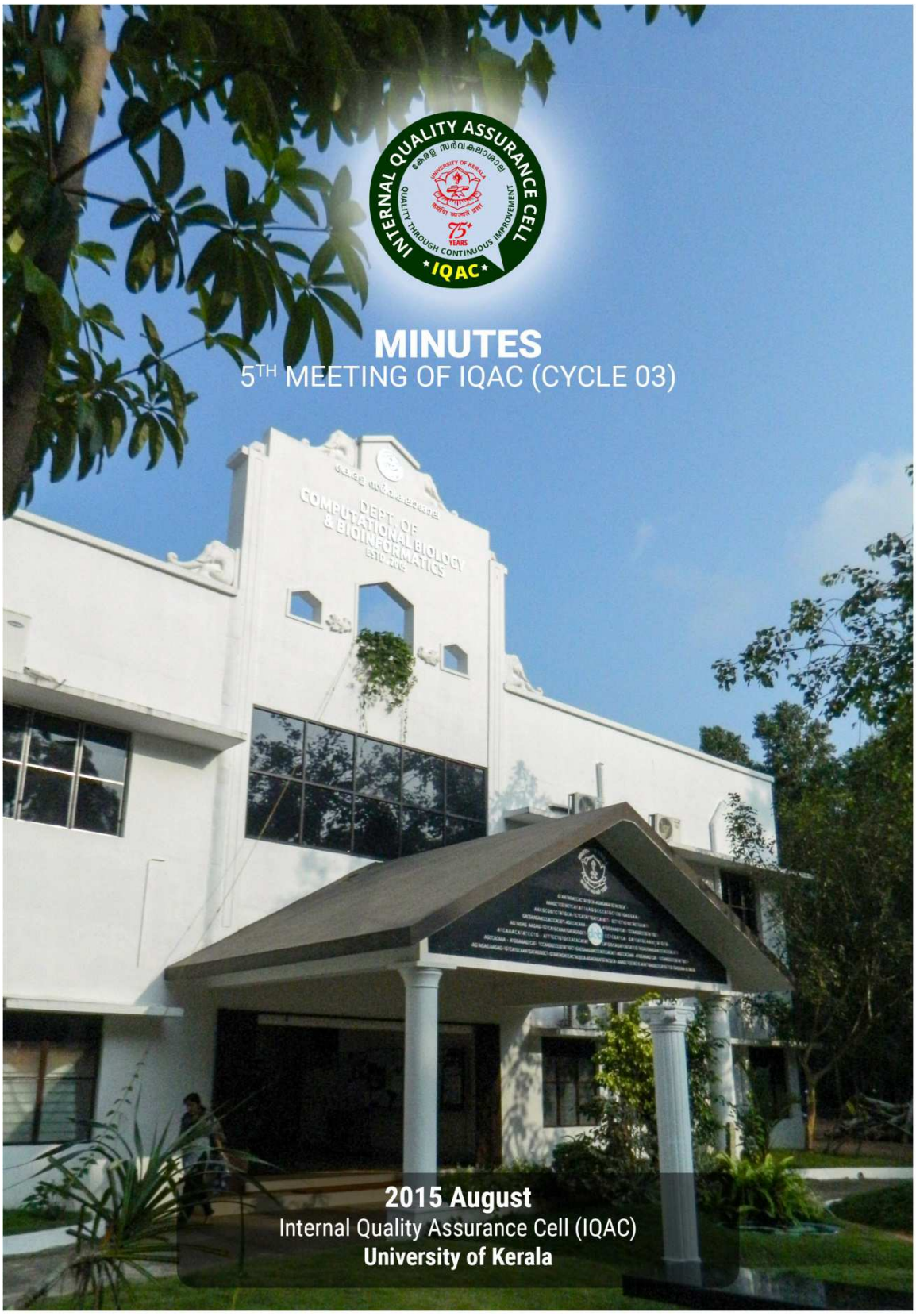
INTERNAL QUALITY ASSURANCE CELL
QUALITY THROUGH CONTINUOUS IMPROVEMENT
IQAC
75+ YEARS
MINUTES
5TH MEETING OF IQAC (CYCLE 03)
DEPT. OF COMPUTATIONAL BIOLOGY & BIOINFORMATICS
2015 August
Internal Quality Assurance Cell (IQAC)
University of Kerala

Minutes ofTheFifth Meeting of IQAC, University of Kerala

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Minutes of
The Fifth Meeting of IQAC, University of Kerala
Venue: Syndicate Room
Date: 17.08.2015

Members

01. Prof. P. K. Radhakrishnan, Vice-Chancellor **(Chairman)**	: Sd/-
02. Dr. N. Veeramanikandan, Pro Vice-Chancellor (Vice-Chairman)	: Absent
03. Dr. R. Jayaprakash (Member, Syndicate)	: Sd/-
04. Dr. Girish Kumar R. (Member, Syndicate)	: Sd/-
05. Dr. P. M. Radhamany(Member, Syndicate)	: Sd/-
06. Dr. Alexander Jacob I.P.S.(Retd)	: Absent
07. Dr. Mohammed Basheer K., Registrar	: Sd/-
08. Dr. Mini Dejo Kappen, Director, Planning & Development	: Sd/-
09. Dr. M. Jayaprakas, Director, College Development Council	: Sd/-
10. Dr. Vinod Chandra S.S., Director, Computer Centre	: Sd/-
11. Shri. Santhosh C. Kurup, CEO, ICT Academy of Kerala	: Absent
12. Shri. Narayanan S.,President, Network Systems and Technologies Ltd.	: Absent
13. Dr. G. Suresh Singh,Professor, Department of Mathematics	: Sd/-
14. Dr. K.S. Chandrasekar, Professor, Institute of Management in Kerala	: Sd/-
15. Dr. M.C. Subhash Peter, Professor, Department of Zoology	: Sd/-
16. Dr. C.R. Prasad,Professor, Department of Malayalam	: Sd/-
17. Dr. G. Raju, Professor, Department of Commerce	: Sd/-
18. Dr. Shaji A., Assistant Professor, School of Distance Education	: Sd/-
19. Shri. John Williams, Chairman, Departments' Union	: Sd/-
20. Dr. Achuthsankar S. Nair, Director, IQAC	: Sd/-

Item No.Q3.5.01: Confirmation of the minutes of the Fourth IQAC meeting held on 15.06.2015 and special meeting meeting held on 16.7.2015 to approve the AQAR :-The minutes and the fourth meeting and the special meeting held to approve AQAR as electronically circulated to the members may be confirmed.

Decision:-The council Approved the minutes of meeting of 15.06.2015. and 16.07.2015

Item No.Q3.5.02: Action Taken Report (ATR) on decisions of the fourth meeting

Decision	Action Taken
Proposal for promoting Interdisciplinarity: The council discussed the proposalin detail and resolved to recommend the same for implementation. It was also resolved that CSS Academic Committee and HoDs shall take up the matter diligently. The Vice- Chancellor was authorized to constitute a committee to expand the proposal into a draft interdisciplinary policy	Circular issued by AcD Section
Proposal for directing research towards the University in selected fields:IQAC approved the proposal and recommend that a prize be	No action pending

instituted for best research/project work directed towards the University.	
Setting up Student Quality Council: The IQAC resolved to approve the proposal.	Circular issued, action not completed
Establishing Idea Boxes: The IQAC resolved to approve the proposal.	Action pending from IQAC
India Today University Ranking-Reporting of Data Submission:IQAC noted the matter	No action pending
Proposal for Compiling ResearchRegulations & Rules hand book:IQAC resolved to defer the matter.	No action pending
Department level quality Plans: The compilation was tabled and the council resolved to seek action taken reports from departments in December.	No action pending
Printing of University Brochures: The Council resolved to go in for multi-color printing, following the established procedure.	Process about to be completed
Proposal for a book on "Readings in Research Methodology: The Council approved the proposal and entrusted the VC to constitute a committee to lead this.	Committee constituted, communication under process
Attracting Research Funding- compilation of a handbook: The Council approved the proposal and entrusted the VC to constitute a committee to lead this.	Committee constituted, communication under process
Data collection on Journals published by Departments: The Council approved the proposal.	Circular issued, action not completed
Implementing ASAP for Department students: See decision on next item.	No action pending
Promoting Foreign Language Training (First component of USAP): The Council considered items 14 and 15 together and discussed in detail the need to provide additional training to post graduate students, suitable at their level of education. It was revolved that director IQAC shall put up detailed project on USAP for seeking funding. To serve the incoming batch, it was resolved that couple of courses should be started before finalization of the whole scheme. The sub-committee of the IQAC was authorized to design and implement this in consultation	Detailed USAP proposal has been drawn up and submitted for funding under IQAC budget provision.

with the Vice-Chancellor. It was also resolved to promote the 'training the trainer' scheme of ASAP among PG students.	
Inter-University Credit Transfer at State level: The IQACobserved that this is a novel scheme tp promote student mobility and to provide variety of exposure and in future can be extended to national institutes of repute like IITs. The Vice-Chancellor was authorized to act on starting this with a partner University of Kerala in a small way, this academic year itself.	Action pending
University's Participation in Shodhganga/ShodhgangothriProject: The IQAC observed that there is a grave failure in not attending to uploads of Ph.D Thesis. It was resolved that Director, KUCC(who shall be provided with DEOs on a work arrangement basis) in co-ordination with KUL and PhD section will complete upload of PDFs of last 2 years immediately. Department libraries shall ensure upload of master's thesis from this year onwards. IQAC may take necessary steps towards this.	Action pendingfrom Administration
Monitoring and analyzing OPAC logins: Director KUCC may ensure proper server settings. Technical /Human resources required for this may be provided to Director KUCC by the Registrar.	Action pendingfrom Administration
Compiling Research Summaries: The council appreciated the utility of such a compilation to reach out the research findings to potential users and to enable its use. The proposal to collect it from all PhD awardees, as proposed, was approved.	Action pending from Administration
Compiling Faculty Research Profile: The council approved the proposal	The facility put online by Director, KUCC
Any other items permitted by the chair: (a) Sri John William informed the council of unfortunate student dropouts from campus due to financial burdens and sometimes stress Dr. K. S. Chandrasekhar and Dr. M. Jayaprakash proposed the idea of the Vice-Chancellor's benevolent fund with 80(g) tax exemptions. The council entrusted the sub-committee to make a detailed proposal in this regard. The question of providing service of student counselors is also to be explored. **(b)** The details of tier-1 of the 3-tier induction	No specific action pending

programme on August 5th 2015 was discussed and resource persons suggested. The Director IQAC was also authorized to conduct a student survey on the occasion to gather information to plan student support programmes.	

Decision:-The council noted the ATR and also resolved as follows:

(a) At least one USAP course to be run for 2015-16 batch

(b) A one –day interaction with guides and administrative staff be organized.

Item No Q3.5.03: <u>Recommending Policies and Charters</u>

As per the earlier discussions and decisions of IQAC, various committees were formed for drawing up of Policies and Charters. What has been drawn up are appended as **Appendix I**. It is now proposed that IQAC may consider approving this and decide on further action. It is proposed that copies of draft policies may be distributed to all faculty and a seminar be held to discuss the same. After incorporating suggestions received from the seminar, the policies may be placed before syndicate for consideration of placing it before Academic Council and finally, the Senate.

Decision:-The council discussed some of the draft policies in detail and the members raised many critical and creative remarks aimed at improving the draft. The following were resolved:

(a) Based on the discussions, a first level revision be done and be placed before the Council at its next meeting.

(b) For Admissions Policy, Policy on handling Academic Dishonesty & Plagiarism, Interdiciplinarily Policy and IP Policy, Vice-Chancellor is authorized to form 3 member committee, as in the case of other policies.

(c) After the IQAC approves the draft policies, the same may be circulated among all faculty and student Unions and a seminar be convened to seek critical inputs from them.

(d) After incorporating the feedback from seminar mentioned above, the policies may be placed before the syndicate and thereafter before Academic Council and Senate.

(e) The Graduate Attributes may be used as such for induction programme.

Item No Q3.5.04: <u>Inadequate Student Diversity in Teaching Departments</u>

Appendix II gives list of number of students in each University Teaching Department along with number of students outside the state and also number of foreign students. The percentages are 1.35 and 1.32 respectively. This is a serious quality concern. NAAC and UPE scheme consider student diversity as a quality parameter. The council may take note of this situation and advice.

Decision:-The Council observed that the student diversity figures are alarmingly low. Earlier recommendation of the council regarding early announcement of admissions on a national basis is one of the ways to enhance student diversity. Further it is recommended that 1 seat/ programme, over and above the sanctioned seats, may be reserved for students from outside the state.

Item No Q3.5.05: Implementing Right to Service Act 2012.

The Right to Service Act 2012 passed by the Govt. of Kerala. It is powerful act, much like RTI. This act may be recommended to the University for Implementation so that its benefit is available to the stake holders of the University system.

Decision:-The council resolved to entrust the DCDC to chair a committee consisting of J.R. (Academic), J.R (Exams), and P.R.O to report on the implementation of "Right to Service Act, 2012".

Item No Q3.5.06: Research Survey by Manipal University

An MHRD funded survey on research, conducted by Manipal University, covered University of Kerala also. The surveyors have sent us the summary of data collected from University of Kerala **(This shall be tabled).**These are inputs for improvement of research in our University. IQAC may note and advice.

Decision:-The council noted the matter and resolved to consider it when research issues are taken up for discussion.

Item No Q3.5.07: Official registration/sign up in SCOPUS

Being the largest abstract and citation database of peer –reviewed literature, SCOPUS is of immense help to the research community. The login is through institution id. We need to have a registration from University of Kerala, for studying overall profile of University's research output. IQAC may decide on arranging for a formal registration from University of Kerala.

Decision:-It was resolved to entrust Director, KUCC with the official signup in SCOPUS.

Item No Q3.5.08: Feedback on New Education Policy

Vide letter D.O. No.F.1-1/2015 (Secy) The Government of India has embarked on the exercise of framing a New Education Policy to meet the changing dynamics of the populations requirement and with the purpose of providing quality education, innovation and research in the field of Higher Education. The Ministry of Human Resource Development has identified 20 themes which are of immense importance for development of Higher Education. Above mentioned themes were asked to be circulated to all the Departments of our University and affiliated colleges. A consolidated report was asked to be sent to **ugc.nep@gmail.com**on or before **24th July, 2015.** The Vice-Chancellor had directed Director, IQAC to take necessary action. Accordingly circulars

were proposed by IQAC and issued by AcD section which yielded a few responses which were compiled and sent to UGC. The matter is reported to the IQAC. The compiled report will be tabled in the meeting.

Decision:-The Council noted the matter.

Item No Q3.5.09: <u>Conducting Student Feedback</u>

As second and fourth semester exams are nearing, the student feedback using the newly designed forms is to be done now. The modalities of conduct may be decided by IQAC.

Decision:-The Council authorized the Director, IQAC to form committees of 2 faculty members for each block to conduct the feedback. It was also resolved that the earlier suggestion of Dr. G. Raju and made again by Dr. K. S. Chandrasekhar regarding an on-line, anytime feedback system may also be implemented at the earliest.

Item No.Q3.5.10: <u>Opportunities for Funding/Consultancy</u>

Two opportunities for consultancy and/or collaboration from State Planning Board and British Council are given in **Appendix III (a)** and **V (b)** respectively. IQAC may advice on the steps to the taken to tap these opportunities.

Decision:-It was resolved that the Vice Chancellor write to concerned HODs to tap the opportunity.

Item No Q3.5.11: <u>MOOC on "Sanskrit" through Coursera</u>

The Hon'ble Chancellor's tri-monthly report has "MOOC" as one of the parameters. The popular platforms for offering MOOC courses are **Coursera**and **Edex**. Some of the faculty and research scholars of our University have successfully completed MOOC courses. An awareness about MOOC courses may be increased to enhance its utilization. In addition, a course may be offered by our University through Coursera platform. A preliminary study of the feasibility reveals that Sanskrit is the most appropriate topic to start such course. Dr. C.N. Vijayakumari, Department of Sanskrit could serve as the course resource person. IQAC may advice further action.

Decision:-The council approved the proposal for applying for a Coursera MOOC in Sanskrit by Dr. C. N. Vijayakumari. It was also resolved that all HODs may be called upon to consider applying for launching their courses on similar platforms.

Item No Q3.5.12: <u>Conduct of Various Audits</u>

Last year a gender audit was conducted. Accreditation agencies and special assistance schemes require conduct of energy and environment audit also. Committees may be entrusted to conduct or propose conduct of the following audits by external agencies: (i) Gender Audit (ii) Energy Audit (iii) Environmental Audit. The last two may require services of external agencies and may involve expenditure.

Decision:-The Vice-chancellor was authorized to nominate committees to conduct/propose the conduct of the audits. The 2015-16 IQAC budget may be used for the same.

Item No Q3.5.13:- Any other Item Permitted by the chair

Thousand Wiki Lights: Sri John Williams proposed that an initiative to contribute 100 Wikipedia articles each year by the students and researches may be organized, jointly by Dept. and Research Unions and IQAC. This will involve a workshop in which students are given a training on contributing to Wikipedia and then they are asked to contribute one article each in a unique and possibly local theme in any language of their choice (Malayalam, English, Tamil, Arabic, Hindi, Sanskrit). The IQAC approved the proposal.

International Student Leader's Summit: Sri John Williams also proposed that an international summit of student leaders be organized with both present and past student Union leaders and student organization leaders with a view of discussing student activism and its positive transformation. It was also proposed that agencies like British Council could provide partnership in this. IQAC approved the proposal.

Improving student skills: The Vice –Chancellor highlighted the need to float programmes to empower students in making presentations, facing interviews etc. Dr Suresh Singh pointed out the activities of Skill Acquisition Clubs in this regard. Dr. Subash Peteropinioned that such activities should be broadened to Inter-Departmental level. It was also brought to the notice of the IQAC that USAP courses currently designed has courses to address personality and soft skill development.

Library Quality Audit Report: The Library Quality Audit Report was tabled in the meeting. It was resolved that a 3- member committee may be constituted by the Vice-chancellor to propose immediate action on the report.

Director, IQAC **Chairman, IQAC**

(Vice-Chancellor)

Appendices

A1: Draft Policies and Charters (drawn up by various committees)

Internal Quality Assurance Cell

University of Kerala

1. The University Coat of Arms and Motto

The University Coat of Arms

The conch shell, portrayed inside a lotus, was
The national emblem of erstwhile state of Travancore.
The traditional book stand with palm leaf manuscript on it,
symbolizes scholarship.

The Motto

कर्मणिव्यज्यतेप्रज्ञा

The motto, "KarmaniVyajyathePrajna" is drawn from
Panchathanthra, a Buddhist work of 3rdCentury BC
It roughly translates to "Wisdom through Action"
The complete stanza is
"ManthrinaamBhinnaSandhaane, BhishajaamSaannipaathike,
KarmaniVyajyathePrajna, SwastheKovanaPanditha".

2. Vision and Mission Statements[1]

Vision

The University of Kerala aims at 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.

Mission

Towards achieving the vision, the University shall continuously:

- Design, implement, and review and revise schemes for promoting innovation
- Strengthen its policies for ensuring inclusiveness to ensure equity and access to education for all
- Focus teaching and research in inter-disciplinary and multi-disciplinary areas with a view to promote economic vitality, environmental sustainability, and quality of life in Kerala and beyond
- Adopt, promote and disseminate eco-friendly practices
- Ensure world class infrastructure, equipped with latest technologies
- Promote transparency, social accountability and democratic practices in its functioning
- Bestow its attention on cutting edge sciences, technologies and humanities
- Strengthen its social relevance by tuning teaching and research to suit local and global social needs
- Initiate pedagogic reforms in tune with technology and times
- Develop human potential to its extreme extent for the creation of intellectually talented and imaginatively gifted leaders, who are locally oriented and globally competent
- Promote reciprocal linkages with local and global industries and also with the rest of the world
- Facilitate transformation of the University as a favourite destination for niche areas of its focus
- Facilitate, promote and disseminate critical reason in all disciplines for the rationalization and emancipation of humanity
- Define and refine working definitions of quality, excellence and access based on universal principles
- Re-engineer its administrative system and practice to suit the vision
- Encourage all stakeholders of the University to constantly evolve a code of conduct to achieve the vision
- Facilitate measures to ensure that knowledge leads to practice, thus realizing the motto of the University, 'KarmaniVyajyatePrajna'(Wisdom emerges through action)

[1] Drafted by a Committee consisting of Dr. J. Prabhash (Political Science), Dr. Rezia Begum (Commerce), Dr. Suneesh C.V (Chemistry)

3. Attributes of Graduates[2]

A Graduate of University of Kerala shall...

- Continue life-long learning as an autonomous learner

- Continuously strive for excellence in education

- Apply and nurture critical and creative thinking

- Promote sustainable development practices

- Promote co-operation over competition

- Balance rights with responsibilities

-Understand and respect diversity & difference

- Not be prejudiced by gender, age, caste, religion, or nationality.

- Use education as a tool for emancipation and empowerment of humanity

[2]Drafted by a Committee consisting of Dr. Achuthsankar S. Nair (Bioinformatics), Dr. Jayasree E.G. (Chemistry), Mr. John Willaims, Dept. Union Chairman

4. Admission Policy

Keeping Student Diversity and Seats-to-Applicant ratio as crucial quality parameters, the following guiding principles on admission shall be pursued:

-The admission process shall ensure wide catchment of applicants from every category to ensure that the quality of student inputs is maximized. This is an essential requirement for the improvement in quality of academics. The parameter of student applications/seat as well as number of students from other states shall be closely monitored.

-To ensure wider catchment, applications shall be invited as early as possible. Notifying of admissions shall be done minimum 6months in advance. The date of entrance examinations shall be announced along with first notification so that outside state applicants can plan journey. Entrance shall be held early enough,irrespective of the date of publications of the feeder programme.

Advertisements shall be made national, The University shall corrodes on-line exams at Metro-centres.

-Application forms shall be redesigned so that it does not collect data for processing admissions clerically, but the form shall be academic in nature, (for instance, seeking statement of purpose etc). These forms shall be of two parts, A & B, as is practiced now.

-Applicants should be served well, with facility to post queries and are to be answered in a web site, which is visible to all.

5. Policy on Handling Academic Dishonesty & Plagiarism

The University of Kerala disapproves of any form of academic dishonesty in academic works of any kind, by students, researchers and faculty. The University shall make concerted efforts to create awareness among the academic community in this regard. Any direct or indirect attempt to include excerpts (writings, ideas, data, images etc.) of others in one's scholarly works without explicit and due acknowledgement and/or without permission and/or in a quantum that is deemed unacceptable by the University shall be considered plagiarism. It shall be upto the Boards of Studies of each subject to recommend the acceptable quantum of excerpts (for which source is acknowledged) as may be verified by prescribed plagiarism softwares. In submitting assignments/coursework/seminar reports/project reports/dissertation, the students shall include an anti-plagiarism statement signed by them.

In case of PhD dissertations, the candidate, supervising teacher and the doctoral committee shall be responsible to verify and rectify any plagiarism in the dissertation. Prescribed Software shall be used to verify plagiarism, the permissible quantum being decided by the respective Board of Studies. It is accepted that content similarity in certain fields would be relatively higher due to the established practice of quoting excerpts (with due and explicit acknowledgment). The permissible quantum in subjects such as history or literature are naturally higher than that of science and technology.

In addition to plagiarism including unacknowledged text or other content, the University also prohibits any form of false or constructed data and the supervising teachers should ensure that lab or field note books are maintained on a daily basis

6. Interdisciplinarity Policy[3]

***Pre-amble**: 'The paradoxical development of increasing convergence and specificity of the basic scientific questions with a concomitantly increasing global scope and multiplicity of the intervening disciplines is beginning to have a considerable impact on the conduct of research programs, on the structure of research institutions, on the internal organization of funding agencies and professional scientific societies, and on university curricula and training methods", Juan G Roederer (1987).*

The U. S. National Academy of Science defines interdisciplinary research as "one of the most productive and inspiring of humans pursuits-one that provides a format for conversations and connections that lead to new knowledge. Interdisciplinary thinking and the creation of interdisciplinary programs, research groups, centres and institutes are rapidly becoming integral features of academia as the issues and challenges facing society become more global and complex. How can universities lower or remove barriers to faculty participation in interdisciplinary education and research and create porous, flexible, less redundant environment that facilitates the flow of ideas, people and resources across disciplinary boundaries?"

The present policy is a response to perceptionssuch as the above in modern scholarly world.

In recognition of the emerging view that knowledge is being generated in the interface of traditional disciplines like bio-physics, bio-technology, nanotechnology, mechatronics, psycho-linguistics etc., University of Kerala shall promote inter-disciplinary studies, research and approaches. In multidisciplinary approach, disciplines remain very distinct, but deliberate connections are made between or among them. In the multidisciplinary perspective, teachers do not need to make very many changes. When in Choice-Based Credit System a student is studying Physics, Chemistry and Biology together without any attempt to make any fine integration between the subjects or identifying overlapping intellectual/application domains, it can be considered multi-disciplinary. It is a pre-requisite for interdisciplinarity. Interdisciplinary curriculum makes more explicit connection across subject areas. It is a knowledge view and curriculum approach that consciously applies methodology and language from more than one discipline to examine a central theme, issue, problem, topic, or experience. Solutions for real-life problems require the collaboration of engineers, scientists, social scientists and humanities scholars and are highly interdisciplinary. Trans-disciplinary is when the object of study becomes the focus and the disciplinary boundaries are irrelevant.

The following enabling action in this regard shall be taken by the University:

- Every masters student be advised by the Faculty advisors to choose at least (a) one elective from an outside department in the same school/faculty and (b) one elective from an outside school/faculty

3

- Every faculty member who is a research supervisor may consider accepting at least one student at any point of time in an interdisciplinary topic with joint supervisor from another department.
- Every faculty member may consider the possibility of seeking funding though collaborative proposals involving investigators from different departments.
- Every Department may encourage Masters/MPhil students to take up inter-disciplinary projects under supervision of teachers from different departments.
- Every department may consider organizing a seminar or other academic events in collaboration with a different Department.
- Every department may consider designing new certificate/diploma/masters or integrated masters programme involving different departments.
- Every School/Department may organize inter-disciplinary talks, inviting experts from both allied and non-allied fields.
- University itself hold Interdisciplinary talks by eminent scholars each year.
- In interdisciplinary programs including PhD, it shall be ensured that students who choose them are not faced with difficulties in their higher studies & career opportunities.

7. Extension and Institutional Social Responsibility Policy[4]

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 [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 are 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 wo/man. 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 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

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

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 SensitisationProgrammes: 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 cyber crime, 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 honours 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.

8. Gender Policy[5]

Background

The University of Kerala, one of the premier institutions of higher education in India, hereby adopts a comprehensive gender policy, which acts as a broad guideline towards ensuring gender justice to all, including the LGBTI community. It aims to provide an inclusive teaching-learning environment in which the fundamental rights of all the members of the faculty, staff and students are protected and they are assured a life with dignity and self-respect, irrespective of caste, creed and gender.

To have a gender equality scheme

- Gender neutrality shall be achieved in the administrative procedures of the University, and documentation, starting from application forms to degree certificates.
- The Committee for looking into sexual harassment at workplace shall be strengthened in keeping with **"**The Sexual Harassment at the Workplace (Prevention, Prohibition and Redressal) Act", 2013.
- Gender Audit shall be conducted every year.
- Representation of women shall be ensured in all the committees of the University.

To have gender sensitization programmes: *The process of sensitization involves instilling in the members of the faculty, students and non teaching staff the idea of gender equality both at home and at the workplace. It includes, but is not limited to the following:*

- Sensitizing faculty members to contain the malice of gender marked remarks and advances towards students, teaching and non teaching staff.
- Modification/Revision of content of study material including syllabus and text books.
- Encouraging research topics at the M.A., M.Phil and Ph.D levels with significant gender quotient.
- Arranging lectures, workshops, seminars, film projections, play acting and so on with the maximum involvement of students.
- Sensitizing administrative, library, security, and other staff. A carrot and stick policy advisable here.
- Building awareness among students of the ramifications of unwelcome sexual behaviour.
- Conducting awareness programs on cyber safety.
- **Forging p**artnerships and links with those involved in gender justice activities.

To improve infrastructure: *University of Kerala is committed to having sufficient infrastructure facilities to make the campus gender bias free. This could be realized by prioritizing the needs within a timeframe. This requires,*

- Fully functional street lights (with solar backup) with timely replacing of parts at the campuses of the university.
- Sufficient number of toilet facilities including women friendly toilets.
- Sufficient number of security personnel (all genders).

[5]Drafted by a Committee consisting of Dr. G. S Jayasree (English), Dr. SindhuThulaseedharan (Law), Dr. Sidik. R (Economics)

- Sufficient number of supporting staff in the hostels.
- Gender neutral recreation centre, facilitation centre and gym for residential campus;
- Incinerator at the premises of women's hostel; facility to dispose solid waste from hostels and other departments;
- Roofing and lighting of women's hostel terrace to dry clothes.
- Fully functional cafeteria at the premise of the library during the library hours.

To consult stakeholders: ***This helps us to have a policy that is revised at frequent intervals to reflect the changing needs of society.***

- To gather information to improve the gender policy committee of the University should consult the stakeholders such as students, teachers, employees, parents alumni and others.
- Counseling centres and networking among students, faculty members and non teaching staff should help us to review and improve the internal gender harmony.
- The implications of gender policy should be reviewed on a timely basis and necessary changes made, if needed, in its framework for the better implementation of the gender policy.

Applicability: All members of the University community, including those who are in temporary or short term positions are subject to this policy.

Complaints: Any student or member of the staff who has a complaint concerning a breach of this policy may bring such a complaint to the University authorities.

Funding for gender neutral campus: Funding for infrastructure development is available from the Department of Women and Child Development, Government of India. Similarly ICSSR, UGC and MHRD gives fund regarding specific issues to bring down gender bias in educational institutions. This shall be effectively availed.

9. Green Charter[6]

The Green Charter of University of Kerala envisages priorities aimed at, within constraints, the finest accord with nature.

Through education, research and extension services, the University shall promote the principles and practices for sustainable development, especially the 6R's (Reduce, Reuse, Recycle, Refuse, Rethink and Respect)

The University shall seek to address the Global issue through local specific actions and through the creation of a knowledge society thereby striving for environmental education and conservation

In each and every aspect -academic, research, extension or administrative - the University community shall revolve on the Green Axis.

The University shall issue client specific Green Schedules of Dos and Don'ts for each stake holder.

Use of plastic and other polluting substances would be discouraged and that of Green products would be highly encouraged.

A culture of segregation and recycle would be encouraged. A paper recycling unit and facility for producing value added products shall be installed for making use of the waste papers including expired answer scripts with the help of Kudumbashree

University shall make all efforts to popularize ethnic foods and beverages and discourage the junk ones.

An outlet selling ethnic drinks including sarbath, buttermilk, fresh juice, lime juice etc would be opened in the campus in association with Kudumbashree

To combat the menace of bottled water, water purifiers would be placed in all buildings or floors based on population density and accessibility.

Monoculture of Acacia in Kariavattom Campus shall be gradually replaced with a variety of trees aimed at preserving and enhancing the biodiversity of the Campus.

E-governance drive shall be initiated to reduce the use of paper. At the same time, awareness would be created about carbon emission associated with emails, search engines and social networking facilities.

Uniform dust bins with Green Messages shall be placed in every nook and corner with CSR support.

All new buildings shall be constructed as Green buildings, which minimize artificial lighting and air-conditioning.

[6]Drafted by a Committee consisting of Dr. P.M Radhamani (Botany), Dr. R. Vasanthagopal (IMK), Dr. M.S. Jayakumar (Sociology)

10. IP Policy[7]

Pre-amble: The emergence of knowledge as the major fuel of development requires us to reposition our University to ensure that the University use the great potential of traditional knowledge and human resources of Kerala to further its social and economic development. The University needs to gear up to face the new developments and approaches to intellectual property, so that the intellectual property is ploughed back into the society which funds us for the generation of the same, without any exploitation.

The Kerala University Ordinances, 1978, Section XIV provides for patents as follows:

- ***Patents:*** *- It shall be competent for the Syndicate to take out patents in respect of any discovery or invention made by the teachers or research students working in the University.*
- ***Right to be in joint name:*** *-The patent shall be taken in the joint names of the University and the person responsible for the discovery or invention.*
- ***Expenses of registration****: -The expenses in connection with the registration of patents shall be borne by the University.*
- ***Sharing of profits:-****Any profit accruing from the patent shall be shared equally between the University and the person responsible for the invention or discovery.*
- ***Exploitation of patents****: -The person responsible for the invention or discovery shall render free service to the University in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Syndicate.*

In addition to patents, the University also needs to spell out clearly its stand on copyrights which may apply to a wide range of creative, intellectual, scientific, or artistic forms, or "works", all of which are relevant to a University. Intellectual property which are copyrightable include poems, theses, plays, other literary works, movies, dances, musical compositions, audio recordings, paintings, drawings, sculptures, photographs, software, radio and television and broadcasts, which are all increasingly generated by the University of Kerala. In addition, other IPR such as registered designs, trademarks and service marks rights in and to confidential information and database rights also need to be managed. Therefore:

- *The University of Kerala recognizes the importance of generation of intellectual property by teachers and students and it shall do all that is within its powers and obligations to encourage increased creativity and innovation which will lead to generation of IP.*
- *As a public institution funded by the public money, the University of Kerala attaches prime importance to disseminate the knowledge it generates to the people, both locally and internationally.*
- *In case of a decision to patent an invention, the University of Kerala does not consider it as going against the principle of free knowledge dissemination, as the University would be able to, under social control, reinvest any share of returns from the licensing of the patent to further the case of IP generation and knowledge dissemination.*
- *The University of Kerala would encourage its teachers and students to take considered decision on a case by case basis to decide upon the use of the intellectual properties generated by the university. In case of inventions, this will involve a*

[7]

major discussion by the student and/or the teacher – "to publish or patent". In the case of publication, every effort should be made by the student and the teacher to consider an open access publication, provided other scholarly considerations are not compromised. This will ensure that results of public funded research are freely accessible to the public, without any barriers.

- *The University of Kerala recognizes the need to educate and empower its teachers and students to encourage them to generate and manage IP as per the policies of the University.*

To active the above policy objectives, the University shall take following steps:

1. Promote constant awareness about IP: (i) Conduct IP Clinics (ii) Give free single window processing service to inventors in the University. (iii) Give training on IP management. (iv)Initiate innovative measures to encourage and promote generation of IP.
2. University level decision on patenting shall be made liberal to encourage every kind of new ideas so that inventers are not inhibited in putting up a proposal for patenting. A subject level committee shall be formed with the following membership to make recommendation to the syndicate on patenting. (i) One internal expert. (ii) One external expert. (iii) Director of Research (Convener). (iv)Inventors (Invitees). The internal experts and external experts shall be from a panel approved by the Vice-chancellor. On recommendation of this committee, with the approval of the Vice Chancellor, the convener shall communicate the consent of the University to the inventor(s) to proceed with the patent processing, subject to ratification of the syndicate. Expenses if any for filing patents approved by the above committee can be met from DDF of the concerned Department/Centre without further sanction.
3. As a means of encouraging generation of intellectual property, in addition to the share of profits due to the inventor (as provided in Kerala University Ordinances, 1978, Section XIV), the University shall also consider using its own share to extend better facilities for the inventor in the department where inventors work.
4. The University shall consider appropriately rewarding persons who receive patents, to promote innovations.
5. The University of Kerala shall deploy an open access institutional repository of scholarly work produced by its teachers and students.
6. On copyrights, steps shall be taken to ensure that all contracts that the University enters into, and also on all activities that involve copyrights, written undertaking shall be obtained from the concerned parties regarding ownership of copyrights as follows:
   - Copyrights of all works produced under explicit instruction from the University shall vest with the University. (This shall include reports, scholarly works, question papers, statistics, data bases etc.)
   - Scholarly works independently produced as a part of the academic profession, without explicit instruction from the University and also without remuneration being received from the University, shall not be under this copy right of the University, unless explicitly agreed to otherwise in writing.
   - It shall be the responsibility of the authors of all academic content produced for the University (like course content for IDE) to ensure that no copyright infringement is committed. Contracts with the authors should explicitly make authors liable for infringement, if any.

11. Innovation & Student Startup Policy[8]

Background: In ordinary parlance, innovation is *producing "effective products, processes, services, technologies or ideas that are readily available to markets,* governments and *society"*[9]. Science, Technology & Innovation Policy of Govt. of India (2013) says: *Scientific research utilizes money to generate knowledge and by providing solutions, innovation converts knowledge into wealth and/or value. Innovation thus implies S&T- based solutions that are successfully deployed in the economy or the society.* Today many Engineering Colleges across the State are vigorously promoting incubation of industries in the campus. The start up village is coming up in a big way and Kerala is becoming a role model for the country. University of Kerala has a proud land mark in 2006 itself, with a student start-up company successfully incubated in Karyavattom Campus. The rich experience that the University gained and the highly pragmatic scheme that it evolved, are required to be evolved further and strengthened. Being a multi-faculty University focusing on post-graduate teaching and research, the University needs to have a different approach towards innovation and start-ups compared to engineering colleges and specialized Universities.

University of Kerala, through its post-graduate research programmes, generate new knowledge which includes invention of new technologies, materials, processes and ideas. The new knowledge is reported in thesis and/or journals. University of Kerala recognizes that efforts are required to create culture of translating them into use, which can potentially create wealth by adding value, solving problems, and creating jobs. This requires subtle efforts and effective plans to identify, encourage and support innovation from ideation to translation. The aim of this policy is to make innovation an integral part of educational practice and embed it in the DNA of University. This is done by creating an ecosystem which enables innovation outcomes in terms of 1) utility driven research 2) industry transferable learning 3) learning collaborations, 4) sustaining start-ups, 5) patents, socially relevant research, and 6) other useful knowledge outputs. For these to achieve, the policy document has *an architecture of innovation* and *flowchart for start-ups*. Points 1 to 15 of this policy provides for Architecture of Innovation and the rest of the points relate to support for start-ups.

[8]Drafted by a committee of three members: Prof. J. Rajan, Prof. Ashalatha S. Nair & Prof. Achuthsankar S. Nair. Inputs received from Mr. SanjayVijyakumar, CEO, Start up Village and Dr. Salil S, Education Officer, University Grants CommissionNew Delhi and Dr. Girish Kumar, Member, Syndicate are acknowledged.

[9] Wikipedia, accessed on 1 July 2015

Policy

1. The University shall establish linkages through MOUs with nationally and internationally reputed organisations to create synergy in research efforts. This will horizontally stretch the research activities of the University, opening newer avenues.

2. The University shall compile requirements of industries, organizations and business houses and make the same available to research community to encourage them to take up problems from these. This way, when research efforts produce solutions for real problems, its adoption by industries will be automatic.

3. Each Dept. shall meticulously identify list of client industries/institutions/business organizations/Govt. Departments that might even be remotely interested in utilizing the project/research results of the Department. Every year, an edited summary of all projects at MSc, MPhil & PhD level shall be produced and sent out to these clients. Innovative projects shall be promoted in MSc and MPhil.

4. Though every Department can innovate, it is more likely in Science and Technology Departments and also some non-science Departments like Management and Journalism. The initiative to promote innovation shall start with focus on a minimal selected Departments, before spreading it to others, to ensure concentrated attention.

5. The approach to processing patents as per IP policy shall be followed in letter and spirit: "*University level decision on patenting shall be made liberal to encourage every kind of new ideas so that inventers are not inhibited in putting up a proposal for patenting".* The University shall take extra care to handle innovative idea generation. Fear for bad ideas and failure, can stifle innovation. Adopting a traditional fault-finding critical attitude can also switch off less-confident innovative thinkers. Teachers shall be trained in this regard. A suitable programme shall be offered in Academic Staff College.

6. Training a selected team of faculty members in Entrepreneurship Development Institute of India (EDI) Ahmadabad and Indian School of Business (ISB) Hyderabad shall be considered. They shall also be enabled to visit Start-up village, Kochi, Indian Institute of Management (IIM)Bangluru and Centre for Innovation Incubation and Entrepreneurship (CIIE) of IIM Ahmadabad which have incubated more than 100 Companies in a short span of time. Students shall be encouraged to visit small scale business establishments as a part of their curriculum. Entrepreneurs shall be invited to interact with students.

7. Research guides and students shall be trained and encouraged to generate 'useful' knowledge instead of generating unplanned academic new knowledge, to enhance the potential of the University. The University shall provide an effective awareness and training programme in innovation to all faculty, researchers and students. This shall not be limited to scholarly lectures, but involve actionable knowledge like TRIZ problem solving methodology, creative thinking, patent process, patent claim writing etc. In addition to guides and co-guides, co-mentors from industry shall be considered for PhD students.

8. In due course, the University shall also engage itself with new ideas of innovation such as open innovation.

9. Most post-graduate researchers and PhD scholars aim for research publications and not patents. They shall be given effective awareness about patenting and the benefits it offers in a knowledge economy. Also, as soon as patent is filed, they can publish also. Other methods of promoting patent culture by reckoning them in evaluation shall be considered.

10. The University shall identify even remotest scope for innovation in MSc, MPhil, PhD projects of last 3 years. The students and/or guides shall be supported to try patenting them. Budget shall be ear-marked for them and single-window, time-bound processing shall be implemented.

11. A panel of patent Attorneys shall be drawn up by the University. Rates shall be negotiated with them and the details communicated to the Departments, so that they can engage any one of them for the filing process. The expenses for filing shall be met from DDF/Project funds, if available, otherwise University shall provide the same. Annual budgetary provision shall be made for this. Similarly, panel of chartered accountants, legal advisors and management experts with consultancy rates shall be drawn up.

12. In addition to linking up with industries and transferring technologies and solutions to them, researchers and students of the University shall be encouraged to launch student start-ups in the campus with support from the University. The University of Kerala has an Industry Incubation Cell(IIC) launched in 2006 (**PlA/418/2006 dated: 14/06/06)**, it shall be reviewed and strengthened. A full time Director for IIC and a dedicated full-time team to administer it shall be provided.

13. Students interested in entrepreneurship shall be identified through a survey in the beginning of their studies and research and they shall be encouraged to orient their studies and project.

14. The University Entrepreneurship Development Cell shall provide entrepreneurship training to needy students. The cell shall also run such training programmes for alumni of the university, in addition to programmes open to the public.

15. Under the Choice-based credit system, encouragement shall be given to all students to take electives such as entrepreneurship or on subjects related to their business plans. Negotiated electives shall be implemented for this. Recognizing MOOC credits also shall be considered by the University

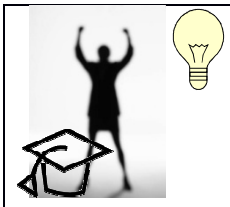
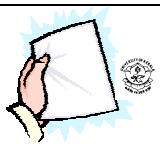
16. The University shall enable students to develop their ideas and their products at recognized Technology Business Incubators (TBIs) in Kerala, approved by **National Science & Technology Entrepreneurship Development Board**(NSTEDB), Department of Science and Technology, Govt of India: Technopark TBI, Thiruvananthapuram, NITK-TBI, Kozhikode, ITIH TBI (Start-up Village), Kochi, College of Engineering TBI, Thiruvananthapuram, Amritha TBI, Kollam, Central Institute for Fisheries Technology TBI, Kochi, NRI TBI, Kollam, Kochi & Kozhikode

17. The Kerala University IIC shall seek the status of Technology Business Incubator (TBI) with Department of Science & Technology, Government of India, at the earliest.

18. Students shall be enabled to visit TBIs and also connect or base their project, seminars etc at TBIs.

19. The IIC shall provide support to every Dept to take up student start-up proposals. Each Dept shall provide space for student-start up in their own premises until IIC builds up a central facility.

20. Student start-ups shall be processed as per the following flow chart:

	Student entrepreneur(s) have a potential idea to launch a business operation. Initial focus is on Knowledge-based industries.
	They approach the Industry Incubation Centre with an informal statement of purpose, after brain storming & consultations at their own level.

	An expert committee consisting of technocrats, subject experts, management experts, company secretaries do brainstorming with proposers.
	A comprehensive project proposal is evolved with free assistance from consultants arranged by the Industry Incubation Centre
	After approval by the expert committee, the entrepreneur is given approval to move into minimal incubation facility at Industry Incubation Centre at token rent, where they can enhance the proposal, conduct further market survey, draw up detailed business plan and also explore venture funding
	Registration of the company and MOU with University finalized with assistance from Industry Incubation Centres consultants
	Company starts operations at Industry Incubation Centre. It shall, on an MOU with University utilize University's facilities and also outsource work to University Departments.
	As company matures, rental is increased in steps to market rates. Companies may choose to come out of Industry Incubation Centre and operate outside.

21. Students Start-ups shall be registered as per applicable laws of the land. The students/their assignees shall enter into an agreement with the University to the effect that (i) They shall abide by all terms and conditions to be stipulated by the University in this regard (ii) They shall not involve the University in any legal dispute or financial liability arising out of the business operations (iii) all intellectual property issues shall be mutually agreed on (in case of usage of any facilities other than unfurnished space), failing which such intellectual property shall vest with the University.

22. Student start-ups can, based on the MOU with the University, have at their disposal the services of any faculty member of the University or any instrumentation or other service facility as per consultancy guidelines of the University. The student start-ups can claim the availability of these facilities in their promotional literature and websites.

23. The University shall fix a nominal rental for the incubation facility which shall be maximum of 25% of the existing average commercial rates (excluding Technopark), for the first 6 months of operations. The rates are to be enhanced to be on par with the existing average commercial rates (excluding Technopark), for the next one year of operations, and for each year thereafter, the rates shall be enhanced unilaterally by the University (the idea being to encourage the start ups to move out). Electricity, Water and Net charges shall be borne by the business concern. For any other facility of the University used by the companies, mutually agreed rates were to be arrived at first before utilization and the same was to be remitted to the university on a monthly basis.

24. If the company has been in existence for more than 3 years, and has mode a working profit in the 3rd year, it was to remit to the University twice the difference in rent from commercial rates for the first 6 months, or 25% of its net profit, whichever is higher. For the first 5 years during the operations within the campus and/or outside the campus, the business concern was required to undertake to train/permit project work of the sponsoring Departments or institutions, for a mutually agreed number of students, for no charges, except consumables.

25. "A Manual of Enterprise Creation and Scaling up of Start-ups" shall be drawn up, to deal with start-ups and its relationship with university, association with other professional bodies, norms of financial commitment and other similar details. Financial matters including cost-sharing, revenue-sharing, and loss-bearing scaling up, form of company etc. In addition to current students, alumni who had their studies/research within the last 3 years shall also be eligible for start-ups.

26. To encourage women founders for start-ups, university shall devise special incentives. When faculty identifies entrepreneurial female students, they shall be encouraged to consider entrepreneurship as a rewarding career path. Partnering with women mentors in respective fields, conducting workshops on women entrepreneurships, exclusive women business competition, easier access for funding and sponsored programs for basics of setting up business shall be considered for this.

27. The University shall provide 4% grace marks (already implemented-see Appendix 1) to students involved in start-up in the prescribed manner, as per guidelines of the entrepreneurship promotion scheme of Govt of Kerala

28. The University shall consider giving leave for students and research scholars and faculty who wish to spend full-time on student start-ups.
29. The IIC shall take steps to support student entreprenurs to utilise the enabling schemes and facilities offered by Govt of Kerala as per its start up policy (These are

appended to this policy-Appendix 2). In particular, the schemes offered by Start-up Village and Technology Incubators shall be supported.

30. The University shall document all attempts at innovation & start up to share experience for future players. The University shall maintain a Start-up pad in its web page with reading materials, a few case studies, basics of financials for start-up, general pitfall, links to relevant free MOOCs from Couresra and Edx and few video links like TED.

31. The University shall make effective interventions in curriculum development processes so as to ensure that the whole curriculum dovetails with this policy.

Appendix-1

Support Schemes and Facilities offered by Govt of Kerala to Student Entrepreneurs.

The Government shall encourage the Banks and financial institutions to enhance and extend their existing schemes of lending to the Startups on convenient terms (eg., collateral-free lending, soft loans, interest free loans, etc). Institutions like KFC shall be encouraged to promote schemes like CGTMSE of Government of India and sufficient guarantees shall be provided to these financial institutions to meet the NPA losses subject to a ceiling of 10% of the total loan disbursed and outstanding. Private funds shall be encouraged to setup operations in the state for funding startups. The Government may participate in SEBI-approved early stage Venture Capital Funds, upto 25% as Limited Partner. The Venture Capital Fund so created shall invest primarily in startups located in Kerala, basing on its own criteria.

Start-ups would be exempted from inspections under the following Acts and the Rules framed there under, barring inspections arising out of specific complaints.

- The Factories Act 1948
- The Maternity Benefit Act 1961
- The Kerala Shops & Commercial Establishments Act 1960
- The Contract Labour (Regulations & Abolition) Act 1970
- The Payment of Wages Act, 1936
- The Minimum Wages Act 1948
- The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959

The incentives available in the State IT Policy 2012 would also be directly applicable to the startups, Host Institute of Incubators and Accelerators are as follows:

Reimbursement of VAT/ CST: Annual Reimbursement of VAT/CST paid in Kerala, upto a maximum of Rs 50 lakhs turnover by incubated startup companies within a period of first three years of being incubated.

Financial Assistance as Matching Grants: The Government would match the funding raised by the Incubator from Government of India on a 1:1 basis as matching grants

Performance Linked Assistance: Government will assist the Host Institutes of recognized incubators with an Operating Grant to be calculated based on number of startups incubated in a year. A transparent scheme will be formulated and announced.

Support to Human Capital Development Programmes: To create an innovation pipeline and entrepreneurial talent, Human Capital Development is envisaged under this Policy under section 3. These programmes may be executed through the recognized Incubators and 10% of the approved programme cost would be paid as Programme Implementation and Monitoring Fee.

Corporate Social Responsibility of PSU's: In order to strengthen the startup ecosystem in the state, CSR Funds of State PSU's will be utilized to create corpus funds at incubators in compliance with the New Companies Act 2013.

Reimbursement of paid Stamp Duty and Registration Fee: Incubators and Host Institutes shall be eligible for 100% reimbursement of the Stamp Duty and Registration Fee paid on sale/ lease deeds on the first transaction and 50% thereof on the second transaction

Patent Filing Cost: The cost of filing and processing of patent application will be reimbursed to the incubated startup companies subject to a limit of Rs. 2 lakh (0.2 million) per Indian patent awarded. For awarded foreign patents on a single subject matter, uptoRs. 10 lakh (1 Million) would be reimbursed. The reimbursement will be done in 3 stages, i.e., during filing, prosecution and award.

Training Assistance: For every employee recruited by a startup within a period of three years of incubation, an amount of Rs 25,000 per employee per year shall be provided for training.

Performance-linked grant for startups: Startups that record a year-on-year growth rate of 15%, as per audited accounts, shall be eligible to get a grant of 5% on Turnover, subject to a limit of Rs.10lacs within a period of three years from the date of incubation.

Appendix 2

U. O No. Ad. Misc./3/H. Edn/2013 (**dated** 21.10.2014) on **Grace Marks and attendance**

Grace marks and attendance will be provided by the University to Student Entrepreneurs who are incubated in TBIs approved by the National Science and Technology Entrepreneurship Development Board, Department of Science and Technology, Govt. of

India, based on the following board guidelines. Accordingly, a student entrepreneur (or group) will be rated at different stages.

Sl. No.	**Stages**	**Grace Marks** (Max 4%)	**Attendance** (Max 20%)
1	Ideation Stage	1%	5.00%
2	Teaming & Company formation	1%	5.00%
3A **OR** 3B	Prototype (Working Models) for **Technology based firms*** Business Services of **Service based firms***	2% 2%	10% 10%

**The student company (Arts/Science/Business School/ Engineering College/ Polytechnic) should have made a working model (proto type) which is commercially viable (for technology based companies) and has started generating sufficient cash flow towards attaining self-sustainability and has a sound workable business plan validated by a DST approved Incubator (for service based companies)*

1. For students to be eligible to receive the special attendance under the Student Entrepreneurship Scheme, they should have secured a minimum of 75 % attendance including the special attendance for which the student is eligible under the scheme.

2. Students shall not be allowed to avail this special attendance to skip any of the examinations fixed by /university/

3. Students shall be encouraged to participate in nationally reputed idea competitions/business plan contexts/entrepreneurship seminars etc. to gain maximum exposure. Duty leave shall be given for this purpose. Students who win prizes at university/state/national level idea competitions/ business plan contexts may also be given up to 2% grace marks in the semester in which the prize was won.

4. 4 % Grace Marks can be distributed to any (3) semesters on the basis of the stages noted in the G.O. or to one semester, as a candidate completes the stages of incubation.

5. Maximum grace marks to be awarded for professional courses shall not exceed 5 %, including SES/sports/NSS/Arts etc.

6. Guidelines specified for award of grace marks as per U.Os. No. Ad.DI.1.1276 /Sports/Grace marks/2007 dated 07.09.2007, No.Ad.DI.1. 1276/Mod./2007 dated 30.11.2007 & No. Ad.DI.1./Mod./Extn./09 dated 02.11.2009 will be applicable to SES also.

12. IT Policy[10]

Background: The IT investment of the University of Kerala is significant, and the dependency on computer technology in the delivery of its services is high. University of Kerala is committed to deployment of information technology for e-Governance, e-Cash, e-Learning and teaching in a cost-effective, secure, non-privacy invasive and innovative manner. The majority of the digital data used in Kerala University is examination related, student's details, staff details, archived records etc. Selected data is available to public view but most are person centric. Confidential data is also stored in the University servers. It is therefore necessary that there should be policies on the areas like File Naming, Passwords, Server Documentation, continuity plan, Internet and e-mail usage, User Privileges, Asset control, Mobile Computing, Procurement, Insurance and Maintenance of IT equipment's.

The following are the general policy stands of University of Kerala related to IT

- Only licensed software or Free and Open Source Software (FOSS) shall be used for different activities.
- Unauthorized access and use of official information shall be penalized.
- Security audit shall be conducted on regular basis to identify possible weak points and to correct them.
- The roles and responsibilities of users shall be clearly defined.
- Backup of data shall be taken in remote location (second campus) to prevent the data loss due to fire, flood or other calamities.
- A foolproof disaster recovery plan shall be implemented.
- Access to social networking, offensive and commercial websites shall be controlled.
- Installation and use of downloaded software shall be prevented.
- The details of logged in users shall be checked regularly.
- Open ports in networks shall be identified and always kept closed.
- Unauthorized changing of the configuration settings of the network shall be prevented.
- The users shall be educated about the need for network security and the use of best practices.
- Security shall be ensured using encryption methods, digital signatures, etc. during storage and data transfer through networks.Different security devices shall be implemented at different levels in the network.To protect the information from different internal and external attacks, necessary threat management systems shall be deployed in desktops, servers and gateways.Access to information shall be controlled at different levels using context, role and user based access.Strong passwords, biometric and token based access controls shall be implemented in different information storage devices and shall be partially renewed.Physical access to storage shall be controlled by

[10]Drafted by a Committee consisting of Dr. VinodChandra.S.S (Computer Centre), Dr. ManojChangat (Future Studies), Dr. M.N Mubarak (Computer Science)

keeping the storage in biometrically access controlled tier-3 level data centre.Backing up of data shall be done at different intervals such as daily, weekly, etc. depending on the critical nature of the data.Access to network shall be controlled by different methods at different levels such as using passwords, IP settings of clients, etc.Passwords or network access shall be changed regularly.The network usage shall be closely monitored for identifying any possible threats.

13. Open Source Policy[11]

Preamble: Open Source Software (OSS) is one of the least expensive and most effective solutions for technology and knowledge transfer since it helps to monitor and regulate access to resources and to create web-accessible data bases and applications. It guarantees the right to access and modify the source and to use, reuse and redistribute the software without any royalty or other costs. Open source helps the potential use of Internet Communication Technology (ICT) for sustainable development since the focus of information ecologies is on the human activities that are skewed by technology. OSS is suitable for operating in the low-traffic backwaters of the internet. There are social and economic factors which are affected by the implementation of open source software. The social factors include knowledge sharing (video lectures, notes etc.), professional reputation and recognition among peers, learning and improving personal skills and challenge of proprietary software. The economic factors related with the control of cost of software licensing and upgrades, promote software use in public sectors, direct rewards for individuals such as commercial consulting, training, support, implementation services etc.. Open source software provides researchers the flexibility of publishing results, reserving their rights and an easy way of technology transfer. The knowledge is distributed in the host country and can have global participants with the freedom of movement. Hence implementation of open source software is highly essential as it can be adopted as an extension of best practices in the academic and administrative developments.

Government of India has adopted a policy on Adoption of Open Source Software to encourage the formal adoption and use of Open Source Software (OSS) in Government Organizations. Further the National Policy on Information Technology, 2012 has mentioned, as one of its objectives, to "Adopt open standards and promote open source and open technologies". The information technology policy adopted by the university is also in line with this objective.

Objectives

- To provide a policy framework for rapid and effective adoption of OSS
- To ensure strategic control in applications and systems from a long-term perspective.
- To reduce the Total Cost of Ownership (TCO) of projects and facilities and better use available resources.
- To encourage contribution to the development of OSS among the academia.

Policy Statement:

University of Kerala shall endeavour to adopt Open Source Software (OSS) in all teaching, research and administrative activities as a preferred option in comparison to Closed Source Software (CSS). The Open Source Software shall have the following characteristics:

- The source code shall be available for the community / adopter / end - user to study and modify the software and to redistribute copies of either the original or

[11] Drafted by a Committee consisting of Dr. K. Satheesh Kumar (Future Studies), Dr. Aji (Computer Science), Dr. Yamuna A. (Optoelectronics)

modified software.
- Source code shall be free from any royalty.

Nature of Compliance& Applicability: Mandatory. The policy shall be applicable to all the students, faculty and staff of the University of Kerala.

Exemption: University of Kerala shall endeavour to adopt Open Source Software in all activities - teaching, research and administration. However, in certain specialised domains where OSS solutions meeting essential functional requirements may not be available or in case of urgent / strategic need to deploy CSS based solutions or lack of expertise (skill set) in identified technologies, the concerned faculty or staff may consider exceptions by making a statement of sufficient justification.**Examples:** (i)A researcher may find that a particular CSS is critical for the success and timely completion of the research work. (ii) A teacher may incorporate a CSS in syllabus if it significantly improves the employability of the students

How to comply: All sections of the university, while implementing e-Governance applications and systems must include a specific requirement in Request for Proposal (RFP) for all suppliers to consider OSS along with CSS while responding. Suppliers shall provide justification for exclusion of OSS in their response, as the case may be. The sections concerned shall ensure compliance with this requirement and decide by comparing both OSS and CSS options with respect to capability, strategic control, scalability, security, life - time costs and support requirements.

Implementation Mechanism: The University shall maintain an online list of OSS, under different categories, for both administrative and academic purposes. The university shall encourage students, faculty and staff to use OSS and to provide periodic training making then familiar with OSS.

Glossary
- Domain: A sub-category under an Information Technology field is a Domain; specific purpose within a "Domain" is known as "Area". For example, "Document type for Web publishing content" is one Area under the "Presentation" domain.
- e-Governance: A procedural approach in which the Government and the citizens, businesses, and other stakeholders are able to transact all or part of activities using Information and Communication Technology tools.
- Government Organization: For the purpose of this policy, Government organisation refers to all Ministries/ Departments/ offices/ statutory bodies/ autonomous bodies, both at the Central and State levels. Government organizations offering commercial services are not included.
- Legacy System: An old method, technology, computer system, or application program that continues to be used, typically because it still functions for the users' needs, even though newer technology or more efficient methods of performing a task are now available.
- New version of Legacy System: The legacy system which has undergone a major version change due to re-engineering like functional changes, architectural changes, technology changes, change in storage mechanism, design implementation changes etc.
- Open Source Software: OSS is commonly known as Free and Open Source

Software (FOSS). Here the "Free" refers to "Freedom to use" and not "Free of Charge". Here "Open Source" refers to the "availability of Source code for the community/ adopter/ end-user to study and modify the software and to redistribute copies of either the original or modified software (without having to pay royalties to previous developers).

- Proprietary Software/Closed Source Software: CSS/proprietary software typically prohibits the access to/modification of the source code. It restricts the copy, modification, distribution and reuse of the software. The restrictions may be applicable to the whole or part of the software so that the control is with the concerned company. Revenue, profit and IPR drive the development and marketing of the products and solutions.
- Royalty: A stream of payments for use of a certain type of asset/technology, most typically an Intellectual Property Right (IPR).
- Systems: A group of interacting, interrelated, or interdependent elements forming a complex whole. Information System is a combination of people, hardware, software, communication devices, network and data resources that processes (can be storing, retrieving, transforming information) data and information for a specific purpose.

14. Quality Policy[12]

University of Kerala accepts the well-known notion of quality as conformance to prescribed standards. The University recognizes the need to prescribe standards for every aspect of its operations, taking care to ensure that equity, access and excellence are taken into due consideration in this process. Every activity of the University needs to undergo continuous improvement. This requires extensive data collection, analysis and bench marking of each activity. The University will carefully evolve such a system involving every stake-holder of the University, in a participative manner. Towards this, the University shall:

- Establish a detailed on-line data collection system: The endeavour shall be to provide comprehensive support to all stakeholders and ensure that individual wise support is extended and augment the existing and future resources in this direction

- Conduct annual audits of its key activities and evolve bench marks for each: The annual audits shall provide the key essentials that need to be taken care of and also considered important which in turn can be benchmarked with institutes of repute and rise to the international standards

- Provide awareness and training in quality concepts & system to all stake holders of the University: There shall be continuous training and development among the stake holders through direct and indirect measures which can provide the much needed impetus to the quality concepts and systems in vogue and also elicit responses on the improvements from time to time

- Report to all stake holders the results of quality efforts in each key area of activity, each year: The University shall empower the IQAC to be a pillar of quality consciousness through the various quality activities. All the stake holders will be involved in the quality dissemination, absorption and control mechanisms that will be evolved at regular intervals.

[12] Drafted by a Committee consisting of Dr. K.S. Chandrasekar (IMK), Dr. Saja K. (Biochemistry), Dr. K.G. Gopchandran (Optoelectronics)

15. Policy on Creating & Enhancing Infrastructure

Types of Infrastructure: For the purpose of this policy, the following types of infrastructure shall be considered:

1. Buildings for Departments and Offices
2. Amenities for Students & University Community
3. Teaching and Instrumentation Infrastructure.
4. Miscellaneous Infrastructure

Present Status: There is no explicit statement of infrastructure policy of University of Kerala. Though Infra-structure development has not been planned many steps essential for such planning have been put in place. Topographical survey (Contour mapping) of Kariavattom Campus has been conducted in 2015. A Master Plan has been prepared for creating infrastructure. Many new structures are coming `up:

- Building for the School of Indian languages under the School System
- Geological Museum.
- Marine Museum
- Extension to the existing building of the Department of Computer Science
- Extension to the existing building of the Controller of Examinations
- Staff Quarters
- Platinum Jubilee Multi-purpose Indoor Court in the Senate House Campus
- Platinum Jubilee Multi-purpose Conference/Seminar Hall
- New Canteen Building in Senate House Campus

Construction works of the following projects are in the pipeline in the 12th Five Year Plan period ie (2012-2017)

- New building for the Centre for Nano Science and Nano Technology
- Vertical Extension of Science Block building at Kariavattom
- Building for the new Sophisticated Instrumentation & Computation Centre (SICC)
- Installation of a Liquid Nitrogen Plant
- Installation of Diesel Generator Sets as stand by to ensure uninterrupted power supply in the whole campus at Kariavattom.

Some old buildings that require major maintenance are to be completed during the 12th Plan period. Apart from this, this period will also see accretions in the instrument and equipment sector not only by acquiring sophisticated equipments but also in providing various facilities to foster research. The University will cope with the demands for modern amenities from campus community which are justifiably increasing.

Outlook: The University now needs to plan not only for incremental growth, but needs to look forward to 50 years into the future in terms of creating, enhancing and maintaining its infrastructure. The sweeping changes that are taking place in the higher

education sector and also its own policies and charters on various aspects need to be integrated into the approach to infrastructure creation & maintenance.

1. **Buildings for Departments and Offices:**
   - Department buildings and offices are to be developed with at least 50 years vision, taking into consideration the aspirations of the younger generation and also with a view to provide world-class ambience.
   - The buildings shall not be merely utility spaces, but present proud landmarks in the campus and the architectural aspect shall be given great importance.
   - The old buildings/structures in dilapidated conditions are to be separated in two categories. (i) One to be demolished and newly constructed. (ii) One to be preserved as Heritage Building by making proper structural repairs and allied works. The Oriental Research Institute and Manuscripts Library in Kariavattom, Senate Hall, Old University Office, building of the Department of Publications, building of the Institute of English building, building of the University Library and building of the Observatory are the heritage structures.
   - All buildings are to be planned in a vertical manner considering the present land value.
   - All buildings are to be properly planned as 'Green Buildings' which are minimal in carbon foot print.
   - Proper Annual maintenance to be provided for all buildings above 10 years.
   - Only LED lighting will be used in lighting system in new buildings and also for replacements.
   - Buildings shall use structural glass and create open views through central walk way, whenever possible.
   - The space in the campus for future development are identified as follows. New Developmental projects shall prioratise utilizing these areas:
     Area 1: Area around Gandhi Bhavan
     Area 2: Area opposite Oriental Language Block
     Area 3: Area between School of Business and Health Centre.
     Area 4: Extreme left of North Campus (left of the road to Green Field Stadium)
     Area 5: Area opposite Research Hostel

2. **Amenities for Students & University Community:**
   - Better quality toilets (including those for physically disabled and transgender),
   - Convention centre, with a minimum 1000 seating capacity, which can be multi-functional, including mini conference halls, guest rooms, green rooms and audio-video facilities.
   - Sporting facilities: A few indoor courts for shuttle and basketball, yoga, gymnasium etc. besides utilizing the facilities in the Green Field Stadium.
   - Multi-storied international hostel for students and faculty from outside the state and country.

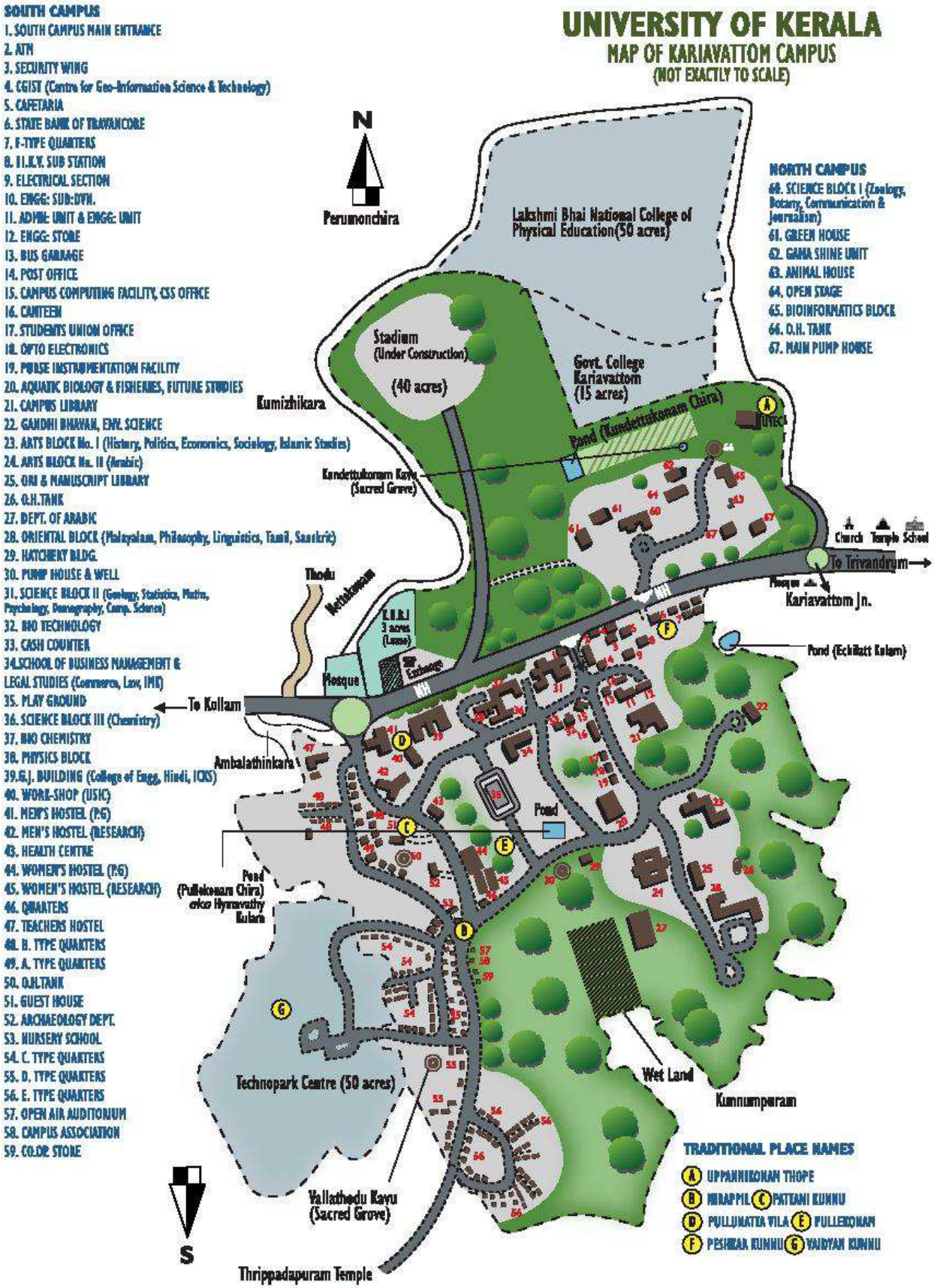
- Medical facilities that work round the clock, with alternate medical system for treating stress.
- Xerox and desk top publishing facilities, binding, lamination, STD/ISD facilities.
- Flats for university staff quarters.
- More catering stalls, including those that works till the time of closure of Campus library.
- An open air theatre highlighting the legacy of Kerala/University of Kerala.
- Reserved covered parking space for faculty, students and visitors.
- Provisions for handicapped students to reach all floors of departments, library and administrative blocks.

3. <u>Technical and Instrumentation Infrastructure:</u>

- The sophisticated instrumentation facility provided centrally shall be provide with quality operating environment. The Kariavattom Campus is sought to be transformed into a Science & Technology Hub to facilitate not only our students but all students and researchers to make use of these facilities.
- New models of providing costly instrumentation will be considered (such as the model used by IGIB, New Delhi which provided space for private companies to install costly instrumentation and for its use to the paid on a per-use basis only).
- For costly equipments, budgeting shall provide for maintenance on an annual basis. This shall be built into proposals.

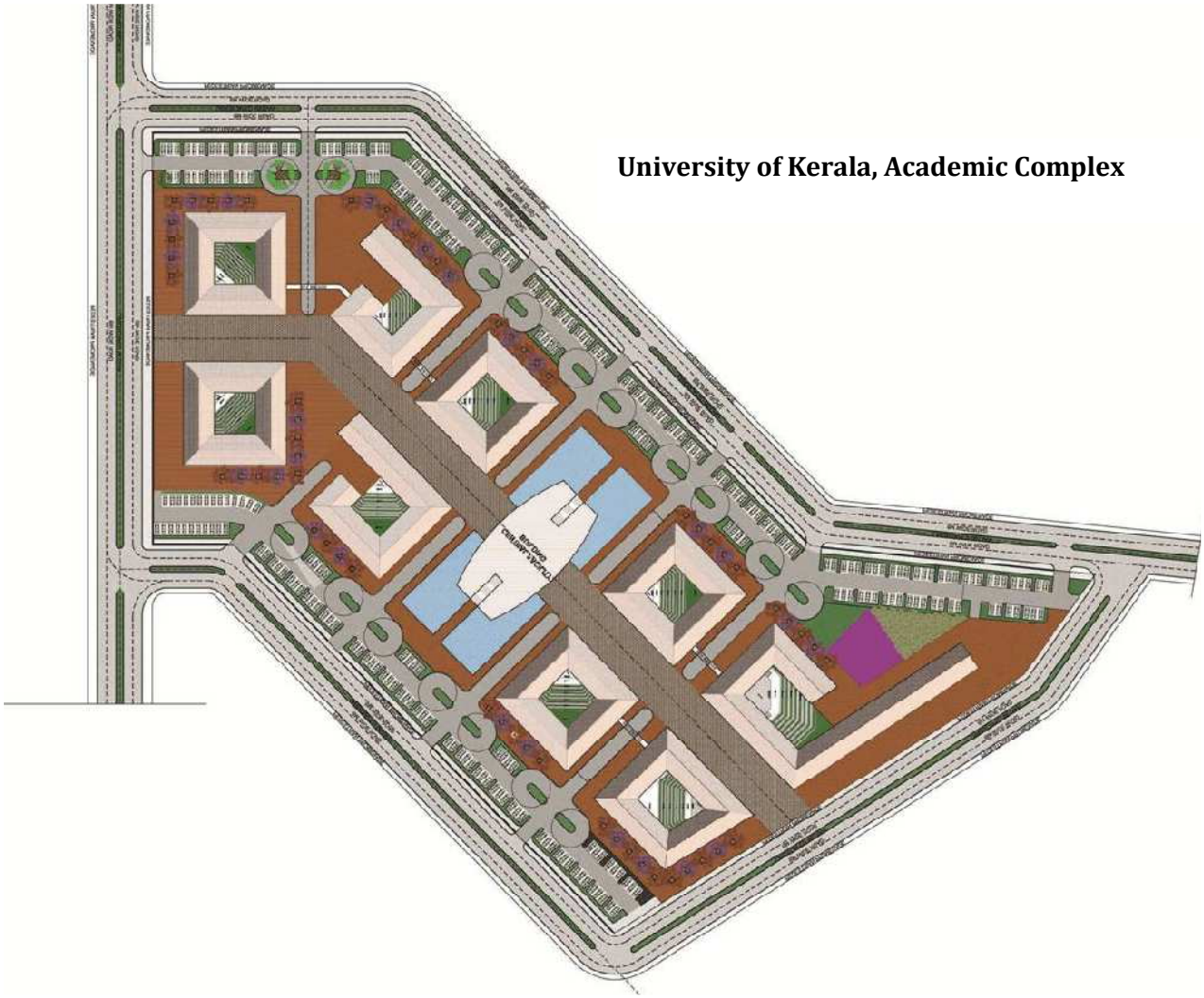
4. <u>Others:</u>

- Meet the futuristic demands of water (through efficient rainwater harvesting systems)
- Management of wastes (integration of zero waste concept, installation of biogas plants, decentralized waste management systems). The University shall adopt the Swach Bharat Mission.
- Energy (solar panel installations, LED lighting, etc)
- Promote use of bicycles in the campus, provision of more frequent public transport facilities by the University.
- More open air auditoriums and green private spaces for reading, pathways for eco-walk.
- Infrastructure already provided like overhead electric lines, cables etc. are to be made underground in order to minimize the maintenance cost.
- Proper drains and rain water harvesting shall be provided for construction of buildings in future, and repair and maintain sewer lines of all buildings to be done
- Proper recreation facility shall be provided for students and staff.
- Green Zone: A purely protected zone in the campus, developed as secondary forest that ultimately helps protecting the watershed, besides enriching the biodiversity of the campus.


UNIVERSITY OF KERALA
MAP OF KARIAVATTOM CAMPUS
(NOT EXACTLY TO SCALE)
SOUTH CAMPUS
1. SOUTH CAMPUS MAIN ENTRANCE
2. ATM
3. SECURITY WING
4. CGIST (Centre for Geo-Information Science & Technology)
5. CAFETARIA
6. STATE BANK OF TRAVANCORE
7. F-TYPE QUARTERS
8. 11.K.V. SUB STATION
9. ELECTRICAL SECTION
10. ENGG: SUB:DVN.
11. ADMN: UNIT & ENGG: UNIT
12. ENGG: STORE
13. BUS GARRAGE
14. POST OFFICE
15. CAMPUS COMPUTING FACILITY, CSS OFFICE
16. CANTEEN
17. STUDENTS UNION OFFICE
18. OPTO ELECTRONICS
19. PURSE INSTRUMENTATION FACILITY
20. AQUATIC BIOLOGY & FISHERIES, FUTURE STUDIES
21. CAMPUS LIBRARY
22. GANDHI BHAVAN, ENV. SCIENCE
23. ARTS BLOCK No. I (History, Politics, Economics, Sociology, Islamic Studies)
24. ARTS BLOCK No. II (Arabic)
25. ORI & MANUSCRIPT LIBRARY
26. O.H.TANK
27. DEPT. OF ARABIC
28. ORIENTAL BLOCK (Malayalam, Philosophy, Linguistics, Tamil, Sanskrit)
29. HATCHERY BLDG.
30. PUMP HOUSE & WELL
31. SCIENCE BLOCK II (Geology, Statistics, Maths, Psychology, Demography, Comp. Science)
32. BIO TECHNOLOGY
33. CASH COUNTER
34.SCHOOL OF BUSINESS MANAGEMENT & LEGAL STUDIES (Commerce, Law, IMK)
35. PLAY GROUND
36. SCIENCE BLOCK III (Chemistry)
37. BIO CHEMISTRY
38. PHYSICS BLOCK
39.G.J. BUILDING (College of Engg, Hindi, ICKS)
40. WORK-SHOP (USIC)
41. MEN'S HOSTEL (P.G)
42. MEN'S HOSTEL (RESEARCH)
43. HEALTH CENTRE
44. WOMEN'S HOSTEL (P.G)
45. WOMEN'S HOSTEL (RESEARCH)
46. QUARTERS
47. TEACHERS HOSTEL
48. B. TYPE QUARTERS
49. A. TYPE QUARTERS
50. O.H.TANK
51. GUEST HOUSE
52. ARCHAEOLOGY DEPT.
53. NURSERY SCHOOL
54. C. TYPE QUARTERS
55. D. TYPE QUARTERS
56. E. TYPE QUARTERS
57. OPEN AIR AUDITORIUM
58. CAMPUS ASSOCIATION
59. CO.OP. STORE
NORTH CAMPUS
60. SCIENCE BLOCK I (Zoology, Botany, Communication & Journalism)
61. GREEN HOUSE
62. GAMA SHINE UNIT
63. ANIMAL HOUSE
64. OPEN STAGE
65. BIOINFORMATICS BLOCK
66. O.H. TANK
67. MAIN PUMP HOUSE
N
S
Perumonchira
Lakshmi Bhai National College of Physical Education(50 acres)
Stadium (Under Construction) (40 acres)
Govt. College Kariavattom (15 acres)
Kumizhikara
Pond (Kundettukonam Chira)
Kundettukonam Kavu (Sacred Grove)
Church
Temple
School
To Trivandrum
Mosque
Kariavattom Jn.
Thodu
Nettukonam
Mosque
To Kollam
Ambalathinkara
Pond (Echilatt Kulam)
Pond
Pond (Pullekonam Chira) aka Hymavathy Kulam
Technopark Centre (50 acres)
Wet Land
Kunnumpuram
Vallathodu Kavu (Sacred Grove)
Thrippadapuram Temple
TRADITIONAL PLACE NAMES
A UPPANNIKONAM THOPE
B NIRAPPIL C PATTANI KUNNU
D PULLUNATTA VILA E PULLEKONAM
F PESHKAR KUNNU G VAIDYAN KUNNU

UNIVERSITY OF KERALA
MAP OF PALAYAM CAMPUS (16.61 acre)
(NOT EXACTLY TO SCALE)
N
1. POET ASAN SQUARE
2. STATUE OF FOUNDER CHANCELLOR
3. UNIVERSITY SENATE HALL & OFFICE
4. SECURITY WING
5. CURIO CORNER
6. PUBLIC RELATIONS & ENQUIRY
7. CENTRE FOR VISUAL & PERFORMING ARTS
8. HEALTH CENTRE
9. PUBLICATION DEPARTMENT
10. AEG CENTRE
11. HASSAN MARAKAR HALL
12. SCHOOL OF DISTANCE EDUCATION
13. INSTITUTE OF ENGLISH, GERMAN, RUSSIAN, LEXICON
14. FINANCE & AUDIT
15. OFFICE EXTENSION
16. OLD UNIVERSITY OFFICE (UNION OFFICE, CO-OPERATIVE SOCIETY ETC)
17. STATE BANK OF TRAVANCORE
18. CONTROLLER OF EXAM BUILDING
19. DESPATCH SECTION
20. TYPING POOL
21. CO-OPERATIVE PRESS
22. POST OFFICE
23. GUEST HOUSE
24. PRESS
25. CASH COUNTER
26. CANTEEN
27. GOVT. DATA PROCESSING CENTRE
28. GANDHIAN STUDY CENTRE
29. OFFICE EXTENSION
30. UNIVERSITY COMPUTER CENTRE
31. KAIRALI TV
32. HOSTELS FOR MLAS
33. LEGISLATIVE COMPLEX
34. UNIVERSITY LIBRARY
35. PUBLICATION SALES COUNTRE
36. CANTEEN
37. UNIVERSITY COLLEGE
38. INDIAN COFFEE HOUSE
39. CHURCH
40. V.J.T HALL
41. RESTAURANTS
42. PALAYAM MOSQUE
43. GANAPATHI TEMPLE
44. UNDER PASS
45. MARTYR SQUARE
46. CHANDRASEKHARAN NAIR STADIUM
47. St. JOSEPH'S CATHEDRAL
48. SWADESHABHIMANI STATUE
49. CONNEMARA MARKET
50. SAPHALYAM SHOPPING COMPLEX
51. UNIVERSITY COLLEGE EXTENSION
52. SANSKRIT COLLEGE (OLD MANUSCRIPTS LIBRARY), CHILDREN'S LITERATURE INSTITUTE
To East Fort
MG Road
PALAYAM (Cantonment)

University of Kerala, Academic Complex

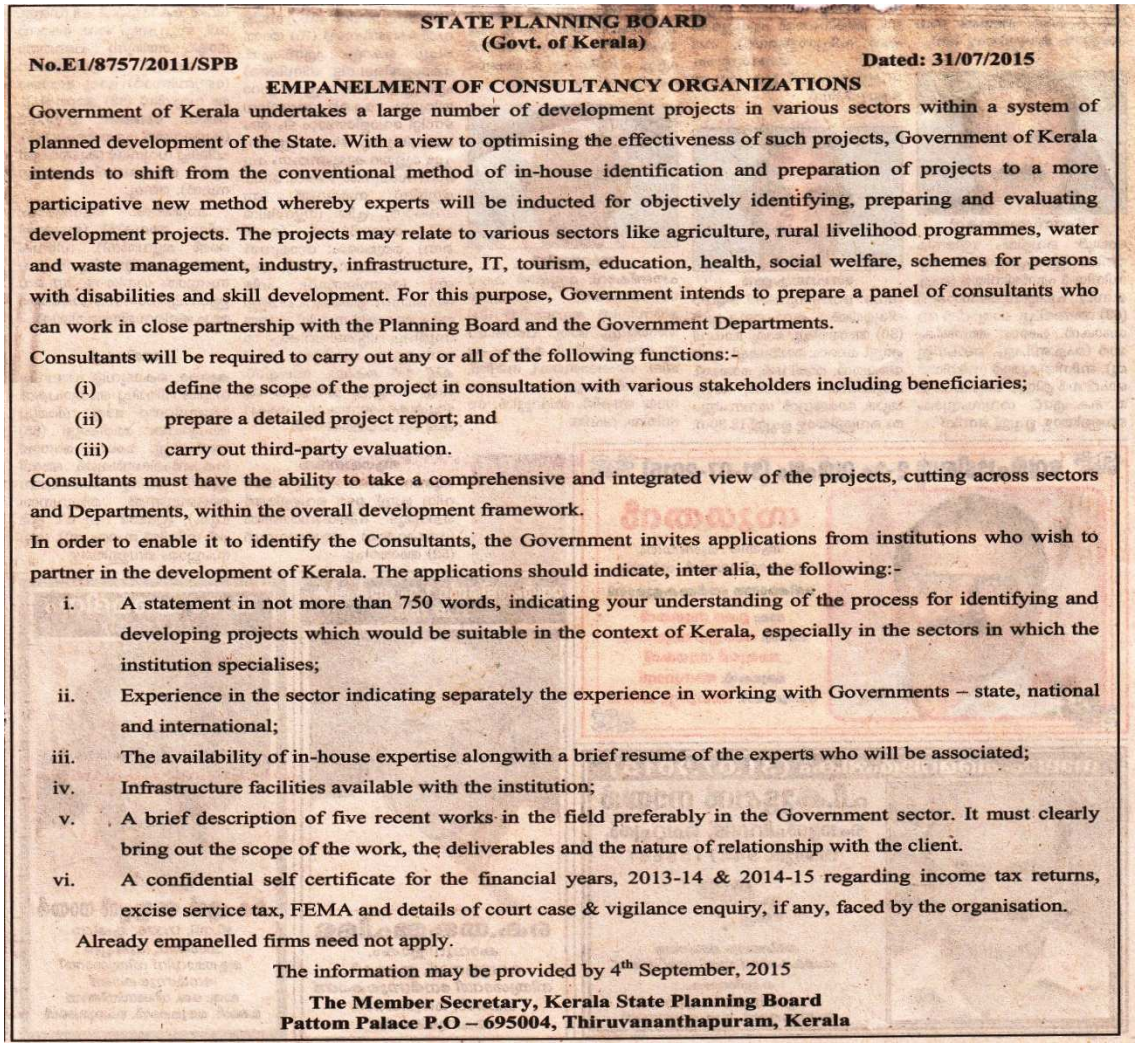


AII:Students Diversity in Teaching Departments (as on June 2015)

Sl.No	Department*	Total Students	Outside State	Foreign
1.	Aquatic Biology	57	1	0
2.	Arabic	42	0	0
3.	Archaeology	27	0	0
4.	Bio-Chemistry	75	0	0
5.	Bio-Technology	24	0	1
6.	Botany	54	0	0
7.	Chemistry	69	2	0
8.	Commerce	114	0	6
9.	Communication & Journalism	45	0	0
10.	Computational Biology & Bio-Informatics	50	2	1
11.	Computer Science	111	1	0
12.	Demography	58	0	0
13.	Economics	78	0	1
14.	Education	74	0	2
15.	English	99	0	0
16.	Environmental Studies	39	1	0
17.	Future Studies	72	0	3
18.	Geology	36	0	0
19.	Hindi	39	0	0
20.	History	81	0	0
21.	IMK	193	2	5
22.	Law	142	1	1
23.	Library & Information Science	52	0	0
24.	Linguistics	74	1	5
25.	Malayalam	86	0	0
26.	Mathematics	81	0	2
27.	Music	22	0	0
28.	Opto-Electronics	83	0	0
29.	ORI	68	0	0
30.	Philosophy	49	0	0
31.	Physics	41	0	0
32.	Political Science	103	0	3
33.	Psychology	83	0	4
34.	Russian	54	0	0
35.	Sanskrit	84	0	0
36.	Sociology	103	1	2
37.	Statistics	57	0	0
38.	Tamil	75	25	0
39.	Zoology	42	0	0
Total		**2736**	**37**	**36**
%		**100**	**1.35**	**1.32**

*****The School of Distance Education has 32,614 students, which is not included in this list*

AIII(a): An advertisement by the planning board inviting consultancy



STATE PLANNING BOARD
(Govt. of Kerala)

No.E1/8757/2011/SPB **Dated: 31/07/2015**

EMPANELMENT OF CONSULTANCY ORGANIZATIONS

Government of Kerala undertakes a large number of development projects in various sectors within a system of planned development of the State. With a view to optimising the effectiveness of such projects, Government of Kerala intends to shift from the conventional method of in-house identification and preparation of projects to a more participative new method whereby experts will be inducted for objectively identifying, preparing and evaluating development projects. The projects may relate to various sectors like agriculture, rural livelihood programmes, water and waste management, industry, infrastructure, IT, tourism, education, health, social welfare, schemes for persons with disabilities and skill development. For this purpose, Government intends to prepare a panel of consultants who can work in close partnership with the Planning Board and the Government Departments.

Consultants will be required to carry out any or all of the following functions:-

(i) define the scope of the project in consultation with various stakeholders including beneficiaries;
(ii) prepare a detailed project report; and
(iii) carry out third-party evaluation.

Consultants must have the ability to take a comprehensive and integrated view of the projects, cutting across sectors and Departments, within the overall development framework.

In order to enable it to identify the Consultants, the Government invites applications from institutions who wish to partner in the development of Kerala. The applications should indicate, inter alia, the following:-

i. A statement in not more than 750 words, indicating your understanding of the process for identifying and developing projects which would be suitable in the context of Kerala, especially in the sectors in which the institution specialises;
ii. Experience in the sector indicating separately the experience in working with Governments – state, national and international;
iii. The availability of in-house expertise alongwith a brief resume of the experts who will be associated;
iv. Infrastructure facilities available with the institution;
v. A brief description of five recent works in the field preferably in the Government sector. It must clearly bring out the scope of the work, the deliverables and the nature of relationship with the client.
vi. A confidential self certificate for the financial years, 2013-14 & 2014-15 regarding income tax returns, excise service tax, FEMA and details of court case & vigilance enquiry, if any, faced by the organisation.

Already empanelled firms need not apply.

The information may be provided by 4th September, 2015

The Member Secretary, Kerala State Planning Board
Pattom Palace P.O – 695004, Thiruvananthapuram, Kerala

A III (b): Social Enterprise Education Programme 2015

Social Enterprise Education Programme 2015 : Call for proposals for India-UK collaborative academic partnerships. British council has called for applications for academic partnership programme between academic institutions in India and the UK http://www.britishcouncil.in/call-proposal-social-entrepreneurship-education-system. The programme is expected to contribute to and lead to one or more of the following objectives outcomes in the Social Enterprise domain in India and the UK

1. Mainstreaming Social Enterprise across disciplines - UK-India collaboration that explores and piloels a project to look at how social enterprise can be mainstreamed across the university, regardless of what course is studied.

2. Curriculum development and joint courses – UK-India collaboration focused on embedding social enterprise curriculum in to existing courses or developing new ones. Development of new shared academic resources such as accredited modules, online material, and twin campus courses etc. with active support from UK. Development of opportunities for student exchanges/interns/immersion with the UK, including digital platforms.

3. Incubation – Collaboration focused on developing incubation centres/labs within Universities. Preference will be given to collaborations that attract new partners including industry and corporates to contribute to incubation and seed funding.

4. Social enterprise network focused on higher education: Collaboration supporting a UK – India social enterprise network that focuses on Higher Education and contributes to development of the social enterprise ecosystem. The values of the network should be around collaboration and sharing of resources in order to reduce duplication and reach scale quickly. The network should aim to provide a clear voice within the Indian social enterprise ecosystem and add credibility to policy advocacy endeavours.

The closing date for receipt of applications is Saturday,4th September 2015.

16. Student Charter

A student charter must be a mutual agreement with university and its primary stakeholders to create an environment for learning, personal development and research, which will finally benefit for our nation.

University

1. Can receive effective firmly feedback on their academic work.
2. Provide a favorable environment for learning
3. Improve quality of teaching and research activities
4. Give students the rights to represent in university governance through students union.

Student's responsibilities

1. Engage with university to promote environment sustainability.
2. Pursue their academic studies in honest and responsible manner.
3. Be a responsible ambassador of university with good conduct.
4. Contribute organizational and cultural life of university.
5. To participate in university programmes.
6. Respect diversity of ideas, diverse culture.
7. All should treat fairly and ethically with respect and dignity.

Union

1. Voice of students, and had the right to campaign on their behalf.
2. Have the right to convey collective / individual opinion to the authorities.
3. Provide opportunities to all students to involve in the activities of union.