



MINUTES OF SECOND MEETING OF IQAC (CYLCE 03)

2015 March
Internal Quality Assurance Cell (IQAC)
University of Kerala

Minutes of the Second Meeting of IQAC, University of Kerala

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Venue: Syndicate Room

Date: 02-03-2015

Members Present

01. Prof. P.K. Radhakrishnan, Vice-Chancellor (Chairman)	:Sd/-
02. Dr. N. Veeramanikandan, Pro Vice-Chancellor (Vice-Chairman)	:Sd/-
03. Dr. R. Jayaprakash (Member, Syndicate)	:Sd/-
04. Dr. Girish Kumar R. (Member, Syndicate)	:Sd/-
05. Dr. P. M. Radhamany, (Member, Syndicate)	:Sd/-
06. Dr. Alexander Jacob I. P. S.	:Sd/-
07. Dr. Mohammed Basheer K., Registrar	:Sd/-
08. Dr. Mini Dejo Kappen, Director, Planning & Development	:Sd/-
09. Dr. M. Jayaprakas. Director, College Development Council	:Sd/-
10. Dr. Vinod Chandra S. S., Director, Computer Centre	:Sd/-
11. Dr. G. Suresh Singh, Professor & Head, Department of Mathematics	:Sd/-
12. Dr. K.S. Chandrasekar, Professor, Institute of Management in Kerala	:Sd/-
13. Dr. G. Raju, Professor, Department of Commerce	:Sd/-
14. Dr. Shaji A., Assistant Professor, School of Distance Education	:Sd/-
15. Shri. John Williams, Chairman, Departments' Union	:Sd/-
16. Dr. Achuthsankar S. Nair, Director, IQAC	:Sd/-

Item No.Q3.2.01: Confirmation of the Preliminary Minutes of the IQAC meeting held on 02.02.2015: The preliminary minutes of the meeting of the IQAC held on 2.2.2015 is placed before the IQAC for confirmations.

Decision: The Preliminary Minutes of the IQAC meeting held on 02.02.2015 was approved by the council (**Appendix A1**).

Item Q3.2.02: Action Taken Report on decisions of the previous meeting

Decision	Action Taken
Initiatives to maintain the momentum achieved during the 2nd cycle of NAAC Accreditation process and evolve positive strategies for achieving better results during the 3rd Cycle Re-accreditation process	Ongoing, as reflected in the Items placed before this IQAC meeting
Constitute a Committee under IQAC to study and make a self-assessment/evaluation, as to where the University stands qualitatively, before and after the NAAC accreditation process.	Shall be proposed in forthcoming meetings
Focus and adopt the 15 parameters relied upon by the UGC to grant the University of Hyderabad "The University with Potential of Excellence", Entrust each member of the IQAC to come up with ideas and inputs based on the 15 parameters, Form a Sub Committee under the IQAC to study the inputs and	This matter is placed as item No Q3.2.06. Also incorporated into Master Plan vide item No. 3. 2.05

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ideas put forth by the IQAC members for evolving concrete measures in this direction.	
A Committee consisting of Dr. Achuthsankar S Nair, (Director, IQAC), Dr. K. S. Chandrasekar, Dr. Shaji A., in consultation with the Vice Chancellor shall propose required number of Sub Committees on focal areas and also to take decisions in between IQAC meetings.	The committee will come into existence once the Minutes of the first meeting are approved and issued.
Master plan for ensuring that AQAR is prepared and submitted to NAAC on time each year, until the next visit of the NAAC.	Acted upon vide item No.Q3.2.04
Immediate steps to submit the AQAR for the year 2014-15	Acted upon vide item No. Q3.02.07
Director, IQAC shall be vested with all powers to call for all data related to IQAC activities.	No action pending
Submit a master plan for documentation of University records, for presentation before NAAC and other external agencies, Link and distribute data collected uniformly in the Annual Report, AQAR and the Report to the Chancellor.	Ongoing
Web link for IQAC, linked with the University Web Site	Implemented (see item No. Q3.2.09)
Conducting a one day seminar focusing on quality, excellence etc., and for creating awareness of the importance of accreditation by NAAC and other external agencies, once in every year.	On the anvil
Revamping and rejuvenating the Alumni Associations of all teaching departments in the University and ensure that the meetings are documented and presented to IQAC. To conduct an Alumni Day each year; Seek the support of the Alumni of the University for the development of the University in all spheres and Create an Alumni Web link in the University Website.	Ongoing
Formation of a Placement Cell in the University under the auspices of IQAC.	To be acted upon
Budget provision of Rs.5 lakhs for IQAC for the financial year 2015-2016 and Utilizing the savings of Semester-in-India programme, for IQAC.	Proposal send to F.O Final audit by CA is awaited.
The Director, IQAC is authorized to raise quality alerts whenever a question arises as to the quality of the institution.	No action pending

Decision: The Council noted the ATR.

Item Q3.2.03: Mandate of IQAC: The mandate of the IQAC, extracted from NAAC guidelines, is placed formally before the IQAC.

Decision: The council noted the mandate as specified in NAAC Guidelines (**Appendix:2**)

Item Q3.2.04: 60-Month Planner for Cycle 3: A 60 month planner indicating major deliverables in cycle 3 are placed before council for approval.

Decision: The council approved the 60 - Month Planner for Cycle 03 (Appendix:3)

Item Q3.2.05: Master plan for IQAC: A draft master plan for the University to enhance its Quality has been drawn up based on discussion in the first meeting. This incorporates NAAC parameters, University with Potential for Excellence (UPE) parameters and also International Ranking Parameters. Action under each parameter is also indicated. Short term, Mid-term and Long-term targets are also indicated. After due consideration of the council, the same may be circulated among faculty for discussion and finalization. It is pointed out that the section on Governance needs major expansion.

Decision: The council discussed and approved the draft master plan with short-term, mid-term and long-term deliverables (Appendix 4). The council resolved to authorize the Director to place the draft before the teachers, students and the administrative staff for drawing their inputs so as to create ownership of the agenda in all stake holder. It was noted that the Master Plan needs to further evolve and a micro planning is essential. Committees need to be formed for attending to each sub area and one IQAC member needs to oversee each major area.

Item Q3.2.06: Parameters University with Potential for Excellence –A scheme of UGC: The last IQAC meeting had suggested to adopt parameters of recognition relating to the University of Hyderabad. The University of Hyderabad has been awarded status of “University with Potential for Excellence” by U.G.C. The extracts of the UGC Scheme are appended. These have been incorporated into the Master Plan vide item Q3.2.05. University of Kerala could consider applying for the UPE status in Cycle 3 period.

Decision: It was resolved that the University may be prepare to apply for the UPE status, if NAAC Awards ‘A’ Grade (Extracts from *UGC Guidelines for Universities with Potential for Excellence: Appendix: 5*)

Item Q3.2.07: Preparation of AQAR 2014-’15: As per the norms of the NAAC, the Annual Quality Assurance Reports have to be submitted each year covering the period of June to June. The next AQAR is due by July 2015. The following schedule is proposed for preparation of AQAR (steps are on to collect raw data so that the AQAR can be compiled without additional data collection in future):

1. March 1st week: Circular calling for data pertaining to June 2014 to July 2015
2. June: 3rd week Deadline to submit the data up to 15th June

3. June last week: Circulation of draft AQAR for correction and adding of data up to 31st June
4. July 2nd week: Uploading of AQAR

Decision: The Council approved the schedule and the simplified form for AQAR data collection from Departments (**Appendix: 6**).

Item Q3.2.08: Logo for IQAC: A simple Logo of IQAC is placed for approval of the IQAC.

Decision: The Council discussed the samples placed before it and suggested certain modifications. The Director was authorized to finalize the Logo incorporating the suggested modification. (**Appendix: 7**).

Item Q3.2.09: Web site of the IQAC: As per discussion Q3.01.04, a preliminary website has being uploaded by the Director, Computer Centre at **iqac.keralauniversity.ac.in**. Efforts are on to enrich and populate the site.

Decision: The council noted the initiation of the IQAC web site.

Item Q3.2.10: Strengthening of IQAC administrative setup: The IQAC Cycle 3 envisages a larger canvas than earlier, as a number of new activities are to be taken up. It is expected that IQAC will have to play much active role in almost all University activities that are related to quality parameters. Therefore the IQAC office needs to be strengthened. The suggestion is to set up a full-fledged section under JR Academic. An Asst./DEO may be posted to assist the Director in his Karyavattom Campus office to provide day-to-day assistance.

Decision: The Council agreed to the need for strengthening IQAC administrative set up and authorized the Vice-Chancellor to take suitable and feasible steps. An S.O. needs to be designated to oversee the section. An Asst./DEO may be posted in the Director's office in Karyavattom.

Item Q3.2.11: Library Quality Audit: Quality decisions arise from quality data. There is a need to compile data on all important parameters, analyse and peer review them each year, to monitor our growth. As a sample, library data has been collected and analysed. This is placed before IQAC for approval. A number of simple reports are planned for each year. The IQAC may also constitute an expert committee to evaluate the performance of the libraries based on this report.

Decision: The Council recorded its approval of Draft Library Quality Audit Report and noted the plans to bring up such reports in major areas of University system. It was resolved that a committee consisting of following members to be constituted to whet the data within a week:

1. Dr. G. Hemachandran Nair, Librarian, Department of Botany
2. Dr. Surya Prasad K., Assistant Librarian, Campus Library
3. Dr. K. G. Sudhir, Reference Assistant, IDE
4. Sri G. Jyothi Babu, Librarian, Computer Science Department

Once the data is whetted, Peer Review is to be done by a committee of eminent library professionals as follows:

1. Sri K.P. Sadasivan, Former Librarian, NIST
2. Dr. Subbiah Arunachalam
3. Dr. G. Gopakumar, Librarian, Goa University
4. Sri. K. Raman Nair, Ex Librarian, MG University

Item Q3.2.12: University of Kerala Participation in Kerala Science Congress:

University of Kerala has topped among traditional Universities of the state in terms of number of papers presented in the Kerala Science Congress. The details are given below:

1.	University of Kerala	33
2.	University College, TVM	18
3.	MG University	28
4.	University of Calicut	30
5.	CUSAT	27
6.	Kannur University	8
7.	Central University of Kerala	3
<i>Specialist Universities</i>		
1.	Kerala University of Fisheries	3
2.	Kerala Agriculture University	10
3.	Kerala Vetnary University	62

The Dept-wise performance of University of Kerala is as follows:

1. Biochemistry -7
2. Botany-4
3. Chemistry-4
4. Computational Biology & Bioinformatics-3
5. OptoElectronics-3
6. Zoology-2

One each from the following Departments: Bio Technology, Aquatic Biology & Fisheries, Mathematics, Economics, Environmental Sciences

Decision: The Council expressed its appreciation of the efforts of the contributing departments and requested the Vice-Chancellor to issue letters of the appreciation to the authors.

Item Q3.2.13: Scimag Ranking of Kerala University: 2014SIR Report ranks 156 institutions from India based on science research output. IISc tops with a score of 2000+. CUSAT is No 1 with score of 90 and University of Kerala is next with score of 82. In terms of a bibliometric measure “excellence” University of Kerala in No. 1 in Kerala.(The highest score is 100 held by CNRS of France and University of Kerala is less

than 1). The study lists 7 top cited papers of University of Kerala (this is based on Scopus statistics, so actually may vary): Prof (Retd.) K.N. Rajasekharan is No 1. Dr. Mahadevan Pillai (thrice), Prof (Retd.) Oommen V. Oommen (twice) and Dr T. S. Anirudhan (twice) follows.

Decision: The Council expressed its appreciation of the efforts of Prof (Retd) K.N. Rajasekharan, Prof. V.P. Mahadevan Pillai, Prof. (Retd.) Oommen V. Oommen and Prof. T. S. Anirudhan whose contributions figure in the top cited papers of the University and requested the Vice-Chancellor to issue letters of the appreciation to them.

Item Q3.2.14: Plans at Department Level: Each Department may be asked to submit short, mid and long term plans of activities aimed at improving and enhancing their teaching, research and extension activities. This may be debated in the Department Councils and submitted in March itself.

Decision: The Council authorized the Director, IQAC to take necessary steps to call for Department level plans.

Item Q3.2.15: Other Items Admitted by the Chair: National Games.

Decision: Dr. R. Jayaprakash suggested that the names of students in affiliated colleges who won medals in the National Games 2015 may be collected and they may be formally congratulated by the University. The Director was authorized to act on this.

List of Appendices

1. The Preliminary Minutes of the IQAC Meeting held on 02.02.2015
2. The mandate of IQAC
3. 60 Month Planner for Cycle 3
4. Draft Master Plan
5. Guidelines for University with Potential for Excellence
6. Simplified form for AQAR data collection from Departments
7. Logo of IQAC

Director, IQAC

Chairman, IQAC (Vice-Chancellor)