

MINUTES

4th MEETING OF IQAC
UNIVERSITY OF KERALA

On 03-10-2018



Minutes
4th Meeting of IQAC, University of Kerala

Date: 03-10-2018

Time: 12 Noon

Venue: Syndicate Room

INDEX

Item No.	Item	Page No.
Items for Consideration		
IV.01	Approval of the minutes of 3 rd IQAC meeting held on 14-08-2018	
IV.02	Action Taken Report on decisions of the previous meeting	
IV.03	UGC-NAAC Workshop- One day workshop on Awareness on NAAC Accreditation	
IV.04	Formation of NAAC Directorate for Data Collection and Processing	
IV.05	Reconstitution of Innovation Council	
IV.06	Strengthening of SWAYAM based MOOC	
IV.07	Teachers Orientation on creation of e-Courses & e-Contents	
IV.08	Detailed proposal on Research Renovation Workshop	
IV.09	Training Programme for Contract Teachers	
Items for Reporting		
IV.10	Induction Program 2018	
IV.11	Proposal for establishment of Geography Department	
IV.12	Up gradation of Centre for Visual arts into the standard of School of Drama	
IV.13	Establishment of Centre for Marxian Studies	
IV.14	Workshop on Research Methods ICSSR - SRC	
IV.15	Additional Items	

Members: Present

1. Prof. Gopinath Ravindran, Vice - Chancellor(i/c) (**Chairman**)
2. Dr P Rajesh Kumar, Assistant Professor, Dept of Vedhanta, Govt. Sanskrit College, TVPM
3. Dr. Nazeeb, Assistant Professor, Dept of Malayalam, School of Distant Education, University of Kerala.
4. Dr. T. S. Anirudhan, Vice -Chairman, Credit and Semester System
5. Dr. Vinod Chandra, Director, Computer Centre
6. Sri. Vishnu K. P., Chairman, Researchers' Union
7. Dr. B. Hariharan, Professor, Institute of English
8. Dr. Joseph Antony, Associate Professor & Head, Dept. of Political Science
9. Dr. K.S. Chandrasekhar, Professor & Head, Institute of Management in Kerala
10. Dr. A K Prasad, Associate Professor, Dept of Economics
11. Dr. S. Mini, Associate Professor & Head, Dept. of Biochemistry
12. Dr. E. Shaji, Assistant Professor, Dept. of Geology
13. Dr. S. R. Sheeja, Assistant Professor of Economics, School of Distance Education
14. Dr. S. Aji, Assistant Professor & Head, Dept. of Computer Science
15. Dr. Gabriel Simon Thattil, Director, IQAC

Members: Absent

1. The Pro - Vice - Chancellor (Vice-Chairman)
2. Dr. R Jayachandran, Registrar(i/c)
3. The Finance Officer
4. Sri. Athul S., Chairman, Departments' Union
5. Sri. Anoop. M. Ambika, CEO & Managing Director, Cognub-Decision Solutions Pvt. Ltd, T4, 7th Floor, Thejaswini Building, Technopark, Thiruvananthapuram
6. Dr. Bivesh U.C., RO & Nodal Officer, RUSA, State Office, Thiruvananthapuram
7. Dr. K.G. Gopchandran, Associate Professor & Head, Dept. of Optoelectronics

Item No. IV.01: Approval of the minutes of 3rd IQAC meeting held on 14-08-2018: The minutes of the meeting was circulated via email through IQAC and the members have confirmed the same.

Item No. IV.02: Action Taken Report (ATR) on meeting held on 14-08-2018:

Decision	Action Taken
<p>Item No. III. 01.03: CAS of teachers:- IQAC decision: The Vice-Chancellor-in-charge Prof. C. Ganesh presented the current status on CAS based promotion for teachers and also referred to the Supreme Court Record of Proceedings dated 31/07/2018 on compliance with UGC regulations 2010. The court has upheld the full bench decision of the Kerala High Court that UGC regulations 2010 would be effective from 23.02.2016 and has remarked that where the statutes of the Universities have been amended prior to 23.02.2016, the effective date would be the date as indicated in the amendment.</p> <p>IQAC resolved to accept the screening for CAS of teachers as undertaken and to review the screening outcome in cases where the teachers are short of API or performance based Index as per UGC regulations 2010. Such teachers may also be considered for promotion as the statute amendments are yet to take place and UGC as well as the court orders have taken a liberal stand on imposing the UGC regulations 2010 in its original form.</p>	<p>Placed and reported the matter to the Syndicate held on 31.08.2018.</p> <p>Syndicate resolved that the item be referred to the Combined Meeting of the Standing Committees of the Syndicate on Teaching and Non-Teaching Staff of Private Colleges & Academics and Research.</p>

Item No. IV.03: UGC-NAAC Workshop- One day workshop on Awareness on NAAC Accreditation: We propose to organize a one day workshop on 15th October, 2018 with an objective to acquaint Higher Education Institutions with the NAAC assessment and accreditation process as well as to convey the need and relevance of accreditation among unaccredited HEIs. Participants would be Principals of Colleges and IQAC Co-ordinators of Higher Education Institutions in Kerala.

We propose to have One hundred Higher Education Institutions in the first phase from all universities in the State with due representation for Unaccredited Institutions and newly Accredited Institutions and intend to repeat the workshop during November 2018 and January 2019. The target Higher Education Institutions would include fifty from University of Kerala and fifty from other Universities in the State in the same ratio. (APPENDIX 1)

IQAC Decision: Resolved to conduct the workshop on the scheduled date.

Item No. IV.04: Formation of NAAC Directorate for Data Collection and Processing:

A separate directorate to Co-ordinate NAAC criteria on documentation and support services to be formed. (APPENDIX 5)

IQAC Decision: IQAC conducted extensive discussions in this regard and resolved to constitute the NAAC Directorate with ten Committees with IQAC members and Deans as the convener and coordinator respectively as follows:

1. Curricular Aspects

Convener: Dr. Theresa Susan A, Dean, Faculty of Education

NAAC Coordinator: Dr. B. Hariharan

2. Teaching , Learning and Evaluation

Convener: Dr. C. R. Prasad, Registrar

NAAC Coordinator: Dr. Joseph Antony

3. Research, Innovations and Extension

Convener: Dr. A. Bijukumar , Dean, Faculty of Science

NAAC Coordinator: Dr. K. S. Chandrasekhar

4. Infrastructure and Learning Resources

Convener: Director, Computer Centre

NAAC Coordinator: Dr.E. Shaji

5. Student support and Progression

Convener: Dr. Shaji Varkey Dean, Faculty of Social Sciences

NAAC Coordinator: Dr. A.K Prasad

6. Governance , Leadership and Management

Convener: Prof.P.P.Ajayakumar, Pro-Vice Chancellor

NAAC Coordinator: Dr. Aji S

7. Institutional values and best practices

Convener: Dr. G. Raju Dean, Faculty of Commerce

NAAC Coordinator: Dr. S. Mini

8. UGC,MHRD

Convener: Dr. Mini.D.Kappan, Director, Planning and Development

NAAC Coordinator: Dr. S.R Sheeja & Dr.P.Sreejith

9. Intellectual Property (Research Council, Innovation Council, IPR Cell, Consultancy Cell)

Convener: Dr. Annie Abraham, Convenor, Research Council

NAAC Coordinator: Dr. K.G Gopchandran

10. Centres

Convener: Dr. B. S. Jamuna Dean, Faculty of Arts

NAAC Coordinator: Dr.S.Anirudhan

Department Level Compilation for IQAC & NAAC

It was further resolved that Director, IQAC to nominate deans for each category after consulting with the respective coordinators for each category.

Item No. IV.05: Reconstitution of Innovation Council: A separate convener to be nominated. (APPENDIX 2)

***IQAC Decision:** It was resolved to reconstitute the Innovation Council*

Item No. IV.06: Strengthening of SWAYAM based MOOC: We have received directions from UGC to initiate appropriate action in this regard including seeking approval from statutory bodies of the University. University has to make available necessary academic and physical infrastructure to adopt MOOC courses and assign course Co-ordinators to support the students in this regard. Each Department has to choose at least one MOOC course.

IQAC sought approval from the University for SWAYAM courses to be implemented in two stages:

1. At the University Departments under CSS
2. For affiliated colleges of the University

In the first phase, each Department should make it mandatory that at least one among the extra Departmental electives must be from the MOOC platform of SWAYAM. The credits offered for the same must be considered and incorporated with the credits acquired for the programme and duly included in the mark sheet prepared. Each Department to have course Co-ordinator to support students in their choice and transactions of SWAYAM courses.

In the affiliated Colleges the same can be introduced after a combined meeting of the Board of Studies (Pass and PG). This could be again part of an elective course and at least one course from SWAYAM platform is to be made mandatory.

University of Kerala has initiated itself to MOOC learning under SWAYAM platform. All the forty-one teaching departments would have to make it mandatory that one course for each program should be from the MOOC SWAYM platform. C.S.S monitoring committee has taken a decision subject to ratification from the Academic Council.

***IQAC Decision:** The above decision was conveyed at the meeting and IQAC members expressed the need to strengthen MOOC.*

Item No. IV.07: Teachers Orientation on creation of E-Courses & E-Contents:

An orientation on E-content to be provided.

***IQAC Decision:** Resolved to upload the e-content of faculty of our university. A committee consisting of Dr.E. Shaji, Dept. of Geology, Dr. Aji S, Dept of Computer Science and Director, Computer Centre is entrusted to work out the ways and means to encourage teachers to develop e-contents and e-courses for various programs.*

Item No. IV.08: Detailed proposal on Research Renovation Workshop: In Budget speech, the committee recommended to authorize the Director, IQAC to submit a proposal on the item and place before the Standing Committee of the Syndicate on Academics & Research. The proposal was submitted and placed before the Standing Committee of the Syndicate on Academics & Research.(Appendix 3)

IQAC Decision: Resolved to place detailed proposal before the Standing Committee of the Syndicate on Academics & Research.

Item No. IV.09: Training Programme for Contract Teachers: A One-Week Training Programme for Contract Teachers is scheduled during 25th October- 31st October 2018.

IQAC Decision: It was resolved to authorize the Director IQAC to explore the possibilities of providing training for the contract teachers through IMK.

Item No. IV.10: Induction Program 2018-Reporting of : The 2nd Meeting of IQAC held on 16.07.2018 resolved to have induction for 2018 batch students at two levels:

1. University level and
2. Department level.

The University Level Induction Program for the Post Graduate students of forty-one teaching Departments of our University 2018 admission was held on 26th September 2018 at Senate Hall, S.H Campus, Palayam. The program started with the presidential address of Vice-Chancellor in-charge Prof. C. Ganesh. The Program was inaugurated by Prof.K.Narendranath, Senior Faculty Member, Institute of Public Enterprises, Hyderabad. Prof. Jameela Beegum (Former Head of the Department, Institute of English) and Prof.G.M.Nair (Former Head of the Department, Department of Botany) addressed the students. The students were then felicitated by Dr. S. Naseeb (Member, Syndicate), Sri.Athul. S (Chairperson, Departments' Union) and Sri.Vishnu K.P. (Chairperson, Researchers' Union). The guests were presented with mementos by IQAC members Dr.B.Hariharan, Dr.S. Mini and Dr.S.R.Sheeja. The program ended with vote of thanks by Registrar in-charge Dr. Jayachandran R. Presentation were also conducted on following topics:

- Credit Semester System by Prof. K. Anirudhan,
- Kerala University Finishing School by Dr Sabu Joseph
- Placement Cell by Dr. S.N. Kumar
- Students Services by Shri Sidique

The program was well received by students and parents. A total of 750 students and parents participated in the program.

IQAC Decision: Noted

Item No. IV.11: Proposal for Establishment of Geography Department -Reporting of :

The meeting of the Budget Implementation Cell held on 11.04.2018 recommended to authorize the Director, IQAC in consultation with Chairman, BoS Geography to submit a proposal on the Item and place before the Standing Committee of the Syndicate on Academics and Research. Accordingly, the draft proposal, prepared by the Chairperson, BoS, is put up for the approval of the Standing Committee of the Syndicate on Academics and Research.(Appendix 4)

IQAC Decision: It was resolved to forward the report submitted by the Chairman, BoS Geography to the Department of Geology to obtain remarks on the same.

Item No. IV.12: Up gradation of Centre for Visual arts into the standard of School of Drama -Reporting of :

The meeting of the Standing Committee of the Syndicate on Academics and Research held on 27.07.2018 recommended to constitute a committee for a detailed study with the following members:

1. Dr. S Nazeeb, Convenor, Standing Committee of the Syndicate on Academics and Research
2. Dr. P. Rajesh Kumar, Member Syndicate
3. Sri. M. Sreekumar, Member Syndicate
4. Dr. R. Latha Devi, Member Syndicate
5. Sri. M. Harikrishnan, Member Syndicate
6. Sri. M Lenin Lal, Member Syndicate
7. Dean, Faculty of Fine Arts
8. Dean, Faculty of Oriental Studies

The meeting of the Syndicate held on 31.08.2018 approved the above recommendation of the Standing Committee of the Syndicate on Academics and Research

IQAC Decision: Noted

Item No. IV.13: Establishment of Centre for Marxian Studies -Reporting of:

As per the recommendation of meeting of the Syndicate held on 11-07-2018 a detailed report is placed before the Standing Committee of the Syndicate on Academics and Research for consideration.

IQAC Decision: Noted

Item No. IV.14: Workshop on Research Methods ICSSR – SRC-Reporting of: The 3-day workshop entitled “Quality Research And Knowledge Creation” to be organized by IQAC in association with ICSSR – SRC is rescheduled to November 1 to 3, 2018

—IQAC Decision—: Resolved to conduct the workshop in the rescheduled date.

Item No. IV.15: Additional Items:

1. NIRF Ranking - Reporting on formation of Committee for Online Data Capturing System.

—IQAC Decision—: Noted

2. Interaction with Eminent Scholars – Proposal from Environmental Science Department by Prof. Takashi Asaeda, Dept of Environmental Science, Saitama University, Saitama, Japan.

—IQAC Decision—: Forwarded for evaluation of the committee.

3. Two-day workshop on ‘Art of Writing Thesis’- Chairman, Researchers union submitted a proposal to conduct a **Two-day workshop** on ‘Art of Writing Thesis’ in association with IQAC

—IQAC Decision—: Resolved to examine the proposal.

4. Student Feedback form - *Feedback form from various departments to be completed by 31st October.*

—IQAC Decision—: Noted

Approved the minutes of the 4th meeting of IQAC.

Sd/-
DIRECTOR
Internal Quality Assurance Cell
University of Kerala

Sd/-
CHAIRMAN
Internal Quality Assurance Cell
University of Kerala