Minutes of the Meeting of the IQAC held on 04-12-2020, 02:30 p.m. In hybrid mode

PRESENT:

1. Prof.(Dr.) Sabu Thomas, Vice-Chancellor
2. Prof.(Dr.) C.T Aravindakumar, Pro Vice Chancellor
3. Dr. Sreejith C.M, Controller of Examinations
4. Smt. Valsamma Karunakaran, Joint Registrar in Charge of Finance Officer
5. Prof.(Dr.) Robinet Jacob, Director, IQAC
6. Dr. Sylas V.P, Joint Director, IQAC.
7. Prof.(Dr.) Jayachandran K, Director, School of Bio Sciences
8. Prof.(Dr.) Beena Mathew, Director, School of Chemical Sciences.
9. Dr. Sajimon Abraham, School of Management and Business Studies

Meeting started at 02.30 pm in hybrid mode. Prof. (Dr.) Sabu Thomas, Vice-Chancellor presided over the meeting. He extended a warm welcome to all. The meeting was intended to discuss the findings of 7 committees formed for improving the performance of University in the Assessment and Accreditation Process of NAAC.

The discussion on these reports were done and resolved as follows

1) A wider discussion of each criteria is to be done with all the faculty members
2) It is resolved to provide hostel facilities to required students for attending exams.
3) It is decided to conduct reexaminations for Covid positive students who are unable to write exams.

4) The research activities should be done in accordance with the existing orders of the University and the research should contribute to the society.

5) It is resolved to start social media accounts for "Psychological Counseling Centre" to engage more with the clientele amidst of Covid 19 pandemic.

6) It is decided to expand the monitoring committee of MOOC on Organic farming for the smooth functioning of the course.

7) It is resolved to purchase additional print journals and databases for the University Library.

8) It is resolved to purchase laptops and other office furniture items for IQAC section to ensure effectiveness of various institutional ranking and accreditation process.

9) It is resolved to recommend calling of applications for the post of Senior Professor(Academic Level 15) under CAS of UGC regulation 2018.

10) Student Management system is to be developed.

The meeting concluded at 5.00 pm

DIRECTOR
INTERNAL QUALITY ASSURANCE CELL

VICE CHANCELLOR

No.	Decision	Action Taken
**ATR OF THE MEETING OF IQAC HELD ON 28-10-2020**	
1	**Implementation of Innovation and Entrepreneurship Development Centre:-** A discussion was held regarding the Implementation of Innovation and Entrepreneurship Development Centres. Kerala Start-Up Mission (KSUM) has sanctioned the proposal for establishment and implementation of Innovation and Entrepreneurship Development (IEDC) at the University. IEDC is the flagship project by KSUM to attract talented students into the path of entrepreneurship and to provide them with a memorable experience during their studentship. It has been decided to entrust Dr. Radhakrishnan E.K, Director, Business Incubation and Innovation Centre (BIIC) to initiate steps to establish and implement activities related to the sanctioned IEDC in the campus.	in progress.
2	A discussion was held regarding implementation of MHRD's National Innovation and Start up Policy (NISP) in MG University. The Ministry has established an 'Institution Innovation Cell' with the aim of systematically fostering the culture of innovation in all Higher Education Institutions (HEIs) across the country. It has been decided to entrust Dr. Radhakrishnan E.K, Director, BIIC to suggest a panel of experts to form a committee which has to be approved by the Vice Chancellor.	Under process.
3	**Outcome Based Education:-** The meeting discussed the progress of implementation of Outcome Based Education in the University.	No action required
4	**Recommending Journals to UGC CARE List** A number of applications were received for IQAC's recommendation for inclusion of journals in the UGC CARE list. It was decided to classify the applications into two categories. Journals fulfilling the following quality parameters can be directly recommended by IQAC meeting for	No action required

	inclusion in the UGC CARE list
	a) Indexed Journals: Any journal indexed in SCOPUS/ISI/AHCI/SSCI still wish to be included in the UGC CARE list. Any journal indexed in databases such as ACS / RSC / Science Direct / EMERALD / Springer / EBSCO / ProQuest / AGRIS / Analytical Abstracts / Anthropological Index Online / Anthropological Literature / arXiv / ASCE Library / Association of Computing Machine Digital Library / Thomson Reuters / BioOne/ CABI / Chemical Abstract Service / Semantic Scholar / or any other reputed database. **b) Other Journals:** Journals which are not coming under the above category has to be sent for expert remarks to at least two members of a Subject Expert Committee to be formed by IQAC depending on requirement. The following broad guidelines may be considered for making recommendations to this effect. Journal should have a website. Journal should clearly state its aim and scope. Journal website must state ethical statement of publications. Editor in chief and editorial board members of the journal must have good publication credentials in indexed journals. The journal must have diversity in publications with publications from different regions cutting across geographical boundaries. Journal should be a peer reviewed journal and the process must be transparent which may be reflected in the website. The application should include all the mandatory documents listed in the

	application form.	
5	It was decided to recommend Rajagiri Management Journal for inclusion in the UGC CARE List as it is already included in various databases like Emerald Publishing, EBSCO and British Library.	Recommended
6	**CAS Promotion:-** To recommend & forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following teacher for required administrative action. | Name & Department	Post to which CAS promotion is recommended
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Dr.Pushpalatha K.P (School of Computer Science)	Associate Professor Stage IV to Professor Stage V		File along with the report handed over to section
7	The meeting recommended to sanction a provisional payment of Rs.1,00,000/ (One Lakh Rupees Only) in favour of The Director, IQAC for the purchase of following items for IQAC. a. Laptop (1 No): i3/4GB DDR4/1TB/15.6"/Windows original OS/3 year onsite warranty b. Desktop Computer(1 No): i3/4GB DDR4/1TB/18"/ Windows Original OS/3 year onsite warranty c. Table (1 No): Laminated Particle Board, 5 X 2.5 ft. d. Table (1 No): Laminated Particle Board, 4.5 X 2 ft. e. Cup board - 1 No	In progress
8	It has been decided to form Innovation Clubs in all the teaching Schools. Entrusted HOD's to convene a Faculty Council to finalize the modalities including selection of a Faculty Co-ordinator and Student Co-ordinator. The activities of Innovation Clubs, mainly pre-incubation activities may be coordinated at the University level by the Business Incubation and Innovation Centre (BIIC).	Directions issued to HOD's and Director, BIIC.

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