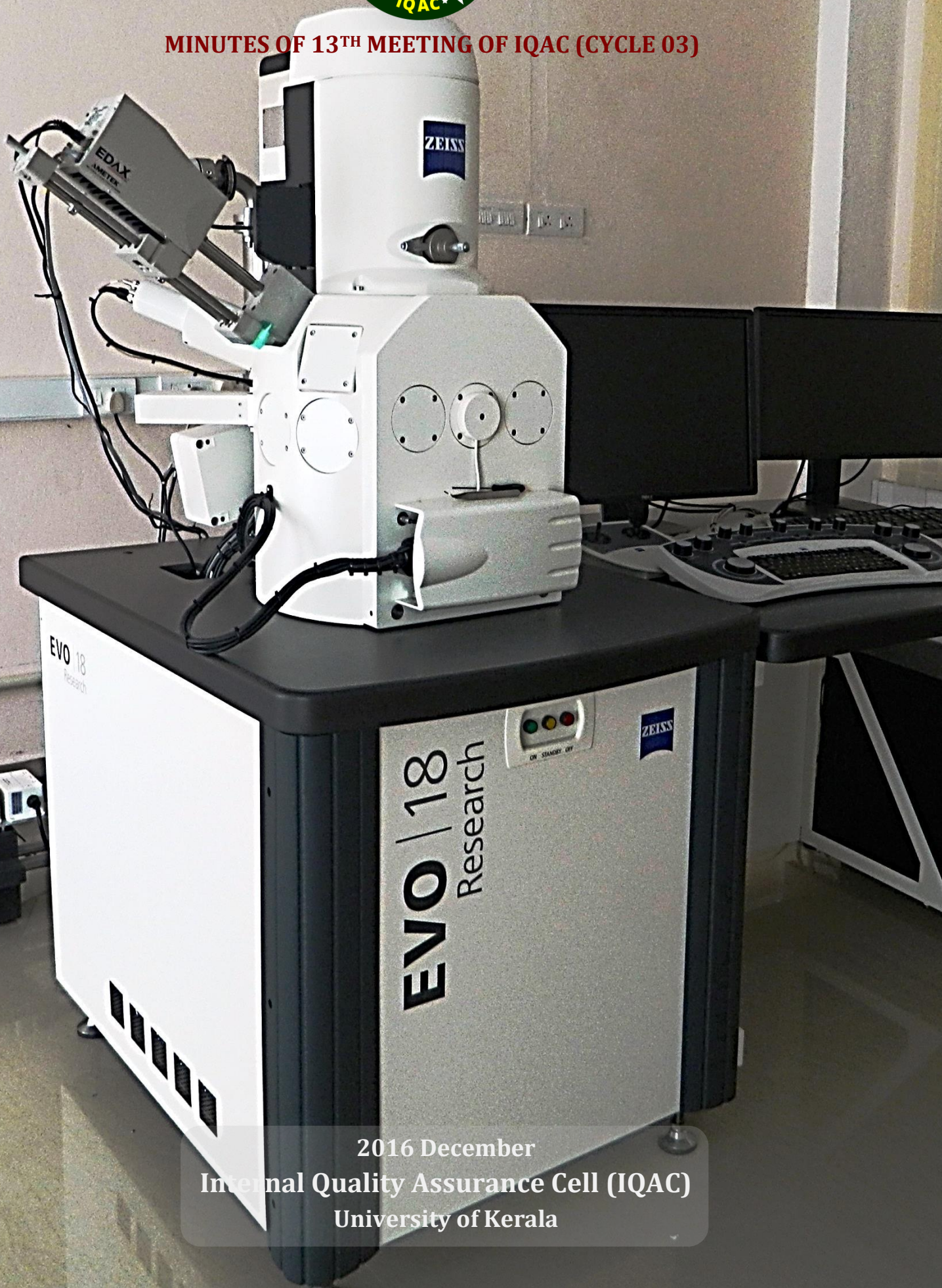




MINUTES OF 13TH MEETING OF IQAC (CYCLE 03)



2016 December
Internal Quality Assurance Cell (IQAC)
University of Kerala

Minutes of the Thirteenth Meeting of IQAC, University of Kerala

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Meeting of IQAC, University of Kerala

Venue: Vice-Chancellor's Chamber

Date: 05.12.2016

Members

1	Vice - Chancellor (Chairman)	:Sd/-
2	Pro Vice - Chancellor (Vice - Chairman)	:Sd/-
3	Convener, Standing Committee of the Syndicate on Academics & Research	:Absent
4	Convener, Standing Committee of the Syndicate on Depts. & other Institutions of the University	:Absent
5	Registrar	:Sd/-
6	Finance Officer	:Absent
7	Vice -Chairman, CSS	:Absent
8	Director, Computer Centre	:Sd/-
9	Chairman, Departments' Union	:Sd/-
10	Shri. Santhosh C. Kurup, CEO, ICT, Academy of Kerala	:Absent
11	Shri. Rajagopal. K, Senior Manager, Quest Global, Technopark Campus	:Absent
12	Dr. M. Sarngadharan, UGC Emeritus Professor, 'Saravana', Sreekaryam P.O, Tvpm	:Sd/-
13	Dr. G. Suresh Singh, Professor, Department of Mathematics	:Sd/-
14	Dr. K.S Chandrasekhar, Professor, Institute of Management in Kerala	:Absent
15	Dr. M.C. Subhash Peter, Professor, Department of Zoology	:Absent
16	Dr. C.R. Prasad, Professor, Department of Malayalam	:Sd/-
17	Dr. G. Raju, Professor, Department of Commerce	:Sd/-
18	Dr. Bushra Beegom R.K., Assistant Professor, Department of Sociology	:Sd/-
19	Dr. Shaji. A, Assistant Professor, School of Distance Education	:Sd/-
20	Dr. Achuthsankar S. Nair (Director)	:Sd/-

Item No.Q3.12.01: Confirmation of the minutes of the Twelfth IQAC meeting held on 22.10.2016:-The minutes of the Twelfth IQAC meeting held on 22.10.2016 as electronically circulated to the members may be confirmed.

Decision: Confirmed with the correction that Dr. M. Sarngadharan was nominated as General Editor in Item No.Q3.12.08.

Item No.Q3.13.02: Action Taken Report (ATR) on decisions of the previous meeting:

Decision	Action Taken
Item No. Q3.12.03: <u>Consultancy Statements of 2015</u> : IQAC noted the report and expressed appreciation of the substantial enhancement in consulting activities and	Letter issued to University Consultancy Cell Director, Action pending.

their systematic documenting. It was noted that the report for 2016 is expected in January 2017. It was recommended that a circular be issued to departments pointing out the reckoning of external student projects as consulting and to include them in the annual consulting statements.	
Q3.12.04: <u>Centres with Potential of Excellence in Particular Areas (CPEPA):</u> IQAC observed that the CPECA scheme is a scheme to be tapped and authorised Dr. P.M. Radhamany to convene a preliminary meeting of HODs to seek suggestions and propose a multi-disciplinary area for submitting proposal. The matter may be considered again after obtaining report of the above meeting.	Letter issued to Dr. P.M Radhamany. Action pending.
Q3.12.05: <u>National Institutional Ranking Framework (NIRF):</u> IQAC noted the status. It was observed that the failure to upload data in time, like in the last year, should not occur again. All steps should be taken to ensure successful ranking of University under NIRF.	NIRF data uploading completed.
Q3.12.06: <u>Integrating NSQF in Curriculum Development:</u> IQAC noted that a major curriculum revision has already been proposed. The matter of adopting NSQF in our curriculum may be discussed in curriculum development workshop. It was also recommend that the 7- point grading of UGC may be adopted in the CSS curriculum. CSS Vice-Chairman was entrusted with initiating action on this matter.	Letter issued to Credit and Semester System Vice-Chairman. Action pending.
Q3.12.07: <u>Communication from NAAC on AQAR:</u> it was observed that IQAC of University of Kerala is working in an excellent_manner, with regular meetings, each with number of initiatives taken up. The implementation of 3-tier Induction Programme, Academic Audit, Library audit, T-LARC, MARC, compiling stake holder inputs etc have elevated quality activities to a new level. However, the Vice-Chancellor called for specific quality enhancing initiatives and pointed out extension and green activities as having scope for enhancement. It was resolved that these areas shall be addressed.	Proposal on outreach placed in this meeting.
Q3.12.08: <u>Organization of Merit Day:</u> Dr. P.M.	Letter issued. Action pending.

Radhamany and Sri K.S Gopakumar were authorised to take necessary steps to conduct the Merit Day by IQAC in association with the University Union. 60 th anniversary of Kerala State, Dr. M. Sarngadharan proposed that, to mark the 60 selected articles may be brought out on Nov 1, 2017. He was authorised to submit a detailed proposal in the next meeting.	
Q3.12.09: <u>Best Practice in Syllabus Documentation:</u> IQAC recommended the best practice and authorised the Vice-Chancellor to issue a congratulatory letter to the HOD and the faculties of the Dept. for this best practice.	Letter issued.
Q3.12.10: <u>Kerala University Publication Data Base:</u> The Director, Computer Centre was authorised to initiate the KUPDB as proposed above.	Action going on.
Q3.12.11: <u>Best Faculty Webpage:</u> IQAC agreed to the proposal.	Action going on.
Q3.12.12: <u>Problems of Persons with Disability in University of Kerala:</u> IQAC commended the activity. It was also reported in the meeting that request made by one PWD student to extend the University bus to Karamana has already been sanctioned by the Vice-Chancellor. It was also recommended that steps may be taken to provide ramps in University hostels. Bathroom for PWD be provided in all buildings.	Letter issued to Hostel Wardens.
Q3.12.13: <u>Revised NAAC Grading System from 1 July 2016:</u> IQAC noted the new system.	No action pending.
Q3.12.14: <u>Improving Teaching & Learning – Suggestions for Consideration:</u> IQAC agreed to the proposal to circulate the suggestions above to all Depts for due consideration.	Circular issued.
Q3.12.15: <u>Status of Foreign Students in University of Kerala:</u> IQAC noted the data. It was recommended that a circular on using English in classes where foreign students are present, may be issued. Regarding change of Faculty of Psychology, the student may be addressed to represent the matter for a favorable decision. Dr. C.R. Prasad was authorised to investigate the non-availability of books in Linguistics Dept.	Circular issued. Regarding issue of Psychology and linguistics, letter issued.
Q3.12.16: <u>Best Masters and M.Phil Dissertation:</u> IQAC	Circular issued.

agreed to the above proposal. It was recommended that DCs can utilize the services of the examiners of the dissertation to do an evaluation based on a rubric evolved by the Dept. Councils.	
Q.3.12.17: <u>Printing of Campus Magazine:</u> It was recommend that the Union may make a request to the University through the proper channel for due consideration.	Action pending.
Q.3.12.18: <u>Reporting Status of PURSE Phase –II:</u> IQAC expressed happiness over the coveted achievement.	No action pending.

Decision: Noted

Item No.Q3.13.03: Proposal for publishing Reference Book containing 60 articles on 60 subjects of Study to commemorate 60th Anniversary of the formation of Kerala State: Vide item Q3.12.08, Dr. Sarngadharan was authorised to draw up a proposal for publication of a reference book to mark 60th Anniversary of Kerala State. Dr. Sarngadharan has accordingly drawn up a proposal enclosed as **Appendix A1**. IQAC may advice further action, including budget allocation, publication through Publications Department etc.

Decision: It was resolved that the Vice-Chancellor may nominate¹ an editorial board with Dr. M. Sarngadharan as General Editor (as already agreed in the 12th meeting). The proposal in Appendix 1 was approved by the IQAC.

Item Q3.13.04: Visibility of University of Kerala in Scopus & Indian Citation Index: The following indices of visibility of University of Kerala in Scopus and Indian Citation index are reported to IQAC.

1. Scopus Results for University of Kerala: ID(“University of Kerala” 60031 566)

2016	154
2015	207
2014	206
2013	218

2. Indian Citation Index for University of Kerala

2016	13
2015	56
2014	59
2013	67

¹ Dr. M. Sarngadharan (General Editor). Editors: Dr. Meena T. Pillai (Institute of English), Dr. S. Prema(Linguistics) Dr. C. R Prasad (Malayalam), Dr. Achuthsankar S. Nair(Bioinformatics), Dr. P. M. Radhamany (Botany)

Decision: IQAC noted the figures and after detailed discussions recommended as follows: (i) Director, IQAC may put up proposal for holding a seminar on “Quality in Research” (ii) A circular may be issued to all research scholars to indicate their affiliation in all publications as “Research Scholar, University of Kerala” along with the name of the research Centre. (iii) Similar instruction may be included in registration order from now on. (iv) Students who receive University research fellowship may acknowledge the same in the ‘Acknowledgements’ section.

Item No.Q3.13.05: Promoting Drug Free Campus: It is proposed that action be initiated to promote drug free campus based on resolutions in the meeting organized by the Govt. Secretary to make HEIs in Kerala COTPA compliant. Extracts from minutes of the meeting referred to is enclosed as **Appendix A2**.

Decision: The Vice-Chancellor was authorized to nominate² a committee to submit an action plan based on Appendix 2 and also the suggestions put forward by Narcotics Control Bureau, supported by Suraksha Setu Society (**Appendix A2(a)**) received by the Vice-Chancellor.

Item No.Q3.13.06: Progress in Master Action Plan in 2016: The Master Action Plan adopted in early 2015 containing 346 action points (to be acted upon over 5 years, in 8 themes) is to be reviewed annually by IQAC. As done in 2015, a review is presented below for 2016. The number of items completed/ initiated in each section till Nov is given in below. The overall percentage progress is 130/346, approximately 37%. In 2015, it was 25%.

Sl. No.	Action Initiated or Completed	Progress	Total Points	%
1	Vision, Frame Work & Benchmarking	18	31	58
2	Research & Innovation	21	38	55
3	Teaching, Learning & Evaluation	23	61	37
4	Schools, Depts., Centers & Institutions	16	36	44
5	Student Development	15	45	33
6	Governance	28	105	26
7	Extension	4	12	33
8	Miscellaneous	5	18	27
Total		130	346	37

Decision: Detailed discussions were held on the progress reported, which was generally considered as good. It was noted that attention needs to be focused in Governance sector. Vice-Chancellor was authorized to nominate³ a committee to propose action in this regard. A performance/administrative audit need to be designed and implemented by this

² Dr. Suresh. R (Politics), Dr. Mushtaq Ahammed (IDE), Dr. E. Shaji (Geology).

³ Dr. G. Prasad, Dr. R. Vasanthagopal, Dr. Meena. T. Pillai

committee. Director IQAC was authorized to make specific suggestions for inclusion in budget, to enable quality initiatives.

Item No.Q3.13.07: Utilising TCS Model Curriculum & Syllabus Revision Workshops: In order to promote industry inputs to curriculum, it is proposed that the Science & Technology departments which are dealing with IT may be suggested to consider utilizing Model Curriculum of TCS and also organize syllabus revision workshops involving TCS.

Decision: IQAC approved the suggestion.

Item No.Q3.13.08: Student Success Center: It is proposed that a 'Student Success Centre' (SSC) be planned to be established in 2017-18 to support overall development of students with an aim of success in life. All initiatives already on (like Finishing School, EDC, KUTBSC etc) may be brought under SSC. In addition, Yoga, Counseling, Mentoring, Financial Advice, Legal advice etc may also be arranged under SSC.

Decision: IQAC authorized the Vice-Chancellor to nominate⁴ a committee to submit a detailed proposal.

Item No.Q3.13.09: Award for Innovation in Teaching: To promote innovation in teaching, an award may be instituted. This may be limited to Assistant and Associate Professors and they may be asked to submit a 1-page statement explaining the innovative practice, its uniqueness and effect. They may make a presentation before an evaluation committee. It is suggested that T-LARC could serve as the evaluation committee and also evolve norms for the award.

Decision: IQAC approved the proposal.

Item No.Q3.13.10: Internal Accreditation of Courses: it is proposed that a scheme to recognize and promote quality at course level may be launched by IQAC. Teachers of the University may be invited to apply for "Internal Accreditation of Courses" (IAC). Any teachers of the University may be asked to apply for IAC, at the end of a semester, to IQAC. The following details may be considered.

- (i) Title of Course and Credits
- (ii) Name of Teacher & Dept
- (iii) Course Brochure (showing syllabus, aims and objectives/course outcomes, assessment approaches, references (books & on-line resources)).
- (iv) Sample QPs, Assignments, laboratory plans, curriculum transactions strategies etc.
- (v) Unique aspects of the course

⁴ Dr. Bismi Gopalakrishnan(Law), Dr. Bindu. P (Psychology), Dr. T. Vijayalekshmi (Tamil), Dr. C. Satheesh Kumar (Statistics)

(vi) Students Feedback Summary (to be provided by IQAC)

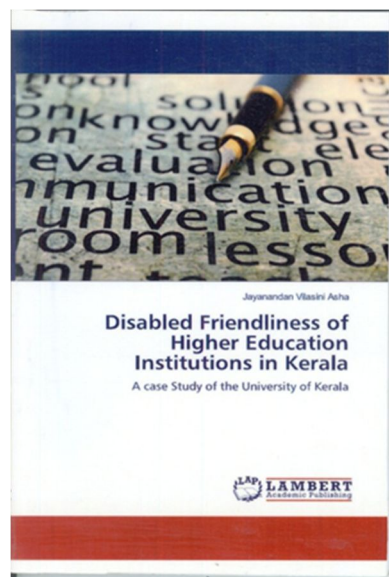
(vii) Any others relevant details

The application may be evaluated by two experts to give “internal accreditation” status (or teacher may be asked to make changes as suggested by experts before granting accreditation).

Decision: (recommended and required reading) IQAC appreciated the proposal and resolved to accept the same for implementation. It was observed that this has the potential to be a best practice of the University.

Item No.Q3.13.11: Book on issues of disabled in University of Kerala: Dr. Asha J.V. of Dept. of Education has come out with a book on *Disabled Friendliness of Higher Education Institutions in Kerala: A Case study of University of Kerala*. As this book is investigating the issues of the University itself, IQAC may consider issuing congratulatory letter to her.

Decision: IQAC agreed to the proposal.



Item No.Q3.13.12: Enhancing extension/outreach activities: In view of the remarks made by the Vice-chancellor during the last IQAC meeting, regarding the need to enhance extension activities, the following proposal is placed before IQAC for consideration.

1. A University Level Co-ordinator (ULC) for extension activities may be nominated by the Vice-Chancellor.
1. The draft extension policy under consideration of the University may be circulated to all Depts. and active Centres/Institutes **(Appendix A3)**.
2. ULC for Extension Activities may be asked to draw up a plan for extension activities for 2017.
3. A meeting of HODs may be convened and the extension activity plan may be presented before them.

The following activities may be considered by each Dept/Centre/Institute.

- Programs for school children (Karyavattom campus may consider engaging the Govt. UPS, Karyavattom) conducted in the respective schools.
- Open house, seminar, exhibition aimed at school children held in the Depts/Centres.

- Competition aimed at fostering scientific temper, communal harmony, mother tongue, innovation, soft skills etc for school children.
- Campaigns aimed at addressing local issues (best implemented in association with local self-government).
- Publishing of leaflets and booklets towards creating awareness on issues related to the subject of the Dept/Centre.
- Putting up stalls in exhibitions organized by other agencies
- Organizing a common one-day programme in University campus, organized jointly by all Depts, with 10 minutes engagement by each Dept.
- In observation of Water day, Statistics Day, Environment Day, Earth Day etc. Departments may include invitation to school children.

The ULC may propose more diverse activities. A budget of **Rs. 2 Lakhs** may be provided for ULC.

Decision: It was resolved that a University level co-ordinator and a University level committee for extension/outreach may be nominated⁵ by the Vice-Chancellor. The U.L.C may be nominated after inviting expression of interest from Dept. faculty. Till the ULC is nominated, Director IQAC shall hold charge of the ULC and initiate activities.

Item No.Q3.13.13: Organizing University Level Innovation Contest: The Dept. of Computational Biology and Bioinformatics has successfully organised a Dept. level Innovation Contest (**Appendix A5**). The report of the same shall be tabled. It is proposed that the same may be replicated at the University level by IQAC to promote innovation among students and researchers.

Decision: It was resolved to organize the innovation contest in association with Depts Union.

Item No.Q3.13.14: Data Readying in Departments: It is found that for NIRF and Chancellor's Award, data collection puts strain on teachers and IQAC as there are no regular documentations of activities. IQAC may suggest ways of addressing this.

Decision: It was resolved to authorize Director, IQAC to design produce an activity documentation register for all departments, drawing inputs from a similar effort initiated by former IQAC Director, Dr. M. Jayaprakash in 2008-09.

⁵ ULC, Dr. A. Bijukumar (Aquatic Biology & Fisheries), Dr. C. R. Rajagopal (Malayalam), Dr. E. Shaji (Geology), Dr. S. Raju(Psychology), Dr. Sainaba M(ORI), Dr. Rajesh. S. V. (Archeology), Dr. R. Rajalekshmi (Botany), Dr. Aji. S (Computer Science)

Item No.Q3.13.15: Proposal to Start Public Outreach through AIR-“Gaveshana Vaani”:

To enhance the outreach of the research efforts of the University of Kerala, it is proposed that a weekly 5 minutes programme titled “Gaveshana Vaani” be aired then AIR. Faculty and researchers can present their research efforts before the public through this programme. The expenses towards this (for coverage in Trivandrum and Alleppy stations in also Ananthapuri FM) are around **Rs.1200 per week**. IQAC may consider this proposal.

Decision: The proposal was discussed and accepted with the change that the programme be named as “Kerala Sarvakalashaala Vaani”. Vice-Chancellor was authorized to nominate⁶ a committee headed by HoD, Dept. of Journalism and Communication, to manage the contents.

Item No.Q3.13.16: Individual Quality Initiatives from Faculty & Administrative Staff:

To encourage individual level involvement in quality initiatives, teachers and administrative staff may be called upon to make one contribution each to improve some facet of the University activity, academic or otherwise. Their suggestions should involve their own contribution to start with, rather than generic/systemic action. Some illustrative suggestions are:

1. Improvement in an applications form
2. Suggestions to conduct a survey in a relevant area, with draft questionnaire
3. Suggestions to practice unique assessment methods
4. Draft of a proposed regulation
5. Improvement in an existing regulation
6. Proposing enrichment of University website, with draft content
7. Suggestions to improve an existing process or procedure

IQAC may consider recognizing best suggestions thus received.

Decision: IQAC accepted the proposal

Item No.Q3.13.17: Library Quality Audit 2017: It is proposed that the Kerala University Librarian be entrusted with the task of conducting Library Quality Audit 2017. The data may be collected for the calendar year 2016, except for financial data, which may relate to financial year 2016-17. The libraries included in the audit may be made more exhaustive than in 2015.

Decision: It was resolved that the University Librarian may be asked to conduct the Library Quality Audit 2017, modeled after 2015 audit, and additionally including “Library Utilization Index”. The audit may be completed by February 2017.

Item No.Q3.13.18: Gender Audit 2017: The Gender Audit conducted in 2015 did not register any improvement in the methodology of the previous year. It is proposed that a

⁶ Dr. M.S. Harikumar (MCJ), Dr. Sindhu Thulaseedharan (Law), Dr. Saja. K (Biochemistry), Dr. V. Biju (Physics), Director, IQAC.

survey be administrated to enrich study be done in 2016. All cells/committees related to gender issues maybe involved in the audit. A committee may be appointed to take up the audit and complete it in an improved manner.

Decision: IQAC noted that Gender audit of 2015 was a mere repetition of 2014 audit. Every year improvements are to be attempted to better the utility and in this regard, the report was not up to the mark. Vice-Chancellor was authorized to nominate⁷ a new committee to design Gender Audit 2017 which is suggested to include a gender survey in addition to mere statistics.

Item No.Q3.13.19: Documentation on Hostels: It is proposed that a comprehensive documentation of hostel facilities and associated information may be compiled so as to understand the strength on weakness of the system, enabling its improvement.

Decision: IQAC approved the proposal.

Item No. Q3.13.20: Documentation of Centre/Non-teaching Depts./Cells/ Committees/ Squads: A documentation of 79 Centers/Non-teaching Depts./Cells/Committees/Squads has been compiled with the help of the Vice-Chancellor's office. It is hoped that this will help understanding of the rich and vivid aspect of the University second-tier institutions. The documentation will be tabled.

Decision: IQAC appreciated the useful documentation.

Item No.Q3.13.21: Reporting of the workshop on POGIL: Two-day workshop on Process Oriented Guided Enquiry Learning (POGIL) is proposed to be organized by IQAC from 25-26 Nov.2016, in association with FLAIR, Govt of Kerala. Over 25 teachers registered for the event. Poster is appended in **Appendix A6**. The Report will be tabled in the meeting.

Decision: IQAC noted the activity.

Item No.Q3.13.22: Reporting of International Seminar on Attracting Research Funding: International Seminar was organized in collaboration with Government Barton Hill Engineering College on 29 August 2016. Finance Minister, Dr. Thomas Isaac inaugurated the event. Close to 200 participants were there. It is hoped that the seminar will enhance the efforts by faculty to attract more funds.

Decision: IQAC appreciated the value of the seminar and resolved to request VC to issue certificates of appreciation to Dr. A. Shaji and Dr. K. Gopchandran for their initiative and efforts in achieving this event.

⁷ Dr. Bushra Beegom R. K (Sociology), Dr. Indu K. V (IDE), Dr. S. Ajitha (IDE), Dr. Christabell P. J. (Future Studies), Dr. A. Rosemary, (Linguistics), Director, IQAC.

Item No.Q3.13.23: Reporting of Two day training programme for Junior Faculty: A two-day training programme on quality, for junior faculty was held on 8th to 9th Nov 2016 and was co-ordinated by Dr. K.S. Chandrasekhar. Report is included as **Appendix A7**.

Decision: IQAC appreciated the event and resolved to request the VC to issue certificate of appreciation to Dr. K.S. Chandrasekhar.

Item No.Q3.13.24: Training on Quality Initiatives for newly recruited assistants: It is proposed that training for newly recruited Assistants be held, with focus on quality initiatives.

Decision: IQAC authorized Director, IQAC to take necessary steps.

Item No.Q3.13.25: Research Student Survey: Annual Student Survey has been done for 2015-16. It is now proposed that a Research Student Survey be done to understand the profile of research scholars, their issues, their aspirations etc. A questionnaire for the same is appended (**Appendix A8**). IQAC may consider.

Decision: Members suggested some additions to the proposed questionnaire and Director IQAC was authorized to incorporate the same into the questionnaire and the conduct the survey.

Item No.Q3.13.26: Student Feedback 2016: It is reported that student feedback for 2016 has been completed. Both years of PG and MPhil has been covered in the feedback. **Appendix A9** gives executive summary of the feedback. The details shall be placed before the T-LARC for detailed discussion and action. Dr. K.S. Chandrasekhar served as co-ordinator of the feedback.

Decision: IQAC noted the completion and the inclusion of MPhil also in the feedback.

Item No.Q3.13.27: Compilation of Innovation in Teaching: Compilation of Innovation in teaching has been completed and uploaded in IQAC website. Copy will be tabled.

Decision: IQAC commended the activity.

Item No.Q3.13.28 Compilation of Stake holder's Inputs: Compilation of inputs on research form industries, organisations individuals have been compiled based on 100 letters written by the Vice-chancellor requests over media etc. TIFAC's suggestions and also been included. The report is now uploaded in the IQAC website. Copy will be tabled.

Decision: IQAC commended the activity.

Item No.Q3.13.29: Proposal of MARC 2016-17: Annual academic research event entitled **MARC (Multi-Disciplinary Annual Research Conference)** conducted school wise in 2015 is proposed to be conducted in 2016 also. Unlike the MARC 2015, there will only be a formal common inaugural function to be arranged in the Kerala University Senate

Chamber. The respective schools may organize the conference within the time limit fixed for the purpose. Facilities for presentation of papers will be given to PG and MPhil students and PhD scholars of the teaching and research departments of the University as well as affiliated colleges and R& D institutions. The following time schedule is proposed:

Sl. No	Event/ Steps	Dates	Remarks
1	Combined meeting of H.O.Ds and Directors of Schools and faculty members for formal announcement	25 Nov 2016	The venue will be Senate Chamber, Palayam campus
2	Announcement of the event	29 Nov 2016	Brochure of the event will be circulated to stake holders
3	Last date of receipt of papers	10 Dec 2016	It is the responsibility of the Departments to collect the papers
4	Review and acceptance of the papers for oral and poster presentations by the respective schools	20 Dec 2016	The details of selected papers to be intimated to the organizing committee
5	Printing of programme brochure centrally by the organizing committee	30 Dec 2016	The programme brochure (soft copy and hard copies) along with posters will be circulated to the departments.
6	Dates of Conference	Jan 15-20 2017	The schools may finalize the dates for their conference and intimate the same to the organizing committee on or before 10 December 2017(The conference can be either one day or two day depending on the facilities of the schools)

Decision: Dr. A Shaji reported that the meeting of faculty suggested that due to Indian History Congress being held in the campus during December 2016, MARC may be held from Feb 15-March 15, 2017. From 2017-18 onwards the same may be scheduled in the Academic Calendar. It was also noted that the quality of induction programs have gone down in some Depts. The absence of a common session is felt and may be re-introduced next year. Dr. Bushra Beegom R. K also suggested that an Open Day may be organized before Commencement of admissions and IQAC agreed to the suggestion.

Item No.Q3.13.30: Annual Student Survey 2016: Annual Student Survey done in 2015 has been repeated in 2016 also, with minor changes in questionnaire and the report of the same will be tabled.

Decision: IQAC commended the activity.

Director, IQAC

Chairman, IQAC (Vice-Chancellor)

Appendix A1

60 Years of Kerala-Proposal for publishing Reference Book containing 60 articles on 60 subjects of Study to commemorate 60th Anniversary of the formation of Kerala State on 1st Nov 1956.:

It is felt felicitous on the part of IQAC, University of Kerala to publish a Reference Book containing 60 articles on 60 subjects of study in Malayalam, to commemorate 60th Anniversary Celebrations of the State of Kerala, officially commenced on 1st Nov 2016, for the use of people from all walks of life.

Each article of about 6000 words shall have three parts: a) Significance of the subject of study concerned both in theory and practice at the global scenario; b) Implications in the Indian context; and c) Relevance in the Kerala context elucidating - how far the subject of study concerned has gained popularity In the State, different areas/ braches taught and practiced, extent of influence exerted in the State on various spheres, and potential for attaining more prominence.

The contributors of the articles are academia/practitioner/scientist and their association with the University is as teachers in the department/ former teachers in the department/ alumni of the University.

It is targeted that the copies of the book written in Malayalam would reach school libraries, college libraries and public libraries located in rural, semi-urban and urban areas throughout the State. Appropriate marketing techniques shall have to be evolved and executed for this purpose. It may be added that production part behests professional approach so as to make the product appealing and attractive.

There is ample scope for the IQAC to explore the possibilities of seeking financial support from various sources such as, NBT, UGC, Kendra Sahithya Academy, MHRD and Government of Kerala. Alternatively, there is possibility of raising funds through pre-publication sale.

The General Editor shall:

- a) Identify contributors/ writers of the article by 30th November 2016
- b) Collect the manuscripts by 31st January 2016
- c) Complete the editing work by 28th February 2016

The IQAC shall convene a meeting of the Director, University Publications and Superintendent, University Press by January 2017 and formulate a time bound scheme to:

- a) Work out technical data for printing
- b) Commence printing by 1st March 2017
- c) Complete printing by 31st May 2016
- d) Design the mode of publicity and channel of distribution
- e) Identify the source of Funding

It is proposed to arrange function for the Release of Book in June 2017

It is suggested that a meeting of the IQAC be convened to discuss the proposal and finalize the Project at the earliest.

Appendix A2

(a). Minutes of the meeting convened to discuss the ways and means for making Higher Education Sector in Kerala Tobacco-free/COTPA complaint:

Indian tobacco control law COTPA, 2003: In the PRD website, there is a link to COTPA, which provides all relevant information including details to be displayed in educational institutions.

- Smoking will not be allowed in any of the higher education institutions in Kerala and the statutory signages would be put up.
- No Higher Education Institutions in Kerala will be allowed to display any direct or indirect advertisements of tobacco products.
- College Protection Committee (CPC) will have to collect information and report to PTA.
- The CPC will meet once in a month and watch the progress.
- Violation of rules in hostels has to be reported by the warden to the District Police Chief, who in turn has to report to the District Collector.
- Regular checks, inspection by teachers and cessation measures have to be conducted, College Protection Groups should be formed.
- Compliance and violations report in the prescribed proforma has to be furnished on a monthly basis.
- Inclusion of the message 'No Smoking, No Drinking and No Drugs' on all material published and printed by the Kerala Government.

Use of Facebook, WhatsApp etc: In order to educate the youngsters about the harms of tobacco and other drugs, a WhatsApp group has to be formed in every educational institution by the NSS, and they have to send relevant messages to maximum number of students. From among the educational institutions, a group has to be formed at the District Level, and among the members at the district level, a State Level group will be formed. Important video clippings regarding the issue will have to be forwarded by the group at each level. The State level administrator should send the clippings to District level who in turn will forward it to the educational institutional level.

It was decided to utilize the service of youngsters in various fields such as NSS, NCC, Student Police Cadets, Scouts and Guides etc. for the purpose of making Kerala tobacco free.

It was also decided to show 'video clippings' on the various harms caused by tobacco products. It was decided to request the support to private mobile companies to send at least one SMS/month.

(b). Note on Healthy Campus submitted by Narcotics Control Bureau

Widespread drug abuse among youth, particularly among College Students is a reality in Kerala. It is learned that at least 35% of the College Students consume one form or other of

drugs. To address this menace, we in the Excise Department have been conducting various programmes in educational institutions to create awareness against drugs and anti-drug club have been formed in many of the Colleges and the process is going on. But it is felt that creating awareness by itself may not solve the problem. A holistic approach to the issue may be necessary. It should encompass the development of all round personality of a student into a model citizen.

“Healthy campus” is an initiative of narcotic Bureau introduced in institutions of Gujarat with the help of University there. It has identified seven factors which if properly addressed will prevent the demand for drug among students.

A copy of the programme adopted there is enclosed here with.

If we can introduce similar project in the Colleges of Kerala University, I think it will be a new beginning that will have real impact. As a start, a pilot project could be launched in one College and after proper evaluation, it could be adopted in other Colleges also. It is pertinent to remember that the war against drug abuse has to be won in class rooms rather than in courts.

In this circumstance I request that Kerala University will make necessary steps in this regard.

HEALTHY CAMPUS

Healthy Campus is an initiative of the Narcotics Control Bureau, supported by Suraksha Setu Society. The Healthy Campus initiative is for the education institution of the state of Gujarat in India, to help the campus community get the most out of their years spent at the educational institutions.

The initiative aims to be led by the students who undertake activities to promote healthy living on campus.

The initiative has identified seven key areas. For these information is disseminated and activities undertaken. The seven key areas are:

1. Healthy living
2. Social consciousness
3. Stress management
4. Building self esteem
5. Developing critical thinking
6. Developing soft skills
7. Living a drug free life

We invite the campus communities the world over to engage with us by offering feedback on the content on this website and giving suggestions for what more can be done.

Officials of the Ahmedabad zonal unit of the Narcotics Control Bureau (NCB) and members of the 'Healthy Campus' initiative across Gujarat held a 'leaders' meet at a city hotel on SG Road on Tuesday. More than 150 students and officials participated.

Hari Om Gandhi, NCB zonal director said: "A recent survey found stress among students is high and this leads to habits like taking drugs. The initiative is meant to understand student issues and provide timely interventions. We are taking it to more colleges as well" said Gandhi.

Social Consciousness

Social work helps in the moral development of the student. Useful social service fills a students with a sense of accomplishment. It increases the sensitivity of the student to social justice and harmony. Like others, students also have their duties towards the society. Students are the future citizens of the country and have different roles to play to build a vibrant caring society.

Social service has great relevance for students. Though students must give priority to their academics they should also sensitize themselves to social issues. Students should cultivate the spirit of service from the very formative stage. Student power can result in a large amount of quality socially relevant work.

PHYSICAL ACTIVITY

Physical activity during your college days can have a big positive impact for the rest of a student's life. When a student comes to a college after years at a school the student has a lot more freedom while choosing a physical activity. The student should make the best use of this freedom by opting for activities that are enjoyable and give a good work out at the same time.

Educate yourself to build awareness: As a student one should educate oneself on social issues. Economic inequality and lack of access to good education are the more visible issues that affect our society today. There are many other social issues that a student can also be aware about.

Social work offers significant other benefits: Social work also offers direct benefits to the students besides them feel good about themselves. Here are some benefits:

Learning to building relationships

Developing organizational skills

Learning the research process while planning initiatives

Appreciation of cultural diversity

Letters of reference from organizations they have supported

Options for visibility through having articles published or attending conferences

Positive impact on the student's resume

Doing social work is rewarding

Once a student becomes aware and wants to make a difference the student can ask others to support the efforts. The friends and family of the student will appreciate the willingness to engage. Others may in turn invite the student to support their community activities. If a student spends time doing socially useful work the student gets contentment. Service to the society makes the student's life more meaningful.

Social work makes one act on one's convictions. Social service is a voluntary work and one cannot be compelled to do this work therefore it is a test of how much one is driven by one's own convictions. The will or spirit to work is very important to succeed in life and being motivated by one's social sensitiveness helps make it a habit to do work which we believe is important.

DRUG FREE LIFE

A drug free life is a happy life. You can realize your talents and live a rewarding fulfilling life. You can chase your dreams, even if they appear distant and challenging. Drugs are not a short cut to happiness. They are a short cut to bad health, misery and depression. Please read more to find out how.

Drug abuse is one of the biggest social evils to affect societies the world over today. And the sad part is that even though millions are suffering due to their addictions every day new people get caught up in drugs. A lot of this is due to a communication gap. One does not get to know of the harmful effects of drugs in everyday life in detail. And yet trying drugs even one, is placing oneself on a precarious down slope to sorrow and misery. Within no time the addiction takes charge of one's life. The health deteriorates and the student's ability to absorb new knowledge and skills is diminished. The social life gets restricted to being with people who are caught in a similar trap of sorrow and misery. Here is a list of harmful effects of some drugs:

Cannabis- Risk: Cannabis smoke contains 50 percent more tar than high-tar cigarettes, which puts users at an increased risk of lung cancer and other respiratory diseases.

Studies have linked use to brain abnormalities. A number of students have shown a connection between marijuana use and psychosis.

Marijuana has also been found to change the structure of sperm cells, deforming them. Even small amounts of marijuana can cause temporary sterility in men. And marijuana use can upset a woman's menstrual cycle.

Studies show that the mental functions of people who have smoked marijuana tend to be diminished.

Cannabis is also one of the drugs which cause abnormal cell division which can lead to severe hereditary defects.

Ecstasy- Risk: Tablets or pills that are sold as “ecstasy” may contain other potentially dangerous substances which can vary widely in strength and effects.

- Impaired judgment
- Confusion
- Depression
- Sleep problem
- Severe anxiety
- Paranoia
- Muscle tension
- Faintness and chills or swelling
- Involuntary teeth clenching
- Blurred vision
- Nausea
- Long-lasting brain damage affecting thought and memory
- Damage to portions of the brain that regulate critical functions such as learning, sleep and emotion
- It is as if the brain switches ad nerve ending
- Depression, anxiety, memory loss
- Kidney failure
- Hemorrhaging
- Psychosis
- Cardiovascular collapse
- Convulsions
- Death

Methamphetamine- Risk: Methamphetamine use sometimes triggers aggressive, violent and bizarre behavior among users.

Drug users can experience a severe “crash” or physical and mental breakdown after the effects of the drugs wear off.

Other serious effects can include insomnia, confusion, hallucinations, anxiety and paranoia. In some cases, use can cause convulsions that lead to death.

Long-range damage: In the long term, meth use can cause irreversible harm: increased heart rate and blood pressure; damaged blood vessels in the brain that can cause strokes or an irregular heartbeat that can, in turn, cause cardiovascular collapse or death; and liver, kidney and lung damage. Users may suffer brain damage, including memory loss and increasing inability to grasp abstract thoughts. Those who recover are usually subject to memory gaps and extreme mood swings.

Permanent damage to blood vessels of heart and brain, high blood pressure leading to heart attacks, stroke and death

- Liver, kidney and lung damage

- Destruction of tissues in nose if sniffed
- Respiratory (breathing) problems if smoked
- Infectious diseases and abscesses if injected
- Malnutrition, weight loss
- Severe tooth decay
- Disorientation, apathy, confused exhaustion
- Strong psychological dependence
- Psychosis
- Depression
- Damage to the brain similar to Alzheimer's disease, stroke and epilepsy Heroin- Risk: Users risk overdosing on heroin, which can lead to coma and death through respiratory depression.
- Bad teeth
- Inflammation of the gums
- Constipation
- Cold sweats
- Itching
- Weakening of the immune system
- Coma
- Respiratory (breathing) illnesses
- Muscular weakness, partial paralysis
- Reduced sexual capacity and long-term impotence in men
- Menstrual disturbance in women
- Inability to achieve orgasm (women and men)
- Loss of memory and intellectual performance
- Introversion
- Depression
- Pustules on the face
- Loss of appetite
- Insomnia

Frequent injections can cause collapsed veins and can lead to infections of the blood vessels and heart valves. Tuberculosis can result from the general poor condition of the body. Arthritis is another long-term result of heroin addiction.

Cocaine- Risk: Mixing cocaine with alcohol is a dangerous cocktail and can greatly increase the chances of sudden death intense depression, edginess and a craving for more of the drug. People who use it often don't eat or sleep properly. They can experience greatly increased heart rate, muscle spasms and convulsions. The drug can make people feel paranoid, angry, hostile and anxious-- even when they aren't high.

Regardless of how much of the drug is used or how frequently, cocaine increases the risk that the user will experience a heart attack, stroke, seizure or respiratory (breathing) failure, any of which can result in sudden death.

As cocaine interferes with the way the brain processes chemicals, one needs more and more of the drug just to feel “normal.”

- Permanent damage to blood vessels of heart and brain
- High blood pressure, leading to heart attacks, strokes and death
- Liver, kidney and lung damage
- Destruction of tissues in nose if sniffed
- Respiratory failure if smoked
- Infectious diseases and abscesses if injected
- Malnutrition, weight loss
- Severe tooth decay
- Auditory and tactile hallucinations
- Sexual problems, reproductive damage and infertility (for both men and women)
- Disorientation, apathy, confused exhaustion
- Irritability and mood disturbances
- Increased frequency of risky behavior
- Delirium or psychosis
- Severe depression

PHYSICAL ACTIVITY

Physical activity during your college days can have a big positive impact for the rest of a student's life. When a student comes to a college after years at a school the student has a lot more freedom while choosing a physical activity. The student should make best use of this freedom by opting for activities that are enjoyable and give a good work out at the same time.

Aim for a level that you are comfortable with at the start: Although it is great to give a fair amount of time and in that to exert significantly, one should be comfortable with the level of physical activity one undertakes. The good part is even if you do only a small amount of physical activity each day you will start to see the benefits. Even just ten minutes a day of moderate to vigorous physical activity will make a difference.

Try to reach a level that maximizes the benefits: As you will start to enjoy the small amount of physical activity you do each day you can increase it. The benefits will increase as well. Two and half hours of vigorous physical activity or five hours of moderate physical activity every week is a good target. You can spread the time over as many days as you want and

even into more than one session per day. It is good though to keep the minimum session at ten minutes.

Have a safe game or workout: If you are using equipment make sure you know all the safety precautions that are necessary to take and follow them properly. You can also avoid injuries by stretching before you exercise. Simple stretches before and after playing your sport or your workout will help you stay active and pain free

Remember though not all activities count as a workout: If you are walking while shopping then that is not sufficiently intense to count as a workout. But if you walk briskly that will count. Low intensity activity will not normally cause you to sweat or breathe faster. Moderately intense workouts will start to make that happen. And if that is happening then the activity is fine. Some activities you can take up are walking, biking, swimming, dance classes, aerobics, and various sports work outs in the gym.

Nutrition is important as well: Proper nutrition is key to getting the most from your work outs. Please do read the section on nutrition to know more.

Take medical advice if necessary: If you have health related issues or if you are physically challenged be sure to take medical advice from a professional before starting on physical activities. Based on the advice undertake a type and amount of physical activity that is appropriate for you.

HEALTHY EATING

A college student can excel more in academics, sports, cultural and pursuits if the student has healthy eating habits. Though stress and shortage of time can adversely impact the eating habits a well-planned daily nutrition intake will actually help a student better cope with stress and have more productive hours in a day.

What is Stress?

Stress is what you feel when you have to handle more than you are used to. When you are stressed your body responds as though you are in danger. It makes hormones that speed up your heart, make you breathe faster, and give you a burst of energy.

Some stress is normal and even useful. Stress can help if you need to work hard or react quickly. But if stress happens too often or lasts too long, it can cause health problems.

What Causes can cause stress. You may feel stress when you go on a job interview, take a test or run a race. These kinds of short-term stress are normal. Long-term (chronic) stress is caused by stressful situations or events that last over a long period of time, like problems at work or conflicts in your family. Over time, chronic stress can lead to severe health problems.

What are the Signs of Stress?

Feeling stress is a fact of life for most people. But it affects everyone differently. What causes stress for you may not be stressful for someone else. That's because how you view a situation affects how much stress it causes you. Only you can figure out whether you have too much stress in your life.

Why is Stress a Problem?

Stress is a physiological Problem when a human being is not able to balance their lives that create physiological tensions which are actually solved by them itself but we think it is a stress problem.

How Does Stress affect Children Teens?

Children and teens notice and react to stress in their family and also experience their own stress. It is important to recognize stress in children and teens and help them with healthy coping strategies. The strategies they learn often stay with them into adulthood. Generally, anything that may cause children fear and anxiety can cause stress. This can include being away from home, starting a new school or moving to a new location, being separated from parents or caregivers, worrying about school and getting along with others, worrying about their changing bodies, and worrying about the future.

How can I Relieve my Stress?

The best way to manage your stress is to learn healthy coping strategies, You can start practicing these tips right away. Try one or two until you find a few that work for you. Practice these techniques until they become habits you turn to when you feel stress. You can also use this coping strategies form to see how you respond to stress. Stress-relief techniques focus on relaxing your mind and your body.

TEAMWORK SKILLS

Being able to work in a team is essential when you are a part of a large endeavor. Though some persons are natural team players, for others working in a team can be a learning experience, With the right knowledge and approach we can all be good team players. Here is information to help you build the skills required to work well in a team.

CONTRIBUTE: Teamwork requires each member of the team to contribute. A member can contribute in several ways. For example with strategy suggestions, ideas and effort. Of these contributing effort is very important, teams where effort is shared work better.

COOPERATE: Team work requires cooperation. There will usually be several persons contributing and they will need to have good coordination. As a team member you should be open to working together with other members of the team.

COMMUNICATE: Team work requires good communication skills. Your team members will appreciate your inputs best when you communicate them well. So put forward your thoughts clearly and in an easy to understand way. If you feel you are not able to communicate well you should work on your communication skills.

ASSIGN ROLES & RESPONSIBILITIES: Teams usually bring together diverse talents. Therefore assigning a proper role to leverage each talent is important. There may also be hierarchy among the roles such as team leaders and group leaders. For the success of teams clarity of roles and responsibilities is very important. If you are assigned a role you should know it well and understand your responsibilities. You should communicate openly with team members while following the established culture for respecting hierarchies. You should also be ready to assign roles and plan hierarchies yourself. For this you will need to have good delegation skills and communications skills.

BE RESPECTFUL

When you work in teams you will find a variety of approaches, ideas, customs, opinions and preferences. The diversity of opinions is a key strength of a team. A key aspect of being respectful is listening attentively. You should give due consideration to the opinions of others. You should comment on the opinions respectfully. This will enable you to participate in group decision making.

BE OPEN AND SHARE YOUR THOUGHTS

An open and free exchange of ideas makes sure a team evaluates a wide range of options. Do not worry too much about how your ideas will be received. Speak your mind if you have something to say. If there is criticism of your ideas don't take it personally. You can either defend your idea or if the criticism is valid, learn from it. Good teams will encourage openness and benefit from it.

ACCEPT TEAM DECISIONS

Not everything that the team decides will be aligned with what you had wanted, A broad consensus is often not possible. One option is to be flexible, avoid conflict and let two different outlooks co-exist. It is important that once a plan has been made, everyone works to make it succeed.

BE RELIABLE

Team work depends a lot on each person fulfilling their assigned tasks. Team members who can be relied on are valued highly. Being able to work in a team will give a person a lot of strength. A person's self-belief will go up. Especially when the person realizes that others depend on the person and the trust is vindicated. A person's vision broadens with the realization that diverse talents can work together towards a common goal.

INTERPERSONAL SKILLS

On most days we need to interact with people. With some people, like our close friends, we find it is easy to interact. Though even with them sometimes the interaction does not go as we hoped it would, with other persons, for many of us, interpersonal interaction can be challenging. But we can change this by improving our interpersonal skills. Interpersonal skills are important in both the professional and personal aspects of our lives. People with

good interpersonal skills are able to understand others better and communicate better as well. This helps them interact with others confidently.

You can improve your interpersonal skills

You do not have to change a lot to improve your interpersonal skills. By being aware of how you interact and a little practice, you can learn to interact with ease and confidence.

Improve your communication skills

Communicating well is very important for good interpersonal skills. Therefore if you feel you are not able to get your views across, you should work on your communication skills.

Handle problems well

Often interpersonal interactions require tackling small or big problems. Other than the solution that you may identify, how you react and try to solve the problem is important. Staying calm and making a sincere attempt to resolve the issue will help make the interpersonal interaction meaningful. It will help to solve the problem. It will avoid the interaction breaking down and adding to the problems. Staying calm is also important because if you are stressed you will not be able to communicate well.

Be good at making decisions when others are participating

Another time when interpersonal skills are tested is when a decision is to be made. There can be diverse opinions. The quality of the interaction depends on how the options are presented and evaluated. And on how finally, a decision is made. It is best to present your option with its rationale and listen to the opinions of others sincerely. Then you can go with the option that makes the most sense. Whether it is yours or that suggested by someone else.

Be assertive if you need to be

Having good interpersonal skills does not mean you need to change yourself and fit in. That may not be what you would like to do. In fact people will appreciate, that you stand your ground, if they feel you have justified it. Even if they do not agree with you, however for that it is important that you put forward your reasons properly.

Approach difficult situations with care

In difficult communication situations our ability to manage our emotions is important. We also need to be aware of the emotions of the other persons(s) involved. We should anticipate how they would be affected by the difficult communication and provide for that. If required we should give time to the other persons to compose themselves if they have been overcome. Often a communication is difficult because it involves change. It is good at such times to understand change. Rather than simply react to it negatively, as it is an end to a familiar way of doing things. Change brings with it a whole set of new opportunities and

change is also inevitable. Having a positive attitude towards change and being able to communicate it, is important for managing difficult situations.

Conflict & conflict resolution

Conflicts and attempt to resolve them test out interpersonal skills a lot. Conflicts also rarely result in discussing an issue well and lead to nothing but bruised egos. If you are getting into a conflict like situation you should be careful. You should keep your emotions in check and keep the communication polite. You should articulate your view point and reasoning in a calm manner. This will help prevent things from getting aggravated. Do not get personal and do not let your tone carry messages that your words do not mean. When trying to resolve a conflict it is not necessary to back down or concede a point that you do not wish to concede. A common reason for a conflict is that some person or persons are not aware of the relevant details. They make incorrect assumptions which leads to a conflict. This can be resolved relatively easily, if everyone goes through the relevant details carefully. If a conflict seems imminent, you can move away from it. You can step away from the conversation, or agree to disagree, or you could request an intervention. You can even go ahead and just say what you have to, but do not be rude, insulting or show someone else down. If you are able to take the heat out of the conversation, it is quite possible that a mutually acceptable solution emerges. Human history is filled with instances of divergent views getting reconciled or co-existing. There are many conflict free methods of discussing issues where opinions differ. You can choose an option to properly debate the issue in a conflict free manner.

Have respect for the individual

An important aspect of interpersonal interaction is respect for the individual. You can choose the people you admire but you should not be selective about respecting people. You should respect everyone. And make sure respect for the individual is a principle you live by. When you show respect people will listen more willingly to you and will open up more to you. If you interact respectfully with people, irrespective of hierarchy, you will get respect in return. Once there is mutual respect the interaction become easy. You will find that you are able express deeper thoughts to people with whom you enjoy mutual respect.

What to Do If a Friends is Trying a Drug

When the people we care about make bad choice, it can be tough for us. We may have lots in common and that can be confusing, and a little depressing. Still, we should be there for our friends and also try to be a good role model for them by making good choices ourselves. Taking to drugs can mean that your friend will not fulfill the personal potential to do well for herself or himself and to contribute to the society.

Once the challenge is recognized though there is now a lot of help on offer. So if you decide to confront the issue you will not be alone. We now know more about how drugs and drug

addiction can be treated. People are able to stop abusing drugs and resume leading productive lives.

An important questions is: What should I do if one of my friends is using drugs

1. First understand the importance of the situation. Your friend needs help. Those into drugs are unable to help themselves. Your friend could end up with a story like one of those you see on the before and after doing drugs videos on this site.
2. Understand that addiction is a brain disease. And the patient may not be able to cure the disease by him or herself. Your friend will need the help of a doctor, the right treatment, and support from family and friends. You can't expect your friend to heal him or herself.
3. Just telling your friend that you're concerned can be a big help. Your friend may not want to talk about it, and the effects that drugs have on the brain may keep him or her from "hearing" you or acting on your advice. But it gets the conversation started.
4. Assure your friend you are there for him or her and that he or she is not alone. People with drug problems often have gotten in with the wrong set "friends"—and they don't want to turn away from these so-called friends for fear of being alone.
5. A good thing to do is keep your friend away from situations or places which might entice them—like say a notorious hang out place or other people who are into drugs. Rather, show them some other things to do to keep themselves busy.
6. Find out how bad it is. If your friend is fully addicted to a drug you will need help to be able to help your friend. Having a friend who is into drugs is not easy. You should find a way to share the burden and not stress yourself too much.
7. Irrespective of how bad it is suggest that he or she speak to a trusted adult who will keep it confidential. May be there's a family friend who could help.
8. Expect it to be challenging. Your friend who is into drugs however will not share your concerns. You should know that it is never easy for anyone to admit that they have a drug problem. You will need to be patient—and not give up easily.
9. If they are resistant to help, see if you can at least convince them to get an evaluation from a doctor.
10. You can get contact information of drug counselors and leave the information with your friend. Most drugs addictions cause pain, sorrow and anxiety and at such a time the friend should be able to start solving the problem.

TREATMENT

Even if your friend starts considering treatment the battle will not have been won. You will still have a few challenges to overcome.

1. If your friend has considered treatment, but is afraid of what others will think, you should let your friend know that friends and family members will be compassionate if they see a person is making a sincere effort to recover from a substance use problem. You can also reassure your friend that laws protect the privacy of a person seeking drug treatment—or in fact, any medical treatment. Healthcare providers cannot share information with anyone else without a patient's permission.
2. Your friend may be afraid of being forced to stop using drugs and the consequences of that. You should let your friend know that this is a common fear. You can assure the person you care about professional treatment centers will keep them safe and as comfortable as possible if a detoxification process is needed.
3. It may be that your friend is depressed and into drugs. This is quite common and it can be quite frustrating. But is not as bad a situation as it may appear. Your friend can get treated for both.
4. You should turn to a professional for immediate help if the problem looks to be too big for you to handle alone, or if you're worried your friend may have suicidal thoughts that he or she could act on.

With the proper help and support, many drug users have been able to overcome their drug problem without lasting harm being caused to them. Other drug users realize the grave harm being done on their own when they are further down the road and have hit rock bottom. They have a miserable life. Your timely intervention can prevent this from happening to a friend.

QUIT SMOKING

What's in the Cigarette I Smoke?

Your body gets more than nicotine when you smoke a cigarette. There are more than 4,000 chemicals in cigarette smoke. Some of them are also in wood varnish, the insect poison DDT, arsenic, nail polish remover, and rat poison. The ashes, tar,. Gases, and other poisons in cigarettes harm your body over time, They damage your heart and lungs. They also make it harder for you to taste and smell things and fight infections.

Why Should I Quit Smoking Cigarettes?

You should quit smoking cigarettes so you may feel better and live longer. Quitting will lower your chances of having a heart attack, stroke, or some types of cancer. The people you live with, especially children, will be healthier is you quit smoking. If you are pregnant, you will improve your chances of having a healthy baby. And you will have extra money to spend on this other than cigarettes.

Why is Quitting Smoking so Hard?

Many ex-smokers say quitting was the hardest thing they ever did. Do you feel hooked on cigarettes? You're probably addicted to nicotine. Nicotine is in all tobacco products. It

temporarily makes you feel calm and satisfied, At the same time, you feel more alert and focused. The more you smoke the more nicotine you need to feel good. Soon, you don't feel "normal" without nicotine, It takes time to break free from nicotine addiction, It may take more than one try to quit for good. So don't give up too soon. You will feel good again, Quitting is also hard because smoking is a big part of your life. You enjoy holding cigarettes and puffing on them. You may smoke when you are stressed, bored, or angry. After months and years of lighting up, smoking becomes part of your daily routine, You may light up without even thinking about it. Smoking goes with other things, too. nYou may light up when you feel a certain way or do certain things.

For example:

- Drinking coffee, wine, or beer
- Talking on the phone
- Driving
- Being with other smokers

You may even feel uncomfortable not smoking at times or in places where you usually have a cigarette. These times and places are called "triggers." That's because they trigger, or turn on, cigarette cravings. Breaking these habits is the hardest part of quitting for some smokers. Quitting isn't easy. It may take several tries. But you learn something each time you try. It takes willpower and strength to beat your addiction to nicotine. Remember that millions of people have quit smoking for good. You can be one of them!

What are the Health Consequences of Smoking Cigarettes?

Smoking cigarettes harms nearly every organ of the body, causing many diseases and reducing the health of smokers in general. The list of diseases caused by smoking has been expanded to include abdominal aortic aneurysm, acute myeloid leukemia, cataracts, cervical cancer, kidney cancer, pancreatic cancer, pneumonia, periodontitis, and stomach cancer. These are in addition to diseases previously known to be caused by smoking, including bladder, esophageal, laryngeal, lung, oral, and throat cancers, chronic lung diseases, coronary heart and cardiovascular disease, as well as reproductive effects and sudden infant death syndrome.

What is First thing I Need to do once I've decided to quit Smoking?

You should set a quit—the day when you will quit smoking and break free of your tobacco addiction. Then, consider visiting your doctor or other health care provider before the quit date. She or he can help by providing practical advice and recommending any tobacco replacement or medication that may work best for you.

How will I feel when I Quit Smoking? Will I Gain Weight?

Many smokers gain weight when they quit, but it is usually less than 10 pounds. Eat a healthy diet, stay active, and try not to let weight gain distract you from your main goal—

quitting smoking. Some of the medications to help you quit smoking may help delay weight gain.

What should I Do If I need more help to Quit Smoking?

Get individual, group, or telephone counseling to help you quit smoking. The more counseling you get, the better your chances are of quitting for good. Programs are given at local hospitals and health centers. Call your local health department for information about programs in your area. Also, talk with your doctor or other health care provider.

What about e-cigarettes?

There is not enough research to show that e-cigarettes can help you quit smoking. The long-term health impact of using them is not yet known. And, they are not regulated by the FDA at this time. While likely less toxic than cigarette smoking, e-cigarette vapor still may contain low levels of toxic chemicals, nicotine and metals. You should first try to quit smoking using the strategies and medicines for smoking cessation. If repeated efforts with these treatments do not work for you, you may talk to your healthcare provider about e-cigarettes as a possible alternative to smoking. If you do switch from a traditional cigarette to an e-cigarette, it should not be a long-term solution. You should still work to identify and commit to a specific “quit date” for both traditional and e-cigarettes.

ACTIVITIES 4

Sharing of positive comments among students helps build a sense of worth, nurtures a feeling of belonging and develops trust.

Group of students can have fun time together where people can open up by answering questions such as:

What is your best way to spend a holiday.

What would I do if I had all the knowledge in the world.

What would I do if I had all the money in the world.

Students can also reflect and share significant aspects of their life to others. They can share what they believe are positive personal qualities, values, hopes and dreams. Observing other students and noting their positive qualities and abilities will help one recognize one's own strength better.

PHYSICAL ACTIVITY

Physical activity during your college days can have a big positive impact for the rest of a student's life. When a student comes to a college after years at a school the student has a lot more freedom while choosing a physical activity. The student should make the best use of this freedom while choosing a physical activity. The student should make the best use of this freedom by opting for activities that are enjoyable and give a good work out at the same time.

ACTIVITIES 1

1. Students record their own food choices for each day over a week and compare it with the recommendations. They discuss the differences and identify some food choices they could make to meet the recommendations.

2. Daily physical activity:

Students try strength, endurance and flexibility activities. They record their own daily activity and compare it with the recommendations.

3. Community activity:

Students can plan an event to discuss how to incorporate healthy choices into their daily lives.

ACTIVITIES 2

There may already be social service based initiatives being undertaken by your college. A student can take part in such an existing initiative.

Students can also form a small group and do social service by visiting old age homes, orphanages, anganwadis, hospitals, municipal schools.

After their initial visit they will be able to plan how best to make a difference.

ACTIVITIES 3

Have discussions on issues where one encounters diverse opinions. Encourage each member in the group to articulate the rationale and justification for the opinion. Be pleasant and patiently listen to one another. Each member should analyze the thinking of others and where the method or view of someone else makes better sense the member should pick up the learning.

Practice doing things that you can change harmlessly. For example, dress differently than you normally do. You may find out that the consequences of being different are not as catastrophic as you imagine. It will stretch the horizon for what you choose to do on your own and you are happy doing.

Identify an issue you want to understand better and use your spare time to see things from different perspectives about the issue. See if you need to redefine your thinking on the issue.

Appendix A3

Extension and Institutional Social Responsibility Policy⁸

Preamble: Education without social responsibility is meaningless. Teaching, Research and Extension are the classical responsibilities of Universities around the world. While the first two are more or less clearly defined and continuously debated and improved, the third dimension remains relatively low key and unstructured. Extension activity is any activity aimed at communicating the teaching & research knowledge of the University to the outside world. The University of Kerala has an exclusive Adult, Continuing Education and Extension centre[which received the NLM-UNESCO award in 2005]. The teaching and research Departments are by and large disconnected from the above Centre. There are also other centers/initiatives like Centre for Gandhian Studies and National Service Scheme Unit which provide excellent societal engagements. It is found that the extension activities by Teaching & Research Departments leveraging on their intellectual capital are sporadic and unplanned. This policy document addresses this area to give a direction to the Teaching & Research Departments of the University of Kerala.

Three Levels of Extension: The extension activities of the Teaching & research Departments of University of Kerala shall be at three levels, with specific target groups at each level and suitable means and tools corresponding to them. The first two levels are perhaps by and large automatically taken care of in the teaching & research activities. Level 3 requires concerted effort and planning to realize.

Level 1: Propagating research results of the Department to peers groups. The target group is peer researchers outside the University. Other University Departments, R&D organizations and industries or business houses or learned societies/academies in the related area. The tools are: Participation in conferences, Organization of conferences, Dept journals, Research Bulletins and newsletters, web site deployment etc.

Level 2: Propagating standard knowledge in the subject to the academic community outside the Dept. The target groups are teachers and students (including prospective) in affiliated colleges and other institutions, in the concerned/allied areas. The tools are Seminars, Open houses, Exhibitions, Open access e-Content, publication of text books.

Level 3: Propagating useful knowledge to the society at large, to the common woman. Target group: School Students, Local Self-Government, Residents Associations, NGOs, organizations and general public. The tools are: Articles in mass media, talks in Radio and TV, Posts in social media, Leaflets, Posters, Exhibitions, Camps, School Visits, Open houses, popular writings in local language.

Societal Engagement for reverse flow of knowledge: University of Kerala recognizes that

⁸ Drafted by a Committee consisting of Dr. S. Venumohan (SDE), Dr. Shaji. A. (SDE), Smt. Manju. V. N (Mathematics).

while it is constantly churning out knowledge and looks at its responsibility to spread the same in the society, it also recognizes the need and value of knowledge flow from the society to the University. The Departments shall therefore exploit the societal engagement opportunities to tap societal knowledge, both traditional and current, to enrich its own research and teaching. Also, societal engagements serve to identify problems faced by the society which can be used in planning their research activities.

Each teaching & research Dept of the University of Kerala shall make conscious efforts to organise number of activities at all the levels mentioned above as the department councils deem fit. The Departments shall evaluate the effects and constantly attempt to improve the same. The Departments shall consider collaborative ventures at School level to pool resources. The Departments shall ensure involvement of all students and research scholars in extension activities to encourage societal outlook among them.

Institutional Social Responsibility: Towards fulfilling institutional social responsibility of the University of Kerala, the following approaches shall be strengthened: **(a)Charitable activities:** Vice-chancellors benevolent fund (“**Santhwanam**”) shall be established to support economically challenged students and also cases of trauma. **(b)Observation of important days:** All Departments and arms of the University shall observe the following days with effective programmes (1) World Environment Day (June 5) (2) World Blood Donation Day (14 June) (3) World Population Day (July 11) (4) Independence Day (August 15) (5) World Literacy Day (September 9) (6) NSS Day (24 September) (7) National Blood Donation Day (1 October) (8) National Integration Day (19 November), (9) World Aids Day (1 December) (10) Anti-Narcotic Day (26 June) and Republic Day (26 January). **(c) Gender Sensitisation Programmes:** Several awareness programmes shall be organized for the benefit of the girl students. Programmes like guidance and counseling, and training and welfare programmes for women shall also be arranged both in the institutional level as well as community level. Awareness talks related to dignity of girl child, women empowerment, women and law, violence and atrocities against women, entrepreneurial skill development for women, personality leadership and capacity building programmes, seminars on cybercrime, law and ethics, women response to social change and progress, mental and reproductive health, building self-esteem, etc. shall be organized. **(d)National Service Scheme:** The University of Kerala has a unique track record in the National Service Scheme activities and has bagged several awards and honors including Indira Gandhi National NSS awards. The activities of the NSS shall be further extended both at the University level as well as at the community level. **(e)Counseling and Career Guidance:** There is career guidance and counseling centre functioning in the University and it shall be strengthened continuously.

Appendix A4

Report on Innovation Contest-16

(A Contest to ignite ideas on improving household items)



DEPARTMENT OF
**COMPUTATIONAL BIOLOGY
AND BIOINFORMATICS**

University of Kerala
2016

Appendix A5



Two Day Workshop on
'Process-Oriented Guided Inquiry Learning (POGIL)'
By Dr. Clif Kussmaul, Muhlenberg College, USA



25th & 26th November 2016

Venue : Dept. of Computational Biology & Bioinformatics, Karyavattom

Organized by Internal Quality Assurance Cell (IQAC), UoK

In association with FLAIR, Govt. of Kerala

Registration Fee Rs 200/- (For external participants)

Registration through email : axisaparna@gmail.com

Programme Schedule

25-11-2016:

- **Introduction to POGIL, Structure of POGIL Activities - Dr. Clif Kussmaul**
- **Innovating Teaching & Learning - Dr. Achuthsankar S. Nair**

26-11-2016:

- **Classroom Facilitation, Creating Learning Objectives, Creating Robust Models - Dr. Clif Kussmaul**
- **Assessment for learning - Dr. K. P. Jaikiran**

Appendix A6

Report on Workshop on Process Oriented guided Inquiry learning (POGIL)



The Internal Quality Assurance Cell (IQAC), University of Kerala in Association with FLAIR, Govt. Of Kerala organized a two day workshop on “Process-Oriented Guided Inquiry Learning (POGIL)” at Department of Computational Biology and Bioinformatics on 25th and 26th November 2016. The inauguration ceremony was held at Darwin-Babbage seminar hall at Department of Computational Biology and Bioinformatics. Dr. Baboo M. Nair, Emeritus professor, Lund University officially inaugurated the function. Dr. K. P. Jaikiran, Director Flair presided over the function. Dr. Achuthsankar S. Nair, Director, IQAC; Dr. Clif Kussmaul (Muhlenberg College USA), Dr. R. Dilip, Joint Registrar, Kerala University; Dr. Rajoo Krishnan, programme Director, ASAP were the other eminent personalities who made their presence in the inaugural ceremony. Over 38 participants joined the POGIL two day workshop, of which 31 were from University of Kerala, four external participants and three participants from the co- organizer FLAIR, Govt. of Kerala.

POGIL is a student centered group learning strategy developed through research on how students learn best. The workshop provided an excellent opportunity to review the POGIL activities in depth starting from basic Teaching and learning methodology to self-assessments. Dr. Clif Kussmaul (Muhlenberg College USA), Dr. K. P. Jaikiran and Dr. Achuthsankar S. Nair were the key resource persons. The workshop dived through state of art handouts which made the participants interactive throughout the sessions. The sessions by Clif emphasized mainly on Importance of POGIL activities and Structure of the POGIL activities. The session on Teaching and Learning Innovating by Dr. Achuthsankar S. Nair made a quick vibe among all participants which mainly pointed out the importance in making the students understand the need of learning rather than a mark based learning strategy. Dr. K. P. Jaikiran concluded the workshop by presenting a session on Assessment of learning. A small valedictory function has been organized to acknowledge the support we got from our Key resource person Dr. Clif Kussmaul, USA. He was presented with a traditional keralite artefact as our token of love, who expressed his wish to continue collaborating with University of Kerala in coming ventures like POGIL.

Appendix A7

Professional Development Programme Report 2016

As per the IQAC decision of Item No.Q3.11.16 approved by the Hon'ble Vice Chancellor, Dr. K.S. Chandrasekar, Professor and Head, IMK was authorised to plan and conduct the Professional Development Programme aimed at the Assistant Professors of the University who are recent recruiters. Accordingly a mail was sent to all the departments to nominate one Assistant Professor and there were 27 confirmed participants for the programme. The Professional Development Programme was held on 8th and 9th of November at the HRDC, University of Kerala. The salient aspects of the programme and a general introduction were given by the Coordinator, Dr. K.S. Chandrasekar. It was followed by a lecture on University, Act, Statutes and relevant info for the new faculty by Mr. Vijayakumar, Section officer, IQAC. The afternoon session had Dr. Vinod Chandra, Director-Computer centre delivering a lecture on our IT infrastructure. Next day the first session was handled by Dr. S.V. Sudheer, Director, HRDC on NAAC. The second session was handled by the Coordinator, Dr. K.S. Chandrasekar on Entrepreneurship cell, Finishing school, Incubation centre and the need for team working. The final session was handled by Dr. Achuthsankar S. Nair who elaborated on the IQAC activities including the AQAR and other relevant information for the Asst. Professors. Overall the programme was well accepted by the faculty based on the feedback received and they rated highly the support given by HRDC.



Appendix A8



IQAC, UNIVERSITY OF KERALA

ANNUAL SURVEY & DATA COLLECTION FROM RESEARCH SCHOLARS (2016)

1. Name.....
2. Centre of Research.....FT/PT
3. Name of Guide (s):
4. Title of Research:
5. Present Year (Please): Year 1 Year 2 Year 3..... Year 4..... Year 5
6. Whether in receipt of fellowship? Yes/No
(a) If yes, amount per month:..... (b) Source/Scheme of fellowship:.....
7. Have you won any awards for conference presentations/science congress/seminar/academic competitions? etc. (or any distinction of any kind) in 2016? If yes, please specify full details:
8. Did you publish in 2016? List them in standard reference format please attach separate sheet if needed).
9. Did you attend seminars/conferences in 2016? Give details
10. If you are an S&T student, do you have any plans to patent? Yes/No
11. Have you used INFLIBNET in 2016? Yes/No
12. Have you used any e-journals for references in 2016? Yes/No
13. Are you aware of software called URKUND? Yes/No
14. Are you aware of the issue of plagiarism? Yes/No
15. Pleased tick libraries you used in 2016:
☐ Department Library
☐ Kerala University Library, Palayam.
☐ Campus Library
☐ Libraries of other Depts. in the Campus
☐ Other libraries outside the University (Please indicate.....)
16. Are you aware of scholar.google.com website? Yes/No
17. Are you happy with the progress of your research? Giving a % of satisfaction

18. Are you happy with research facilities available to you? Give a % of satisfaction:
19. How many times do you typically rewrite research article or thesis chapter before finalizing it?
20. Have you established contacts with/communicated with researchers in your field (students/experts)
- (i) Outside University of Kerala but within India? Yes/No.
- (ii) Outside the Country: Yes/No
21. How will your research help you?
22. How will your research help the society?
23. What is your plan after completing research?
- ☐ To look for a job in industry
- ☐ To look for a teaching job in college
- ☐ To look a teaching job in school
- ☐ To do Post-Doctoral Fellowship (PDF) in India/abroad
- ☐ To start a initiative/company/organization of my own
- ☐ Others, please indicate.....
24. If you were given opportunity to do a short INTERNSHIP at an Industry/Company/R&D Institution/Organization, which institution would you wish to select? Name 3.
25. What are your suggestions for improving quality of research in University of Kerala?
26. How often do you meet your research supervisor in a month?: 1. Everyday 2.Once in a week 3. Twice in a month 4. Never
27. In your opinion, which mode is more effective to contact your research supervisor? Pls circle: 1. Through Email 2. In person 3. Telephone
28. How often do you submit your work report to the Research supervisor? Pls circle: 1. Every month 2. Once in three months 3. Once in a year 4.Never
29. Do you get enough suggestions from your supervisor for the work you have done so far: Pls circle: 1. Always 2. Sometimes 3.Never
30. If yes, do you follow the supervisor's suggestions and make adequate corrections in your work: Pls circle: 1. To a great extent 2. To some extent 3. Not at all.

Appendix A9

Student feedback (2016)

UNIVERSITY OF KERALA
SUMMARY OF AVERAGES OF STUDENT FEEDBACK 2016

Item	Science and Technology departments										Social sciences departments										Arts and Humanities department										All dep'ts																																																		
	Agric & Fisheries	Biotechnology	Biomedicines	Chemistry	Comp Science	Damography	Environ Science	Future Studies	Geology	Mathematics	Optoelectronics	Physics	Statistics	Zoology	Archaeology	Commerce	Economics	Education	History	MK	Islamic studies	Law	Political science	Psychology	Sociology	Question Average	Arabic	Comm & Journalism	English	German		Hindi	Literary & InbScience	Malayalam	Music	Orl & Manuscripts	Philosophy	Russian	Sanskrit	Tamil	Question Average																																								
1	7.96	8.19	8.6	8.2	8.26	7.87	8.28	7.87	7.73	7.5	7.9	7.24	8.16	7.44	8.87	8.34	8.03	8.05	7.77	7.6	7.37	8.11	7.32	7.49	7.87	7.95	7.48	7.7	7.7	8.22	7.66	8.09	7.27	8.46	7.1	7.34	7.69	3.48	8.86	7.9	8.42	8.88	8.7	8.08	7.94																																				
2	7.81	8.23	8.54	7.53	8.15	7.09	8.05	7.85	7.27	7.4	7.74	7.46	8.25	8.96	8.75	8.04	7.31	7.02	7.82	7.37	7.34	7.73	6.7	6.95	7.52	7.87	7.24	7.58	7.36	8.08	7.53	7.88	7.27	8.43	6.5	6.78	7.58	8.3	8.33	7.81	8.07	8.77	8.72	7.95	7.87																																				
3	7.94	8.42	8.91	6.93	8.31	6.87	8.21	7.77	7.24	7.79	7.38	7.92	8.37	7.37	8.85	8.25	7.94	6.77	7.84	7.37	7.43	6.36	7.36	7.63	8.11	7.31	7.77	7.43	7.57	7.85	8.07	7.52	8.47	6.62	7.34	7.95	8.24	8.67	7.69	8.7	8.75	8.73	8.07	7.81																																					
4	7.83	8.37	8.78	7.87	7.13	7.82	7.46	7.25	7.33	7.46	7.31	8.39	6.71	8.72	7.46	7.57	7.13	7.79	7.27	7.3	7.85	6.35	6.6	7.49	7.59	7.35	7.53	7.43	7.85	7.84	7.83	7.3	8.61	6.68	7.28	7.1	7.99	8.5	7.7	7.68	6.53	8.39	7.68	7.52																																					
5	7.78	8.55	8.44	7.79	8.06	7.12	7.94	7.71	7.67	7.42	7.28	7.58	8.57	7.11	8.65	7.89	7.35	7.02	7.54	7.27	7.9	6.46	7.12	7.45	7.77	7.58	7.79	7.43	7.53	7.84	7.88	7.92	8.6	6.59	7.1	7.22	8.1	8.33	7.56	7.97	8.32	8.49	7.83	7.7																																					
6	7.95	8.41	5.09	7.91	7.94	6.84	7.91	5.95	7.05	6.94	7.2	6.75	8.21	6.8	7.35	7.38	7.2	7.61	7.51	7.33	7.73	8.24	6.4	6.77	6.8	7.38	7.47	7.13	7.72	7.65	7.76	7.41	8.42	6.43	6.18	7.32	7.86	8.08	7.67	7.55	8.11	7.66	7.36																																						
7	7.41	8.19	5.46	7.71	8.1	7.16	7.8	7.09	7.45	7.31	7.47	6.97	7.9	6.59	8.72	7.84	6.56	7.81	7.45	7.13	7.88	6.28	6.41	7.76	7.88	7.47	7.37	7.25	7.75	7.89	7.95	7.22	8.47	6.02	6.83	7.2	7.98	7.58	7.61	7.73	8.23	7.95	7.65	7.46																																					
8	7.87	8.05	8.75	6.28	8.27	5.67	8.34	7.53	7.31	8.54	7.89	6.97	7.74	6.54	6.23	6.45	6.31	7.14	6.23	6.45	6.31	3.97	6.58	5.38	7.49	5	6.2	6.07	6.31	6.85	5.67	7.16	5.32	4.38	4.27	7.63	4.83	3.56	6.13	5.74	6.3	4.3	5.7	6.06	6.4																																				
9	7.42	8.05	8.69	6.42	7.66	4.76	6.91	5.78	7.55	5.69	7.14	7.09	6.43	8.84	7.94	6.87	6.52	6.99	5.88	6.42	5.93	5.23	4.19	6.64	5.27	6.85	3.81	5.8	6.61	6.37	6.86	5.21	4.89	6.61	5.39	4.22	5.18	4.61	7.7	3.24	5.01	7.11	5.7	6.06	6.4																																				
10	7.23	8.06	8.61	6.88	7.67	6.03	7.96	5.15	7.23	7.8	5.85	4.78	7.39	7	8.53	7.95	7.23	5.85	7.45	6.73	7.21	7.23	5.93	5.23	7.78	6.38	7.09	6.29	6.71	7.14	7.08	7.54	7.51	6.45	7.4	5.8	5.41	7.2	6.68	7.67	7.44	7.76	6.82	6.99	6.98																																				
11	8.16	7.96	8.64	7.4	8.2	7.63	7	8.13	6.33	6.33	7.63	7.13	9.05	8.08	8.84	8.3	7.87	6.87	8.28	7.56	7.26	8.21	4.95	8.01	6.98	7.81	8.15	6.44	7.3	8.1	7.9	8.34	6.42	8.58	6.72	7.42	7.04	8.15	7.69	7.63	7.39	8.22	8.5	7.75	7.57																																				
12	8.92	8.39	7.57	8.24	7.29	7.97	7.17	7.49	7.53	7.34	7.48	8.4	7.46	8.75	8.14	7.46	8.32	6.08	7.51	7.76	7.72	6.79	7.33	7.37	7.59	7.58	7.36	7.45	8.52	7.04	6.66	7	8.13	8.39	7.68	8.28	8.71	8.27	7.88	7.69	7.88	7.89																																							
13	7.81	8.36	8.87	8.7	8.48	6.81	8.05	7.77	8.29	6.97	7.88	6.92	7.8	7.3	8.15	7.33	6.65	8.21	7.59	6.99	8	4.5	7.44	7.4	7.41	7.64	7	7.17	8.26	8.05	8.42	5.66	8.5	6.61	6.97	7.36	7.84	8.13	7.71	7.26	8.52	8.15	7.69	7.6																																					
14	7.66	8.33	8.46	8.01	8.04	7.85	7.92	7.14	7.39	7.34	7.68	7.48	7.41	7.32	8.79	8.14	7.85	7.15	8.14	7.47	7.75	8.25	8.1	8.28	7.75	7.74	7.75	7.76	7.71	7.29	7.77	8.02	7.68	8.49	7.62	7.57	7.36	8.43	8.01	7.92	8.32	8.51	7.81	7.89																																					
15	7.72	8.28	8.76	8.37	8.25	8.14	8.14	6.8	7.82	7.85	8.19	7.39	8.44	7.53	8.87	8.57	8.06	6.95	8.36	7.73	7.26	8.37	6.61	8.19	7.43	7.72	7.37	7.8	7.62	7.94	8.22	7.68	8.49	7.31	7.42	7.29	7.36	8.31	7.71	7.78	8.37	8.68	7.93	7.88																																					
Dept Avg	7.76	8.24	8	7.54	8.07	6.92	7.86	7.07	7.33	7.39	7.23	6.37	8.26	7.68	8.74	8.03	6.87	7.76	7.26	7.19	7.87	6.13	6.76	7.39	7.34	7.4	6.98	7.5	7.76	7.55	7.79	7.01	7.89	6.92	6.76	6.89	7.83	7.7	7.71	7.44	7.82	7.98	7.89																																						
Total Avg	7.62																																								7.17	7.5																																							
Unl Avg	7.43																																								7.43	7.43																																							

Feedback items

Over all the courses was an excellent one

The teacher motivated me

The teacher treated all students fairly equal

The teacher gave interesting assignment.

The teacher encouraged students to ask questions.

The assignments were valued and returned with helpful comments.

In addition to topics in syllabus, general perspective was also given.

The teacher used multimedia presentations in some classes:

The teacher uses the smart class rooms.

10. The teacher suggested web resources

11. Enough books were available in Dept. Library, related to the course

12. Aims and objectives of the course was explained clearly to students

13. A course bulletin / brochure was issued in the beginner of semester.

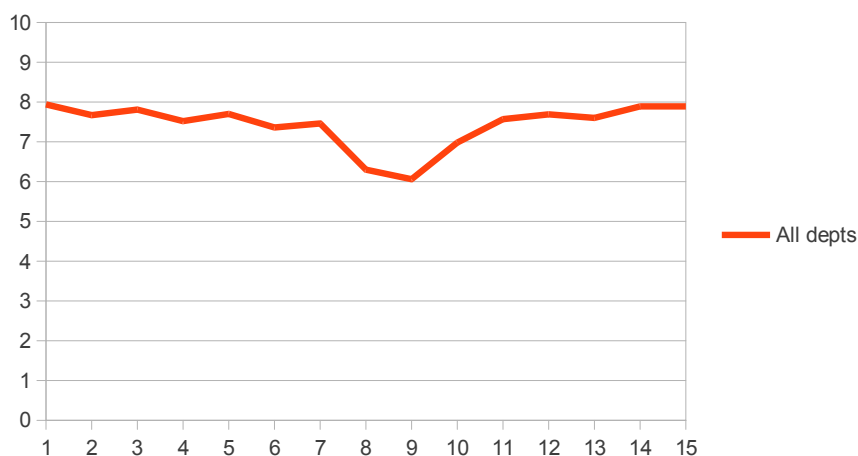
14. I was fully involved in the course

15. I will recommend this course to junior students

ANNUAL STUDENT FEEDBACK 2016: EXECUTIVE SUMMARY

Department	2016	2015
Arts and Humanities	7.5	6.9
Science and Technology	7.62	7.3
Social Science	7.17	7.2
University Average	7.43	7.13

The rating of the University by the students has increased by 4.2% in 2016 compared to previous year. The Arts and Humanities departments showed the highest improvement of 8.69%, followed by Science and Technology with an improvement of 4.38%. The rating for Social Science departments went down by 0.42%.

GRAPHIC PROFILE SUMMARY OF STUDENT FEEDBACK 2016

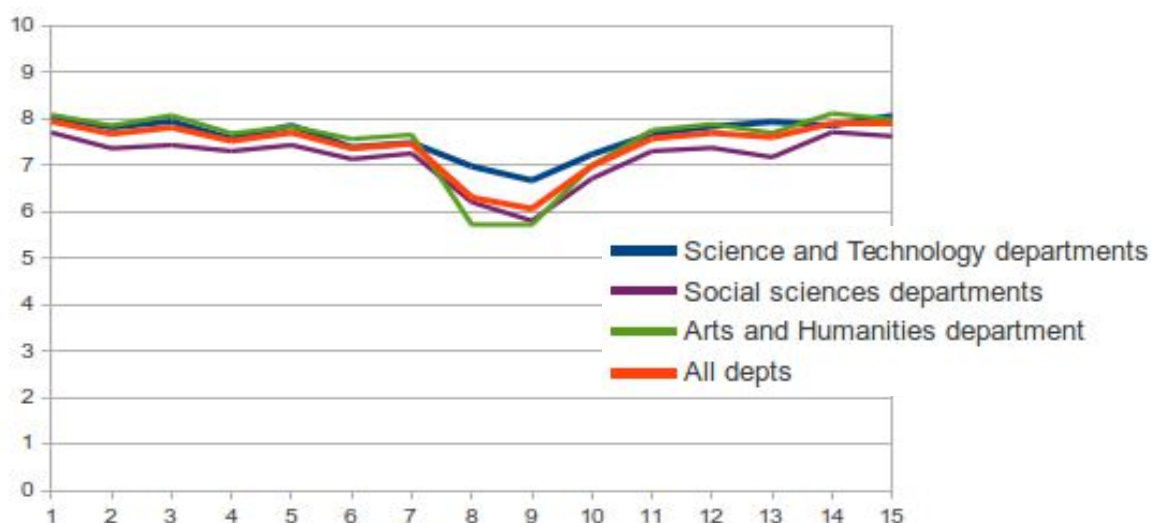
X-axis: Feedback Questions; Y-Axis: Average Score

Feedback Questions

1. Over all the courses was an excellent one
2. The teacher motivated me
3. The teacher treated all students fairly equal
4. The teacher gave interesting assignment.
- 5 The teacher encouraged students to ask questions.
6. The assignments were valued and returned with helpful comments.
7. In addition to topics in syllabus, general perspective was also given.
8. The teacher used multimedia presentations in some classes.
9. The teacher uses the smart class rooms.
10. The teacher suggested web resources
11. Enough books were available in Dept. Library, related to the course
12. Aims and objectives of the course was explained clearly to students
13. A course bulletin / brochure was issued in the beginner of semester
14. I was fully involved in the course
15. I will recommend this course to junior students

**UNIVERSITY OF KERALA
GRAPHIC PROFILE SUMMARY OF STUDENT FEEDBACK 2016**

**Comparison of University feedback with feedbacks from S&T, Social
Science and Arts & Humanities streams**



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