Minutes of the meeting of the IQAC held on 28-01-2022, 02:00 PM

Members 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. Prof (Dr) Robinet Jacob, Director, IQAC
5. Sri. Biju Mathew, Finance Officer
6. Dr. Sylas 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) R.Harikumaran Nair, School of Bio Sciences
11. Prof. (Dr.) Bismi Gopalakrishnan, School of Indian Legal Thought
12. Prof.(Dr). P.T Baburaj , School of Behavioural Sciences
13. Prof (Dr).Jayachandran.K, School of Bio Science
14. Dr. Toney K Thomas, School of Tourism Studies

The meeting was convened online. Hon. Vice Chancellor welcomed all members to the meeting. Detailed discussion on various topics were held . After discussions, the following resolutions were taken.

1. **Monthly Work Report**

   IQAC resolved to entrust the Registrar to collect a monthly work report from the Assistant Registrars, who in turn would collect a monthly work report from the sections placed under them. This will help to bring in more accountability in administration.

2. **Monitoring Committee for 'Code of Conduct'**

   It is resolved to constitute a Monitoring Committee to ensure adherence with the Institutional Code of Conduct Principles. Dr. Toney K. Thomas, STS, Member IQAC, is tasked to lead the Committee with Dr. P T Baburaj, SOBS and Dr. Saji Mathew, SOL   as members.

3. **Web Policy**

   Recommended drafting of a web policy for the University. A drafting committee headed by the IT Director shall be constituted for this purpose.

4. **Reconstitution of Front Office**

   Recommended to enhance the of the Front office as a single point for students to access all services offered by the University. All sections shall be provided with telephone connection to ensure quick availability of information. More staff should be deputed to the front office along with supporting infrastructure.

5. **Translation Cell**

   In the wake of the upcoming NAAC visit, it has become imperative to translate a slew of University Orders from Malayalam to English. It has been observed that the current pase of translation is insufficient. Therefore IQAC recommend the creation of a dedicated cell exclusively for this purpose.

6. **Alumni Association**

   Mahatma Gandhi University has strong, able and erudite alumni places all around the world. IQAC has formulated an action plan to use the expertise of the alumni towards the development of the University.

7. **E-Governance- Implementation & re-constitution**

IQAC has decided to recommend re constitution of The Implementation committee and Working Group established in connection with the implementation of e-governance in the University.

8. **Translation Committee**

   UGC has directed all Universities to work out a plan with timelines for translating existing literature in the Indian languages so as to enable students to learn in their mother tongue which will help them in developing critical thinking and building a better understanding of knowledge system among other things. It has been decided to constitute a translation committee involving faculty from School of Letters to draft a programme for this purpose.

9. **Transfer of Technology to industry**

   It was resolved to recommend, creation of an ecosystem to facilitate transfer of technology and ideas developed in the University to the industry, for it to be materialized as final products. The University shall team up with government/private agencies viz. Kerala Start Up Mission to achieve this goal.

10. **Innovation Competition**

    Decision has been taken to direct business incubation and innovation centre (BIIV) organize competitions where students are offered a platform to showcase their innovative ideas and students from the University departments and affiliated colleges may be encouraged to participate. Directed MGU innovation foundation (MGUIF) to fasten the development of business innovations ecosystem comprising of different incubators. Also MGUIF to facilitate virtual incubation facilities and co-working spaced for start-ups at the earliest.

The meeting came to an end at 04:00 PM.

DIRECTOR, IQAC

VICE CHANCELLOR

ATR OF THE MEETING OF IQAC HELD on 23-11-2021, 2.30 p.m

Sl. No.	Item	Action Taken
	CAS Promotion To recommend and forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following teachers for the required administrative action • Dr. Sajna Jaleel School of Pedagogical Science Professor (Academic Level 14) 06-07-21 FN • Dr. Jose K Manuel School of Letters Professor (Stage 5) 23-05-21 FN • Dr. Vinodan C School of International Relations and Politics Professor (Stage 5) 24-05-21	IQAC resolved the CAS promotion
	NAAC related Matters NAAC Peer Team will visit the University during October 2022. University should beat all the odds to achieve a higher grade in the upcoming NAAC Accreditation. Research, publication, achievements and awards of students and faculties are recording in Management Information System(MIS). All faculties should complete data entry in MIS by December 20,2021. The discussion points in the orientation programmes are to be informed to all participants	Decided to collect faculties records in management information system
	Submission of AQAR The Meeting discussed the urgency of submission of AQAR. Last date for the submission of AQAR for the years 2018-19 & 2019-20 is 31 December,2021. Cooperation and active participation is required from all the Departments/Centres to complete the submission of AQAR.	Under process
	Audits and formulation of various policies Prior to NAAC Visit, University has to submit reports on 1.Green Audit 2.Energy Audit 3.Environment Audit 4.Academic Audit 5.Administrative Audit. Advanced Centre of Environmental Studies and Sustainable Development (ACESSD) is entrusted to do Green, Energy, and Environment Audits. Green,Energy, and Environment Audits of previous 3 years should be submitted separately in the portal. Dr. Gabriel Simon Thattil, Director IQAC of University of Kerala may be entrusted to do Academic Audit. The responsibility of doing Administrative Audit can be issued to Dr. Jose James, former Registrar, after discussion with Prof.(Dr).Prakash Kumar. B, Registrar. The meeting discussed the formulation of various policies in the University. For this purpose Google Doc can be created for each policy and it can be circulated among Convenors / relevant persons in the Schools / Centres of the University.	Under Process
	Identification of tasks to be undertaken by various offices in connection with NAAC The developmental initiatives under different criteria, identified by the IQAC committees entrusted for the purpose and also in the orientation programme on quality	

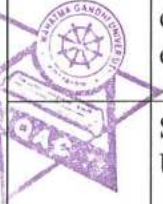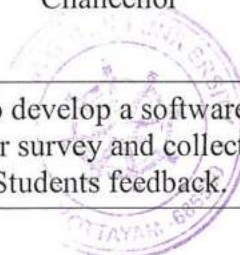|		
	issues associated with NAAC were taken up for discussion. The meeting has prioritized the following projects and entrusted the Finance Officer to identify the potential sources of funding (Annual plan/ Chancellors Award/ University Budget etc). The meeting has also identified the course of action to be taken for the timely implementation of the projects which are in different stages. The meeting resolved to recommend implementation of the following developmental projects in connection with the upcoming NAAC accreditation. General Infrastructure Augmentation: with anticipated cost Course of action (Criterion 4) Renovation of Senate Hall as a modern conference hall with perfect acoustics and new chairs. Entrusted University Engineer to prepare detailed report (Criterion 4) Making Academic Convergence Complex fully functional with minor civil works and furnishing based on an interior furnishing plan. Recommended using Rs. 32 Lakhs available in the plan fund at the earliest. (Criterion 4) Constructing additional floors in all buildings where ever possible for having facilities for new schools and new programmes (PRO building, Exam Store Building etc-- 1 floor each) Entrusted University Engineer to prepare detailed report and to identify buildings	Under process
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	• (Criterion 7) Comprehensive Landscaping plan of the campus for beautification with architectural modernisation of University gate and premises. • (Criterion 7) Landscaping with trees and plants to be implemented to make campus beautiful (to be done during this rainy season)	Decided to take the opinion of Mr. Riyas Komu, noted artist and interior furnishing expert

		• (Criterion 3) Establishment of an Amphi theatre as an informal discussion platform in the campus like "Ashtadalam" (An open circular or oval structure with a central space surrounded by tiers of seats for spectators for the presentation of dramatic or sporting events).	
		(Criterion 7) Solar Power generation to make M G University India's first fully solar powered University (750 KVA) (Criterion 7) Electric vehicle charging station (free charging to electric autos of the University auto stand which is offering services into the university campus)	Entrusted University Engineer to prepare detailed report and to identify buildings
		(Criterion 7) Improve overall cleanliness of the campus with proper waste management (20 Lakh anticipated) Biomedical Waste Management Chemical Waste Management	Health Centre and IUCBR to be registered under IMAIMAGE project for biomedical waste disposal biomedical waste disposal. Chemical waste management to be discussed with Mr.Radhakrishnan, Consultant for Chemical Waste Management. Entrusted Dr. Beena Mathew to submit a report.
		Renovating the Assembly hall with good sound system, Metal roofing and new chairs.	Entrusted University Engineer to prepare detailed report
		Interconnecting Pareeksha Bhavan and Administrative block for better governance through mobility	Entrusted University Engineer to prepare detailed report and to avail the service of an architect
		Additional Fabrication works in the 2nd floor of Administrative block to bring administrative units under one roof.	Entrusted University Engineer to prepare detailed report and estimate
		Additional Fabrication works in Pareeksha Bhavan Annex to bring all examination sections under one roof and to setup a common lunch place for staff of pareeksha bhavan with facilities for collection of food waste	Entrusted University Engineer to prepare detailed report and estimate
		Completion of Residential facilities for teachers (Professors Quarters)	Entrusted University Engineer to prepare detailed report

(Criterion 7) Sensor based Energy Conservation (to control AC, Light,fans) to be implemented in common areas, especially seminar halls,smart class rooms etc.. (Criterion 7) Sensor based water discharging system to conserve water to be implemented.	Entrusted University Engineer to prepare detailed report and to identify buildings
(Campus beautification and utilities) Resizing of classrooms in certain Schools (eg. School of Chemical Science,School of Tourism Studies etc) to have adequate size as per rules. Repairs and painting in all old buildings and Labs to make it attractive. Common rest rooms and feeding rooms to be introduced for visitors outside the offices Organised and Planned dedicated parking areas (Zonal Parking areas) with priority to differently abled. (Criterion 7) Pedestrian Friendly pathways Common fresh drinking water facilities in the campus	Entrusted University Engineer to prepare detailed report and to identify buildings. University Engineer to report ideal mode of drinking water facility in different locations.
Barrier Free Infrastructure: (Criterion 7) Improve facilities for specially abled persons-disabled-friendly , barrier free environment Lift in the administrative building Built environment with ramps/lifts for easy access to classroom. Disabled friendly washrooms. Signage including tactile path, lights,display boards and sign posts Assistive technology and facilities for persons with disabilities-accessible website, screen reading software etc Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, Touch screen reading Electronic Display Board in the University entrance, administrative building,School of Chemical Science corner and Pareeksha Bhavan.	Entrusted University Engineer to prepare detailed report and to identify buildings and type of facilities. Content Management Cell to prepare a report on electronic display boards.
(Criterion 3) Video of history and achievement of the University	A Committee led by the ProVice Chancellor is entrusted for the purpose.
Criterion 7) CCTV surveillance of full campus to ensure safety and security of women	Security officer is entrusted to prepare detailed requirement
Modernisation of University Guest House practices- Modern utensils, minor civil works etc. practices- Modern utensils, minor civil works etc to raise the standards to 2 star equivalent along with automated service support system	HOD, School of Tourism Studies is entrusted to prepare a detailed report
University Souvenir Shop near main entrance.	Pro- Vice Chacellor is entrusted to identify

			the location and do the needful
		Introduction of ERP in teaching departments to automate student life cycle management mechanism (entry to exit) thus making admission, academic services and evaluations faster and effective - 100 percentage automation of entire division and implementation of Examination Management System (EMS)	Pro Vice Chancellor and Director, IT Cell is entrusted to identify a viable implementation plan so that ERP can be implemented in 3-4 months.
		Smart Class room with Interative Board, State of Art-Hardware and Software, Internet for TeachingLearning, Lecture Capturing System etc-LED projectors/Interactive panels in all class rooms Small recording rooms in teaching departments	Interactive Panels to be installed in all smart class rooms and in all departments. LCD/LED projectors in smart class rooms to be shifted to class rooms.
		WIFI facilities to be ensured everywhere in the campus A state - of- the-art Data Centre to be created with advanced servers to provide highly interactive learning environment.	Entrusted IT Cell
		Replacing of old computers/laptops with new ones and ensuring student Computer ratio as at least 3:1	Entrusted IT Cell
		Qualified and experienced lab technicians to manage state the art labs and ensuring consultancy services of the university to be highlighted together in all the university website as central facilities for easy access.	Conversion of OA posts to Lab Technicians with Govt. Concurrence (no financial liability)
		(Criterion 5) Institutional Merit scholarships for students	Director, IQAC to propose new categories of merit scholarship.
		Fire and Safety Certifications Certification of Labs/Workshop facilities from standard organisations. Certification of building safety from Disaster Management Authorities. ISO Certification	Director,IUIC to prepare a report on Certification of Labs and ISO Certification.
		A well-equipped sports complex having facilities for both indoor and outdoor games.	Sports Hub with Football Stadium will come up at a cost of Rs.1.25 cr
		Online Examination Centre as part of DASPALEMS	Initiated tendering process allotted space to be made free for initiating the work
		.Implementing Awards The meeting discussed the implementation of following awards:	

	1.MGU Award for Excellence in Teaching and Learning 2.MGU Award for Excellence in Research and Innovation 3.MGU Award for Excellence in Academic Leadership 4.Vice Chancellor's Trophy for the Best Performing College Director, IT Cell is entrusted to develop an online application collection system for successful implementation of aforesaid awards and related activities.	Under process
	Discussion on Criterion wise requirements An institution is being ranked on the basis of seven criterions. Committee of seven criterion has been formed under the leadership of IQAC members and other faculties as members. Key Indicator wise Assignment to Committee Members will ease the submission of Self Study Report. The meeting approved the action plan document(Road Map) in connection with the NAAC accreditation process.	Requirements were presented by concerned criteria committee conveners.
	Resolved to provide seed money to newly appointed teachers for research. Teachers who were appointed in the last three years before submission of application may be provided with seed money for research based on a minor research proposal/ for procurement of equipment. An amount of Rs. 1 lakh to be provided in Science stream and Rs. 50,000/- under other streams.	Under Process
	Resolved to procure Dervent Innovation platform (Professional Seat – 2 Nos- Global Patent Data + DWPI) from Clarivate for enhancing research output and fast track patenting.	
	Currently, Smt.Rakhi Sharma handles Management Information System software(MIS) and her term of appointment expires on December 16,2021. She is not in a position to attend duty after her current term Draft #20 of File 2831/IQAC/1/2020/IQAC Approved by VICE CHANCELLOR on 07-Dec-2021 12:46 PM - Page 8 of appointment because of maternity purpose. So it was decided to engage a new Software Developer on daily basis for a period of four months to handle the Management Information System (MIS) software	Interview was conducted and a new person was entrusted with the task
	Hon: Chancellor has directed to submit a proposal for conducting Special Convocation. Pro-Vice Chancellor is entrusted for the successful implementation of this proposal.	Entrusted to Pro-Vice Chancellor
	Student Feed Back survey should be conducted in the University	To develop a software for survey and collect Students feedback.

DIRECTOR
INTERNAL QUALITY ASSURANCE CELL

VICE-CHANCELLOR