Minutes of the Online Meeting of the IQAC held on 28-10-2020, 10.30 a.m

<u>PRESENT</u>

1.Prof.(Dr.) Sabu Thomas, Vice- Chancellor

2.Prof.(Dr.) C.T Aravindakumar, Pro Vice Chancellor

3.Prof.(Dr.) Prakash Kumar B, Registrar

4.Prof.(Dr.) A.M. Thomas

5.Prof. (Dr.) Nandakumar Kalarickal

6.Prof.(Dr.) Robinet Jacob, Director, IQAC

7.Prof.(Dr.) Bismi Gopalakrishnan

8.Dr. Noushad P.P

Online meeting started at 10.30 am. Prof.(Dr.)Sabu Thomas,Vice- Chancellor presided over the meeting. The meeting discussed the following items and resolved as follows

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.

2. National Innovation and Start Up Policy

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.

3. Outcome Based Education

The meeting discussed the progress of implementation of Outcome Based Education in the University.

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 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.

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
Dr.Pushpalatha K.P (School of Computer Science)	Associate Professor Stage IV to Professor Stage V

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

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 co-ordinated at the University level by the Business Incubation and Innovation Centre (BIIC).

The meeting concluded at 12 pm.

Dr. Sabu Thomas

Vice Chancellor

ATR OF THE MEETING OF IQAC HELD ON 22-09-2020

SI No.	Decision	Action Taken
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.	Under process

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

	Activity	Date
1.	Training Workshop for all faculty members	25 September 2020
2.	Training Workshop to NAAC Coordinator and one Faculty member from each School/ Centres offering PG programmes	29 th September 2020

	3. Submission of draft syllabus to ProVice 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	2nd 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.	MIS Implementation in progress

SI No	Activity	Date
1	On site Training as on request for FMS for faculty members	23-25 September 2020
2	Workshop for School IQAC coordinators 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	4th 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 Coordinator 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	1 st		

		Inauguration & Launching of the System by Honourable Chancellor , the Governor of Kerala	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.		Activities of the committee is in progress

Committee Members	
1.Director, IQAC (Convenor) 2.Prof.(Dr.) Joseph Tharamanga lam 3.Prof. (Dr.) Jayachandra n.K 4.Sri: Thiruvizha Jayasankar 5.Sri: Kottayam Veeramani	6.Prof (Dr) A.M Thomas 7.Prof.(Dr) Seethi K.M 8.Prof.(Dr) Sherin Upot 9.Sri: P. Balachand ran

4	Decided 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.	Reports of IQAC on the CAS promotion along with the service files sent to sections
5	**Human Rights Awareness Programme** 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.	Activities of the entrusted, in progress

	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** NAAC Seven Criteria Committee Report compiled by the seven committees on NAAC criteria needs a broader discussion so the report will be discussed later.	No action required
7	**Membership in International Bodies** 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.	In progress
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 sub domain 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.	Web site modification is underway.

DIRECTOR
INTERNAL QUALITY ASSURANCE CELL

VICE-CHANCELLOR