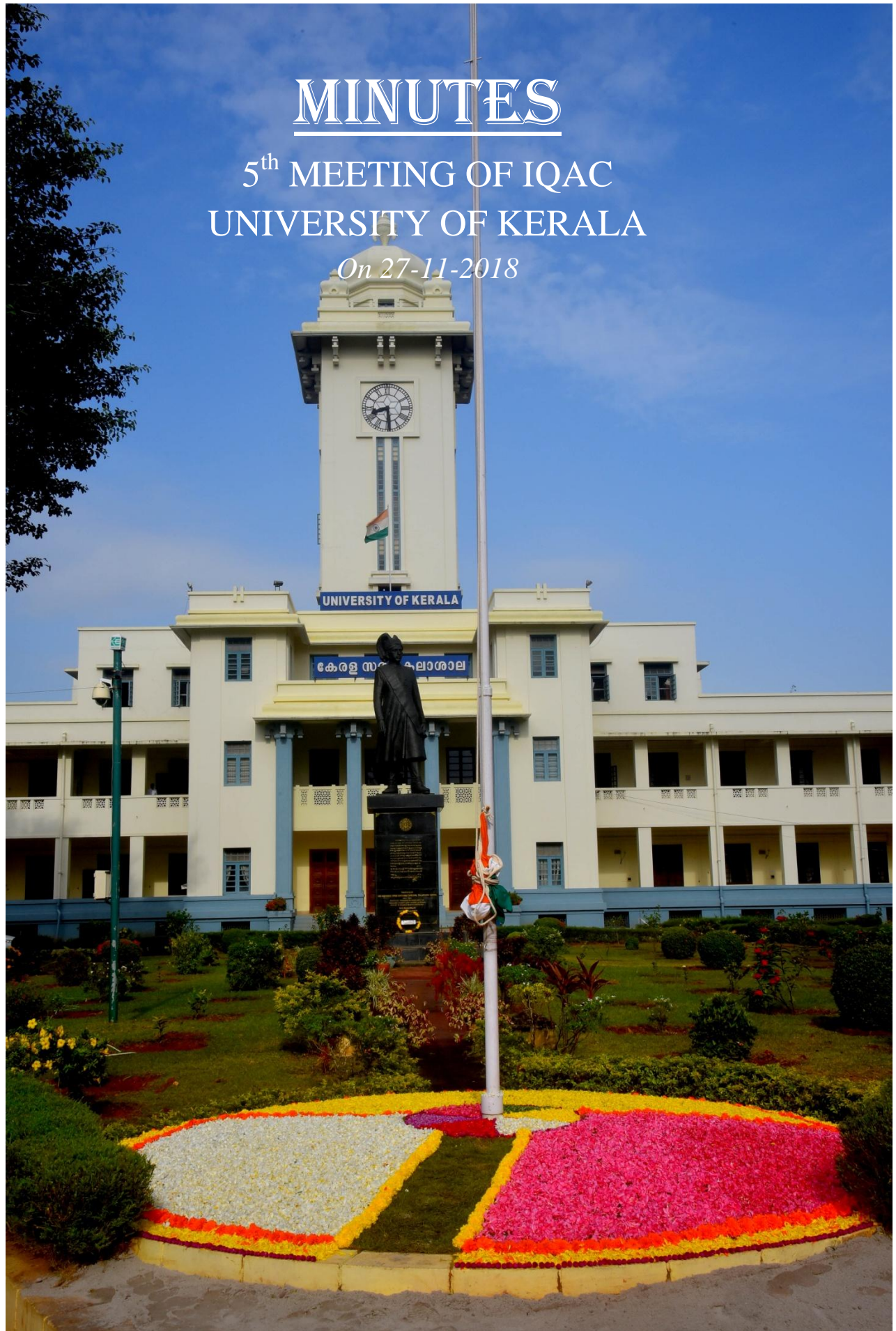# MINUTES

5th MEETING OF IQAC
UNIVERSITY OF KERALA
On 27-11-2018

Minutes
5th Meeting of Reconstituted IQAC, University of Kerala

Date: 27-11-2018   **Time: 3 p.m.**   **Venue: Syndicate Room**

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Members: Present

1. Dr. V. P. Mahadevan Pillai, Vice Chancellor **(Chairman)**
2. Dr. Ajayakumar P.P, Pro -Vice Chancellor (Vice-Chairman)
3. Dr. C. R. Prasad, Registrar
4. Dr. Vinod Chandra S. S., Director, Computer Centre
5. Sri. Athul S., Chairman, Departments' Union
6. Sri. Vishnu K. P.,Chairman, Researchers' Union
7. Dr. Bivesh U.C., RO & Nodal Officer, RUSA, State Office, Thiruvananthapuram
8. Dr. K.S. Chandrasekhar, Professor & Head, Institute of Management in Kerala
9. Dr A.K Prasad, Associate Professor, Department of Economics
10. Dr. B. Hariharan, Professor, Institute of English
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 Finance Officer
2. The Vice -Chairman, Credit and Semester System
3. Sri. Anoop. M. Ambika, CEO & Managing Director, Cognub-Decision Solutions Pvt. Ltd, T4, 7th Floor, Thejaswini Building, Technopark, Thiruvananthapuram
4. Dr. K.G. Gopchandran, Associate Professor & Head, Dept. of Optoelectronics
5. Dr. Joseph Antony, Associate Professor, Dept. of Political Science

ITEMS FOR CONSIDERATION

Item No. V.01: Approval of the minutes of 4th IQAC meeting held on 03-10-2018: The minutes of the meeting was circulated via email through IQAC and the members have confirmed the same.

Item No. V.02: Action Taken Report (ATR) on meeting held on 03-10-2018:

Decision	Action Taken
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. The target Higher Education Institutions would include fifty from University of Kerala and fifty from other Universities in the State in the same ratio. *IQAC Decision: Resolved to conduct the workshop on the scheduled date.*	Awareness workshop conducted on 15th October 2018 as scheduled.
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. *IQAC Decision: IQAC conducted extensive discussions in this regard and resolved to constitute the NAAC Directorate with IQAC members as the NAAC Coordinator and Deans/Directors as the convener.*	NAAC Directorate to be constituted with ten Committees with IQAC members as the NAAC Coordinators and Deans/Directors as the conveners.
Item No. IV.05: Reconstitution of Innovation Council: A separate convener to be nominated. *IQAC Decision: It was resolved to reconstitute the Innovation Council.*	Innovation council reconstituted with Prof. Gabriel Simon Thattil as Convener and Dr. Sabu Joseph as faculty member as per MHRD guideline on IIC

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 Decision: The above decision was conveyed at the meeting and IQAC members expressed the need to strengthen MOOC.*	Decision implementation in progress.
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.*	Implementation in progress.
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. *IQAC Decision: Resolved to place detailed proposal before the Standing Committee of the Syndicate on Academics & Research.*	Detailed proposal placed 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.*	IQAC decision conveyed to IMK. *The matter was further discussed. IQAC, further resolved to entrust the training to UGC HRD Centre with a request to reduce the charges for the same.*

Item No. V.03: IQAC Newsletter: A committee is to be constituted to publish the IQAC Newsletter.

---IQAC Decision---: Resolved to constitute a committee with the following members:
Dr. B. Hariharan, Professor, Institute of English(Convener)
Dr. Harikumar M.S., Asst. Prof. Department of Communication and Journalism
Smt. Maggie J., Asst.Professor, Department of Communication and Journalism

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Item No. V.04: Approval of NAAC Directorate: Proposal for NAAC Directorate placed with ten Committees with Deans as the convener and IQAC members as coordinator respectively.

---IQAC Decision---: Resolved to constitute NAAC directorate with ten Committees having Deans as the convener and IQAC members as the coordinator. The ten committees are listed below.

1. **Curricular Aspects**
   *Convener: **Dr. Theresa Susan A**, Dean, Faculty of Education*
   *NAAC Coordinator: **Dr. B. Hariharan***
Department Level Compilation for IQAC & NAAC: **1. Education, 2. Music, 3. English, 4. German, 5. Russian, 6. Library Science**

2. **Teaching , Learning and Evaluation**
   *Convener: **Dr. C. R. Prasad**, Registrar*
   *NAAC Coordinator: **Dr. Joseph Antony and Dr. Josukutty C. A.***
Department Level Compilation for IQAC & NAAC: **1. Political Science, 2. Malayalam, 3. Arabic, 4. Tamil, 5. Sanskrit**

3. **Research, Innovations and Extension**
   *Convener: **Dr. A. Bijukumar**, Dean, Faculty of Science*
   *NAAC Coordinator: **Dr. K. S. Chandrasekhar***
Department Level Compilation for IQAC & NAAC: **1.Aquatic Biology, 2. Future Studies, 3. IMK, 4. Psychology, 5. Environmental Science**

4. **Infrastructure and Learning Resources**
   *Convener: **Director,** Computer Centre*
   *NAAC Coordinator: **Dr. E. Shaji***
Department Level Compilation for IQAC & NAAC: **1. Geology, 2. Maths, 3. Demography, 4. Statistics, 5. Bio-Technology**

5. **Student support and Progression**
   *Convener: **Dr. Shaji Varkey** Dean, Faculty of Social Sciences*
   *NAAC Coordinator: **Dr. A.K Prasad***
Department Level Compilation for IQAC & NAAC: **1. Economics, 2. History, 3.**

Archaeology, 4. Islamic Studies, 5. Sociology

6. **Governance , Leadership and Management**
   Convener: **Prof. P. P. Ajayakumar**, *Pro-Vice Chancellor*
   NAAC Coordinator: **Dr. Aji S.**

Department Level Compilation for IQAC & NAAC: **1. Computer Science, 2. Distance Education, 3. Hindi, 4. Linguistics**

7. **Institutional values and best practices**
   Convener: **Dr. G. Raju** *Dean, Faculty of Commerce*
   NAAC Coordinator: **Dr. S. Mini**

Department Level Compilation for IQAC & NAAC : **1.Commerce, 2.Law, 3.Philosophy, 4.Bio-Chemistry**

8. **UGC, MHRD**
   Convener: **Dr. Mini Dijo Kappen**, *Director, Planning and Development*
   NAAC Coordinator: **Dr. S.R Sheeja & Dr. P. Sreejith Parameswaran**

Department Level Compilation for IQAC & NAAC: **1. ORI & Manuscript, 2. Zoology, 3. Bio-Informatics, 4. Communication and Journalism**

9. **Intellectual Property** (Research Council, Innovation Council, IPR Cell, Consultancy Cell)
   Convener: **Dr. Annie Abraham**, *Convenor, Research Council*
   NAAC Coordinator: **Dr. K.G. Gopchandran**

Department Level Compilation for IQAC & NAAC: **1. Botany, 2. Opto Electronics, 3. Physics, 4. Chemistry, 5. Nano Science**

10. **Centres**
    Convener: **Dr. B. S. Jamuna,** *Dean, Faculty of Arts*
    NAAC Coordinator: **Dr. S. Anirudhan, Dr. R. B. Binoj Kumar**

Each committee Convener and Coordinator to nominate faculty from assigned Departments to work as members and report on the same in two weeks time.

Item No. V.05: Meeting of Deans and Chairpersons of Board of Studies: A meeting of Deans and Chairpersons of Board of Studies is to be scheduled.

---IQAC Decision---: Resolved that the Decision to schedule a meeting of Deans and Chairpersons of Board of Studies be deferred

Item No. V.06: Approval for Interaction with Eminent Scholars: Proposal from Environmental Science Department for inviting Prof. Takashi Asaeda, Dept of Environmental Science, Saitama University, Saitama, Japan as part of Interaction

with Eminent Scholars Programme. The proposal was forwarded for evaluation before the sub-committee constituted.

---IQAC Decision---: Resolved to approve the proposal from Department of Environmental Science for inviting Prof. Takashi Asaeda, Dept of Environmental Science, Saitama University, Saitama, Japan as vetted by the Sub-committee. **(Appendix I)**

Item No. V.07: Performance Audit: The IQAC Director presented the proposal for performance audit in the first meeting of reconstituted IQAC held on 24.04.2018.Members discussed various ways and means through which the performance audit is to be conducted. Resolved to form a committee of experts external to the University involving experienced and renowned members from diverse faculty with administrative experience as well to act as performance auditors. The audit is to be undertaken once in a year based on parameters created by NAAC.

---IQAC Decision---: Resolved to conduct the performance audit after getting details on the academic audit proposed by Syndicate. A common audit system to be evolved.

Item No. V.08: Chairs/Endowments established under the University-revival of-Reg.: Chairs/ Endowments which were established under the university are currently non-operational

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---IQAC Decision---: Resolved to revive the existing chairs/endowments and to initiate new endowments if any.

Item No. V.09: Strengthening of Centres under the University- Ways and means-Reg. : Centres under the University need to be strengthened.

---IQAC Decision---: Resolved to associate with University on University Syndicate decision to study and strengthen centres under the university.

Item No. V.10: Conduct of Green Audit 2018: A green audit is to be conducted.

---IQAC Decision---: The proposal for waste management from Dr. E. Shaji, Department of Geology was discussed. Resolved to explore possibilities for waste disposal and waste management through Thiruvananthapuram Corporation intervention. Also resolved to authorize Dr. E. Shaji to work on the proposal submitted for waste management including management of Biological and Chemical waste. Green audit to be conducted after initiating the proposal. The proposal to observe water day was approved.

Item No. V.11: Teachers Orientation on creation of E-Courses & E-Contents: Committee to report on action.

> *---IQAC Decision---: Resolved to invite teachers to offer e-courses under the SWAYAM platform with well programmed e-content. The possibility of using the EMRC facility of Sanksrit College needs to be probed prior to the development of Video-conferencing facility at Karyavattom campus.*

Item No. V.12: Submission of Annual Quality Assurance Report (AQAR): AQAR for the period January 2017 to June 2018 is to be submitted before Dec 31, 2018. Committee to reported on action.

> *---IQAC Decision---: The committee constituted for this purpose had compiled data on AQAR. Dr. Sheeja S., convener of the committee presented the status of compilation. The need to equip IQAC with additional staff, computers and full time Administrative officer was discussed. The Hon'ble Vice-Chancellor directed that a request on the requirements of IQAC office to be placed immediately.*

Item No. V.13: Establishment of new teaching and research Department in Geography: The 4th meeting of IQAC resolved to forward the report submitted by the Chairman, BoS Geography to the Department of Geology to obtain remarks on the same. The Chairman of Department Council, Geology has submitted the remarks in this regard.

> *---IQAC Decision---: The Hon'ble Vice-Chancellor suggested that the decision may be deferred considering the need to fill up the faculty position in the existing departments.*

Item No. V.14: Student Feedback: Feedback from students on course evaluation from various departments to be completed by 24th November 2018.

> *---IQAC Decision---: IQAC is completing the collection of student feedback on teaching and learning on courses from various departments. Analysis and report submission would be completed by Dec 31, 2018. . The meeting resolved to accept the same.*

ITEMS FOR REPORTING

Item No. V.15: UGC-NAAC Awareness Workshop on Quality Assessment and Accreditation - Reporting of- Reg.: The one day workshop was organized by UGC and NAAC in association with University of Kerala on 15th October 2018.

> *---IQAC Decision---: Detailed report on the workshop was presented by IQAC Director. The meeting resolved to accept the same.* Detailed report attached ***(Appendix II)***

Item No. V.16: Institution Innovation Council (IIC)-Reporting of-Reg. : Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC) to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years.MIC has envisioned encouraging creation of "Institution's Innovation Council (IICs)" across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses. Institution Innovation Council has been formed and registered in the MHRD website.

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*---**IQAC Decision**---: IIC as per MHRD guidelines was formed with objective listed out. The departments' union chairman expressed regret on the nomination of student members in IIC. The Hon'ble Vice-Chancellor suggested that the students' union could present a panel of student members whose nomination can be considered. The panel to include students from different disciplines with due regard to merit and interest.*

Item No. V.17: Chancellor's Award 2018 - Reporting of - Reg. : A committee has been constituted with the following members for Collection & compilation of data and for the submission of application for Chancellors Award 2018 with following members:
1. Dr. Gabriel Simon Thattil, Director, IQAC (Chairman)
2. Dr. G. Raju, Professor & Head, Dept. of Commerce
3. Dr. Jayasree E. G., Assistant Professor, Dept. of Chemistry
4. Dr. K. Satheesh Kumar, Assistant Professor, Dept. of Future Studies
5. Dr. Meena T. Pillai, Professor, Institute of English
6. Dr. Anil Chandran S., Assistant Professor, Dept. of Demography
7. Dr. M. S. Jayakumar, Assistant Professor, Dept. of Sociology
8. Dr. Rajalakshmi R. Assistant Professor, Dept. of Botany
9. Dr. R. B. Binoj Kumar, Assoc. Prof. & Head, Dept. of Geology (Convener)

Application was submitted on 5th November 2018. Selection committee visited the University to verify the documents submitted on 19th November 2018 and Vice-Chancellor's presentation before the empowered committee was on 23rd November 2018.

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*---**IQAC Decision**---: Detailed report on Chancellor's Award was presented by IQAC Director. . The meeting resolved to accept the same.*

Item No. V.18: National Institution of Ranking Framework (NIRF)-Reporting of - Reg. : A committee has been constituted with the following members for the online Data Capturing System (DCS) for data submission for NIRF 2018.

1. Dr. Gabriel Simon Thattil, Director, IQAC (Chairman)
2. Dr. D. Muhammad Noorul Mubarak, Asst. Prof., Dept. of Computer Science
3. Dr. G. Suresh Singh, Professor & Head, Dept. of Mathematics
4. Sri. Siddik R., Assistant Professor, Dept. of Economics
5. Sri.Vinod Chandra S S, Director, Computer Centre
6. Dr. Anil Chandran S., Asst. Professor, Dept. of Demography
7. Dr. Shaji A., Assistant Professor, School of Distance Education (Convener)

Last date for online DCS is **30th November 2018.**

---IQAC Decision---: Status of Data Capturing System (DCS) for NIRF ranking was presented by committee concerned. . The meeting resolved to accept the same.

Item No. V.19: Atal Ranking of Institutions on Innovation Achievements (ARIIA)-Reporting of - Reg. : Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Human Resource Development (MHRD), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to "Innovation and Entrepreneurship Development" amongst students and faculties. We have applied for the ARIIA ranking. The provision for data Submission closes on **30th December 2018.**

---IQAC Decision---: The meeting discussed parameters on Atal Ranking of Institutions on Innovation Achievements (ARIIA) of MHRD. The parameters identified are heavily weighed on start ups, entrepreneurship and innovation. The need to strengthen intervention for formation of startups including training was discussed, associating with Kerala Startup Mission for this purpose and imparting training was also taken up. Registering to ARIIA prior to the above initiatives would not serve the interest of the University. The meeting resolved to accept the same.

Item No. V.20: Reconstitution of Research Council: The research council was reconstituted with the inclusion of following institutions:

Research council reconstituted with the inclusion of following members:
1. Rajiv Gandhi Centre for Biotechnology
2. Vikram Sarabhai Space Centre (VSSC)
3. ICAR-Central Tuber Crops Research Institute (CTCRI)
4. Mitraniketan
5. Kerala Hindi Prachar Sabha (KHPS)
6. National Transportation and Planning Research Centre(NATPAC)
7. Scientist-in-charge, Vizhinjam Research Centre of CMFRI
8. Institute of Chartered Accountants of India (ICAI),Trivandrum Chapter
9. Institute of Company Secretaries of India (ICSI),Trivandrum Chapter
10. State Public Health & Clinical Laboratory, Trivandrum
11. Govt. Medical College, Trivandrum

12. Regional Institute of Ophthalmology, Trivandrum
13. State Nutrition Office, Trivandrum.

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*---**IQAC Decision**---: The institutions included in the reconstituted Research Council were presented by the IQAC Director. The meeting resolved to accept the same.*

Item No. V.21: Additional Items:

Item No. V.21.1: Meeting of School Directors.

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*---**IQAC Decision**---: The Hon'ble Vice-Chancellor suggested having a meeting of School Directors to strengthen the School System. Prior to the meeting, IQAC to request School Directors to submit a report on the activities of the school in the last 3 years. It was also suggested that each school be directed to have at least 2 programs at the school level. It was also suggested that the school directors need to be given statutory power. IQAC resolved to accept the decision on having a meeting of school directors after obtaining report of school activities.*

Item No. V.21.2: MHRD proposals for action from Faculty

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*---**IQAC Decision**---: Dr. Bivesh U.C., RO & Nodal Officer, RUSA suggested acquainting and encouraging teachers to apply for various funding proposals under MHRD which included IMPRESS,IMPRINT,SWAYAM,SPARC,NDL. IQAC accepted the proposal and resolved to intimate teachers on the same.*

MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON INTERACTION WITH EMINENT SCHOLARS

Venue :   Dept of Chemistry, Date   :   24.10.2018, Time   :   10.00 am.

Members Present:

Prof. T S Anirudhan
Dr. E. Shaji
Director, IQAC.

The committee evaluated the proposals and following decisions were taken in the meeting after detailed discussions.

Only one proposal has been received till date, which was submitted by Dr. Sabu Joseph, Associated Prof & Head, Dept. of Environmental Sciences. The proposal aims to bring an eminent scholar **Prof. Takashi Asaeda, Saitama University, Japan** to the University of Kerala under the Interaction with Eminent Scholars scheme. The dept council of Dept. of Environmental Sciences has endorsed the proposal.

The committee evaluated the bio-data of the scholar and topics of lecture by the Professor and observed that scholar and topics occupies high standards and will be useful to the different departments like Environmental Sciences, Geology, Aquatic Biology, Botany of the University.

The committee evaluated the budget and recommending to approve the actual of airfare (economy), local travel, food and accommodation and the honorarium may be restricted to Rs.5000/ per day.

The committee recommends the proposal subject to the reporting to the Syndicate with the following suggestions.

1. Explore the possibility to   build a linkage through MOU with Saitama University, Japan.
2. List out clearly the number of participants and departments who can actively participate in the lecture series.
3. Explore the possibility of initiating exchange programmes with Saitama University, Japan.
4. The foreign scholar may be advised to come on conference/business visa only.
5. Wide publicity may be given through PRO and other web sources
6. All the programmes need to be documented and recorded.
7. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 11.00.

Dr. E. Shaji

18/10/18

UGC-NAAC AWARENESS WORKSHOP
ON
QUALITY ASSESSMENT & ACCREDITATION
15th October 2018
REPORT

The one day workshop was organized by UGC and NAAC in association with University of Kerala on 15th October 2018 with following objectives:

- to create awareness among non-accredited Higher Education Institutions on the relevance and methodology for accreditation
- to develop a right perspective on UGC and NAAC mandate for quality enhancement and sustenance
- to support internal quality initiative of IQAC.

The workshop was formally inaugurated by Hon'ble Governor of Kerala, Justice (Retd.) P. Sathasivam at a function in which Prof. S. C. Sharma, Director, NAAC presided. Dr. M. S. Shyamsundar, Adviser, NAAC made an introduction to the programme. While Prof. C. Ganesh, Professor-in-charge of Vice Chancellor, welcomed the gathering, Dr. G. Srinivas, Joint Secretary and Head, UGC, Bangalore, proposed the vote of thanks. In the inaugural address, the Hon'ble Governor expressed happiness in the initiatives of NAAC as well as UGC is promoting quality through the accreditation process.

India has one of the most dynamic and large education systems in higher learning with about 45, 000 colleges and 800 universities. Since 1990, there has been a phenomenal growth and expansion of institutions and quality came to be a matter of concern. Historically India was a hub for Global education when we had great institutions which attracted scholars from different parts of our country and abroad, the Hon'ble Governor said. However, down the Line we lost ground on quality parameters and we now face the challenging task of competing with globally rated institutions in terms of excellence and quality benchmarks. In our efforts to enhance Gross Enrolment ratio in higher learning , we launched upon a massive horizontal growth model , which to some extend was inevitable for a country like India, but know we are in the phase of consolidation and delivery for which Quality is a must and accountability to stakeholders stands out as the benchmark for achievements, Justice (Retd.) P. Sathasivam added in his inaugural address.

Prof S.C Sharma, Director NAAC, in his presidential address expressed happiness at the interest shown by colleges in the accreditation process and assured NAAC support on all interventions that promote quality for HEIs.

The NAAC Director and NAAC team had an interactive session with the Syndicate members about the policy initiatives and accreditation concerns of the University.

TECHNICAL SESSION I: ACCREDITATION OUTCOMES INTO POLICY PLANNING

Dr. G. Srinivas, Joint Secretary and Head, UGC spoke on accreditation outcome into policy planning. In his introductory remark he spoke of the complex and diverse nature of Indian Higher Education Institutions. The four policy pillars of Higher Education Institutions are :

 Relevance
 Access
 Equity
 Quality

He explained the need for accreditation and concerns relating to the same specifically when it gets related to funding, better quality standards and global trends in Higher Education. The benefits of assessment and accreditation were explained. The interventions for accreditation as strategic tools were discussed along with the shifting parameters. The various scheme supporting initiatives were referred to and the steps to be taken by colleges for timely accreditation were discussed in the backdrop of UGC quality mandate.

TECHNICAL SESSION II: RELEVANCE OF ACCREDITATION

Dr. M. S. Shyamsundar, Adviser, NAAC spoke on the relevance of Assessment and Accreditation. He presented the relevance of Quality assurance, need for SWOT and a comprehensive database for documentation. He stressed the fact that UGC stipulates accreditation for finding and stated that there was a need to adhere to quality benchmarks. The quality benchmark for autonomous institution, deemed-to-be university and university were different and need to be seen separately. Mr. Shyamsundar explained the objectives and function of IQAC and the benchmarks associated thereto. Certain best practices were also discussed.

TECHNICAL SESSION III: IIQA AND THE REVISED ACCREDITATION FRAMEWORK

Dr. Shyam Singh Inda, Assistant Adviser, NAAC spoke on Institutional Information for Quality Assessment (IIQA).He addressed his session with an introduction to the revised assessment and accreditation framework highlighting the fact that it was ICT enabled, objective and transparent. The shift was from qualitative to quantitative indicators. The process of data validation & verification (DVV) and the metrics introduced for the same were briefly introduced. He touched upon the changes introduced in the revised accreditation framework. The list of documents required and the process involved for accreditation of colleges were explained by Mr. Shyam Singh.

TECHNICAL SESSION IV: INSTITUTIONAL PREPARATIONS BEFORE, DURING AND AFTER SSR SUBMISSION

Dr. Vinita Sahu, Assistant Adviser, NAAC commenced her session with an introduction to Revised Assessment and Accreditation Process. The pre-qualifier for

peer team visit, system generated scenes, defect validation and verification DVV and enhanced participation of students and alumni in the assessment process were discussed. The process flow chart for accreditation framework was explained. She spoke about the preparations to be made before, during and after SSR submission in various phases. The stages included

1. Institution information for quality assessment (IIQA)
2. SSR submission (metric data and optional metric selection) + Non applicable Metrics
3. Data validation and verification DVV
4. Student Satisfaction Survey (SSS)
5. Prequalification
6. Peer team Visit
7. Assessment outcome

It was important to maintain deadlines in every stage of accreditation process. The seven criteria which are considered as a basis for assessment were explained with key indicators under each criteria and the weightage thereto. Her session was filled with demonstration on how colleges could pursue the accreditation process. All throughout, she consistently mentioned efforts to promote clarity on metrics developed and the use of template for the same. She also explained the guidelines to institutions to opt out of non-applicable metrics.

TECHNICAL SESSION V: ACCREDITATION IN UNIVERSITY AFFILIATED COLLEGES

Prof. Gabriel Simon Thattil, IQAC Director, University of Kerala made a presentation on the functions of IQACs in colleges. He presented the relevance of quality and the need to have a systems approach in promoting quality standards. All the functions of the IQAC need to support continuous assessment of internal processes so as to build up quality standards.

TECHNICAL SESSION VI: ALIGNING INSTITUTIONAL PERSPECTIVE WITH ACCEDITATION

The last technical session was on 'Aligning institutional perspective with accreditation' where Dr. M. P. Rajan presented various measures which colleges could adopt in order to meet NAAC criteria for accreditation and in securing better grades.

The final session was an open house where delegates from various colleges raised their questions and sought clarification on issues relating to accreditation, reaccreditation, UGC mandate, filing of SSR, SSS and so on.

The workshop concluded with distribution of certificates to the participants and a formal vote of thanks by Prof. Gabriel Simon Thattil, workshop coordinator.

Altogether, 164 delegates representing 119 colleges of the universities in Kerala participated.

The inaugural session was also attended by statutory officers, members of the Syndicate, Deans, School Directors and teachers of the University.

We place on record our sincere thanks to UGC and NAAC for giving us an opportunity to be the host for the workshop and for their wholehearted support and involvement in the same.

Approved the minutes of the 5th meeting of IQAC.

Sd/-
DIRECTOR
Internal Quality Assurance Cell
University of Kerala

Sd/-
CHAIRMAN
Internal Quality Assurance Cell
University of Kerala