger number which gets filtered based on priority

#### Guidelines

The objective of the meet is to provide support to our scholars hence participants would be students, teachers and scholars of the departments under the school alone.

Duration a one day event, GD between 4 and 5pm , preferably in the 2nd or 3rd week of March 2019. E brochures indicating theme chosen, experts, schedule etc., to be released at least three weeks before the event and the same to be mailed to IQAC.

Brochure Opening format

***AIAM 2K19***

**Annual Interdisciplinary Academic Meet**

***(An in-house academic intervention for University of Kerala)***

**Theme ??**

***Organized by***

***School of ??***

***In association with***

**INTERNAL QUALITY ASSURANCE CELL**

**University of Kerala**

**Date**

School Director to be the organizing secretary supported by a committee involving teachers from the departments under the school

A detailed report on the event, covering session break ups, Papers presented, list of participants .2-3 prime photographs, GD held and two key suggestions emerging from each group to be prepared and mailed to IQAC within 10 days on completion of the event Food can be served, but make it working lunch and snacks where the budget should not exceed Rs 100 per participant per day, avoid food waste dropping in the campus and comply with green charter guidelines

### **Financial support**

IQAC would release *Rs. 25, 000/- (Rupees Twenty five Thousand Only)*for the event, expenses beyond the same to be shared by the departments under the School

Heads

- TA for experts /RP as per university rules
- Honorarium for RP /Expert as per university rules
- Printing of reports
- Photography
- Food and tea
- 

Duly attested vouchers may be submitted to IQAC for Settlement of Accounts

Seeking your whole hearted support for AIAM 2K19

Dated 29<sup>th</sup> January 2019

Director IQAC





## UNIVERSITY OF KERALA

(Abstract)

Nomination of members to the 'Centre for Academic and Industrial Collaboration'- Approved--  
Orders issued.

## ACADEMIC'D' SECTION

No. Ac D/3/29055/2017

Dated, Thiruvananthapuram, 11.09.2018

Read: U.O No: AcD/3/29055/2017 dtd: 17.05.2018.

ORDER

'Centre for Academic and Industrial Collaboration' was established for conducting joint ventures in Academic and Research areas with Universities in India and abroad vide U.O read above.

The Vice Chancellor, subject to reporting to the Syndicate, upgraded and renamed one of the post of Assistant Directors as envisaged in the U.O read above as Deputy Director and permitted that an Associate Professor shall be nominated to the said post.

The Vice Chancellor has nominated the following members to the organization structure for the 'Centre for Academic and Industrial Collaboration' .

- |  |  |
|--|--|
| 1. Hon. Director   | : Dr. Annie Abraham, Professor, Department of Biochemistry, University of Kerala.                |
| 2. Deputy Director   | : Dr. Joseph Antony, Associate Professor, Department of Political Science, University of Kerala. |
| 3. Assistant Director<br>Psychology, University of Kerala. | : Dr. Bindu P, Assistant Professor, Department of  |

**Executive Committee**

Pro Vice-Chancellor(Chairman)

Syndicate Members

1. Convener, Standing Committee on Finance
2. Convener, Standing Committee on Academics & Research
3. Convener, Standing Committee on Planning & Development

Representatives from Industry : 1. Dr. Unnikrishnan

Associate Vice- President,  
International Business & Strategic Planning  
HLL Lifecare Ltd, Poojappura.

2. Mr Binu Jacob CEO &amp; MD, Experion Technologies.

Professors

: 1. Dr. P.P Ajayakumar, Professor in English, School of Distance Education, University of Kerala.

2. Dr. Johnney Johnson,  
School of Management & Business Studies  
M. G. University, Kottayam

Assistant Professors

: 1. Dr. Rajesh Regunath, Assistant Professor,  
Department of Geology, University of Kerala.

2. Dr. Ganga Prasad, Assistant Professor,  
Department of Botany, University of Kerala.

3. Dr. Benno Pereira, Assistant Professor,  
Department of Zoology, University of Kerala.

The Director, IQAC shall be special invitee in the Executive Committee.

The Director, Centre for Academic & Industrial Collaboration will be the Convener of the meeting. There shall be atleast two meetings per year.

Orders are issued accordingly.

Sd/-

**SHILA BEEVI. N**  
**Deputy Registrar (Acad.III)**  
**for REGISTRAR**

To:

1. Dr. Annie Abraham, Professor, Department of Biochemistry, University of Kerala.
2. Dr. Joseph Antony, Associate Professor, Department of Political Science, University of Kerala.
3. Dr. Bindu P, Assistant Professor, Department of Psychology, University of Kerala.
4. Convener, Standing Committee on Finance
5. Convener, Standing Committee on Academics & Research.
6. Convener, Standing Committee on Planning & Development.
7. Dr. Unnikrishnan, Associate Vice- President, International Business Strategic Planning, HLL Life care Ltd, Poojappura.
8. Mr Binu Jacob, CEO & MD, Experion Technologies(1) Pvt Ltd,407, Thejaswini, Technopark Campus, TVM-695581.
9. Dr. P.P Ajayakumar, Professor in English, School of Distance Education, University of Kerala.
10. Dr. Johny Johnson, School of Management & Business Studies, M. G. University, Kottayam.
11. Dr. Rajesh Regunath, Assistant Professor, Department of Geology, University of Kerala.
12. Dr. Ganga Prasad, Assistant Professor, Department of Botany, University of Kerala.
13. Dr. Benno Pereira, Assistant Professor, Department of Zoology, University of Kerala.
14. Director, Reasearch
15. Director, IQAC
16. Director, UCC
17. Director, CGA
18. Director, Kerala University Technology & Business Start-up Centre
19. PS to VC / PVC
20. PA to Registrar
21. All Department Heads
22. Ad.Misc
23. Finance III
24. Stock File/File Copy

Forwarded / By Order



Section Officer

**Recommendations of NAAC Directorate (Criteria VI) for the immediate consideration (as per the decisions taken in the meetings held on 14 & 31 January)**

1. Heads of all teaching departments are requested to form/activate/make vibrant alumni associations in their departments, at the earliest. At least one meeting of the alumni association shall be arranged in the department once in a year. It is also requested to explore the possibilities of alumni association sponsoring endowments, scholarships, some infrastructure (eg.garden, beautification of departments/furniture for a classroom/library). It is also requested to document all the activities of alumni association. Heads of Departments may be requested to submit report on the formation and meeting of the alumni association in their respective departments on or before March 15, 2019, without fail.
2. It is observed that the contribution of the Departments to the society in terms of extension activities is very less compared to the potential that we have. In this context, it is requested to plan suitable programs by each Department under extension activities. All the Heads are requested to convene a special Department Council to discuss and formulate at least two programs for this year; the Heads of Departments are requested to submit the detailed action plan of the extension activities for this year, on or before March 15, 2019.
3. Most of the examination related activities of affiliated colleges are already done online and hopefully within a short time it will become fully online. However, the CSS has not made major initiatives to automate the examination activities (except online question paper and student registration). It is requested to take necessary steps to automate the entire examination activities.
4. Our University has taken many initiatives to automate routine activities such as single window system for admissions, online question paper/ examination, salary disbursement, research portal, file flow management system, University website, etc. However, in many of the cases, it is found very difficult to get accurate and up to date data/information from these online initiatives. There is no proper centralized Management Information system (MIS) in our University connecting all these isolated initiatives. It is an inevitable and urgent requirement of the University to form such an MIS, which can provide any kind of information within minutes. Such an MIS will help the administrative authorities to take wise decisions in time, and produce reports of any kind for different purposes – NAAC, NIRF, etc. This will definitely save several man hours and money. Hence, it is requested to take immediate steps to start an MIS wing in the Computer Centre.
5. It is requested to study the possibility of obtaining accreditation from NBA for the M.Tech programmes of the Departments (Computer Science, Optoelectronics and Futures Studies) and ISO certification for the University or some programmes run by the University.
6. All the officials in the University unanimously agree that there are some unnecessary practices and procedures in the flow of files in most of the Sections and Departments. In this connection, it is better to do a preliminary study on this matter by documenting how the work and motion of file is happening in office sections and Departments now. Hence it is requested to give directions to all sections and departments to submit a report on the study of work and motion of files (it will be better to draw a flow chart on the motion of files instead of giving a written document) in their section/department.
7. To provide necessary directions and support to the Departments for conducting syllabus revision workshop with the participation of alumni and at least one external expert. Steps may be taken by the departments to collect feedback on the existing syllabus from all the stakeholders before starting the syllabus revision process.

8. All the faculty members may be encouraged to become members of national and international professional academic bodies, at the earliest
9. Heads of departments may take up immediate steps to offer Summer Intensionships (maximum duration 5 days) for school/ college students from this academic year itself. The departments can give proposals to the IQAC for organizing Camps for School/College students in the Kariavattom Campus during the ensuing summer vacation.

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