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## 17<sup>TH</sup> MEETING OF IQAC (CYCLE 03)

നവംബർ - മാർച്ച് മാസം  
നവംബർ മാസം

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OFFICE OF THE KERALA UNIVERSITY UNION

UNIVERSITY STUDENTS' CENTRE

കേരള യൂണിവേഴ്സിറ്റി സ്റ്റുഡൻസ് സെന്റർ  
തിരുവനന്തപുരം

2017 September  
Internal Quality Assurance Cell (IQAC)  
University of Kerala

# Minutes for the Seventeenth Meeting of IQAC

University of Kerala

Date& Time: 18.09.2017(4 pm)

Venue: Vice-Chancellor's Chamber **Contents**

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# **Minutes for the Seventeenth Meeting of IQAC**

**University of Kerala**

**Date& Time: 18.09.2017(4 pm)**

**Venue: Vice-Chancellor's Chamber**

## **Members Present**

1. Vice - Chancellor (**Chairman**)
2. Vice -Chairman, CSS, , UoK.
3. Director, Computer Centre, UoK.
4. Chairman, Departments' Union, UoK.
5. Dr. K.P. Jaikiran, Programme Director, FLAIR, Kerala State S&T Museum, Tvpm
6. Dr. S. Shifa, Associate Professor, Department of Malayalam, UoK
7. Dr. E. Shaji,Assistant Professor, Dept. of Geology, UoK
8. Dr. Mushtaq Ahammed, Assistant Professor, IDE(Commerce), UoK
9. Dr. Joseph Antony, Associate Professor,Dept. of Political Science, UoK
10. Dr. Bushra Beegom R.K., Assistant Professor, Department of Sociology, UoK.
11. Dr. Divya C. Senan, Assistant Professor, Department of Education, UoK.
12. Dr. Achuthsankar S. Nair (**Director**)

## **Members Absent**

1. Pro Vice - Chancellor (Vice-Chairman)
2. Convener, Standing Committee of the Syndicate on Academics & Research, UoK
3. Convener, Standing Committee of the Syndicate on Depts. & other Institutions. of the University,UoK.
4. Registrar, UoK
5. Finance Officer, UoK.
6. Shri.Anoop M. Ambika, CEO & M.D,Cognub-DecisionSolutions, Technopark,Tvpm
7. Dr. M. Sarngadharan, UGC Emeritus Prof., 'Saravana', Sreekaryam P.O, Tvpm.
8. Dr. Jayachandran R., Associate Professor & Head,Dept. of Hindi, UoK.



**Item No. Q3.17.01: Confirmation of the minutes of the Sixteenth IQAC meeting held on 01.07.2017:** The minutes of the Sixteenth IQAC meeting held on 01.07.2017 as electronically circulated to the members may be confirmed.

**Decision:** Confirmed

**Item No. Q3.17.02: Action Taken Report (ATR) on decisions of the previous meeting:**

| Decision  | Action Taken   |
|---|--|
| <b><u>Q3.16.02: Decisions on ATR of Fifteenth Meeting:</u></b> IQAC noted the ATR and resolved as follows:<br>1. The Vice-Chancellor was authorized to set up a committee to prepare proposals on utilization of solar energy and rain water harvesting (15.12).<br>2. A reminder to be sent to all faculty to complete the Innovation Portfolio (15.15)<br>Preparation for NIRF 2018 is done early. A committee consisting of Dr. Jayachandran R, Dr. Divya C. Senan and Director, Computer Centre to be set up to lead NIRF 2018 data compilation and uploading after analyzing the strength and weakness of the earlier years. | Committee to prepare proposals on utilization of solar energy and rain water harvesting formed as follows:<br>1. Dr. E. Shaji, Dept. of Geology (Convenor) 2. Dr. R. Sankara-raman, Dept of Opto Electronics, 3. Dr. Jaya D.S., Dept. of Env. Sciences, 4. J.R., Campus Admin. |
| <b><u>Q3.16.03: “The Week” Survey:</u></b> The University of Kerala yet again is ranked top in the state in the Survey by “The Week” and has climbed four positions in the Survey   | No action Pending  |
| <b><u>Q3.16.04: Report on Online Examination for B. Ed:</u></b> Noted the major steps in on-line exam conduct, and observed that the administrative steps to complete the logistics were yet to be perfected.   | No action Pending  |
| <b><u>Q3.16.05: Proposal on Virtual Room for Students:</u></b> Resolved that a note in this matter be circulated to the departments to seek their inputs and thereafter to design and implement the workshop accordingly.   | Note Circulated<br>Responses being received  |
| <b><u>Q3.16.06: Patent Awareness Meet Report:</u></b> Resolved that one more awareness event may be organized in 2017.  | Action Pending.  |
| <b><u>Q3.16.07: Annual Consultancy Statement:</u></b> Resolved to reformat the report to group together the services of same kind. (The reformatted report is appended as A3.16.07).  | No Action Pending  |
| <b><u>Q3.16.08: Academic Audit by Sociology Department:</u></b> Resolved to issue a certificate of Appreciation to the HOD and all the faculty members, and to proceed with the biannual audit as decided earlier.  | (i) Certificate being issued<br>(ii) Action Pending  |

|  |   |
|--|---|
| <b><u>Q3.16.09: New Patent Applications:</u></b> IQAC noted the progress..   | No action pending.  |
| <b><u>Q3.16.10: Report on Hostel Audit:</u></b> Resolved that the audit report be approved and that the members would point out errors/corrections if any, within 7 days, for incorporation.   | Finalised Hostel Audit report and uploaded in the IQAC website  |
| <b><u>No.Q3.16.11: Report on Green Meet:</u></b> Resolved that “SUCHITWA” should also be taken up as slogan and that an audit of basic amenities like toilets and restrooms be done.   | Action Pending  |
| <b><u>Q3.16.12: Report of First Meeting of Innovation Council:</u></b> Noted.  | No Action Pending   |
| <b><u>Q3.16.13: Proposal on Starting Community Radio Service:</u></b> Resolved to authorize the Vice-Chancellor to form a committee to submit a proposal.  | Committee formed as follows:<br>1. Dr. K.S. Sarosh A.P, Dept. of Communication & Journalism; (Convener); 2. Sri. Lal Mohan A.P., Dept. of Communication & Journalism; 3. Dr. Sindhu Thualseedharan, Dept. of Law. |
| <b><u>Q3.16.14: Reporting DSIR Recognition and Steps to be taken:</u></b> Resolved to authorize the Vice-Chancellor to constitute a committee for submitting a proposal in this regard.  | Committee formed as follows:<br>Direct of Research, Finance Officer, Dr. Manju S. Nair, Department of Economics, Dr. Rasia Beegam, Department of Commerce.  |
| <b><u>No.Q3.16.15: AQAR Uploading:</u></b> Noted.  | No action pending   |
| <b><u>No.Q3.16.16: Library Audit 2016.</u></b> IQAC approved the audit. IQAC decided the deputy Librarian i/c of University Library to include Library Utilization Index in the audit next time. It was resolved to send out hard copies of the report to all Libraries. It was also resolved to request the librarian in charge to organize readership promotion activities, especially when Library Utilization is seen low from Library Audit | (i)Hard copies have been issued to all Libraries.(ii)Letters to be issued to librarians to organize readership promotion activities.  |
| <b><u>No.Q3.16.17: Faculty Development programme for Contract Lecturers.</u></b> It was decided that a 2 day FDP be conducted for contract lecturers and a 1 day FDP be conducted for newly recruited faculty members.   | A two day Faculty Development programme was conducted for contract Asst. Professors.The report is placed vide item A3.17.02   |

|   |   |
|---|---|
| <b>Item No.Q3.16:18: Innovation Contest: IQAC</b> approved the proposal | Committee formed as follows:<br>1. Dr. Rajasree Ajith, Director, KITTS, Govt. of Kerala. (Convener);2. Sri. Anoop Ambika, CEO, Cognub Solutions, Technopark 3. Sri. Anwar Sadath,, Director, IT@ School, Govt. of Kerala; |
|---|---|

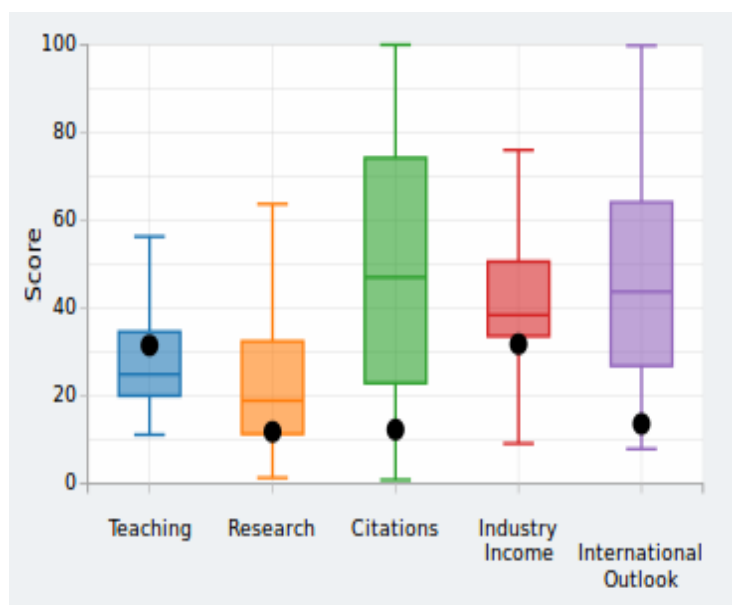
**Decision.** On item Q.3.16.02, report of the committee was placed before IQAC A4.17.04. The IQAC recommended to engage consultants as requested by the committee . Panel of consultants to be provided by the committee for further action.

**Item No.Q3.17.03: University of Kerala in World University Ranking:** For the first time, University of Kerala has found a place in **Times Higher Education Supplement (THES) World Ranking**. Out of close to 20,000 Universities world-wide, Only 1000 have been ranked and University of Kerala appears in the 800-1000 band. Among the 42 institutions from India included in the ranking, University of Kerala is 18<sup>th</sup>. Only two Universities were able to feature in the list from the state of Kerala: University of Kerala & CUSAT. While the band in which the University is ranked is the last 20%; it may be noted that this is among 1000 chosen Universities. Ranking is based on Teaching (30%), Research (30%); Citations (30%); International Outlook (7.5%) and Industry Income (2.5%). The parameters used by international ranking agencies are not most appropriate for Universities in India. However time has to come to evaluate ourselves from a global perspective and this ranking provides an opportunity for the same.

#### **Details of Ranking as Communicated by THES:**

**Your performance in the 2018 Times Higher Education World University Ranking:** University of Kerala ranked **801-1000** this year out of 1102 institutions worldwide. Your strongest pillar was '*Teaching*' were you ranked in the fourth decile. Your weakest Pillar was International Outlook where you ranked in the last decile. **Within India you ranked joint 18<sup>th</sup> out of 42 institutions.**

|                    | Teaching    | Research    | Citations   | Industry Income | International Outlook |
|--------------------|-------------|-------------|-------------|-----------------|-----------------------|
| <b>Your scores</b> |             |             |             |                 |                       |
|                    | <b>31.5</b> | <b>11.8</b> | <b>12.3</b> | <b>31.8</b>     | <b>13.6</b>           |
| <b>World wide</b>  |             |             |             |                 |                       |
| Top                | 56.3        | 63.7        | 100         | 76              | 99.8                  |
| 75%                | 34.6        | 32.4        | 74.2        | 50.6            | 64.1                  |
| Median             | 24.9        | 18.9        | 47          | 38.4            | 43.7                  |
| 25%                | 20          | 11.3        | 22.9        | 33.6            | 26.8                  |
| Bottom             | 11.1        | 1.3         | 0.8         | 9.1             | 7.9                   |



| Pillar                       | Metric                                 | Rank        | Score       | Value        |
|------------------------------|--|-------------|-------------|--------------|
| <b>Teaching</b>              |  | <b>345</b>  | <b>31.5</b> |              |
|                              | Doctorate to bachelor awarded          |             | 46.4        | 0.04         |
|                              | Doctorate awarded to academic staff    |             | 96.5        | 0.39         |
|                              | Teaching reputation                    |             | 0.2         | 0.56         |
|                              | Institutional income to academic staff |             | 52.4        | 10577402 INR |
|                              | Students to academic staff             |             | 31.5        | 31.3         |
| <b>Research</b>              |  | <b>803</b>  | <b>11.8</b> |              |
|                              | Papers to academic staff               |             | 18          |              |
|                              | Research income to academic staff      |             | 39.5        | 641209INR    |
|                              | Research reputation                    |             | 0.5         | 1.86         |
| <b>Citations</b>             |  | <b>987</b>  | <b>12.3</b> |              |
|                              | Citation impact                        |             | 12.3        |              |
| <b>Industry income</b>       |  | <b>1041</b> | <b>31.8</b> |              |
|                              | Industry income to academic staff      |             | 31.8        | 1307 INR     |
| <b>International outlook</b> |  | <b>1092</b> | <b>13.6</b> |              |
|                              | Percentage of international staff      |             | 20.2        | 0%           |
|                              | International co-authorship            |             | 3.9         |              |
|                              | Percentage of international students   |             | 16.7        | 1%           |

Wikipedia has the following information on rankings

**1. Times Higher Education World University Rankings** is an annual publication of university rankings by *Times Higher Education (THE)* magazine. The publisher had collaborated with Quacquarelli Symonds (QS) to publish the joint *THE-QS World University Rankings* from 2004 to 2009 before it turned to Thomson Reuters for a new ranking system. The publication now comprises the world's overall, subject, and reputation rankings, alongside three regional league tables, *Asia*, *Latin America*, and *BRICS & Emerging Economies* which are generated by consistent methodology. It is considered as one of the most widely observed university measures together with *Academic Ranking of World Universities* and *QS World University Rankings*. It is praised for having a new improved methodology. Undermining non-English-instructing institutions and being commercialized are the major criticisms.

**University of Kerala has also applied for QS World Rankings:**

**QS World University Rankings** is an annual publication of university rankings by Quacquarelli Symonds (QS). Previously known as *THE-QS World University Rankings*, the publisher had collaborated with *Times Higher Education magazine (THE)* to publish its international league tables from 2004 to 2009 before both started to announce their own versions. QS then chose to still use the pre-existing methodology while *Times Higher Education* adopted a new methodology). Entering International rankings has been a major milestone planned in the Master Action Plan (MAP) produced in 2015. IQAC may note the above developments and advice action.

**Decision:** IQAC expressed satisfaction in the achievement and placed on record its appreciation for the role of teachers and students and recommended to communicate the same to them. IQAC also appreciated the efforts of the IQAC Office team in compiling and presenting the data effectively. It was resolved to recommended to HoDs to consider inviting foreign faculty for one semester teaching through schemes such as Erudite, GIAN etc. IQAC recommended that University make an application for newly announced Institutions of Eminence. It was also resolved that steps be taken to create awareness about revised NAAC Accreditation procedures.

**Item No.Q3.17.04: Setting up of University Archives in IQAC Office:** It is proposed that a “University Archive” be set up with all documentation related to the University in the IQAC office. An almariah suited for the same is available. It is proposed to collect all master documents like Annual Reports, IQAC study reports, souvenirs plans, proposals, sketches, if University and Departments, New letters, Photos etc. Copies of some collections available in University library and History Dept. Library may be made for the purpose. It is required to make fool-proof arrangements to keep the material in safe custody and fix responsibility for the same. A stock register for the collection is to be kept. IQAC may consider and advice.

**Decision:** Resolved that Director IQAC may put up proposal to issue a U.O in this regard.



**Item No.Q3.17.05: Student Achievements: Cultural Awards won by students:**

The following students of the University bagged the below mentioned cultural awards. IQAC may consider giving certificate of appreciation for their achievement.

| Sl. No. | Name & Dept.                         | Award                               |
|---------|--------------------------------------|-------------------------------------|
| 1       | Shri. Divakaran Kutty, (Hindi)       | Kerala State Folklore Academy Award |
| 2       | Shri. Sumesh Krishnan, (Malayalam)   | O.N.V Yuva Sahitya Puraskaram       |
| 3       | Shri. D. Anilkumar, (Malayalam)      | R. Ramachandran Kavitha Puraskaram  |
| 4       | Shri. Bijoy Abraham, (Comp. Science) | First in PROSTATEx-2 Challenge 2017 |
| 5       | Shri. Rajeev Mannayam, (Malayalam)   | Kamarene Academy Mentors Choice     |

**Decision:** IQAC approved this proposal

**Item No.Q3.17.06: Masters Project Poster Contest:** It is proposed that all master students may be asked to design and submit posters explaining their masters project work and certificate be issued for the best poster in each stream. Posters need to have minimal text and should be as graphical as possible. They need to be submitted in A4 size. IQAC may advice.

**Decision:** IQAC approved the proposal for implementation.

**Item No. Q3.17.7: Report of Lecturer FDP:** As per decision of the last IQAC meeting, a 2-day FDP was successfully conducted and the report is appended. IQAC may please note.

**Decision:** IQAC appreciated the effective implementation.

**Item No. Q3.17.8: Report of Curriculum Fair:** Conduct of the Curriculum Fair was already reported to IQAC. The detailed report will be tabled. IQAC may please note.

**Decision:** IQAC appreciated the activity and resolved that more effective intimation may be given next time.

**Item No.Q3.17.9: Commencement of Energy Audit:** Energy audit of the campus has been a matter pending for a long time. The delay was due to the fact that only specific agencies accredited for the purpose can conduct the same and the expenses are above 5 lakhs. Due to efforts and continuous follow-up from Campus Administration, the matter has received sanction of the University. ESCOT wing of the KSEB has commenced Energy Audit on 24/8/2017. This will not only meet NAAC requirements, but also enable University to apply for central Govt. projects such as Solar Campus. IQAC may note.

**Decision:** IQAC noted the development

**Item No.Q3.17.10: Spoken Tutorial: Integration into Curriculum:** The Spoken Tutorial project is the initiative of the ‘Talk to a Teacher’ activity of the National Mission on Education through Information and Communication Technology launched by the Ministry of Human Resources and Development, Government of India. IIT Mumbai had put forward the proposal of inclusion of spoken tutorial courses in the UG/PG syllabi in computer science discipline. The combined UG and PG BOS in Computer Science of University of Kerala had recommended to modify the assignment component of continuous assessment of the some UG courses to accommodate the Spoken Tutorial Courses. Students who successfully complete the spoken Tutorial Course are awarded 3 marks and those who pass the Online examination conducted by the Spoken Tutorial Team are given the remaining 2 marks. The recommendations made by the combined Boards have been endorsed by the Dean, Faculty of Applied Sciences and Technology. Subject to reporting to the Academic Council, Spoken Tutorial Courses have been reorganizes as above in M.Sc. Computer Science, MCA, B.Sc Computer Science, BCA and B.Sc programmes of the University of Kerala from the Academic Year 2017-2018. This innovative integration of technology enabled education into course work is brought to the notice of IQAC.

**Decision:** IQAC noted the innovative step.

**Item No.Q3.17.11: Introducing Student Portfolios:** A suggestion has been received from Dr. Reshma, faculty member of All Saints College, during the Curriculum Fair 2017, organized by **IQAC** and **CCD**. It is felt that it would be a good practice fit for adoption and hence is placed before IQAC. Placed for approval of the IQAC.

Formulating a Personal Development Plan (**PDP**) when a student enters into studies will help engage students in setting learning, plan career goals and identify achievements they can build on. This will immensely help them to achieve future career goals with ease. To achieve this, the initial training given for a student is to develop a Personal Development Plan (**PDP**), with proper assistance from faculty. Development of PDP will greatly help them to achieve the following:

- *Improve self-awareness and self-assessment*
- *Improve motivation, aspirations and decision making*
- *Challenge the thinking process*
- *Better strategy planning based on realistic targets*
- *Reflection of positives and negatives*
- *Explore new areas and widen the knowledge base*
- *Improve their job search skills and*
- *Persistence in whatever they do*

In order to attain career goals, students must be trained in such a manner that they can collect and highlight their talents in a better way in the learning period itself. If

initiative is taken to start developing PDP within the student life, the student will be able to face career interviews confidently in future.

To ensure this, development of Skills portfolio as well as Career portfolio, where students reflection comprises a major part in establishing self-motivated goals (to achieve employability) must be the key takeaway when the student leaves college.

This can also be used as a powerful tool for learning. Students can collect the records of all the significant achievements they have made in the past years and these evidences can enhance their confidence while constructing a career portfolio.

Identifying science skills and transferable skills during practical sessions and ensuring reflective reporting of the same is the essential requirement of a science student. Other soft skills mentioned below become integral components for students of other disciplines.

**1) Verbal and written communication skills.**

**2) Confidence and assertiveness.**

**3) Ability to manage time.**

**4) Lateral and critical thinking skills.**

**5) Basic computer skills.**

**6) Emotional intelligence and empathy.**

**7) Ability to work in a team.**

Through the creation of Skills portfolio, student gets the chance to reflect on what they have learned, what skills they have developed, how they might apply them and how they might communicate this to future employers.

**Decision:** IQAC discussed and approved the proposal for creating personal and professional development portfolio (P.P.D.P). It was resolved that samples may be circulated. IQAC noted the system as innovative. It was also resolved that newly recruited faculty may also be asked to develop P.P.D.P

**Item No.Q3.17.12: Dhaishnik Paryavaran:** Prof. Rajan Gurukkal, One member Commission on Reforming KSHEC, has made a proposal to set up a '*Dhaishanik Paryavaran*' (Learning Ecosystem) in Karyavattom Campus as a model for other educational institutions to replicate. *Dhaishanik Paryavaran* is a mission to try and rebuild the Campus of higher education institutions as ecological niches of learning, in order to make learning effortless and natural. In this connection, a committee has been nominated to study the proposal and submit a report. IQAC may note.

**Decision:** IQAC noted the development and it was resolved to direct the committee concerned to submitted the report forthwith.

**Item No.Q3.17.13: Innovation Portfolio of University:** As per suggestion of the Research Council, an Innovation Portfolio of University has been compiled. It will be tabled for approval of the IQAC.

**Decision:** IQAC approved the Innovation Portfolio.

**Item No.Q3.17.14: Academic Handbook for PG Students:** A comprehensive Academic Handbook has been compiled and issued to all newly admitted PG students. The same has been issued to all faculty members as well. It is expected to fill the gap created by the discontinuation of the 3-tier induction programme. It is hoped that in further revisions the handbook can be further improved, copies shall be tabled. **IQAC** may note.

**Decision:** **IQAC** appreciated the introduction of Academic Handbook.

**Item No.Q3.17.15: Research Handbook for Research Scholars and MPhils:** It is proposed that a Research Handbook be produced for Research Scholars and M. Phil scholars in the same lines as the Academic Handbook. The Committee constituted to compile Research Methodology Book may be asked to do this. **IQAC** may advice.

**Decision:** **IQAC** resolved to ask the committee constituted to compile Research Methodology Book to compile a Research handbook as proposed.

**Item No.Q3.17.16: 2-tier Induction:** 2-tier Induction programme for newly admitted PG students has been held in most Schools and Departments during last week of August and second week of September. Reports are being received and shall be tabled in the next meeting. **IQAC** may note.

**Decision:** It was resolved that VC's office may call for status report in this regard.

**Item No.Q3.17.17: Regulations Handbook for Depts.:**

To enable ready reference to academic regulations and rules, it is proposed that **IQAC** compile a Regulations and Rules Handbook. This requires help from Academic and Legal Sections of the University. **IQAC** may kindly advice.

**Decision:** It was resolved that rules and regulations Handbook be compiled and that J.R(Academic)may assist in this matter.

**Item No. Q3.17.18: Quality Enhancement of Deprived Students through UGC NET/JRF and CSIR-Net Training:** A proposal for holding training for deprived students has been received from Sri. NoushadV.,Asst.Professor, Dept. of Arabic (Proposal is appended). The expenses are estimated to Rs.99000. **IQAC** may consider.

**Decision:** **IQAC** approved the proposal and resolved to nominate Sri. V.Noushad as Co-ordinator and implement the proposal. It was resolved that a fee of Rs.300 be charged from General Categories and Rs.100/- from SC/ST/ or BPL students . The fees shall be remitted to the DDF of Department or Arabic and utilized as per DDF guidelines. The remuneration to Resource persons shall be met from the **IQAC** funds on actual basis.

**Item No. Q3.17.19: Proposal for ICT based academic activities:** To encourage use of ICT in academics, it is proposed that following may be recommended for consideration by teachers:

*(i) To ask students to create course blogs in which the student understanding of the topics in the course are noted.*

*(ii) To include the above as an assessment component.*

*(iii) To ask students to upload short videos related to field work or visits or experiments.*

IQAC may approve.

**Decision:** IQAC approved the proposal.

**Item No. Q3.17.20: Proposal for Skill Courses:** Two proposals have been received from ASAP, Govt. of Kerala and IHRD, Govt. of Kerala(Appended). IQAC may advice.

**Decision:** IQAC recommended implementation of the schemes and the same may be put up for sanction.

**Item No. Q3.17.21: Start - up Report:** The Kerala University Technology Business Start-up Centre is currently managed by Director, IQAC. The start-up scheme has been implemented since 2016 when 4 applications were processed and one company started in the campus. This year, 9 applications are being processed. A report is tabled before IQAC for approval

**Decision:** IQAC approved the report.

## **Appendix A3:17.02**

### **MINUTES OF THE MEETING OF THE UTILIZATION OF SOLAR ENERGY AND RAINWATER HARVESTING**

(Ref: item number Q3.16.02 of the 16<sup>th</sup> IQAC  
and letter No.1/ATR/9.17/IQAC dated 07.09.2017).

Venue: Dept. of Geology,      Date:16.09.2017,      Time : 10.30 am.

#### **Members Present:**

Dr. S. Sankararaman  
Dr. Jaya D S  
J .R. Campus Administration.  
Dr. E. Shaji

The following decisions were taken in the meeting after detailed discussions.

#### **1. Utilization of solar energy**

The committee discussed and evaluated the status of utilization of solar energy in campus. It is gathered that a pilot project on solar energy is already implemented by ANERT in the golden jubilee building, Kariavattom one year ago. This pilot project is reported to be very useful and effective by way of saving rupees 1.5 lacks per month for the University in the electricity bill. Presently energy audit being carried out in all buildings of the campus by KSEB for estimating the present and future electricity consumption/requirements/wastage etc. This may be completed within three months. The committee recommends to prepare a DPR (after completing the energy audit) for a 100% solar energy efficient campus. The preparation of the DPR may be entrusted to agencies like ANERT or KELTRON. This committee will contribute data and provide all other support to the agency while preparing the DPR.

2. **Rainwater harvesting for the campus:** The committee discussed in detail about the need for implementing water harvesting schemes in the campus. The water requirement of the university campus is 10 to 15 lakhs liters per day. This is met from the KWA supply and pumping from dug wells of the campus. The sustainability of the well and maintaining the water bodies is very much essential now. There are about 175 buildings in the Campus and most of the buildings are concreted flat roofed. Thus they are feasible for rainwater harvesting. Kariavattom campus is a mini watershed and is one of the ideal watersheds for the Artificial recharge schemes. Since the watershed does not have adequate structures to store the surface runoff and groundwater recharge, the groundwater is being lost to the lower reaches as base flow. Rain water harvesting and artificial recharge to ground water efforts are basically aimed at augmentation of the natural movement of surface water into ground water reservoir through suitable engineering construction techniques. Due to excess surface runoff soil erosion is also rampant in the campus. Hence the committee recommends to build a model watershed with rainwater harvesting



with artificial recharge structures in the University of Kerala campus. This may be the first of its kind in Kerala.

**The flowing structures are proposed in the scheme.**

1. *Cleaning/renovation of wells and providing facility for dug well recharge*
2. *Roof Top Rain Water Harvesting in storage tanks with water purification facility. This will act as water kiosk in the campus.*
3. *One Subsurface dyke cum check dam in the valley portion of Haimavathy.*
4. *Providing geotextiles in the gullies and slopes for preventing soil erosion.*
5. *Making an outlet for the large Pond (stagnant water) down side of the computational biology building*
6. *Creating a model watershed by constructing different artificial recharge structures like .pits, tanks, contour bunds, gully pugs, percolation tanks and surface dykes and check dams etc.*

*A DPR shall be prepared by the committee for which services of the engineers (civil, water resource and geotechnical) are required. The services of engineers are required for making plans, engineering drawings with work plans and detailed estimate The committee recommends that approval may be given for engaging consultants ( on payment basis) from Govt. Engineering college and Jananidhi of Govt. of Kerala.*

The meeting ended at 11.30.

## **Appendix A3:17.07**

### **Report on Faculty Development Programme**

As per the decision made in the 16<sup>th</sup> meeting of IQAC, two day Faculty Development Program – **“Improving Teaching & Assessment”** was conducted for the Contract Lecturers working in the Teaching Departments of the University on the **15<sup>th</sup> and 22<sup>nd</sup> of July.**



**2017** at Kariavattom Campus. The Program was inaugurated by a renowned academician Dr. C.P Aravindakshan, Principal (Retd), Govt. Women's College, Tvpm, in the presence of Dr. A Biju Kumar, Head, Dept. of Aquatic Biology and Fisheries, Dr. R. Jayachandran Nair, Head, Dept. of Hindi, Dr. Sobha B. Nair, Associate Professor, Dept. of Sociology and Dr. Achuthsankar S.Nair, Director, IQAC. A well-structured hand book and writing materials were distributed to all participants. The resource persons invited for the sessions were eminent personalities from diverse fields of the society. The inaugural ceremony was followed by a talk on “Booting up as a lecturer” by Dr. Achuthsankar S. Nair. Dr. Bushra Beegom R.K. Assistant Professor and Member IQAC was the speaker for the third session of the day.



The Second day started with the session by Dr. Sonny Jose, Assoc. Professor, Department of Social Work, Loyola College of Social Sciences on “Communication in Teaching”. The next session was a totally different one, that of a clinical Psychologist, Dr. Justin Padamadan on “Student Management”. The post noon session was handled by Dr. Joju John, Asst. Professor, Mar

Theophilus College, Tvpm on “Teacher Competencies”. The two day Faculty Development Program was concluded with a Group discussion and feedback by the participants.

Around 56 contract lecturers from the Teaching Departments of the University participated in the FDP. The certificate of participation was also issued to the participants.

## **Appendix A3:17.18**

### **Proposal on Quality Enhancement of students from deprived communities & socially Backward Communities through CSIR NET& UGC-NET/JRF training**

#### **Introduction**

A major mission of University of Kerala is to focus on strengthening its policies for ensuring inclusiveness to ensure equity and access to education for all and its vision envisages fostering scholarship which is independent, critical, innovative, inclusive and emancipatory in a manner that it contributes to the intellectual, cultural, social and economic development of the individual and the society.

Scheduled Castes and Scheduled Tribes have been identified as the most depressed and oppressed groups of Indian society constituting about 15 and 7.5 percent, respectively, of the total Indian population. In order to safeguard their interests in independent democratic India, specific provisions have been made to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of the society. Despite all constitutional safeguards and measures initiated by the UGC, the position of reservation for Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities is far below the expected level in the universities even after more than 50 years of Independence. The Commission has been contributing towards social equity and socioeconomic mobility of the under-privileged sections of the society through various special schemes.

The wellbeing and the development of the Minorities are important indicators of the strength and success of a democratic society. Democracy being the rule of the majority in numbers, it is necessary to protect and foster the interests and needs of the minority groups, not only in terms of their numbers but also in a preferential manner, with a certain amount of reverse discrimination. Sometimes rights and privileges which are not available to the majority have to be given to the minority groups to bring them up to a viable level of development.

The above mentioned mission of the university cannot be accomplished without bringing the students from deprived communities in to the mainstream of the society. This proposal is one of the steps which will provide chances for them to attend the coaching classes for UGC NET/JRF (Arts & Humanities stream) and CSIR NET (Science stream)

In order to achieve the objectives UGC itself has initiated a scheme in XII Five Year Plan to sanction financial assistance to universities and number of universities had availed the financial assistance under the scheme.

## Objectives

The main objective of the scheme is to prepare Scheduled Castes, Scheduled Tribes and Minority Communities candidates for appearing in UGC/CSIR – NET/JRF or SET so that enhance number of candidates to clear the examination

- a) Improve the academic skills and linguistic proficiency of the students in various subjects.*
- b) To raise their level of comprehension of basic subjects to provide a stronger foundation for further academic work.*
- c) To strengthen their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved, so that, the necessary guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently and to reduce their failure and dropout rate.*
- d) To provide career guidance and psychological counseling for capacity building to those who are in need of such counseling.*

## Target Group

- Students and Research Scholars from Scheduled Caste/ Scheduled Tribe
- Students and Research Scholars from Minority Communities
- BPL students from Forward Communities
- Interested candidates from any community can join the program with a nominal fee for registration. Fee will be decided by Monitoring Committee.

## Modus

On behalf of University Grants Commission, CENTRAL BOARD OF SECONDARY EDUCATION (CBSE) and COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR) conducts NET examination in about 90 subjects varying from science to Arts & Humanities subjects twice in a year. The test in humanities subjects consists of three papers. Paper I is designed to test candidates' aptitude for teaching and research and will have 60 questions. Paper II will have 50 subject-based objective questions. Each question in this paper will carry two marks, with a sum total of a 100. Paper III will have 75 questions carrying two marks each.

While test conducted by CSIR Part 'A' shall be common to all subjects. This part shall contain questions pertaining to General Aptitude with emphasis on logical reasoning, graphical analysis, analytical and numerical ability, quantitative comparison, series formation, puzzles etc. Part 'B' shall contain subject-related conventional Multiple Choice questions (MCQs), generally covering the topics given in the syllabus. Part 'C' shall contain higher value questions that may test the candidate's knowledge of scientific concepts and/or application of the scientific concepts. The questions shall be of analytical nature where a candidate is expected to apply the scientific knowledge to arrive at the solution to the given scientific problem.

The project at this point of time wants to focus on arranging coaching classes for First Paper for both UGC/ CSIR Examinations. The project is a product of an understanding that most of the students, even though they are best at their subjects, they are facing difficulties in clearing the First/General Paper which needs special coaching.

According to the scheme there will be intensive coaching classes for UGC NET First Paper. Eminent resource persons from the university and outside will engage the sessions.

### **Budget**

| <b>Sl. No.</b> | <b>Item</b>   | <b>Amount</b> | <b>Remarks</b>                   |
|----------------|---|---------------|----------------------------------|
| 1              | Remuneration to teachers at Academic Staff College rate | 65000         |                                  |
| 2              | Resource Material Preparation 500/subject               | 7000          |                                  |
| 3              | Stationary  | 2000          |                                  |
| 4              | Refreshment for students                                | 23000         | □12 for 100 students for 20 days |
| 5              | Miscellaneous   | 2000          |                                  |
| <b>Total</b>   |   | <b>99000</b>  |                                  |

### **Implementation**

The IQAC can entrust a faculty to handle academic development, course coordination and HR delivery for implementing the project.

### **Monitoring**

The vice chancellor may constitute a committee for monitoring the project processing. The monitoring committee can advise modifications as and when necessary, for the integral development of course.

## **Appendix A3:17.20(a)**

### **Foundation Module Proposal to introduce ASAP courses in University**

On the basis of ASAP orientation of skill courses two courses from the bouquet of skill courses are proposed to introduced in the University.

1. ASAP team will give a detailed orientation on the selected domain specific skill courses.
2. Infrastructure audit of the center, conducted by ASAP district team.
3. MoU signing between University of Kerala and ASAP
4. Students has to fill and submit an application form stating their personal details and their choice of skill course.
5. Student counseling by an ASAP programme Manager and a University official.
6. A rank list will be generated on the basis of counseling.
7. Signing of an agreement (Rs.200/-) between student and ASAP
8. ASAP batch formation. (May involve an inaugural event).
9. Foundation Module (FM) sessions will commence initially after the batch formation (Sessions will be transacted 1 hr. min to 3 r max on week days)
10. Skill course will be commenced as per the specific requirements of the sector.
10. Skill course will be commenced as per the specific requirements of the sector.

The two domain specific skill courses selected are:

- (a) Organic Grower (NSQF Level -4)
- (b) Diet Assistant (NSQF Level -4)

Course fee – Rs.3200/-

### **II. Skill module**

Organic Grower – Rs.9,600/-

Diet Assistant – Rs.10,000/-

### **Incentive linked fees structure.**

1. 100% fee relaxation for students who belonged to SC.ST, physically challenged (>40% disability), all BPL students, SEBC (Non creamy layer), in addition 2 APL students per batch may also get if they genuinely deserve.
2. 25% relaxation for the rest of APL students who successfully complete ASAP course by accomplishing the general conditions



## Appendix A3:17.20(b)

### IHRD Proposal for Foreign Language Training



**Model Finishing School, Thiruvananthapuram**  
(Managed by IHRD, Established by Government of Kerala)  
Science & Technology Museum campus, PMG Jn.,  
Thiruvananthapuram -695 033, Kerala. Ph: +91 - 471- 2307733.  
mail: mfstvm.ihrd@gmail.com www.modelfinishingschool.org



No.E/38/2017/MFST

26<sup>th</sup> September, 2017

From

The Officer in Charge,  
Model Finishing School,  
Thiruvananthapuram

To

The Vice Chancellor  
University of Kerala.

Sir,

Sub:- Proposal for Associating with University for imparting Foreign Language learning as  
Additional skill -reg:-

**Institute of Human Resources Development (IHRD)** is an autonomous educational institution established by the Government of Kerala in 1987. Our network of institutions include 9 Engineering Colleges, 8 Model Polytechnics, 44 College of Applied Sciences, 15 Technical Higher Secondary Schools, 2 Regional Centres, 2 Model Finishing Schools and 7 Extension Centres / Study centres. The Government of Kerala has approved **IHRD as a Total Solution Provider (TSP)** for Computerization of Government Departments ( Ref: G.O.(MS) No.62/99/ITD dt. 22.04.1999 ) The Model Finishing School is a joint venture of the Institute of Human Resources Development (IHRD) and IT Department of the Government of Kerala, established in February 2008.

The Model Finishing School has now prioritised foreign language training as it is very evident that multilingual students can attract more jobs than mono-lingual students in this globalised world. We propose to offer German, French, Japanese, Mandarin, Russian and Spanish training to graduates and post graduates through the Finishing School.

The Model Finishing School would like to associate with the University of Kerala for imparting training on foreign languages for the graduates and post graduates students as a part of additional skill acquisition. I request you, Sir, to allot an Officer/Professor to initiate further discussions regarding the same.

Thanking You



Faithfully Yours

manksh.p  
Officer in Charge

