

Minutes of the Online Meeting of the IQAC held on 22-9-2020, 10.30 a.m.

PRESENT:

1. Prof.(Dr.) Sabu Thomas, Vice-Chancellor
2. Prof.(Dr.) C.T Aravindakumar, Pro Vice Chancellor
3. Prof.(Dr.) Prakash Kumar B, Registrar
4. Dr. Sreejith C.M, Controller of Examinations
5. Smt. Valsamma Karunakaran, Joint Registrar in Charge of Finance Officer
6. Prof.(Dr.) Robinet Jacob, Director, IQAC
7. Dr. Sylas V.P, Joint Director, IQAC.
8. Prof.(Dr.) Jayachandran K, Director, School of Bio Sciences
9. Prof.(Dr.) Beena Mathew, Director, School of Chemical Sciences.
10. Prof.(Dr.) Bismi Gopalakrishnan, School of Indian Legal Thought
11. Prof.(Dr.) Johney Johnson, School of Management and Business Studies
12. Dr. Sajimon Abraham, School of Management and Business Studies
13. Smt. Josmin Jose, Marthoma College, Thiruvalla

Meeting started at 10.30 am through Online. Prof. (Dr.) Sabu Thomas, Vice-Chancellor presided over the meeting. He extended a warm welcome to all. The meeting discussed the following items

1. Outcome Based Education (OBE)

Importance of OBE and the steps taken for its implementation, including the workshop by the resource persons from IIT Chennai, are explained. Even though the pandemic Covid 19 has delayed the implementation process, we have to try hard to implement Outcome Based Syllabus from this academic year itself. In this situation an implementation committee is formed with the following members.

Implementation Committee

Pro Vice Chancellor (Chairman)	Prof (Dr) A.M Thomas
Director, IQAC	Joint Director, IQAC
Prof (Dr) K.M Krishnan	Prof (Dr) Santhosh P Thampi
Prof (Dr) Harikumaran Nair	Prof (Dr) A. P Thomas
Dr. Noushad PP	Dr. Anas S
Dr. Toney K Thomas	Dr. Subila K.B
Dr. Roshna Varghese	Dr. Asha JV

Meeting decided to implement Outcome Based Syllabus from this academic year itself. A schedule of the Implementation of OBE, as shown below, is also approved.

Sl No	Activity	Date
1	Training Workshop for all faculty members	25 September 2020
2	Training Workshop to NAAC Co-ordinator and one Faculty member from each School/ Centres offering PG programmes	29 th September 2020
3	Submission of draft syllabus to Pro-Vice Chancellor	16 th October 2020
4	Clinic Sessions in different Schools	19-23 October 2020
5	Final submission of syllabus	30 th October 2020
6	Launching of OBE	2 nd November 2020

2) Data Management Portal

Dr. Sajimon Abraham who is in charge of Developing IQAC Management Information System explained its progress. Meeting approved the extension of contract in respect of Smt. Rakhi Sharma, Web Application Developer (on contract basis) for IQAC Management Information System till the development is over. Following schedule for the implementation of IQAC MIS is also approved.

Sl No	Activity	Date
1	On site Training as on request for FMS for faculty members	23-25 September 2020
2	Workshop for School IQAC co-ordinators and School Administrative Office staff on updation of Department, student, research, student feed back modules	30 th September 2020
3	Completion of FMS updation by Faculty members	3 rd October 2020
4	Trial report generation from FMS module on faculty related details for NAAC 7 criteria committee review process	4 th October 2020
5	Sending the trial report to concerned Schools and taking feedback from HOD for addressing missing data and required corrections	10 th October 2020
6	Review on updation of on department , student and research data by School IQAC Co-ordinator Administrative Office staff by taking trail report	15 th October 2020
7	Completion FMS updation by Faculty members in all respect	17 th October 2020
8	Completion of department , student and research data by School IQAC Co-ordinator Administrative Office staff	24 th October 2020
9	Combined Presentation of Completed IQAC Data Management System (IQAC - MIS)	27 th October 2020, Tuesday
10	Formal Inauguration & Launching of the System by Honourable Chancellor , the Governor of Kerala	1 st November 2020 the "Kerala Piravy" Day

3) Pooling of Human Resources

Prof (Dr.) A.P Thomas presented a draft document to pool the

expertise of the Senior Citizens from various corners of the society. The meeting emphasized the benefits of using such a knowledge base to the University as well as the society. A committee, with the following members, is also formed to coordinate its activities.

Committee Members	
Director, IQAC (Convenor)	Prof (Dr) A.M Thomas
Prof.(Dr.) Joseph Tharamangalam	Prof.(Dr) Seethi K.M
Prof.(Dr.) Jayachandran.K	Prof.(Dr) Sherin Upot
Sri: Thiruvizha Jayasankar	Sri: P. Balachandran
Sri: Kottayam Veeramani	

4.To recommend & forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following Teachers for required administrative action.

Sl.No.	Name & Department	Post to which CAS promotion is recommended.
1	Dr. Sajimon Abraham, School of Management and Business Studies	Associate Professor (Stage IV) to Professor (Stage V)
2	Dr. Biju M.K, School of Management and Business Studies	Assistant Professor stage I to II
3	Dr. Muhamad Mustaffa.K, School of Behavioural Sciences	Assistant Professor Stage I to II
		Assistant Professor Stage II to III

5.Human Rights Awareness Programme

National Human Rights Commission is giving financial assistance to Institutions to conduct basic training programme on Human Rights. The following faculty members are assigned to conduct these programmes

- Dr. Bijulal M.V, School of International Relations and Politics
- Dr. Arathi P.M, School of Indian Legal Thought

6.NAAC Seven Criteria Committee Report

Report compiled by the seven committees on NAAC criteria needs a broader discussion so the report will be discussed later.

7.Membership in International Bodies

To promote Internationalization of Education, we need membership in International bodies like Association of Commonwealth Universities and International Association of Universities. This will help students from our University to get admission in foreign Universities and vice versa. We have to pay yearly membership fee for getting membership. Meeting approved the proposal and authorized Director, IQAC to take steps in this regard.

8.Modification of Web sites of Schools/ Centres

The data published in the websites of Schools / Centres is not Uniform with the one available in the University website. Many of the Schools are not using subdomain of the University website. Meeting approved the proposal that, every School / Centre is to use the sub domain available in the University website. The data available in the websites, if any, maintained directly by the Schools should be uniform with the data available in the subdomain of University website. Every Schools/Centres should ensure this.

The meeting concluded at 1.45 pm

Sd/-

Registrar

Sd/-

Dr.Sabu Thomas
VICE CHANCELLOR