



MINUTES
1st MEETING OF IQAC (CYCLE 03)



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

Minutes of the First Meeting of IQAC
University of Kerala

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**Minutes of
The First Meeting of IQAC, University of Kerala
Venue: Syndicate Room
Date: 02.02.2015**

Members

01. Prof. P.K. Radhakrishnan, Vice-Chancellor (Chairman)	:Sd/-
02. Dr. N. Veeramanikandan, Pro Vice-Chancellor (Vice-Chairman)	:Sd/-
03. Dr. R.Jayaprakash (Member, Syndicate)	:Sd/-
04. Dr. Girish Kumar R. (Member, Syndicate)	:Sd/-
05. Dr. P.M. Radhamany (Member, Syndicate)	:Sd/-
06. Dr. Alexander Jacob I.P.S. (Retd)	:Sd/-
07. Dr. Mohammed Basheer K., Registrar	:Absent
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	:Absent
16. Dr. C.R. Prasad, Professor, Department of Malayalam	:Absent
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/-

The Vice Chancellor welcomes the members for the first meeting after NAAC second cycle accreditation. He initiated the discussion on post-accreditation activities.

Item No.Q3.1.01: NAAC Accreditation Process: The 2nd cycle of NAAC accreditation process has been completed successfully and it is for the University to maintain the momentum achieved and march forward for achieving better results during the 3rd cycle process of NAAC Re-accreditation expected during the year 2020. As a step towards further qualitative improvement, the University under the auspices of IQAC has to make self-assessment/evaluation as to where it stands and evolve concrete steps for further improvement, relying on the suggestions/recommendations made by the NAAC Peer Team during its visit. Priority to be given in adopting the 15 parameters relied upon by the UGC to grant the University of Hyderabad "The University with Potential of Excellence". The IQAC must adopt the above 15 parameters for qualitative improvement before the next visit of the NAAC. Ideas and inputs for further qualitative improvement based on the same should be obtained from each member of IQAC and a Sub Committee is formed to discuss and evolve measures for achieving each parameters. It was resolved that the IQAC shall take initiative to maintain the momentum achieved during the 2nd cycle of NAAC Accreditation process and evolve positive strategies for achieving better results during the 3rd Cycle Re-accreditation process.

1. The Director, IQAC shall take steps to constitute a Committee under IQAC to study and make a self-assessment/evaluation, as to where the University stands qualitatively, before and after the NAAC accreditation process.

The IQAC shall focus and adopt the 15 parameters relied upon by the UGC for “The University with Potential of Excellence” status. In this connection, the Director, IQAC shall consider the following:

- i. Entrust each member of the IQAC to come up with ideas and inputs based on the 15 parameters.
- ii. Form a Sub Committee under the IQAC to study the inputs and ideas put forth by the IQAC members for evolving concrete measures in this direction.

A Committee consisting of Dr. Achuthsankar S Nair, (Director, IQAC), Professor, Department of Computational Biology & Bioinformatics, Dr. K. S. Chandrasekar, Professor, Institute of Management in Kerala, and Dr. Shaji A, Assistant Professor, School of Distance Education, in consultation with the Vice Chancellor shall propose required number of Sub Committees on focal areas and also to take decisions in between IQAC meetings.

Item No: Q3.1.02: AQAR for the year 2014-15: A definite master plan to be charted out for ensuring that AQAR is prepared on time and submitted to NAAC each year, until the accreditation process expected during 2020 in time.

The Director, IQAC shall:

1. Chart out a master plan for ensuring that AQAR is prepared and submitted to NAAC on time each year, until the next visit of the NAAC.
2. Take immediate steps to submit the AQAR for the year 2014-2015 in time.

Item No: Q3.1.03: Collection of data related IQAC activities: Even though a lot has been achieved by the University in all spheres academic, administrative, and financial, these could not be highlighted for want of proper documentation. A definite master plan for documentation has to be charted out immediately. The IQAC shall take initiative for distributing the data collected through IQAC uniformly in the AQAR, Annual Report and the Report to the Chancellor.

The Director, IQAC shall be vested with all powers to call for all data related to IQAC activities.

The Director, IQAC shall:

- A) Submit a master plan for documentation of University records, for presentation before NAAC and other external agencies.
- B) Link and distribute data collected uniformly in the Annual Report, AQAR and the Report to the Chancellor.

Item No: Q3.1.04: Creation of a Website: Creation of a Website, linked with the University Website containing all important decisions and initiatives of the IQAC for the stakeholders to view and express their valuable suggestions/ comments is felt necessary. The Director, Computer Centre in consultation with the Director, IQAC, shall create a Website for IQAC, linked with the University Web Site.

Item No.Q3.1.05: Seminar on quality: IQAC to organize, excellence and for creating awareness on the importance of accreditation of NAAC and other external agencies

among the University teachers, students and non-teaching staff, once in a year. The Director, IQAC shall take initiatives towards conducting a one day seminar focusing on quality, excellence etc., and for creating awareness of the importance of accreditation by NAAC and other external agencies, once in every year.

Item No.Q3.1.06: Alumni Association: Alumni Associations of all teaching departments to be revamped and rejuvenated. Also, all teaching departments shall properly document the Alumni meetings conducted and report the same to IQAC. The University to conduct an Alumni day each year. Alumni support for the development in all spheres, academic, administrative and financial, to be sought for. The Director, IQAC shall take initiatives towards:

Revamping and rejuvenating the Alumni Associations of all teaching departments in the University and ensure that the meetings of the Department Alumni Associations are properly documented and presented to IQAC.

- i. To conduct an Alumni Day each year.
- ii. Seek the support of the Alumni of the University for the development of the University in all spheres.
- iii. Create an Alumni Web link in the University Website.

Item No.Q3.1.07: Placement Cell: The Director, IQAC shall take necessary steps towards the formation of a Placement Cell in the University under the auspices of IQAC.

Item No. Q3.1.08: Budget allocation of IQAC: The Director, IQAC shall submit proposals for:

- i. Budget provision of Rs.5 lakhs for IQAC for the financial year 2015-2016.
- ii. Utilizing the savings of Semester-in-India programme, for IQAC.

Item No.Q3.1.09: IQAC to raise quality alerts: The Director, IQAC is authorized to raise quality alerts whenever a question arises as to the quality of the institution.

Item No.Q3.1.10: Advisory role of IQAC: The Advisory role of IQAC and other aspects for improvement were proposed by the Director, IQAC through a Power Point Presentation (Extracts of which is appended). Detailed discussions were made and suggestions evolved during the discussions. The following suggestions were made by the members based on the Power Point Presentation made by the Director, IQAC:

- IQAC may identify and promote research project applications received from major national and international funding agencies. Also, constitute committees of experts who can assist and as well provide critical review of the proposals and presentations.
- USIC is to be strengthened.
- Encourage erudite visitors to University and arrange interaction with students.
- IQAC shall plan workshops, training programmes and sensitization.
- Collaborative research with agencies such as ISRO, BSNL, BARC and Corporate houses to be explored

- Seed Money to encourage new faculty and also for good achievers need be implemented.
- The performance of center's to be evaluated.
- A policy to promote research in affiliated colleges to be explored.
- MOU by all Departments with national/international agencies be ensured.
- Consultancy to be strengthened.
- Departments such as Psychology and Sociology to focus more on extension
- Academic Audit by external peers for each Department, to identify SWOT.
- IQAC can aid and support research sub-committee of Syndicate.
- Earn-while-you learn (EYL) scholarships for students.
- Currently there are 1000 guides and 5000 research students, which indicates we can expand the numbers (from 1:5 to 1:8).
- Two-way relationship with foreign Universities, especially German and French to be explored with the help of Alliance Franchise and Goethe Centrum, Tvm
- Funding for Design Innovation Centers to be explored.
- Industry-Institute Interaction using Triple Helix model.
- Job oriented/career courses to be explored.
- Online Grievance Redressal to be implemented.
- IQAC should design simple form for data collection.
- All Departments to be encouraged to publish research journals.
- On-line exams to be explored.
- Helping needy students in the style of Swanthana to be explored.
- Service of Departments Library to be strengthened.
- Library opening up to 12 PM needs to be complemented with supporting systems.
- CSS Academic Committee may have a student member
- Open stage of students required in Kariavattom.
- Planning and Development Wing to have short-term, Mid-term and long term plans.
- Syllabus revision should be world class and IQAC must involve itself.
- Budget provision for maintenance to be there every year.
- Extension outreach programmes to be strengthened.
- Hostel capacity to be increased.
- Bridge courses to be explored.
- Departments to maintain daily activity documentation.
- Idea boxes to invite ideas to improve quality to be made available on-line and physical.
- IQAC must take pro-active role regarding quality issues.
- Quality activities for women should be designed.
- Number of MOUs to be enhanced.
- Patents to be encouraged.
- Wi-Fi to be extended to hostels and quarters area.
- On-line data collection to be explored.

- IQAC seminars to encourage project proposal submissions.
- Students support to be enhanced, student services Department to be strengthened and expanded under full time Director.
- e-Content development to be taken up by Departments.
- Co-ordinated research to be taken up.

The meeting came to an end at 6.30 pm.

Director

**Vice-Chancellor
(Chairman, IQAC)**

APPENDIX

A1. Extracts from the Presentation made by the Director, IQAC

Our Documentation Mandate

- By Next Meeting of IQAC, a detailed scheme and format for documentation will be proposed for the approval of the committee
- The leading principle is to collect raw data regularly and bring out reports on an annual basis.
- To prepare AQAR and Report to Chancellor

Leading Principles:

- Enlist microscopic targets
- Trigger Systemic changes
- Hand hold innovation
- Create visibility in Rankings
- Create coordinated output

100-point Agenda for IQAC

- To be finalized by next meeting
- Some ideas floated now for starting discussions
- We need to be A-grade, not just receive the same from NAAC.
- We are not readying for next NAAC, but we are transforming our University to world class.

Policies and Charters: Drawing up and also effectively implementing

- IP Policy
- Green Charter
- Cyber Policy
- Gender Policy
- Open source Policy
- Plagiarism Policy
- Innovation Policy

Public Relations

- Citizen Charter – to re-enliven
- News Letter – Herald + IQAC Pullout
- Web Site Revamping
- Face book and Twitter Presence (Sociovarsity)
- Coordinated Media efforts on research & innovation
- University brochures & leaflets

Research & Consultancy

- Documenting Research – Research Reports
- Bibliometric analysis of Research, every year
- Developing research metrics for social sciences, Arts etc
- Promoting Patents – 5 patents an year (25 by next NAAC) – Chemistry Dept.

Research Adoption of Karyavattom (LSGs can fund)

- Demography (migration)
- History
- Environment
- Politics
- Social issues

- Environment
- School education survey
- Biodiversity

Research to improve University System

- Many topics in Educn (evaluating inn. practices, study of grading, feedback etc)
- Management (critical analysis of University's management practices)
- Law (critical analysis of policies and legislations)
- Politics – study on student politics
- Environmental Science – solutions to KVTM campus

Coordinated Consultancy

- Identifying Sources of consultancy
- Clinching high volume consultancies by taking up at the highest level (Govt Depts)
- Annual consultancy reports

Interdisciplinary Research

- Each Dept to have at least one PhD and one joint dept project proposal

Teaching & Learning

- Revision of CSS regulations
- Syllabus revision in international format
- Induction prg (Common & School/Dept components), with pre, post tests
- Annual Assessment & Evaluation Report (Grade Statistics, Critical Review of QP, etc.)
- Compilation of M.Sc. & M.Phil project summaries
- Revamping admission practices for higher demand ratio (national advertisement)
- Ensuring Electives from other Departments and quantifying the choice
- Mid & End-sem Feedback and Analysis system

Foreign Students

- Already on a firm footing
- We need to target more foreign students
- System for monitoring and addressing special issues related to them
- From enabling, we need to go pro-active

Using IT in Education

- Proposing newer ways & compiling annual reports
- Starting a Coursera course on Research Methodology by University of Kerala
- Smart Classrooms – ensuring use
- Moodle – promoting at least selective use
- Strengthening email groups for each batch
- Open courseware

Library

- Annual Library Report
- Usage analysis (books and online resources)
- Union Catalogue
- Promoting Kerala Studies Collection
- More Readership Promotion Activities
- Library usage training to be part of induction
- Consultancy to Govt.

Publications Dept

- Have a target for publications
- E-Book series (by teachers themselves)
- Anthology of student writings
- Anthology of writing by foreign students
- Tie with Amazon for on-line sales
- Annual publication report
- Books in Technology

Governance

- Master plan for Campuses
- Data Collection –through Chancellor’s report
- Exam, Finance, Planning, Admin Reporting forms to be designed

Re-engineering/Piloting Processes

- Recognition and Eligibility
- Project Implementation
- Medical Reimbursement
- Foreign Travel
- Purchase
- QP setting
- On-line QP
- Question Banks
- Forms

Occasional IQAC Reports

- Our Infrastructure
- Our Libraries (with Reading Statistics)
- Our Student Amenities
- Our Linkages
- Our Student Activities
- Our Physical Education Infrastructure & Activities
- Our Centers

Student Support

- Campus Interviews
- Soft Skills as a 2 credit course
- Student Counseling
- Hostel need analysis & action
- Student Unions activity reports

Innovation

- Defining Innovation
- Innovation ideas to be generated
- Innovation Policy
- Best Dept - lying dormant – publish best practices

Ranking ...The Dreams

- THES World Ranking
- THES South Asia Ranking :: Punjab University
- QS Ranking of Asian Universities
- BRICKS ranking
- India Today Ranking
- Promote a Kerala Ranking?
- Alert to world class-parameters
- Peer Review of Depts. (Visitors)
- Wish list of Depts. – Aiming Top Journals