

Minutes of the meeting of IQAC held on 22-11-2022, 02:00 PM at the Vice Chancellor's Mini Conference Hall

Members Present

1. Prof. (Dr) Sabu Thomas, Vice Chancellor (Chairman)
2. Prof. (Dr) C.T. Aravindakumar, Pro Vice Chancellor
3. Prof. (Dr) Robinet Jacob, Director, IQAC
4. Dr. Sylas V.P, Joint Director, IQAC
5. Dr. C M Sreejith, Controller of Examinations
6. Prof. (Dr) Santhosh P Thampi, School of Management and Business Studies
7. Prof. (Dr) Sajimon Abraham, School of Management and Business Studies
8. Prof. (Dr) Beena Mathew, School of Chemical Sciences
9. Prof. (Dr) Bismi Gopalakrishnan, School of Indian Legal Thought
10. Prof. (Dr) Harikumar Nair, School of Bioscience
11. Dr. Saji Mathew, School of Letters
12. Dr. Tony K Thomas, School of Tourism Studies
13. Shri. Pradeep R, Joint Registrar III (Admn)
14. Shri. Pradeep P., Director IT Cell
15. Dr. Rethishkumar S, Section Officer, IQAC
16. Shri. Akhil V S, Office Superintendent, IQAC
17. Shri. Jithin Xavier Jose, Assistant, IQAC
18. Shri. Hariprasad S, Assistant, IQAC

The Vice chancellor welcomed all participants to the meeting. He invited the Criteria Conveners to present the current status of their respective criterion. Detailed discussions were held and the following decisions were made.

AGENDA -1

1. CAS promotion files were examined and it was resolved to recommend the following teachers for promotion as described below.

| Sl. No. | Name | School | Post to which CAS promotion is recommended | Recommended date of promotion |
|---------|----------------------|--------|--|-------------------------------|
| 1 | Dr. Rajesh V Nair | SOL | Associate Professor Stage 4 | 11.11.2019 FN |
| 2 | Dr. Antony S | SPAP | Assistant Professor Stage II | 23.05.2010 FN |
| | | | Assistant Professor Stage III | 23.05.2015FN |
| 3 | Dr. Muhammed Mustafa | SOBS | Professor Academic Level 14 | 17.09.2022 FN |

AGENDA -2- Presentation of Quantitative Values by Criterion Committee Conveners

Quantitative Values of all 7 criteria was presented by the conveners of the respective committees.

AGENDA 3-Other NAAC related Matters

3. It is resolved to recommend to sign a Memorandum of Understanding with Kerala Enviro Infrastructure Ltd. Kochi and Gomti Research and Pharmachem Pvt. Ltd. Bangalore to remove solid and liquid chemical wastes from the Labs of the University Schools and Centres. Dr. Beena Mathew, SCS is entrusted with preparation of the draft MoU.

4. Difficulty was noticed while collecting the students' enrolment data of the past five years as the CAP cell used to dispose them every three years. It has been decided to direct the sections concerned, to retain all the data in this regard for at least five years.

5. It was resolved to direct all teachers to submit a soft copy of their application for CAS promotion along with relevant documents for the use of IQAC whenever they submit the same at respective sections.

6. It is resolved to complete the ERP system as early as possible in order to adhere with the 'Entry to exit student life cycle management objectives'. Student attendance System, Internal Evaluation Module and alumni portal have to be incorporated with this.

7. Each teacher has to keep a detailed file regarding student mentoring process.

8. It is resolved to purchase 10 geared bicycles for the University at the earliest.

4. AGENDA -4 - Any other item permitted by the Chair

9. The new schools of the University are facing issues like shortage of full time teachers. For availing the services of teachers in the New Schools, Work Assignment may be allotted to the existing teachers of the University so that their services at the New Schools are ensured and a University Order may be issued for the same.

10. As a part of energy saving initiatives motion Sensor LED lights has to be installed in required points of the Campus. CCTV surveillance has to be established at entry and exit points. It is also resolved to establish sensor based water discharging system at Front office, SoBS and IQAC, as pilot basis for avoiding wastage of water.

11. The differently abled friendly gadgets from School of Social Sciences have to be relocated to SoBS.

12. It is resolved to establish a 'Priority Information Counter' for the Differently Abled at the Front Office.

13. It is resolved to finalise the Code of Conduct for employees, teachers and students. Convener of Criterion No. 7, Dr.Toney K. Thomas is entrusted with the preparation of model Code of Conduct. IQAC shall monitor the implementation of the same.

14. It is resolved to identify two best practices for each Criterion in addition to the two best practises identified for the University as a whole.

15. It is resolved to entrust IT Director to create an Academic Bank of Credit (ABC) for students from University Teaching Schools and centres.

16. IQAC resolved to recommend, the Provisional Payment to all Statutory Departments and Centres as listed below subject to the mandates followed, for meeting the developmental needs in the backdrop of upcoming NAAC Visit.

| Sl. No. | School | HOD | Amount |
|---------|--|--------------------------|-------------|
| 1. | School of Behavioural Sciences | Dr. Baburaj P T | 5,00,000 /- |
| 2. | School of Biosciences | Dr. M S Jisha | 5,00,000 /- |
| 3. | School of Chemical Sciences | Dr. K S Devaki | 5,00,000 /- |
| 4. | School of Computer Sciences | Dr. Pushpalatha K P | 5,00,000 /- |
| 5. | School of Gandhian Thought and Development Studies | Dr. Biju Lakshmanan | 5,00,000 /- |
| 6. | School of International Relations and Politics | Dr. C Vinodan | 5,00,000 /- |
| 7. | School of Indian Legal Thought | Dr. Gigi P V | 5,00,000 /- |
| 8. | School of Letters | Dr. Jose K Manuel | 5,00,000 /- |
| 9. | School of Management and Business Studies | Dr. Santhosh P Thampy | 5,00,000 /- |
| 10. | School of Pure and Applied Physics | Dr. Cyriac Joseph | 5,00,000 /- |
| 11. | School of Pedagogical Sciences | Dr. Asha J V | 5,00,000 /- |
| 12. | School of Tourism Studies | Dr. Tony K Thomas | 5,00,000 /- |
| 13. | Department of Lifelong Learning and Extention | Dr. Bismi Gopalakrishnan | 5,00,000 /- |
| 14. | School of Physical Education and Sports Sciences | Dr. Binu George Varghese | 5,00,000 /- |

New Schools with independent buildings

| Sl. No. | Institution | Director/Joint Director | Amount |
|---------|---------------------------------------|-------------------------|------------|
| 1. | School of Food Science and Technology | Prof.(Dr.) Jisha M S | 5,00,000/- |

New Schools housed in Convergence Academia Complex

| Sl. No. | Institution | Director/Joint Director | Amount |
|---------|--|-------------------------|------------|
| 1. | School of Nano Science and Nano Technology | Dr. Sreekala M S | 2,00,000/- |
| 2. | School of Energy Materials | Dr. Anitha C Kumar | 2,00,000/- |
| 3. | School of Artificial Intelligence and Robotics | Prof.(Dr.) Bindu V R | 2,00,000/- |
| 4. | School of Data Analytics | Dr. K K Jose | 2,00,000/- |

Inter University, Inter School and other Centres

| Sl. No. | Institution | Director/Joint Director | Amount |
|---------|--|--------------------------------|------------|
| 1. | Dr K N Raj Centre for Planning & Centre State Financial Relations | Prof (Dr.) Johney Johnson | 2,00,000/- |
| 2. | Centre for Yoga and Naturopathy | Dr. C.R.Harilakshmeendra Kumar | 2,00,000/- |
| 3. | International and Inter University Centre for Nanoscience and Nano Technology (IIUCNN) | Dr. Sreekala M. S | 2,00,000/- |
| 4. | National Institute of Plant Science Technology(NIPST) | Prof. (Dr.) J G Ray | 2,00,000/- |
| 5. | Institute for Integrated programmes and Research in Basic Sciences(IIRBS) | Dr. S Anas | 2,00,000/- |
| 6. | Institute for Multidisciplinary Programmes in Social Sciences (IMPSS) | Dr. Noushad P.P. | 2,00,000/- |
| 7. | International Centre for Polar Studies (ICPS) | Dr. Mahesh Mohan | 2,00,000/- |
| 8. | Advanced Centre of Environmental Studies and Sustainable Development | Dr. Syllas V. P | 2,00,000/- |

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| | (ACESSD) | | |
| 9. | Inter University Centre for Disability Studies(IUCDS) | Prof.(Dr). P T Baburaj | 2,00,000/- |
| 10. | Inter University Instrumentation Centre (IUC) | Prof. C. T. Aravindakumar | 2,00,000/- |
| 11. | Inter University Centre for Biomedical Research (IUCBR) | Dr. K P Mohanakumar, | 2,00,000/- |
| 12. | Inter University Centre for Studies in Science of Music (IUCSSM) | Prof. (Dr.) Jayachandran K | 2,00,000/- |
| 13. | Inter University Centre for Organic Farming and Sustainable Agriculture (IUCOFSA) | Dr. Mahesh Mohan | 2,00,000/- |
| 14. | Advanced Molecular Materials Research Centre(AMMRC) | Dr. S Anas | 2,00,000/- |
| 15. | Institute of Research in Learning Disabilities(IRLD) | Dr. P T Baburaj | 2,00,000/- |
| 16. | University Centre for International Cooperation(IUCIC) | Prof.(Dr.) Sajimon Abraham | 2,00,000/- |
| 17. | Institute for Contemporary Chinese Studies(ICCS) | Dr. C Vinodan | 2,00,000/- |
| 18. | Inter University Centre for Social Science Research and Extensions (IUCSSRE) | Dr. Abhilash Babu | 2,00,000/- |
| 19. | Business Incubation and Innovation Centre (BIIC) | Dr. Radhakrishnan E K | 2,00,000/- |
| 20. | Sophisticated Analytical Instrumentation Facility(SAIF) | Prof.(Dr.) C. T. Aravindakumar | 2,00,000/- |
| 21. | Directorate of Applied Shortterm Programmes(DASP) | Prof.(Dr.) Robinet Jacob | 2,00,000/- |
| 22. | Centre for Online Education (COE) | Prof.(Dr.) Robinet Jacob | 2,00,000/- |

The following works shall mandatorily be carried out by utilizing the provisional payment sanctioned.

| Items | Details |
|--------------------------|--|
| Printing and Publication | Brochure(Maximum of 26-30 pages without displaying the year- Guidelines have already been intimated via e-mail). |

FURNISHING AND EQUIPMENT

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| Name boards for Faculty members and Administrative Staff. | Booklets Display boards and racks highlighting Profile of the department & Courses offered. Vision and Mision of the University Achivements Books published Other publications Ph.D awardees' list Outstanding faculty and alumni Noted Achievements of the Faculty and Alumni Additional board for students' notices |
| Video | 10 Minute video, highlighting achievements and innovations of the school |
| Photos and Photo Album | Highlighting activities and achievements |
| Office Equipment | As required |
| Furnishing | Blinds, Crockery, Table Cloth etc. |
| Preparation of files and purchase of racks display cupboards etc. | Files as per the 7 Point NAAC Criteria |
| Furnishing of Seminar Hall | As required, to ensure effective presentation before the Peer Team. |
| Cleaning of the premises, Purchase of minor toilet utensils, cleaning liquids and goods etc. | Measures to ensure cleanliness. |
| Minor civil works, maintenance of Rest Rooms, beautification of surroundings, gardening etc. | As required |
| Miscellaneous | As required |

Sd/-

Director, IQAC**VICE CHANCELLOR**

ATR of the Meeting of IQAC held on 13.09.2022

| Sl. No. | Decisions | Action Taken |
|---------|--|--|
| 1. | Employing more hands Immediate steps shall be taken to increase the number of cleaning staff employed in the University. More house keeping hands should be deployed to Convergence Academia Complex | U.O. No. 1442/AD A3/4/2019/ADMIN dtd. 28.10.2022 |
| 2. | Online travel agency The wisdom created and seated in the University could be used generating revenue for the the institution. It has been resolved to start a an online Travel Agency at STS and to entrust a faculty member for the development of this venture. | Entrusted Dr. Sidhu R Babu, STS to submit a detailed proposal. |
| 3. | Training programmes in partnership MGU innovation foundation shall be developed in such a way as to spearhead the University's progress in the advanced age. The foundation shall endeavour to partner with private and public players in education industry to impart training in cutting edge technology to the students. Organizations which are interested in working with the University shall be roped in to design new gen courses and training programmes to equip students to compete in the present day job market with an edge. | Innovation Foundation directed to rope in private players to organize training programmes. |
| 4. | Better Accessibility to resources Developing scientific temper in the society is a duty vested with institutions of eminence like Universities. Mahatma Gandhi University shall strive for it. Hence IQAC recommends to the University to make its sophisticated instruments, including those instruments that are part of SAIF, accessible to Students, faculty, enthusiasts etc. from outside the University. | Decided to organize a workshop for students and faculty to familiarize them with sophisticated analytical instruments. |
| 5. | Developing COE Online education has great future. The University has pioneered in the field with COE. In order to spearhead and become a leader in the field surpassing other universities, the functioning of the COE shall be improved. Necessary steps must be taken to propagate information on the existence and functioning of COE among the students and attract them to it. | Decided to constitute a committee including syndicate members to study and submit a report on methods to improve the functioning of COE and DASP. |

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| 6. | <p>Developing DASP DASP has great potential and prominence when it comes to the development of the University, alike COE. It is recommended to constitute a committee including syndicate members to assess the functioning of COE and DASP and to suggest measures for improvement.</p> | Decided to constitute a committee including syndicate members to study and submit a report on methods to improve the functioning of COE and DASP. |
| 7. | <p>Expediting SSR preparation As the NAAC Peer team visit is nearing, it has become imperative to speed up the preparation of SSR. The service of all IQAC members and conveners is indispensable at the moment. Directions shall be issued to avail the service of all IQAC members for the preparation of SSR</p> | Directed to issue an order directing enlisted teachers to be available on demand |
| 8. | <p>Punching It has been decided to recommend installation of biometric punching machines with face detection in the University.</p> | Decided to ensure that all punching machines in the campus work properly |
| 9. | <p>Gross Enrolment Ratio A special committee shall be formed to suggest measures to improve the gross enrolment ratio.</p> | Under Process |
| 10. | <p>Assistance for DVV Process It is resolved to recommend hiring the service of a special software to assist in data collection and it's processing with respect to 4th Cycle NAAC Accreditation process.</p> | Online Meetings with multiple service providers going on |

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DIRECTOR
INTERNAL QUALITY ASSURANCE CELL

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VICE-CHANCELLOR

