



MINUTES

16th MEETING OF IQAC

Held on 28-09-2020



UNIVERSITY OF KERALA

Minutes

16th Meeting of IQAC, University of Kerala (ONLINE)

Date: 28.09.2020

Day: Monday

Time: 3.30 p.m.

INDEX

Item No.	Item	Page No.
Items for Consideration		
XVI.01	Approval of the minutes of 15 th meeting of IQAC held on 13.08.2020	3
XVI.02	Action Taken Report on decisions of the 15 th meeting of IQAC held on 13.08.2020	3
XVI.03	IQAC office at Kariavattom Campus	5
XVI.04	Certificate of appreciation for NAAC Directorate members	5
XVI.05	NAAC Accreditation - Co-opting members under NAAC Directorate committees and seeking services of Computer Assistants	5
XVI.06	University Merit Scholarship - Inclusion of two PG courses	5
XVI.07	Proposal for starting of the Master of Science Programme on Entrepreneurship (MS Entrepreneurship)	5
Items for Reporting		
XVI.08	Meeting of Special Purpose Action Committee on 24 th August 2020	6
XVI.09	Meeting of Directors and Joint Directors of IQAC and NAAC Directorate on 25 th August 2020	6
XVI.10	Meeting of NAAC Directorate on 11 th September 2020	6
XVI.11	Constitution and first meeting of committee for drafting and editing content for SSR	6
XVI.12	Times Higher Education World University Rankings - Constitution of committee to enable University of Kerala to participate	7
XVI.13	QS India University Rankings - Constitution of committee to enable University of Kerala to participate	7
Additional Items approved by the Chair		
XVI.14	Online training on LMS and e-content preparation	7
XVI.15	New programmes including interactive programme	7
XVI.16	Follow up training on LMS	8
XVI.17	Start up grant for research	8
XVI.18	Showcasing University of Kerala activities	8

Members:**Present:**

1. Prof. V. P. Mahadevan Pillai, Vice - Chancellor (Chairman)
2. Prof. P. P. Ajayakumar, Pro- Vice - Chancellor (Vice-Chairman)
3. Dr. S. Nazeeb, Member, Syndicate
4. Prof. K. G. Gopchandran, Member, Syndicate
5. Prof. A. Bijukumar, Vice - Chairman, Credit and Semester System
6. Prof. Vinod Chandra S. S., Director, Computer Centre (i/c)
7. Sri. Ramshad Khan R., Chairman, Department Students' Union
8. Smt. Ilfa K. M., Chairman, Research Students' Union
9. Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd, Poojappura.
10. Dr. Biveesh U. C., Research Officer & Nodal Officer, RUSA State Office, Thiruvananthapuram.
11. Dr. A. K. Prasad, Professor, Department of Economics
12. Dr. K. S. Chandrasekhar, Professor and Head, Institute of Management in Kerala
13. Dr. Jayachandran R., Professor and Head, Department of Hindi
14. Dr. R. B. Binoj Kumar, Professor and Head, Department of Geology
15. Dr. S. Mini, Professor and Head, Dept. of Biochemistry
16. Dr. S. R. Sheeja, Professor, Department of Economics
17. Dr. S. Aji, Associate Professor, Department of Computer Science
18. Dr. E. Shaji, Associate Professor, Department of Geology (Joint Director, IQAC)
19. Dr. Gabriel Simon Thattil, Director, IQAC

Absent:

1. The Registrar
2. The Finance Officer
3. Dr. B. Hariharan, Professor and Head, Institute of English

Items for Consideration

Item No. XVI.01: Approval of the minutes of 15th meeting of IQAC held on 13.08.2020

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

Item No. XVI.02: Action Taken Report on decisions of the 15th meeting of IQAC held on 13.08.2020:

Decision	Action Taken
<p>Item No.XV.03: Filing of revised IIQA to NAAC NAAC has provided the following responses on our queries on incorporate data including the year 2019-2020 and Lockdown in Trivandrum ·The Assessment period is dependent on the date of submission of IIQA. As you have submitted the IIQA on 29/02/2020 the assessment period is from 2014-15 to 2018-19. With the present IIQA you will not be able to include the data of 2019-20 in the assessment period. After being completely ready with all the documents to submit SSR/after complete reopening of your institution, please raise the issue/query through your portal , so that we can give extension for the submission of SSR after the proper approval from our competent authority (Please mention the exact dates from which date to which date you need extension for submission of SSR)</p> <p>---IQAC Decision---:Resolved to go ahead with compilation and preparation of SSR as the per the IIQA filed on 29.02.2020 taking advantage of the lockdown grace period, however a further study would be undertaken on the possible advantage which University of Kerala would have if fresh IIQA is filed and its impact on the possible grade. Based on the outcome from the study, a final decision is to be made within two weeks time.</p>	In progress
<p>Item No.XV.04: Conducting webinar series in collaboration with IQAC – Request from Kerala University Research Students’ Union (KURSU) KURSU submitted the request for conducting a series of webinar lectures in collaboration with IQAC.</p> <p>---IQAC Decision---: Resolved to approve the same. IQAC Director suggested that the proposal should be final in terms of Resource Persons, Participants and objectives. As suggested by Dr. S. Nazeeb, Member, Syndicate detailed report on the outcome from the Webinar including recording of proceedings and possible publication of findings is to be obtained from the organisers. Dr. P. P. Ajayakumar, Hon’ble Pro-Vice-Chancellor stated that the recording of Webinar proceedings and outcome publication was important. The Hon’ble Vice-Chancellor suggested to reinstate the following programmes which were approved and subsequently postponed due to the Covid Pandemic, Programmes: 1. Meet the Scholar lecture series 2. Academic Summit 3. Performance Audit(University Level Academic Audit) Prof. K. G. Gopchandran, Member, Syndicate suggested that considering the SSR uploading and NAAC preparedness, IQAC members and NAAC Directorate should be spared from all other activities and should be engaged in the assessment process alone. Dr. S. Nazeeb suggested that the proposals need not be kept pending and a committee (not involving IQAC members and NAAC Directorate members) to be constituted for each programme with the Pro-Vice-Chancellor as its convener for the conduct. Resolved to approve the same.</p>	In progress
<p>Item No.XV.05: Installation of Automatics Hand Sanitizer Machine- Request from Kerala University Departments’ Union (KUDU) KUDU submitted the request for Installation of Automatics Hand Sanitizer Machine in University departments and other offices/centres/wings.</p> <p>---IQAC Decision---: Resolved to approve the same with the suggestion put forward by Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd to seek inputs from HLL Life Care Ltd on the</p>	In progress

<p><i>nature of sensors that can be used. With regard to funding, the outcome of the discussion need to be put forward in the form of a proposal by the Department Students' Union along with financials involved. This proposal would be placed before the Syndicate for approval.</i></p>	
<p>Item No.XV.06: Invitation to Conduct webinar on SEBI- Investor Awareness e-Program for University of Kerala Sri. Raghunandan Pattanaik, National Trainer & Resource Person – BFSI, Bhubaneswar submitted an invitation for Conducting Webinar on SEBI- Investor Awareness e-Program for Faculty, Staff & Administrative dept. ---IQAC Decision---: Resolved to approve the same.</p>	<p>Webinar on SEBI- Investor Awareness Program for University of Kerala conducted on 27.08.2020</p>
<p>Item No.XV.07: Activation of Centres The following centres need to have new Centre Directors and we need to look at inactive the functioning of inactive centres Centre for Educational Technology Centre for Rural Studies Centre for Philosophical Counselling Inter University centre for Malayalam language Tagore Chair ---IQAC Decision---: Dr. S. Nazeeb, Member, Syndicate stated that the Syndicate had resolved to nominate Hon'ble Pro-Vice-Chancellor to study and report on the functioning of all centres under the University. The Pro Vice-Chancellor would report on the same to the Syndicate and the Syndicate would take and appropriate decision in this regard. IQAC Director stated that regulatory bodies as well as national level agencies are frequently asking for reports on the functions and status of specialised centres which were being referred to IQAC. There is a need to have active centres if such reports have to be submitted. Resolved that no action is required at present.</p>	<p>No action required</p>
<p>Item No.XV.08: Budget for preparing Geo tag photos Proposal from CDIT C-DIT forwarded the Budget for preparing Geo tag photos as part of SSR preparation. ---IQAC Decision---: Resolved to approve the budget</p>	<p>In progress</p>
<p>Item No.XV.09: Oxford University Press - online presentation on access of journals Oxford University is providing digital access to all its digital library resources. A presentation on the proposal is requested for. ---IQAC Decision---: Resolved to approve the proposal and fix up the date for presentation based on the convenience of Hon'ble Vice-Chancellor.</p>	<p>Presentation on Online access to E-Library Resources, Books and Journals held on 18th August 2020</p>

Item No.XVI.03: IQAC office at Kariavattom Campus

A Camp office of IQAC at Kariavattom Campus for NAAC SSR filing.

---IQAC Decision---: Resolved to approve the decision to have a camp office of IQAC at Kariavattom with a temporary computer assistant.

Item No.XVI.04: Certificate of appreciation for NAAC Directorate members

A certificate of appreciation to be issued to all NAAC Directorate members.

---IQAC Decision---: Resolved to approve the same.

Item No.XVI.05: NAAC Accreditation - Co-opting members under NAAC Directorate committees and seeking services of Computer Assistants

The meeting of NAAC Directorate Convenors and Coordinators held on 11th September 2020 recommended to co-opt faculty members under each committee of the NAAC Directorate. The convenors to submit the list of faculty members to be included in the committee.

Accordingly, Dr. Shaji Varkey, Convenor, Criteria V, NAAC Directorate suggested to include the following members in the committee:

1. Dr. Nithya N. R., Assistant Professor, Dept. of Political Science
2. Dr. Sandhya R. S., Professor, Dept. of Sociology
3. Dr. Girishkumar R., Professor, Dept. of Political Science
4. Dr. Anu Unni, Assistant Professor, Dept. of Political Science
5. Dr. Christabell P. J., Associate Professor, Dept. of Economics
6. Dr. Sajad Ibrahim K. M., Professor, Dept. of Political Science

---IQAC Decision---:Resolved to approve the same.

Item No.XVI.06: University Merit Scholarship - Inclusion of two PG courses

The matter of inclusion of MVA (Painting)& MVA (Art History) in the University Merit Scholarship scheme awarded annually is referred to IQAC for detailed study(**Appendix I**)

---IQAC Decision---: Resolved to recommend one scholarship each for MVA (Painting) and MVA (Art History)

Item No.XVI.07: Proposal for starting of the Master of Science Programme on Entrepreneurship (MS Entrepreneurship)

Dr. K. S. Chandrasekar, Professor and Head, Institute of Management in Kerala (IMK) submitted a proposal for starting a new programme on Master of Science on Entrepreneurship (MS Entrepreneurship) - a Collaborative academic Initiative of the Institute of Management in Kerala under the Industry Institute-Initiative in association with Center for Management Development, Government of Kerala (**Appendix II**).

---IQAC Decision---: Resolved to accept the proposal in principle. Details on name of the programme, recognition, fee structure, award of degree and similar details to be worked out in detail. Prof. K.S. Chandrasekar is authorized to submit proposal and initiate action.

Items for Reporting

Item No.XVI.08: Meeting of Special Purpose Action Committee on 24th August 2020

A meeting of the Special Purpose Action Committee to examine SSR criteria-wise data compiled and potential scores was held on 24th August 2020(Monday) at Senate Chamber, S.H. Campus, Palayam.

---IQAC Decision---:Noted.

Item No.XVI.09: Meeting of Directors and Joint Directors of IQAC and NAAC Directorate on 25th August 2020

A meeting of the Directors and Joint Directors of IQAC and NAAC Directorate was held on 25th August 2020(Tuesday) at Department of Commerce.

---IQAC Decision---: Noted.

Item No.XVI.10: Meeting of NAAC Directorate on 11th September 2020

A meeting of NAAC Directorate Convenors and Coordinators was held on 11th September 2020 (Friday) at Senate Chamber, Palayam Campus. The Hon'ble Vice-Chancellor presided over the meeting. Each Convenor made a presentation on the criterion assigned in a PPT form giving:

- (1) Status of compilation
- (2) Filled in Excel format of quantitative metrics of the concerned criterion
- (3) Gaps in the compilation indicating the source (Department) from which the data is to be collected.
- (4) Qualitative metrics on which data is collected and on which data is centrally required from the University or IQAC.

---IQAC Decision---: Noted.

Item No.XVI.11: Constitution and first meeting of committee for drafting and editing content for SSR:

A committee for drafting and editing content for SSR was constituted with the following members:

1. Dr. P. P. Ajayakumar, Pro-Vice-Chancellor (Chairman)
2. Dr. B. Hariharan, Professor and Head, Institute of English
3. Dr. Lal C. A., Professor of English, SDE
4. Dr. Shaji E., Joint Director, IQAC
5. Dr. Vinod Chandra S. S., Director, Computer Centre (i/c)
6. Dr. R. B. Binoj Kumar, Director, NAAC Directorate
7. Dr. Jayachandran R., Joint Director, NAAC Directorate
8. Dr. Sameer Babu, Assistant Professor, Department of Education
9. Dr. Meena T. Pillai, Professor, Institute of English (Convener)

The first meeting of the committee was held on 14th September 2020 (Monday,) at PVC's chamber, S.H. campus, Palayam. The Hon'ble Pro-Vice-Chancellor presided over the meeting.

---IQAC Decision---: Noted.

Item No.XVI.12: Times Higher Education World University Rankings - Constitution of committee to enable University of Kerala to participate

A committee is constituted with following members to enable University of Kerala to participate in the next edition of "Times Higher Education World University Rankings" and to look for possibilities for enhancing the ranking and raising the scores in indicators which are having low scores:

1. Dr. Rakendu C. K., Associate Professor, Department of Law
2. Dr. Sreejith P., Assistant Professor, Department of Zoology
3. Sri. Sreekumar K. N., Assistant Professor & Head, Department of German
4. Dr. Biju A. V., Assistant Professor, Department of Commerce
5. Dr. Achuthsankar S. Nair, Professor, Department of Computational Biology and Bioinformatics
6. Dr. Shaji A., Professor of History, SDE
7. Dr. Vinod Chandra S. S., Professor, Department of Computer Science (Joint Convener)
8. Dr. Meena T. Pillai, Professor, Institute of English (Convener)

---IQAC Decision---: Noted. Resolved to include Director, Research in the committee.

Item No.XVI.13: QS India University Rankings - Constitution of committee to enable University of Kerala to participate

A committee is constituted with following members to enable University of Kerala to participate in the next edition of "QS India University Rankings" and to look for possibilities for enhancing the ranking and raising the scores.

1. Dr. Mini S., Professor, Department of Biochemistry (Convener)
2. Dr. R. Girish Kumar, Professor, Department of Political Science
3. Sri. Vishnu Narayanan, Assistant Professor, Institute of English
4. Dr. Sameer Babu M., Assistant Professor, Department of Education
5. Dr. Sherly Williams E., Associate Professor, Department of Environmental Science

---IQAC Decision---: Noted. Resolved to include Dr. Shaji A., Professor of History, SDE and Director, Research in the committee.

Additional Items approved by the Chair:

Item No.XVI.14: Online training on LMS and e-content preparation

The Hon'ble Pro-Vice-Chancellor suggested to have online training on LMS in continuation of phase I and to provide training for project submission as well as encouraging teachers to take up interactive sessions in the online mode.

---IQAC Decision---: Resolved to convene a meeting of School Directors and initiate action on the same.

Item No.XVI.15: New programmes including interactive programme

Dr. S. Nazeeb and Dr. K. G. Gopchandran suggested that departments should undertake new programmes including integrated programmes in the coming academic year. Dr. A. Bijukumar suggested using the services of teachers, specifically departments with larger number of faculty members for creation of new programmes. Dr. S. Nazeeb suggested having online programmes as approved by UGC.

---IQAC Decision---: Resolved to convene a meeting of School Directors and initiate action on the same.

Item No.XVI.16: Follow up training on LMS

Prof. Jayachandran R. suggested having an online follow up training to phase 1 of Moodle LMS workshop.

---IQAC Decision---: Resolved to conduct the same in October, 2020.

Item No.XVI.17: Start up grant for research

Dr. Shaji E. suggested speeding up release of grants for start up research based on proposals received.

---IQAC Decision---: Resolved to initiate steps for the same.

Item No.XVI.18: Showcasing activities of University of Kerala

Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd spoke on the need to have good visibility for work undertaken and initiatives of University of Kerala. University of Kerala need to project itself as globally standardized institution for which projects and integrated courses in collaboration with renowned universities can be initiated. We need to have core committee (think- tank) to initiate such strategic measure as part of its short term and long term plan.

---IQAC Decision---: Resolved to convene a meeting of School Directors and initiate action on the same.

The meeting came to an end by 5.00 p.m.

Approved the minutes of the 16th meeting of IQAC.

Dr. Gabriel Simon Thattil

DIRECTOR

Internal Quality Assurance Cell

University of Kerala

Dr V P MAHADEVAN PILLAI

CHAIRMAN

Internal Quality Assurance Cell

University of Kerala

30.09.2020

Sub: University Merit Scholarship - Inclusion of two PG courses

University Merit Scholarship (UMS) is being awarded for various UG & PG courses of value Rs. 5000/- each per annum. The terms & conditions for the award of UMS for various courses are formulated as per Syndicate decisions.

The Director, Raja Ravi Varma Center of Excellence for Visual Arts reported that they are conducting two Master courses of two years duration with 4 semesters in MVA (Painting)& MVA (Art History) of sanctioned strength 7 students per batch for each course and requested to include these courses also in the University Merit Scholarship scheme awarded annually.

The educational qualification in respect of MVA (Art History) is a minimum second class Bachelor's degree in fine arts or minimum second class Bachelors Degree in Humanities with proven aptitude in fine arts and its theoretical studies. The duration of the course is 2 years (3 years for the Students holding degree in subjects other than Fine Arts and will have to attend a Bridge Course of one year duration spread into two semesters. Those who successfully complete the Bridge Course will be admitted to two years Masters programme in Visual Arts in Art History) & the number of seats allotted is 7. In the case of MVA (Painting) the educational qualification is minimum second class Bachelors Degree in Painting with not less than 55% of marks. The duration of the course is 2 years & the number of seats allotted is 7. Also as per the remarks from Ac BII section, MVA courses are not offered by any colleges affiliated to the University.

In this context, the following points may be examined for the award of University Merit Scholarship for MVA (Painting & Art History):

- 1) The inclusion of MVA (Painting) & VIVA (Art History) for the grant of University Merit Scholarship to students may be considered taking into account the fact that the said courses are offered only at the Raja Ravi Varma Center of Excellence for Visual Arts and not offered by any affiliated colleges of the University of Kerala.
- 2). If (1) is agreed to, the number of scholarships to be distributed each year to the students may be specified for the two courses.

The matter was placed in the Standing Committee of the Syndicate on Academics and Research held on 02.07.2020. The meeting recommend to refer the matter to IQAC for detailed study. The meeting of the Syndicate held on 14.08.2020 resolved to approve the recommendation of the Standing Committee of the Syndicate on Academics and Research.

Sub: Proposal for starting of the Master of Science Programme on Entrepreneurship (MS Entrepreneurship) – A Collaborative academic Initiative of the Institute of Management in Kerala under the Industry-- Institute Initiative in association with Center for Management Development, Government of Kerala.

Dr. K. S. Chandrasekar, Professor and Head, Institute of Management in Kerala (IMK), now submitted a proposal for starting a new programme on Master of Science on Entrepreneurship (MS Entrepreneurship) - a Collaborative academic Initiative of the Institute of Management in Kerala under the Industry Institute-- Initiative in association with Center for Management Development, Government of Kerala :-

Entrepreneurs have a crucial role in determining the future prosperity of Kerala, especially in the post COVID -19 era. A country like India with high potential in terms of human capital and natural resources, need to focus on attracting more people, especially the educated youth into the field of entrepreneurship by providing effective training and coaching. Earlier, entrepreneurship was considered as a private sector phenomenon. However, now Government and Academia believes that they can play crucial roles in promoting an entrepreneurial ecosystem in the state, which is conducive to the growth of the State.

In this context, the Institute of Management in Kerala, (IMK) proposes to launch a two year full time programme and three year Part-time programme in Master of Science on Entrepreneurship. The programme is proposed as an integrated effort of academic -industrial-research elements for optimizing the outcome of the course. The students who complete the course shall be capable of establishing and managing successful ventures and/or supporting the people who are planning to start ventures. The course shall be available for limited number of students in each batch (10 to start with). This two year programme shall not only focus in promoting innovation but also foster Academia – Industry linkage – both at national and international level.

IMK is proposing to conduct the course under the Industry initiative in collaboration with Center for Management Development (CMD) which is an autonomous institution functioning under the Department of Industries, Government of Kerala.

As part of the initiative, the Professor and Head, IMK had a discussion with the Director and Faculty members of CMD and the following matters were discussed.

- As suggested by IMK, CMD has expressed its willingness to associate with IMK and the University of Kerala for conducting an MS Programme on Entrepreneurship and willing to be an industry partner for running the programme.
- It is evolved from the discussion that IMK will provide the major part of the theoretical/academic inputs to the students and CMD will guide the practical aspects of the course by integrating industrial environment into the course. Also CMD expressed its willingness to provide faculty support as per the requirement of the course.
- The detailed proposal for conducting the course including the syllabus, financial outlay, defined roles of each party of the collaboration will be submitted to the University after the initial approval from the Syndicate.
- A request for inviting the concerned team of authorities to visit CMD as a partnering institution for the course was made in the meeting.

Dr. K. S. Chandrasekar, Professor and Head, Institute of Management in Kerala, university of Kerala now submitted the proposal for the approval of the following:

1. Starting MS (Entrepreneurship) programme under the Industry Institute interaction as collaborative programme with CMD, Thycaud from 2020-21
2. Signing a MOU with Center for Management Development, Government of Kerala and considering them for the collaborative industry institution interaction programme on MS (Entrepreneurship)
3. Professor and Head , IMK to prepare the regulation, scheme and syllabus for starting the course in 2020-21

4. Forming a Syndicate subcommittee with Professor and Head, IMK to be the secretary to discuss with CMD for the collaboration and subsequent MOU signing between University of Kerala and CMD for starting the programme in 2020-21.

The matter was placed before the meeting of the Standing Committee of the Syndicate on Academic and Research. The committee recommended to agree with proposal in principle and further recommended to obtain the remarks of IQAC in this matter. The meeting of the Syndicate held on 14.08.2020 approved the recommendation of the Standing Committee of the Syndicate on Academic and Research.