

**MINUTES OF THE MEETING OF IQAC HELD ON 15.07.2022 AT 3.00 PM IN THE VICE
CHANCELLOR'S CONFERENCE HALL**

Members Present:

1. Prof. (Dr) Sabu Thomas, Vice Chancellor (Chairman)
2. Prof. (Dr) C.T. Aravindakumar, Pro Vice Chancellor
3. Prof. (Dr) Prakash Kumar B , Registrar
4. Prof. (Dr) Robinet Jacob, Director, IQAC
5. Sri. Biju Mathew, Finance Officer
6. Dr. Syllas V.P, Joint Director, IQAC
7. Prof. (Dr) Santhosh P Thampi, School of Management and Business Studies
8. Prof. (Dr) Sajimon Abraham, School of Management and Business Studies
9. Prof. (Dr) Beena Mathew, School of Chemical Sciences
10. Prof. (Dr) Harikumar Nair, School of Biosciences.
11. Prof. (Dr) Bismi Gopalakrishnan, School of Indian Legal Thought
12. Prof. (Dr) Saji Mathew, School of Letters.
13. Prof. (Dr) Toney K Thomas, School of Tourism Studies.

The meeting commenced at 3.00 pm. Prof.(Dr.) Sabu Thomas, Vice-Chancellor presided over the meeting. He extended a warm welcome to all. The meeting discussed the following items and resolved as follows:-

Item No: 1. CAS Promotion of Teachers

Resolved to recommend and forward the API score reports of the IQAC on the CAS promotion along with the service files in respect of the following faculty members for the required administrative sanction.

Nos	Name	Depts.	Post to which CAS promotion is recommended	Recommended Date of Promotion
1	Sri. Rajesh E.	SOBS	Assistant Professor (Stage 3)	15.01.2018
2	Dr. Chitra Mohan	SCS	Assistant Professor (Academic Level 12)	01.03.2021
			Associate Professor	23 05 2018

3	Dr. Girish Kumar R.	SIRP	(Stage 4)	
4	Dr. Sibiu G. Netto	SPS	Assistant Professor (Academic Level 12)	25.05.2020
5	Dr. Biju M.K.	SMBS	Asst. Professor (Stage 2) (Date Change)	10.09.2017
6	Dr. Jayasree P.	SPS	Professor (Stage 5)	02.07.2014
7	Dr. Biju P.R.	SPAP	Professor (Academic Level 14)	04.07.2021
8.	Dr. Baiju K.R.	SES	Professor (Academic Level 14)	14.07.2021
9	Dr. Radhakrishnan E.K.	SBS	Associate Professor (Academic Level 13 A)	17.02.2022
10	Dr. Biju Lekshmanan	SGTDS	Professor (Academic Level 14)	25.07.2021
11	Dr. Anas S.	SCS	Associate Professor (Academic Level 13 A)	11.02.2022
12	Dr. Noushad P.P.	SGTDS	Professor (Academic Level 14)	10.07.2021
13	Dr. K.P. Suresh	SPS	Professor (stage 5)	01.03.2010
14	Dr. C.R. Harilakshmeendra Kumar	SGTDS	Assistant Professor (Stage 3)	12.01.2018
15	Dr. Syllas V.P.	SES	Assistant Professor (Academic Level 12)	21.01.2015
17	Dr. Ismail Thamarassery	SPS	Assistant Professor (Academic Level 12)	13.06.2022
18	Dr. Aju K.N.	SOL	Professor (Academic Level 14)	03.06.2022

Item No: 2. NAAC Accreditation matters

- IQAC resolved to introduce NPTEL Local Chapters in the University and Dr.Bindu V.R., Professor,

School of Computer Sciences is entrusted to do all the matters in this regard.

- It is resolved to form a committee comprising of the faculty members Dr.Biju M.K, Asst Professor, SMBS, Dr.Lirar Pulikkalath, Asst. Professor, SIRP, Dr.Arathi P.M., Asst. Professor, SILT and Dr. Mahesh Mohan, Asst. Professor, SES for collecting and analyzing the feedback from teachers, students, alumni and employees.
- Resolved to maximize the number of value added courses under criteria 1.
- The OBE implementation committee shall review the revised syllabus thoroughly to ensure common pattern.
- An OBE workshop shall be conducted immediately for teachers to familiarize them with Scheme, evaluation, module wise mapping etc.
- IQAC resolved to have a comprehensive alumni review report.
- Resolved to approve the Mentor-Mentee List submitted by the schools.
- It is recommended to open a Dash Board of LMS portal for the ease of access and IT Director is entrusted to do it at the earliest.
- IQAC has recommended to disburse the Post-Doctoral Fellowship urgently by the University.
- For releasing the seed money to the newly appointed faculty members and an amount of Rs.10,00,000/- (Rupees ten lakhs only) is to be allotted additionally in the head of account.
- Good quality videos and photos of the University are essential for the NAAC accreditation. Hence it authorized Dr. Aju K.N., Associate Professor, School of Letters, to do these matters urgently.
- It is recommended to convene a meeting with Uralunkal Labour Society, Kannur for the maintenance of Hostel, Canteen and other infrastructure facilities in the University campus.
- Dr. Rajesh Mani, Asst. Professor, SGTDS is entrusted to prepare an international booklet for the university.
- It is recommended to conduct one day as Open day in the University Campus and all extension activities are to be interconnected with this event. Dr. Anas S., Asst. Professor ,SCS is entrusted to do these activities urgently.
- It is resolved to create a bank account in favour of MGU Alumni Association and Finance Officer is entrusted to do the same. Each school shall raise their Alumni Fund separately and should function as chapters of MGU Alumni Association.
- It is resolved to conduct an award function to recognize faculty members who made commendable achievements on 26 August 2022 at the IIRBS Auditorium and a medal and certificate shall be issued to the faculty concerned. Dr. Mahesh Mohan, School of Environmental Sciences is entrusted to co-ordinate the programme.
- It is resolved to collect audited statements, AMC details, bills and vouchers from various works which have done last year from finance and administrative wing accordingly.
- It is resolved to declare MGU as an Eco-Campus. The following steps shall be taken to achieve this goal.

1. Proper signage shall be provided.

2. To declare the university campus as a plastic free zone under 'Project Prithvi'.
3. More Waste Bins and Metal Sitting Chairs shall be provided in the University campus.
4. It is resolved to approve the Core Values of University and it is to be displayed in the University website.

- It is resolved to conduct Persons With Disability (PWD) audit (Access audit) and Gender audit. Dr.Baburaj P.T., HoD, SOBS is entrusted for PWD audit.
- It is resolved to have pedestrian friendly path-ways and designed parking area for each school and center.
- Vehicle Tag System shall be implemented at all entry points of the campus.
- Resolved to approve the report by Dr.Toney K. Thomas, HoD, STS, on designated parking areas with four zones and recommended implementation on designated parking areas for vehicles. Also resolved to restrict vehicle entry in the buffer zone of the University.
- Resolved to conduct a Mega Job Fair in the University campus in collaboration with IQAC during the month of August 2022.

Item No: 3. Developmental activities

- It is resolved to constitute a committee comprising of Dr. Bismi Gopalakrishnan , Professor SILT, Dr. Toney K. Thomas Director STS and Dr. Saji Mathew, Asst. Professor, School of Letters as members to study and report the renovation of University Canteen, Guest House and Hostels.
- It is resolved to implement "MGU Padasala" at the earliest.

Item No: 4.

- It is resolved to implement the project named "University of the Third Age" for pooling the activities of senior citizens as contributors to the society and a committee comprising of Dr.A.P.Thomas, Hon. Director ACESSD and Dr.Toney K. Thomas, HoD, STS has been constituted initiating its activities in the University.

Item No: 5.

- It is resolved to establish KSEB electric vehicle charging station behind the Co-Operative Society in the campus.
- It is resolved to constitute an academic writing centre in the University and constituted a committee comprising of Dr. M.H.Illias, Director, IMPSS & Dr.Sanal Mohan, SSS to carry out the work.
- Additional Wi Fi facility shall be provided throughout the campus and the bandwidth of the existing Wi-fi shall be also enhanced.
- University Main website and schools' websites shall be updated soon and website monitoring committee has to monitor the progress of the same.
- Resolved to establish drinking water facilities at common places of the campus including Pareeksha Bhavan. Main Gate. Administrative Block etc. and public toilet/e-toilet facilities

shall be provided in the campus.

Item No: 6.

IQAC proposed to start 2 new programmes in the existing schools.

1. M.Tech. Polymer Science in School of Chemical Sciences

2. M.Tech. Computer Science and Engineering in School of Computer Sciences.

The meeting was concluded at 6:45pm



DIRECTOR
INTERNAL QUALITY ASSURANCE CELL



Sd/-

Director, IQAC



Dr.Sabu Thomas
VICE CHANCELLOR



ATR OF THE MEETING OF IQAC HELD ON 03.06.2022

Sl. No.	Item	Action Taken
1.	Contract teachers of each department shall be included in the DVV process of the NAAC visit	Data on all contract teachers collected from the department.
2.	An ERP system shall be developed by the IT wing and shall be implemented in the end of July	IT wing directed to mend bugs in DDFS currently used in the University. The Exam Automation System of the University Departments is in the final stage of development.
3.	All the teaching vacancies up to 31 August 2022 shall be filled soon.	Under process
4.	A training workshop in connection with the OBE shall be conducted shortly and it shall be organised under UGC-STRIDE programme.	Workshop conducted on 12.07.2022
5.	At least two best practices shall be included in each of the 7 criterion.	All Criteria conveners intimated
6.	Resolved to recommend allotment of university fellowship to 100 % research scholars.	Request forwarded to Government demanding more money in the Plan fund under relevant head
7.	Corporate training shall be given to maximum students in each department.	MGUIF entrusted with the task
8.	Active efforts must be made to avail funds from CSR, RUSA and KIIFB etc. for various projects of the University in the wake 4 th cycle NAAC accreditation.	Entrusted the Joint Director to prepare an Action Plan
9.	An academic writing centre shall be established in university campus at the earliest.	Under Process
10.	Teacher's grievance redressal cell portal shall be constituted at the earliest.	Established by IT Cell and linked to the University Web Site
11.	The audited statements may be collected from KIIFB for attaching as supporting documents in the criterion 6.	Statements collected
12.	Sufficient number of ICT enabled class rooms shall be enabled in each department and School.	Most of the departments have set up ICT enabled classrooms and 21 Nos

		of Interactive panels have been supplied to departments.
13.	An open theatre (Amphitheatre) facility shall be established at the earliest in the university campus.	University Engineer tasked with finding a suitable location to construct the Amphitheatre
14.	Sufficient Wi-Fi connections shall be enabled in all teaching departments.	All teaching departments brought under MGU Wi Fi
15.	Ample safety measures shall be provided to all faculty members and students in the laboratories	Proposals invited from heads of the departments
16.	Ramp facilities shall be provided to all the buildings in the campus.	University Engineer tasked with finding buildings without ramp facility
17.	Requesting funds from Government for the construction of a building which can accommodate at least 10 new teaching schools and centres	Request seeking funds sent to Government
18.	Guest House, Canteens and Hostels shall be renovated at the earliest.	Tenders floated
19.	Vice- Chancellor's Merit Scholarship shall be instituted for the meritorious students in the campus and international brochure covering all the academic and administrative matters in the 4th cycle of NAAC accreditation.	Under Progress
20.	Resolved to prepare and submit a strategic plan of the University at the earliest.	Committee Constituted With Prof. Jachandran K, School of Bio Sciences as convener.
21.	36 wells are to be cleaned and reused in the campus, management of hazardous wastes in the campus, making the campus plastic free , token facilities to employees and teachers who are coming in vehicles, establishing CCTV surveillance in the campus, installation of sensor lights in the campus, arrangement of proper signboards in the campus, identification of parking zones in the campus etc. are to be considered and necessary arrangements shall be taken at the earliest.	Projects under various stages of completion
22.	To prepare and submit the core value of university and to display in relevant places.	Core values prepared and displayed at all departments.
23.	To employ an additional hand on contract basis in the IQAC office for the purpose of data entry.	Mrs.Bindumol K V, Data Entry Operator,

		recruited on contract basis
24.	To prepare and submit the code of conduct for students at the earliest.	Code of conduct published on the University web site
25.	One day in each month shall be observed as “campus clean day” for the university office, Schools and centres.	Intimation sent to all departments and circulated on ddfs
26.	To place the infrastructural and institutional facilities to be required in the wake of the 4 th cycle accreditation to the next SSC on planning and development for the consideration and urgent action.	Included in the agenda of the meeting SSC on planning and development
27.	A separate meeting shall be arranged in the library for heads of university departments and faculty, service organisations, IT wing and students in the wake of the 4 th cycle of NAAC accreditation.	Meeting held on 18 July 2022
28.	A committee comprising of university authorities and syndicate members shall visit every schools and centres for verifying the status of the NAAC accreditation process.	A 5 member Committee started visiting all Schools and Centres
29.	A special syndicate meeting shall be convened at the earliest to discuss the aforesaid matters and take urgent actions in this regard.	In progress

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