

Minutes of the Online Meeting of IQAC held on 23-11-2021, 2.30 p.m

PRESENT:

- 1.Prof. (Dr) Sabu Thomas, Vice Chancellor
- 2.Prof. (Dr) C.T Aravindakumar, Pro Vice Chancellor
- 3.Prof (Dr) Robinet Jacob, Director, IQAC
- 4.Sri. Biju Mathew, Finance Officer
- 5.Dr. Sulas V.P, Joint Director IQAC
- 6.Prof. (Dr.) Jayachandran K, School of Bio Science
- 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.) Bismi Gopalakrishnan, School of Indian Legal Thought
- 11.Prof.(Dr). P.T Baburaj , School of Behavioural Sciences
- 12.Prof.(Dr). Binu George Varghese, School of Physical Education & Sports Sciences
- 13.Prof.(Dr). Asha J.V, School of Pedagogical Sciences
- 14.Dr. A.P Thomas, Advanced Centre of Environmental Studies & Sustainable Development
- 15.Prof (Dr).Jayachandran.K, School of Bio Science
- 16.Dr.Toney K Thomas, School of Tourism Studies
- 17.Dr.Sujith Kumar Parayil, School of Social Sciences

Meeting started Online at 2.30 pm. Prof. (Dr) Sabu Thomas, Vice Chancellor presided over the meeting. The meeting discussed the following items and resolved as follows:

1. 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.

SL NO	Name	Department	Post to which CAS promotion is recommended	Recommended Date of Promotion
1	Dr. Sajna Jaleel	School of Pedagogical Science	Professor (Academic Level 14)	06-07-21 FN
2	Dr. Jose K Manuel	School of Letters	Professor (Stage 5)	23-05-21 FN
3	Dr. Vinodan C	School of International Relations and Politics	Professor (Stage 5)	24-05-21 FN

2.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.

3.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.

4.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 (**ACCESSD**) 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.

5.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.

SL NO	General Infrastructure Augmentation: with anticipated cost	Course of action
1	(Criterion 4) Renovation of Senate Hall as a modern conference hall with perfect acoustics and new chairs.	Entrusted University Engineer to prepare detailed report
2	(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.
3	(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
4	<ul style="list-style-type: none"> • (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) • (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). 	Decided to take the opinion of Mr. Riyas Komu, noted artist and interior furnishing expert
5	<ul style="list-style-type: none"> • (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	Health Centre and IUCBR to be registered under IMA- IMAGE project for biomedical waste disposal

6	<p>campus with proper waste management (20 Lakh anticipated)</p> <ul style="list-style-type: none"> • Biomedical Waste Management • Chemical Waste Management 	<p>Chemical waste management to be discussed with Mr.Radhakrishnan, Consultant for Chemical Waste Management. Entrusted Dr. Beena Mathew to submit a report.</p>
7	<p>Renovating the Assembly hall with good sound system, Metal roofing and new chairs.</p>	<p>Entrusted University Engineer to prepare detailed report</p>
8	<p>Interconnecting Pareeksha Bhavan and Administrative block for better governance through mobility.</p>	<p>Entrusted University Engineer to prepare detailed report and to avail the service of an architect.</p>
9	<p>Additional Fabrication works in the 2nd floor of Administrative block to bring administrative units under one roof.</p>	<p>Entrusted University Engineer to prepare detailed report and estimate</p>
10	<p>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</p>	<p>Entrusted University Engineer to prepare detailed report and estimate</p>
11	<p>Completion of Residential facilities for teachers (Professors Quarters)</p>	<p>Entrusted University Engineer to prepare detailed report</p>
12	<ul style="list-style-type: none"> • (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. 	<p>Entrusted University Engineer to prepare detailed report and to identify buildings</p>
	<p>(Campus beautification and utilities)</p> <ul style="list-style-type: none"> • Resizing of classrooms in certain Schools (eg. School of Chemical Science,School of Tourism Studies etc) to have adequate size as per rules. 	

13	<ul style="list-style-type: none"> 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 	<p>Entrusted University Engineer to prepare detailed report and to identify buildings. University Engineer to report ideal mode of drinking water facility in different locations.</p>
14	<p>Barrier Free Infrastructure: (Criterion 7) Improve facilities for specially abled persons-disabled- friendly , barrier free environment</p> <ul style="list-style-type: none"> 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. 	<p>Entrusted University Engineer to prepare detailed report and to identify buildings and type of facilities.</p> <p>Content Management Cell to prepare a report on electronic display boards.</p>
15	(Criterion 3) Video of history and achievement of the University	A Committee led by the Pro-Vice Chancellor is entrusted for the purpose.
16	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	HOD, School of Tourism

17	to raise the standards to 2 star equivalent along with automated service support system	Studies is entrusted to prepare a detailed report
18	University Souvenir Shop near main entrance.	Pro- Vice Chacellor is entrusted to identify the location and do the needful.

	Infrastructure Augmentation in schools/teaching departments/else where	
1	(Criterion 2) 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.
2	<ul style="list-style-type: none"> Smart Class room with Interactive Board, State of Art-Hardware and Software, Internet for Teaching-Learning, 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.
3	<ul style="list-style-type: none"> 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
4	Replacing of old computers/laptops with new ones and ensuring student Computer ratio as at least 3:1	Entrusted IT Cell
5	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)

6	(Criterion 5) Institutional Merit scholarships for students.	Director, IQAC to propose new categories of merit scholarship.
7	Creation of a SWAYAM Lab	
8	Certifications: <ul style="list-style-type: none"> • 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.
9	<ul style="list-style-type: none"> • 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
10	Online Examination Centre as part of DASP-ALEMS	Initiated tendering process allotted space to be made free for initiating the work

6. 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.

7. 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.

8. Any other item permitted by the chair

- Hon: Chancellor has directed to submit a proposal for conducting Special Convocation. Pro-Vice Chancellor is entrusted for the successful implementation of this proposal.
- Student Feed Back survey should be conducted in the University.
- 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

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

- Resolved to procure Dervent Innovation platform (Professional Seat – 2 Nos- Global Patent Data + DWPI) from Clarivate for enhancing research output and fast track patenting.
- 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.

The meeting concluded at 5.00 pm

Sd/
IQAC Director

Sd/
Registrar

ATR of the minutes of IQAC held on 22.09.2021

Sl. No.	Decision	Action Taken
1.	Resolved to recommend the installation of a life size statue of Mahatma Gandhi at the Main Gate of the Campus/courtyard of the Administrative Block.	Design of the Statue invited from various Sculptors
2.	Resolved to recommend the implementation of a Journal Management System to aid the publication efforts of the Research Scholars and other students.	HoD, STS entrusted to submit a detailed proposal on the establishment of the project
3.	Resolved to recommend the commencement of a Mushroom farming Course with the help of DLLE for the benefit of the public.	Communication sent to DLLE
4.	Resolved to recommend the purchase of the paid version of Grammarly Software at University Library and the Teaching Schools.	Software subscribed at Library
5.	Resolved to recommend the development of a Humanoid Robot to operate as Reception Assistant. It could be named as 'Native Operative Reception Assistant (NORA)'	Under Process

6.	Resolved to recommend the establishment of a Kiosk at the Pareeksha Bhavan to aid the visiting students.	University Engineer tasked with the construction
7.	Resolved to recommend the development of a Vehicle Tracking System.	Under progress
8.	More Faculty Development Programmes focusing on e content development shall be organized for the benefit of the members of faculty. Steps to promote the Faculty members in e content development shall be adopted.	Directions issued
9.	Resolved to recommend the establishment of a Souvenir Shop and Selling point inside the Campus.	Location identified at the Old Pareeksha Bhavan Building
10.	Resolved to recommend the establishment of an HEI-Industry Linkage cell in association with BIIC.	BIIC Asked to submit proposal
11.	An online webinar on NEP shall be organized for the students of the Campus.	Directions issued to all HoDs



[Handwritten Signature]
VICE - CHANCELLOR