

Minutes of IQAC meeting held at 2.30 P.M. on 28/04/2022 in 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. Silas V.P., Joint Director, IQAC (Convener, Criterion III)
5. Prof. (Dr.) Bismi Gopalakrishnan, School of Indian Legal Thought & Director, DLLE (Convener, Criterion V)
6. Prof. (Dr.) Beena Mathew, School of Chemical Sciences (Convener, Criterion IV)
7. Prof. (Dr.) Santhosh P. Thampi, School of Management and Business Studies (Convener, Criterion I)
8. Prof. (Dr.) Sajimon Abraham, School of Management and Business Studies (Convener, Criterion II)
9. Dr. Ratheesh Kumar S, Section Officer, I.Q.A.C.
10. Sri. Sishant K.S., Project Associate, IQAC.

The meeting was chaired by Hon'ble Vice Chancellor and after detailed discussions, the following were recommended.

1. The syllabi of all the programs prepared under the OBE Syllabus Revision 2021 must be submitted to the Ac.A5 section by all School/Departments before May 15th. The Schools/Depts which have not yet submitted data till the date, the list will be forwarded to the Vice-Chancellor's Office. In addition, Employability Assurance Courses and Add on Courses should be submitted separately. Minutes of Faculty Council Meetings over the past 5 years in all departments must be sent by soft copy to the IQAC section by email no later than May 15th.

2. IQAC Committee Convenors and HODs should visit the IQAC Section at least once a week to review the accreditation activities until the completion of the NAAC Accreditation Cycle.

3. All the Departments/Schools are required to make a presentation in the next meeting chaired Vice-Chancellor on the day allotted to them, about their NAAC 7 Criterion data submission.

4. Departments/Centers which have not yet nominated IQAC Co-ordinators should appoint IQAC Co-ordinators and inform the list in IQAC section as soon as possible. The lists of newly nominated IQAC Co-ordinators in a few schools/centres are attached herewith.

Sl.No.	Schools	Name	Post
1	School of Pure & Applied Physics	Dr. Biju P. R.	Associate Professor
2	School of Social Sciences	Dr. Dinesan V.	Professor
3	School of Energy Materials	Dr. Ditty Dixon	Associate Professor
4	IIUCNN	Dr. Sreekala M.S.	Associate Professor
5	School of Nano Science & Nano Tech.	Dr. Sreekala M.S.	Associate Professor

5. Heads of all departments should be present at the CSS committee meeting approving the OBE syllabus. In addition, Dr. Syllas V.P., IQAC, Joint Director, who is trained in the OBE system, should review these syllabi prior to approval.

6. It was decided at the IQAC meeting held on 23-11-21 to give "SEED MONEY" to the recently appointed faculty members of the University Schools/Centres appointed for the last 3 years for their lab work and research work. Decided that teachers in the science stream have to be paid Rs. 1 lakh and those in the Social Science/Arts stream Rs 50,000/-.

7. The University orders in connection with the following categories shall be issued in English as well as Malayalam at the same time. Assistant Registrars concerned should take care of it.

- (i). Curricular Aspects = Ac.A3, Ac.A4, Ac.A5, Ac.A12, Ac.A1 & Ac.A7 sections.
- (ii). Teaching Learning and Evaluation = P&D-1, P&D-2 & P&D-3, Ac.A8, Ad.A2,, Ad.A9, Ad.A5, CD-1, Ac.B6, Ac.B7, Ac.BI, Ac.B2 & Ac.B5 sections.
- (iii). Research Innovation and Extension = Ac.A2, Ac.A6, Ac.A10, Ac.A11, Ac.A13, P&D-2 & P&D-3 sections.
- (iv). Infrastructure and Learning Resources = P&D-1, P&D-2, P&D-3, Ad.B2, Ad.B3, Ad.B4 & Ad.B5 sections.
- (v). Students Support and Progression = Election, Ac.A8, Ac.B6 & Ac.B7 sections.
- (vi). Governance Leadership and Management = AD.A1, Ad.A2, Ad.A5, Ad.A9 & SF-1 sections.
- (vii). Institutional Values and Best Practices = Ad.A1, Ad.A3, Ad.A4, sections.

A meeting of all sections coming under this category should be convened immediately.

8. The Graduate Attribute of the University should be updated as soon as possible and displayed on the University website.

9. Teachers assigned to prepare various policies should complete and submit the report to the Hon.Vice Chancellor before 15th May.

10. It has been decided to conduct a Convocation/Honorary Ceremony for Ph.D awardees before 31st May and authorised a committee headed by IQAC, Director for this purpose.

11. Resolved to approve the revised University Campus Alumni By-Law.

12. It has been decided to give Hands on Training to all teachers in the Third week of May to update "VIDYAMRUTAM" which is our LMS portal.

13. It has been decided to appoint an Assistant and a Computer Assistant in the IQAC section till the completion of the fourth cycle of NAAC Accreditation.

14. It has been decided to attach the Translation Cell (Section Officer and two Assistants) to IQAC till the completion of work, as approximately fifty thousand University orders have to be verified and translated into English if necessary as part of the documentation for the 4th cycle NAAC Accreditation process.

15. The Content Management Section has been directed to immediately update the websites of the schools and centers of the University and submit the report in this regard accordingly.

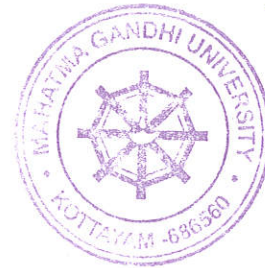
The meeting ended at 5.30 pm.



DIRECTOR, IQAC



VICE CHANCELLOR



ATR of the meeting held on held on 03/03/2022

Sl No.	Item	Action
1.	All the Departments/Schools/Centres should submit their Annual Quality Assurance Report (AQAR) 2020-21 on or before March 11, 2022.	In progress
2.	All Departments/Schools/Centres should update and embellish their websites to avoid disgruntle to users. Head of the Departments (HOD) in each Schools/Departments/Centres are entrusted to do this task at the earliest and the Content Management Section shall verify these websites periodically for ensuring updations.	Direction issued to all HOD s of the Departments/Schools/Centres and Section Officer, Content Management Cell.
3.	Programme Code shall be given to Post Graduation, M.Phil., and Ph.D. Programme in our schools/centres and these codes are given below: (1). Post-Graduation - M (2). M.Phil. - P (3). Ph.D. - D	Programme codes accepted and intimation sent to all departments.
4.	Six new Schools and one International Centre have been started by the University. Hence, it is decided to conduct a separate meeting for discussing the matters related to these new schools and International Centre.	Meeting Conducted on 15.03.2022
5.	All Teaching and Non- Teaching Staff should use “mgu domain” Email IDs for their official communication and everyone shall check their official e.mail ids in daily basis.	IT Cell entrusted with the task and circulation issued on DDFS.
6.	Online Learning is inevitable in this pandemic time. Therefore, Prof (Dr) Bindu V.R. is authorised for updating our own LMS platform “Vidyamrutham” at the earliest.	Vidyamrutham platform updated
7.	New official Email ids should be allotted to Guest Faculties of all schools/centres and these e-mail IDs must be returned whenever these teachers leave the University.	IT Cell entrusted with the task and data on guest teachers collected from all departments.
8.	Resolved to recommend, creation of a “Health Record” at the University Health Centre with data of every staff member of the University.	Data collection in progress
9.	Resolved to propose allotment and fixation of new room numbers to every room in Examination and administrative wings along with name boards wherever necessary to avoid confusion among visiting	Room numbers and Name boards affixed

	students and public	
10.	Resolved to recommend convergence of all research related sections at one place for the convenience of the research community.	Under Progress



DIRECTOR
INTERNAL QUALITY ASSURANCE CELL



VICE-CHANCELLOR

