



# MINUTES

## 3<sup>RD</sup> MEETING OF IQAC (CYCLE 03)



**2015 May**

Internal Quality Assurance Cell (IQAC)  
University of Kerala

# Minutes of The third meeting of IQAC, University of Kerala

## Contents

Item No	Item	Page No
Q3.3.01	Confirmation of minutes of the second IQAC meeting held on 03.03.2015	1
Q3.3.02	Action taken report (ATR) on decisions of the previous meeting	1
Q3.3.03	Outcome of NAAC re-accreditation & exit report	3
Q3.3.04	Master Action Plan (MAP) to improve quality	4
Q3.3.05	Students who won Medals in National Games	4
Q3.3.06	Best Department Contest	4
Q3.3.07	Best PhD thesis Award	4
Q3.3.08	eBook project	4
Q3.3.09	Development of Aptitude Test	5
Q3.3.10	Starting of You Tube channel of the University	5
Q3.3.11	Re-enlivening Alumni Engagement	5
Q3.3.12	3-tier Induction Program for 2015-16 Admissions	6
Q3.3.13	Quality concerns in Admission Processes	7
Q3.3.14	Vision and mission statement of the University	7
Q3.3.15	Committees for compiling draft policies for discussions	8
Q3.3.16	Feedback System	8
Q3.3.17	Environment studies module recommended by UGC	8
Q3.3.18	Compilation of AQAR	9
Q3.3.19	University Brochure	9
Q3.3.20	Graduate Attributes	9
Q3.3.21	Transgender Issues	9
Q3.3.22	Multi-disciplinary Annual Research Conference	9
Q3.3.23	Academic Event Documentation	10
Q3.3.24	Library Quality Audit	10
Q3.3.25	Department Level Quality Plans	10
Q3.3.26	Other Items admitted by the Chair	10
	<b>Appendices</b>	
A1	NAAC Exit Report Extracts	11
A2	Students who won Medals in the National Games	12
A3	Proposal on Aptitude Testing	14
A4	Draft Vision and Mission Statement	20
A5	Feedback Form	21
A6	Academic Event Documentation Form	23

**Minutes of  
The Third Meeting of IQAC, University of Kerala.  
Venue: Syndicate Room  
Date: 13 May 2015**

**Members Present**

01. Prof. P.K. Radhakrishnan, Vice-Chancellor, UoK ( <b>Chairman</b> )	Sd/-
02. Dr. N. Veeramanikandan, Pro Vice-Chancellor, UoK (Vice-Chairman)	"
03. Dr. Girish Kumar R, (Member, Syndicate), UoK	"
04. Dr. P. M. Radhamany, (Member, Syndicate, UoK	"
05. Dr. Alexander Jacob I.P.S., CMD, Kerala Police Housing Construction Corp. Ltd.	"
06. Dr. Mohammed Basheer K., Registrar, UoK	"
07. Dr. Mini Dejo Kappen, Director, Planning & Development, UoK	"
08. Dr. M. Jayaprakash, Director, College Development Council, UoK	"
09. Dr. Vinod Chandra S.S., Director, Computer Centre, UoK	"
10. Shri. Santhosh C. Kurup, CEO, ICT Academy of Kerala	"
11. Dr. G. Suresh Singh, Professor & Head, Dept. of Mathematics, UoK	"
12. Dr. M.C. Subhash Peter, Professor, Department of Zoology, UoK	"
13. Dr. C.R. Prasad, Professor, Department of Malayalam, UoK	"
14. Dr. G. Raju, Professor, Department of Commerce, UoK	"
15. Dr. Shaji A., Assistant Professor, School of Distance Education, UoK	"
16. Shri. John Williams, Chairman, Departments Union, UoK	"
17. Dr. Achuthsankar S. Nair, Director, IQAC, UoK	"

**Item No.Q3.3.01: Confirmation of the minutes of the Second IQAC meeting held on 03.03.2015:** The minutes of the second IQAC meeting held on 03.03.2015 as electronically circulated to the members may be confirmed.

**Decision:** The Council approved the minutes

**Item Q3.3.02: Action Taken Report (ATR) on decisions of the previous meeting**

<b>Decision</b>	<b>Action Taken</b>
<b><u>Mandate of IQAC:</u></b> The council noted the mandate as specified in NAAC Guidelines	No action pending
<b><u>60 month planner for Cycle 3:</u></b> The council approved the 60 Month Planner for Cycle 03	No action pending
<b><u>Master plan for IQAC:</u></b> The council discussed the draft master plan with short- term, mid-term, long-term deliverables. The council resolved to authorize the Director to place the draft before the teachers, students and the administrative staff for drawing their inputs so as to create ownership of the agenda in all stake holder. It was noted that the Master Plan needs to further evolve and a micro planning is essential. Committees need to be formed for attending to each sub area and one IQAC member needs to oversee each major area.	The master plan draft has been circulated to all teachers and also all key administrative staff with a forward by the Vice-Chancellor, seeking comments and inputs.
<b><u>Parameters of University with Potential for Excellence – A scheme of UGC:</u></b> It was resolved that the University may be prepare to apply for the UPE status, if NAAC Awards ‘A’ Grade	Ongoing
<b><u>Preparation of AQAR 2014-’15:</u></b> The Council approved the	This has been sent out to

schedule and the simplified form for AQAR data collection from Departments	all Departments
<b><u>IQAC Logo:</u></b> The Council discussed the samples placed before it and suggested certain modifications. The Director was authorized to finalize the Logo incorporating the suggested modification.	Logo has been finalized
<b><u>Web site of the IQAC:</u></b> The council noted the initiation of the IQAC web site.	Dr. Shaji A., member, IQAC is leading the development of the site
<b><u>Strengthening of IQAC administrative setup:</u></b> The Council agreed to the need for strengthening IQAC administrative setup and authorized the Vice-Chancellor to take suitable and feasible steps. An S.O. needs to be designated to oversee the section. A Data Entry Operator may be posted in the Director's office in Kariavattom.	S.O. of AcD Section is now put in charge. A DEO has been posted as suggested. Additionally, request for 2 research associates has been made.
<b><u>Library Quality Audit:</u></b> The Council recorded its approval of draft Library Quality Audit and noted the plans to bring up such reports in major areas of University system. It was resolved that a committee consisting of following members to be constituted to whet the data within a week: 1. Dr. G. Hemachandran Nair, Librarian, Department of Botany; 2. Dr. Surya Prasad K., Assistant Librarian, Campus Library; 3. Dr. K. G. Sudhir, Reference Assistant, IDE; 4. Sri G. Jyothi Babu, Librarian, Computer Science Department. Once the data is whetted, Peer Review is to be done by a committee of eminent library professionals as follows: 1. Sri K.P. Sadasivan, former Librarian, NIST; 2. Dr. Subbiah Arunachalam; 3. Dr. G. Gopakumar, Librarian, Goa University; 4. Sri. K. Raman Nair, Ex Librarian, MG University	The whetting of the data is near completion. Final report shall be placed before next council meeting.
<b><u>University of Kerala Participation in Kerala Science Congress:</u></b> The Council expressed its appreciation of the efforts of the contributing departments and requested the Vice-Chancellor to issue letters of the appreciation to the authors	Letters have been issued from the office of the Vice-Chancellor.
<b><u>Scimag Ranking of Kerala University:</u></b> The Council expressed its appreciation of the efforts of Prof (Retd.) K.N. Rajasekharan, Prof. V.P. Mahadevan Pillai, Prof. (Retd.) Oommen V. Oommen and Prof. T. S. Anirudhan whose contributions figure in the top cited papers in the University and requested the Vice-Chancellor to issue letters of the appreciation to them	Kept in abeyance.
<b><u>Plans at Department Level:</u></b> The Council authorized the Director, IQAC to take necessary steps to call for Department level plans.	Called for, pending compilation
<b><u>National Games:</u></b> Dr R. Jayaprakash suggested that the names of students in affiliated colleges who won medals in the National Games 2015 may be collected and they may be formally congratulated by the University. The Director was authorized to act on this.	Proposal placed as an item in the current meeting.



**Decision:** The Council approved the action taken reports. Dr. A Shaji presented the new website and the Council expressed its appreciation of the good work done by Dr. Shaji A. and Dr. Vinod Chandra S.S.

**Item Q3.3.03: Outcome of NAAC Re-accreditation & Exit Report**

The result of the NAAC re-accreditation of University of Kerala has been announced and the University has secured 'A' Grade. The extracts of the Exit Report are placed in **Appendix: 1**. The council may propose further action on this.

**Decision:** The Vice-chancellor led a detailed discussion on the Exit Report given by NAAC peer team. The Vice-chancellor observed that the weaknesses pointed out by the peer team need to be addressed comprehensively and multi-pronged steps to enhanced quality based on exit report suggestions had to be taken up based on discussions today. The following were the important outcomes of the discussions that ensued:

01. Filling up vacancies is subject to legal and administrative issues being solved.
02. Centre instrumentation facility is already conceived and coming up
03. Director, Computer centre confirmed that the process towards paper-less office is in full swing
04. Academic calendar is in place, its adherence has to be monitored
05. Placement cell has to be re-enlivened
06. Enhancing linkages through MOUs is progressing. Dr. Gireesh Kumar mentioned the centralized effort to sign MOU with 29 institutions. Dr. Mini Dijo Kappan informed that there is enhanced activity from teachers in proposing MOUs and taking up consultancy. Dr. Gireesh Kumar also pointed out the efforts to seek collaborations through Goethe, ISIS, Alliance Française and British Council.
07. Regarding courses involving industrial linkages, Dr. Jayaprakash, DCDC pointed out B.Voc and M.Voc as good initiatives as well as Diploma in Optoelectronics department in collaboration with BSNL.
08. To promote research, research awareness programs in colleges need to be done. In UG itself, research component needs to be introduced.
09. To promote patenting, the proposed IPMCC has to be implemented and awareness, financial support etc. needs to be provided.
10. MOOC needs to be started by IDE and other appropriate Departments.
11. Regarding activating alumni associations, steps are to be urgently taken.
12. Erudite programme has to be restarted. Mr. John Williams suggested a substantial enhancement in erudite speakers at Kariavattom
13. Vice-Chancellor pointed out that no efforts are seen in taking up proposals with NIF
14. Project by masters students in national institutions of repute is to be greatly promoted. Financial assistance including ASPIRE needs to be utilized.
15. Pro-Vice-Chancellor pointed out that many good research works by students are not taken to logical conclusion after award of degree. The possibility of publishing them or their abstracts needs to be explored.
16. Guidance Bureau to be strengthened.
17. CEO of ICT academy suggested that current information of students project may be brought to the notice of the industry. Dr. Subhash Peter opined that PhD and faculty's research could also be included. A model abstract compilation may be made. Registrar suggested that industry can be requested to provide list of problems of their interest for students to select as projects
18. Tutoring system is to be strengthened.
19. Awareness of CBCS is to be effectively enhanced.

20. Mr. John Williams mentioned the need to enhance sports facilities, especially in view of sports fee of Rs. 130/- being collected.
21. DGP Alexander Jacob suggested to look into UNO ranking of Universities and also German model of patenting in Universities.
22. Dr. Gireesh Kumar pointed out the need to enable scholars from outside the state to apply for faculty position to enhance faculty diversity by simplifying eligibility issue and making it online.

**Item Q3.3.15.4: Master Action Plan (MAP) to Improve Quality**

The draft Master Action Plan (MAP) to improve quality has now been finalized and is being distributed among the University community. Once feedback is received, the revised version shall be placed before the council. The draft in circulation shall be tabled. Council may note and advice.

**Decision:** The Council noted the steps taken

**Item Q3.3.05: Students who won medals in National Games**

As resolved by the second meeting of the IQAC, the data of all students of the University departments and affiliated colleges who have won medals in the National Games has been compiled. It is placed as **Appendix:2**. Council may propose further action on this.

**Decision:** The Council was informed that steps have already been taken for facilitating the medal winners and hence no action is required from the IQAC.

**Item Q3.3.06: Best Department Contest**

The best department contest initiated by the University of Kerala is lying dormant. It is brought to the notice of the council for necessary action.

**Decision:** The Council entrusted the Registrar to look into the matter and take necessary action to complete the contest.

**Item Q3.3.07: Best PhD Thesis Award**

The “Best PhD thesis award” in different subjects is ongoing. The evaluation is merely based on mark awarded by judges without any parameters defined. This is brought to the notice of the council as there is a quality concern.

**Decision:** The Council discussed the matter and suggested that the Registrar may place the matter before the standing committee of the Syndicate on Academic and Research until which, the processing may be held in abeyance.

**Item Q3.3.08: eBook Project**

In the draft master action plan, one of the initiatives suggested is to bring out eBooks by faculty members, research guides, and research scholars. This may be done by seeking co-operation of faculty and research scholars. The following steps are proposed.

1. Circular inviting authors to submit brief proposals may be issued by Registrar. Posters also to be displayed in all Departments and centers.
2. The standing subcommittee of the IQAC along with co-opted subject experts to be nominated by the Vice-Chancellor may accept the proposals.

3. Authors who are faculty members may submit the text of the eBook directly. Research scholars may submit it along with 2 review comments by eminent scholars. Number of pages should be normally between 25-50.
4. A committee of 3 members (Director, Publications; Director, IQAC, and one design expert) shall oversee converting of text to standard eBook format.
5. The book will be released through University website under “Creative Commons License”

The council may approve the above scheme

**Decision:** The Council approved the scheme and also recommended Sri. Hareesh Namboothiri, Senior Graphic Designer in AiCADD, project of Department of Computational Biology & Bioinformatics as design expert. It was resolved that the matter of review of text by teachers may be relooked at after the first lot is published

#### **Item Q3.3.09: Development of Aptitude Test**

There is immense potential for University of Kerala to offer an Aptitude Test for students to help them choose their career. This can be administrated free for the student of the University and a nominal charge can be prescribed for students of affiliated colleges and full fee for others. A proposal received from Dr. Amruth Kumar, Assistant Professor, Central University of Pondichery, for developing a Career Aptitude Test is placed as **Appendix-3**. The project may be taken up in collaboration with Lal Bahadoor Sastri Centre for Science and Technology (LBSCST) and/or Kerala State Higher Education Council (KSHEC). Council may advice.

**Decision:** Sri. Santhosh C. Kurup of ICT Academy narrated the Academy’s own testing system and expressed interest to collaborate or share expertise in this project. Council resolved that this may be studied and the matter be placed afresh before the Council

#### **Item Q3.3.10: Starting of You Tube Channel of the University**

As included in the draft Master Action Plan, it is now proposed that the University of Kerala may start a You Tube channel by the name “Kerala Sarvakala Drishya”. Each faculty member may be asked to contribute one video lecture on a topic of their interest. Victors channel of Govt. of Kerala has shown interest in collaborating with the University. They may be requested to shoot the videos and broadcast them over the Victors channel and also provide us with content for you tube upload. The council may approve the proposal.

**Decision:** The Council approved the proposal.

#### **Item Q3.3.11: Re-enlivening Alumni engagement**

To strengthen the alumni engagement, IQAC has started taking steps. With the permission of the Vice-Chancellor, the “Silver Jubilee Dept. Alumni Meet” organized by the respective batches was enabled by the IQAC. Details of alumni association in all departments have been collected. It is now proposed that a Federation of Kerala University Alumni Associations be formed, consisting of all Department Alumni Associations and Affiliated College Alumni Associations. All Presidents, Secretaries and Treasurers of constituent Alumni Associations may be made members. Registrar may convene the meeting of the proposed Federation members and register an association by the name “**Federation of Alumni Associations of University of Kerala**” (FEDAAUK). Council may advice.

**Decision:** The Council approved the proposal and entrusted the Registrar to act on it.

**Item Q3.3.12: 3-tier Induction Program for 2015-16 Admissions**

It is proposed that in the first week after commencement of classes from the 2015-16 admissions of post-graduate students, a 3-tier induction programme may be organized as follows:

**FN of Day1: University Level: At Senate Hall:** To be co-ordinated by IQAC. All PG students, along with all teachers of all Departments assemble in the Senate Hall to mark their commencement of studies in the University. The Vice-Chancellor addresses them. An erudite and motivating scholar may also be invited to address them. This will be followed by a general presentation on the University, its academic system and articulation of graduate's attributes. Approach to Gender, Environment, Safety, intoxication free campus etc. will also be introduced. A slide show of the University and Departments will also be made. High tea will be served for all. University brochures will be distributed. A survey will also conducted.

**FN of Day2: School Level:**

This should be co-ordinated by school directors. Generic presentations by each department head should be made. Students should be made aware of general facilities in constituent departments and the details regarding courses that can be taken as inter-departmental electives should be highlighted, all faculties should be introduced, introduction of Credit and Semester System and Academic calendar should be made, University Library and Campus Library service should be introduced, National Service Scheme, Departments Union, Campus amenities etc. may also be introduced. Students may be taken for a campus tour in University bus.

**Day 3 Onwards: Dept. Level**

This may be organized by each Department. The duration, nature and scope may be decided by the Department Council. It should enable better learning habits and involve external scholars/trainers. The following topics may be considered.

*Ice-breaking session –mutual introduction by students*  
*Introduction of Faculty, Admin staff, Res. scholars and Project staff*  
*History of Department, Life in the Department, Students Clubs etc*  
*Introducing Department website, e-mail groups*  
*Introduction to Department Library services*  
*Feedback System*  
*Introduction to student Grievance redressal, Cell against sexual harassment*  
*Principles of Assessment and evaluation, Importance of assignments, tests,*  
*Managing Examination Anxiety, plagiarism*  
*Theories of learning, Multiple intelligence theory, Blooms Taxonomy*  
*Time Management, Stress Management, Healthy Living*  
*Creativity, Critical Thinking*  
*Active listening, Questioning & Collaborative learning*  
*General introduction to research*  
*Introduction to Career opportunities, Placement assistance, NET/GATE etc.*  
*Personality Development & Soft Skill Development*  
*Internet etiquettes, Informatics skills*  
*Visit to industry/external organization.*  
*Interaction with external experts and also alumni/senior students.*  
*Planting tree under “One Student, One Tree” institution, Cultural Programme*



### *Recommending motivational and classic reading*

*NB:- MOOC courses like the following may be suggested to students. Learning How to Learn: Powerful mental tools to help you master tough subjects, University of California, San Diego*

**Decision:** The Council discussed the proposal and resolved to implement it in the forthcoming admission itself. The dates for the program were fixed as –d(Day 1), - (Day – 2), and –onwards for Day 3. Day 1 shall be organized by IQAC and funds from IQAC shall be used for the same.

#### **Item Q3.3.13: Quality concerns in Admission Process**

Student Diversity and Seats-to-Applicant ratio are both parameters used in almost all quality assessments. It is therefore required to spell out guiding principles regarding PG admissions (equally applicable to MPhil admissions). The following guiding principles are proposed:

*-The admission process should 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 asked by agencies such as NAAC arise out of this principle*

*-To ensure wider catchment, applications should be invited as early as possible. There is no difficulty in notifying admissions 6-8 months in advance. The date of entrance examinations should be announced along with the first notification so that outside state applicants can plan journey. Entrance can be held early enough without concern about result publication date.*

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

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

The Council may consider the above proposals.

**Decision:** The Council resolved to approve the above as standing admission policy. Dr. R. Girish Kumar also mooted the idea of national advertisement and test centers in metro cities. It was resolved that CSS Vice-Chairman be entrusted with implementation of the admission policy and national advertisement & metro centers.

#### **Item Q3.3.14: Vision and Mission Statement of the University**

The vision and mission statement that was presented before the NAAC in 2003 and also in 2015 are not well debated and well communicated among the academic community. It is therefore proposed that a well-articulated Vision and Mission statement may be placed before the academic community for discussion and adoption. The proposal placed as **Appendix: 4** has been discussed at a preliminary level in the email group of faculty.

**Decision:** It was resolved that the statement be studied by a committee to be suggested by the IQAC sub-committee in consultation with the Vice-Chancellor.

**Item Q3.3.15: Committees for Compiling Draft Policies for discussions**

The draft master action plan proposes the following policies/articulations for the University. These may be drafted at the earliest based on wide-ranging discussions and debates. Committees may be formed for each.

1. Quality policy
2. Research policy (understood to be approved)
3. Extension policy
4. Library policy
5. Innovation policy
6. Plagiarism policy
7. Open source policy
8. Ip policy (already adapted)
9. Cyber policy
10. Policy for creating and enhancing of infrastructure
11. 60+ policy
12. Gender policy
13. Green charter (already adapted)
14. Student charter
15. Citizen charter (adapted in 2010, needs comprehensive relook)

**Decision:** It was resolved that 3-members committees be formed for drafting each of these policies (except 2,5 and 6 which have been already framed and placed before the Academic Council). The IQAC sub-committee shall suggest names for each 3-member committee in consultations with the Vice-Chancellor.

**Item Q3.3.16: Feedback system**

As an initial step towards developing a feedback system for the University, newly designed forms for feedback (mid-semester and end-semester) are appended for the approval of the council. **Appendix: 5.**

**Decision:** Council approved this for implementation.

**Item Q3.3.17: Environment Studies Module recommended by UGC**

The UGC Secretary has written in to the Vice-Chancellor suggesting 6 Month Core Module Syllabus on Environment Studies to create awareness among the students population for preservation of environment which will go a long way in providing safe and healthy atmosphere for the future generations. Further, UGC has suggested the concept of 'One Student One Tree' for which the students will be involved in nurturing a tree for preservation of environment. NSS and other allied departments have been suggested to ensure that at least one tree is planted by a student during his/her stay in the University, and also colleges affiliated to the University. University has also been requested to provide free saplings. The council may advice.

**Decision:** The Council was informed that module on Environmental studies has been acted upon. Regarding "one student, one tree", the National Service Scheme may be entrusted with action.

**Item Q3.3.18: Compilation of AQAR**

A committee is proposed for the compilation of AQAR for 2014-15. Dr. C. R. Prasad (Chair Person), Dr. Shifa, Dr. Shaji A. Council may approve.

**Decision:** The Council resolved to entrust the compilation of AQAR with the following committee: Dr. C.R. Prasad, Dr. Ganga Prasad, Dr. Shaji A., and Dr.B. Hariharan.

**Item Q3.3.19: Brochure**

Content for a University brochure has already been drawn up during the NAAC preparations. It now needs to be edited, re-laid out and published. A committee is proposed for the same. Dr. K. S. Chandrasekhar (Chair Person), Dr. Bismi Gopala Krishnan, Prof. C.R. Rajagopal, Prof. Dr. G. Jayasree, Dr. Ampotti A. K. Council may approve.

**Decision:** The Council approved the proposal.

**Item Q3.3.20: Graduate Attributes**

A very meaningful way of orienting our student community and one of the practices that national agencies look for in Universities is whether they have articulated attributes of an ideal graduate of the University. The following proposal is placed before the council for adoption and further discussion:

A graduate of University of Kerala shall ...

- *Continue life-long learning*
- *Use education as a tool for emancipation of humanity*
- *Promote co-operation over competition*
- *Balance rights with responsibilities*
- *Not be prejudiced by gender, age, caste, religion, nationality etc.*
- *Apply and nurture critical and creative thinking*
- *Promote sustainable development practices*

**Decision:** The Council approved the draft and resolved that the same may be placed for discussion amongst teachers and Departments Union and then adopted.

**Item Q3.3.21: Trans-gender Issues**

Vide Letter No.F.No.1-12/2006 (SCT) dated 13.03.2015, the UGC has asked our University to act on transgender issue. UGC also provides funds for research in this area. Dr. Joseph Antony, Associate Professor in Politics has a student working in the field of transgender studies. Dept of Futures Studies plans to apply for a project. Further we need to include the third gender in application forms. The usage of “Ms/Mr/Mx” may be introduced in all forms. The council may advice.

**Decision:** The Council approved the proposal and entrusted Registrar to initiate action.

**Item Q3.3.22: Multi-disciplinary Annual Research Conference (MARC)**

It is proposed that a “**Multi-disciplinary Annual Research Conference**” under the auspices of the University be held every December. A plenary session may be held in the senate hall and thereafter parallel sessions be organized by each school. All PG students of the University Departments and research scholars working in University Departments, centres

including affiliated colleges may be made eligible for participation. Selected research papers presented in the conference can be collected and published with ISBN number by the University. The council may approve and decide on mode of implementation.

**Decision:** Dr. A. Shaji made a detailed presentation and after discussions, the proposal was approved. It was resolved that the IQAC shall organize the event.

**Item Q3.3.23: Academic Event Documentation**

As a part of comprehensive documentation, a form for documentation of academic events has been designed. The IQAC may approve the form for use forthwith. Form is appended as **Appendix:6.**

**Decision:** The form was approved by the Council. The Council suggested that Faculty level data collection also be done.

**Item Q3.3.24: Department Level Quality Plans**

As per the decision of Q3.2, Department Level Quality plans have been called for and received. They are being compiled and will be tabled. The council may advise further action.

**Decision:** The Council noted the step and also the clarification by the Director that the format for Department level quality plans were flexible and no enforcement of microscopic decisions on the department were done.

**Item Q3.3.25: Library Quality Audit**

The final report of the library quality audit has been compiled and will be tabled. The council may advise further action.

**Decision:** The Council noted the step and suggested the printing of limited copies of the finalized document.

**Item Q3.3.26: Any other items permitted by the chair**

Nil

## Appendix: A1

### EXTRACTS FROM NAAC EXIT REPORT, January 17, 2015

#### Overall Analysis

**Institutional Strengths:** Qualified and competent faculty; a good demand for almost all courses. ; Centre for International Academics attracts foreign students; A strong support base for promoting cultural and sports activities; International Centre for Kerala Studies is vibrant; Good Infrastructure.

**Institutional Weaknesses:** A large number of guest/contract teaching and nonteaching staff; Many departments without professors and a couple of departments with a single faculty; Coordination between University and their outstation Centers is weak; Lack of University Industry interaction; Lack of formal mentoring and counseling systems; University does not have adequate clarity with regard to Choice Based Credit System

**Institutional Opportunities:** Scope for promotion of value based education; Transparency and performance enhancement through ERP; Incentivizing achievers for better productivity ; Scope for producing outstanding sports persons; Scope for mobilization of funds

**Institutional Challenges:** Filling up vacant posts and addressing the issue of large number of guest/contract faculty; Raising adequate funds through consultancy and MoUs; Tapping into the resources of well placed alumni; Streamlining the fairly large number of Centers; Exploring the possibility of becoming a University with Potential for Excellence; Attracting faculty at the national level

#### Recommendations for Quality Enhancement of the Institution

*Take steps to fill up the vacancies*

*Establish central instrumentation facilities with state of the art technology*

*E-Governance could be further strengthened and moved towards paperless administration.*

*Timely declaration of results and strict adherence to academic calendar*

*Go in for a better placement mechanism*

*Core faculty to enhance to teaching learning resources in outstation centers*

*Make the campus differently abled friendly*

*Strengthen mentoring and counseling systems.*

*Go in for more MoUs at national and international levels.*

*Design courses with industrial linkages for providing employment opportunities to students.*

*Strengthen research culture in University departments and especially in the affiliated colleges.*

*Encourage teachers to go for PDF and undertake sponsored research projects.*

*Encourage teachers to innovate and apply for patents*

*Introduce more inter and multi – disciplinary courses*

*Activate and energize Alumni Association*

*Institutionalize grievance redressal and feedback mechanism*

*Arrange for more lectures by eminent academicians drawn from all over the country.*

## Appendix: A2

35 <sup>th</sup> National Games Achievers from University of Kerala and Affiliated Colleges			
(A)University of Kerala			
1	Jijin Vijayan ( Diploma in Russian)	4*100 M Relay	Gold
(B)Govt. Womens College			
2	Y. Devi (1 BA History)	Takewondo	Silver
3	Sumam S T (II BA History)	Rugby	Bronze
4	Malu B. (M.Com)	Rugby	Bronze
5	Neethu S. S. (II MA English)	Rugby	Bronze
6	Alphonsa Maria Thomas (I MA Malayalam)	Boxing	Bronze
(C)S. N. College Chempazhanthu			
7	Soumya (I B A History)	Water polo	Gold
8	Shibinlal S. S. (III B A History)	Water polo	Silver
9	Sandhya S. S. (III B A History)	Style Relay	Bronze
10	Bismi (II BSC Psychology)	Point Race 20 Km Cycling	Bronze
11	Anjitha T. P. (B A Sociology)	76 Km Road Mass Start (Cycling)	Gold
12	Lidiya Mol Sunny ( II BSc Psychology)	Team Ersuit (Cycling)	Gold
13	Jithesh Kumar V. V. ( III BA Politics)	4*100 M Relay	Gold
14	Krishnendhu T. Krishna ( BA Sociology)	1 Km Sprint (Cycling)	Bronze
		Kerin (cyclingo	Bronze
		28 Km Road Time Trial (Cycling)	Silver
(D)Mahatma Gandhi College, TVM			
15	Anijitha S. (I com)	Rugby (W)	Bronze
16	Suraj H. ( II B Com)	Tennis (M)	Bronze
17	Nimya Babu (I BA Malayalam)	Water Polo (W)	Gold
18	Archa A. A. (II Sociology)	Water Polo (W)	Gold
19	Kavya A. R. (III Psychology)	Water Polo (W)	Gold
20	Sreekutty J. (I Sociology)	Water Polo (W) Team Captain	Gold
21	Sruthy Raj (II BA History)	Kho-KHO (W)	Silver
22	Remya S. (I BA History)	Kho-KHO (W)	Silver
(E) Mar Baselious Engg. College, Nalanchira			
23	Mohammed Noufal (Btech Civil S6)	Netball (M)	Bronze
24	Rijas T. M. (B.Tech Comp. Sci)	Netball (M)	Bronze
(F)Mar Ivanios College TVM			
25	Manu Zachariah ( III BA English)	4*400 M Relay	Silver
(G)FMN College Kollam			
26	Akbar S. ( II BA Economics	Taekwondo	Bronze
(H)University College TVM			
27	Manu George ( II BA Historyo	Taekwondo	Silver
(I)Govt. College Kariavattom			



28	Reshma V. (III BSC Biochemistry)	Taekwondo	Gold
29	Aiswarya .L S. (I BSC Geology)	Taekwondo	Bronze
(J)All Saints College TVM			
30	Jobi S. J. (III BA History)	Rugby (W)	Bronze
(K)S. D. College, Alappuzha			
31	Arun p S. ( III BCOM)	Rowing	Bronze
(L)L.N.C.P.E TVM			
32	Sreejesh S. (I MPE)	Kho – KHO	Silver
33	Magesh S. (II BPED)	KHO – KHO	Silver
34	Benly (I BPED)	Rugby)	Bronze
35	Jobin (I BPED)	Wushu	Bronze
(M) St. Joseph’s College for Women, Alappuzha			
36	Chippy Kurian (III B A History)	2000 mts Coxless 4 team (Rowing)	Gold
37	Anusha Biju (II B Com)	500 mts Kayaking 4 team	Gold
		200 mts Kayaking 4 team	Gold
		1000 mts k 4 (Kayaking 4)	Silver
		500 mts kayaking double	Bronze
		200 mts Kayaking double	Bronze
(N) NSS College, Karamana			
38	Amritha Murali (II BA Economics)	Rugby	Bronze
(O)Mar Theophilus Training College, Nalanchira, TVM			
39	Dr. Jose T. P. (Assistant Professor)	Lawn Bowls	Bronze

**LIST OF CONTACT PERSONS FOR INSTITUTIONS**

Sl. No	Name of Person & College	Mobile Number
1	Dr. Rosenicx. P.K., Dept. of Phy. Edu., Govt. Women's College, TVM,	9447501251
2	Sr. Biju Sukumar, Asst. Prof., in Phy. Edu., S.N College, Chempazhathy,	9895334142
3	Sr. Manoj R., Assoc. Prof. in Phy. Edu., M. G College, TVM,	9745105135
4	Anil Kumar S. V., Asst. Prof, in Phy.Edu., Govt. College, Attingal,	9495867213
5	Joji Varghese, Asst. Prof., in Phy.Edu., Mar Baselios Eng. College, TVM	9961330550
6	Jiji Kurian, Asst. Prof. in Phy. Edu., Mar Ivanios College, TVM	9446020466
7	Maria Padma W. Miranda, Asst. Prof.,in Phy.Edu., FMN College, Kollam	9400746780
8	Dr. Najeeb H. , Asst. Prof. in Phy.Edu., University College, TVM,	9847901869
9	LT.DR.V Raju. Assoc. Prof. in Phy.Edu., Govt. College, Kariavattom	
10	Divya S R, Asst. Prof., in Phy.Edu., All Saints College, TVM,	9544395466
11	DR.P. Sunil Kumar, Assoc. Prof. in Phy.Edu., S.D College, Alappuzha	9447116611
12	Smt. Kasi Viswanath , Hockey Coach, LNCPE, TVM	9446419388
13	Helency G, Asst. Prof. in Phy.Edu., St. Joseph's College for Women Alpza	9895896733
14	Dr. T. Vrinda Kumar, Assoc. Prof in Phy.Edu., N.S.S College for Women, TVM	
15	Dr. Jose T P , Asst. Prof.,	9447334535
16	JijinVijayan (No. 1)	9567878262
17	Jithesh (No. 13)	9747819425
18	Manu (No.25)	9400842575
19	Akbar (No. 26)	7736462576

**Development and Standardization of Career Aptitude Test for Students  
Pursuing Higher Education in Kerala,**

A Proposal Given By Dr. Amruth G. Kumar, Asst. Prof. Central University Of Pondichery

**1. Introduction**

Our current generation of teenagers can be called as 'Google generation'. They are living in a world bestowed with technological; support in all spheres of life. Their problem is not access to information but excess of information. With all these opulent surroundings they want to change the world. With all the information and choices available, 'Google generation' can get confused about who they are and what their mission is in life.

Career decision making has been conceptualized as the logical outcome of an infinitely complex sequence of learning experiences (Krumboltz, 1979). They include instrumental learning experiences, in which people learn from the consequences of their behavior, and associative learning experiences, in which contiguous events produce approach or avoidance responses. Any one person can sample only a small part of the total possible learning opportunities and thus tends to generalize about the self and the world of work based on a restricted set of experiences. As a result of these limited experiences, people develop sets of beliefs that they hold to be "true" regardless of whether they are true in a more objective sense (Krumboltz, 1991). These beliefs, if they accord with reality, influence persons' actions by promoting decisions that yield positive outcomes, other things being equal.

Among those other things are aptitudes and interests. The importance of aptitudes in career counseling, and their prediction of performance, is well established (Bernard & Naylor, 1982). The substantial correlations between general aptitude and performance criteria in the work setting indicate that aptitude is a significant component in career decision making (Gottfredson, 1986). In the broadest sense, general aptitude relates to the kinds of occupations to which one might gain admittance, and the resulting decisions about "suitability" remain an important part of the counseling intervention (Naylor, Elsworth, & Day, 1985).

Trying to understand their own strengths, interests and skills can be stressful. So many teens don't have a clear path for their future career. This is where a career aptitude test can be helpful to help give students an idea of what to do after high school. When teens are unsure of what profession would be suitable for them, a high school career aptitude test is able to guide them in the right direction. It measures their natural talents, abilities and which jobs match their personality and which careers they may have an aptitude for. An aptitude test for students helps these adolescents feel assured that they will be happy in their professions after high school. In addition, the in-depth report following each career aptitude test provides recommended occupations that will suit student's interests.

A large number of students enter higher education institutions underprepared, lacking the academic skills to take college-level courses leading to serious adjustment problems. Underprepared students face challenges such as a longer time to graduate (Kolajo, 2004;

Palmer, Davis, & Hilton, 2009) and face serious maladjustments. These students also rebel with teachers and parents and struggle with career decision making (Lease, 2004) and exhibit a lack of help-seeking behaviors (Palmer et al., 2009). These characteristics combined with other cultural groups that remedial students often represent, such as lower socioeconomic status (Attewell, Lavin, Domina, & Levey, 2006) only increase the underprepared student's risk for dropping out of institution. Career counseling can help underprepared students make educated career decisions based on their situations.

## **2. What literature says about career aptitude link**

One way to examine processes used in ability and skill assessment is to review relevant research literature. In recent years it has been more widely accepted that both personality factors and general cognitive ability influence performance — in the classroom and in the workplace. Such individual differences are further influenced by environmental and social factors, such as learning conditions. It needs to be stated that the primacy of general cognitive ability as a predictor of occupational performance remains largely undisputed, despite gains in the field of personality studies (Ree & Earles 1992; Ree et al. 1994; Schmidt & Hunter 1998). Essentially this means there is typically a complementary fit between a person's intellectual resources and the cognitive demands of their chosen occupation. However, accounting for at least some of the variance in occupational performance amongst individuals, the research published in recent years demonstrates a convincing relationship between personality and performance as well (Barrick & Mount 2005; Barrick et al. 2001). Although personality may be only a small part of the bigger picture, Ones et al. (2007) suggest that personality constructs may account for specific attitudes, behaviors and performance in an occupational context. Notably, the role of personality in successful completion of courses of study (Phillips et al. 2003); skill acquisition (Oakes et al. 2001); job performance (Judge et al. 1999); and career success (Bozionelos 2004) should not be underestimated. An individual's preferences and desires evidently influence his/her personvocation fit (Reeve & Heggstad 2004), and "adaptability, positive relationships, openness to experiences, and social and psychological capital" (Fouad 2007: 556) impact on career exploration. Ultimately, individual personality differences do relate to outcomes at work. Most vocational experts who write about best practices for career counseling include a section on the importance of assessing individuals' abilities and skills. Niles and Harris-Bowlsbey (2009) noted that developing self-knowledge is an integral part of making occupational decisions. Self-knowledge includes interests, values, and personality characteristics, as well as abilities and skills. In regards to career development and career choice, Gottfredson (2003) suggested that abilities and interests were equally important. Furthermore, Dawis (1999) noted that variables related to personality traits and interests have not yet successfully matched abilities in their capacity to predict performance. Osborn and Zunker (2012) added that individuals must have a clear understanding of their skills and subject knowledge to aid in determining viable career options. Some of the seminal theorists in the career development field include the assessment of abilities and skills as a major component of the career decision-making process. In cognitive information processing theory, abilities are one of three areas that comprise the self-knowledge section of the pyramid of information processing domains (Peterson, Sampson, & Reardon, 1991; Sampson, Reardon, Peterson, & Lenz, 2004). Holland (1997) identified skills and competencies as key aspects of the six Holland types. Each Holland type has particular competencies that develop out of preferred interests and activities (Holland, 1997). Social cognitive career theory considers abilities as important aspects of individuals because abilities significantly affect self-efficacy beliefs (Lent, 2013). A consistent message in the career development literature is that possessing a strong understanding of one's skills will likely result in a better

occupational decision (Dawis, 1999; Gottfredson, 2003; Niles & HarrisBowlsbey, 2009; Osborn & Zunker, 2012). Drawing from these research findings, this project propose to develop a set of career aptitude test which may best suit to a population of students ranging from higher secondary to Post graduate students studying in various institutions within Kerala.

### 3. Main Objective of the Project

As mentioned above, this project proposes to develop a set of career aptitude test which may best suit to a population of students ranging from higher secondary to Post graduate students studying in various institutions within Kerala. As part of developing the career aptitude test few process objectives are fixed to guide the investigator. They are listed as following:

1. To prepare a preliminary career aptitude test to assess the career aptitudes of a population of students ranging from higher secondary to Post graduate students studying in various institutions within Kerala.
2. To conduct a study in a representative sample to do item analysis of the items so developed.
3. To standardize the item analyzed career aptitude test developed as mentioned above.
4. To develop the norms and criterions that may help to interpret individuals.

### 4. Project Process

The first step is to acquaint career aptitude tests developed for helping the individuals and institutions to take career decisions. Review of a good number of career aptitude tests developed across the world will be the first step in this process. Based on the review, the project investigator may meaning fully classify the career aptitude tests reviewed. The project director hypothesizes that contextually relevant classification can give insights in to a test to be developed considering cultural and contextual preferences. Such a review would be a great indicator to the validity of the tests to be developed.

Second step is to develop items for the career aptitude test. This can be done in series of workshops arranged in given time intervals. Experts in the field of education, Psychology, industrial experts etc, will be the resource persons/participants of workshop. The **first workshop** will be for one day to decide the various areas of distinctive careers. Once the distinct careers areas are fixed, the **second workshop** for three days may develop items to assess each distinct career. The items so developed will be discussed for its linguistic aptness in the **third workshop** lead by linguistic experts in coordination with the project director.

The third step is to try out the items developed in a representative sample. The data collected will be analyzed to check the discriminating capacity of the items. This property is directly related to the quality of the items and its representational ability of the traits behind it (Lord & Novick, 1968; McDonald, 1999) so it is of central practical importance, particularly in the context of item selection.

The fourth step is to ensure the Reliability of the test. This will be done using split half method. Depending upon time and feasibility test retest also may be considered for ensuring the reliability.

Finally the norms and criterions will be developed. This also will be done in a workshop conducted under the leadership of the project director.

## 5. Budget Estimate

Sl. No.	Item	Amount (in Lakhs)
1	Workshop 1 (1 day)	0.5
2	Workshop 2 (3 day)	1.5
3	Workshop 3 (1 day)	0.5
4	Convince fee	2.0
5	Equipments (including Books, tools and software)	2.0
6	Technical Assistance for 5 months , 2 person	1.0
7	Contingency	1.0
	<b>Total</b>	<b>8.5</b>

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## Vision

*To become one of the top 100 universities of the world in terms of innovation, inclusiveness, critical reason and mandatory values for the universal development of humanity and nature.*

## Mission

*Towards achieving the vision, the University shall:*

- *Continuously design, implement, constantly review and revises schemes for promoting innovation*
- *Continuously strengthen its policies for ensuring inclusiveness to ensure equity and access to education for all.*
- *Focus its teaching and research in inter-disciplinary and multi-disciplinary areas with a view of promoting sustainable development of Kerala*
- *Adopt, promote and disseminate eco-friendly practices.*
- *Promote transparency, social accountability and democratic practices of its functioning*
- *Constantly balance its attention on cutting edge sciences, technologies, and humanities*
- *Continuously strengthen its social relevance by tuning teaching and research to a mix of local and global social needs*
- *Constantly initiating pedagogic reforms in tune with technology and times.*
- *Promote reciprocal linkages with local and global industries and also with rest of the world*
- *Facilitate transformation of the University as a favourite destination for niche areas of its focus.*
- *Consistently facilitate, promote and disseminate critical reasons in all discipline for the rationalization and emancipation of humanity.*
- *Continuously define and refine working definitions of quality, excellence and access based on universal principles*
- *Re-engineer its administrative systems and practices to suit the vision*
- *Encourage all stake holders of the University to constantly evolve codes of conduct themselves to achieve the vision.*

# Draft of the Vision & Mission Statements for University of Kerala



**UNIVERSITY OF KERALA**  
**END-SEMESTER FEED BACK ON COURSES OFFERED UNDER MASTERS PROGRAMME**  
**(EVEN SEMESTER ENDING, APRIL 2015)**

*This is an anonymous feedback aimed at improving teaching –learning process. Your identity need not be revealed. For each statement listed below in the table, please circle a number on the right, in a scale of 9 to 0. The number 9 indicates complete agreement and 0 indicates complete disagreement.*

Department: \_\_\_\_\_ Programme:  
 MA/MSc/ \_\_\_\_\_ in \_\_\_\_\_

Name of Course: \_\_\_\_\_ Name of Teacher  
 (s): \_\_\_\_\_

SL.N O.		Agree										Disagree									
		9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
1	Overall, the courses was an excellent one	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
2	The teacher motivated me	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
3	The teacher treated all students fairly equal	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
4	The teacher gave interesting assignment	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
5	The teacher encouraged students to ask questions	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
6	The assignments were valued and returned with helpful comments	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
7	In addition to topics in syllabus, general perspectives were also given	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
8	The teacher used multimedia presentations in some classes	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
9	The teacher used the smart class room	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
10	The teacher suggested web resources	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
11	Enough books are available in Dept library, related to the course	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
12	Aims and objectives of the course was explained clearly to students	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
13	A course bulletin /brochure was issued in the beginning of semester	9									0	9									0
14	I was fully involved in the course	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
15	I will recommended this course to junior students	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0

Write general comments about the course. Indicate positive aspects and also areas for improvements:

**UNIVERSITY OF KERALA**  
**MID-SEMESTER FEED BACK ON COURSES OFFERED UNDER MASTERS PROGRAMME**  
**(EVEN SEMESTER ENDING, APRIL 2015)**

*This is an anonymous feedback aimed at improving teaching –learning process. Your identity need not be revealed. For each statement listed below in the table, please circle a number on the right, in a scale of 9 to 0. The number 9 indicates complete agreement and 0 indicates complete disagreement.*

Department: \_\_\_\_\_ Programme: MA/MSc/ \_\_\_\_\_ in \_\_\_\_\_

Name of Course: \_\_\_\_\_ Name of  
 teacher(s): \_\_\_\_\_

Sl. No.		Agree										Disagree									
		9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
1	The aim & objectives of the course are clear to me	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
2	I had sufficient time to prepare assignments	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
3	The questions of assignment were useful in learning the subject	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
4	I understand the relevance of the course	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
5	I am satisfied with the style of teaching	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
6	I am fully involved in the course	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
7	I have attended all the lectures/sessions of the course so far	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
8	There are sufficient reference books in the library	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
9	The teacher is treating students fairly equally	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
10	The course has been excellent so far	9	8	7	6	5	4	3	2	1	0	9	8	7	6	5	4	3	2	1	0
Other General comments that will help the teacher improve teaching																					

<b>First Assignment Received on:</b>	<b>Submitted on:</b>	<b>Marked &amp; Returned on:</b>
<b>First Test Taken on:</b>		<b>Returned on:</b>

**UNIVERSITY OF KERALA**  
**SEMINAR/CONFERENCE/ACADEMIC EVENT DOCUMENTATION FORM**

1	Title of Event			
2	Type of Event :Local/State/National/International			
3	Dates :			
4	(a). Name of Organizing Secretary..... (b). Other organizing personnel.....			
5	Anchoring Dept :			
6	Collaborating Depts/Other agencies with financial contribution, if any	Anchoring Department(s)	Rs.	
		University of Kerala	Rs.	
			Rs.	
			Rs.	
			Rs.	
7	When was the event announced ?..... weeks prior to the event			
8	Mode of Publicity, Pls tick <input type="checkbox"/> University Web Site <input type="checkbox"/> Faculty email group <input type="checkbox"/> Facebook <input type="checkbox"/> Posting to select Address <input type="checkbox"/> Display of Posters <input type="checkbox"/> Press release <input type="checkbox"/> Event Website ( give site.....)			
9	No. of participants	Students	Res. scholars	Others
	From Anchoring Dept. (s)			
	Other Depts of Kerala University			
	Outside University within state			
	Outside State			
	Outside Country			
10	Key resource persons, with affiliations			
11	Proceedings/ Abstracts published? If so, title, details including ISBN number, if any. Also, is it available online? Is it priced publication? If so price.....			
12	Periodicity of the event or if it is a one-off event?			
13	Registration fee, if any			
14	Were the papers received reviewed and were review comments sent to authors?			
15	Acceptance Ratio: (Percentage of Papers accepted):			
16	Resolution/ recommendations of the event, if any (Please attach)			
17	Any other relevant information			

*Please attach seminar brochure, poster, etc and also detailed reports, if any including participant list, feedback and press cuttings. Please also send to team.iqac@gmail.com, photos of the function, with file name clearly indicating the event.*