Minutes of Meeting of IQAC held on 28.02.2023 at 10.30 AM in the ViceChancellor's Mini Conference Hall

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. Prof. (Dr) Santhosh P Thampi, School of Management and Business Studies
6. Prof. (Dr) Sajimon Abraham, School of Management and Business Studies
7. Prof. (Dr) Beena Mathew, School of Chemical Sciences
8. Prof. (Dr) Bismi Gopalakrishnan, School of Indian Legal Thought
9. Dr. Tony K Thomas, School of Tourism Studies
10. Sri. Pradeep R, JR III Admn.
11. Sri. Muhammed Yasin, Chairman, DSU and member, IQAC
12. Dr.Rethish kumar S, SO, IQAC
13. Sri.Akhil VS, OS , IQAC
14. Sri Jithin Xavier Jose, Assistant IQAC
14. Sri Hariprasad S Assistant, IQAC

The meeting commenced at 10.30 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:-

Agenda 1- NAAC Criteria related matters

CRITERION 1

- The Minutes Of Board of studies lack the details regarding the number of newly started courses. Hence an explanatory note of the Head of the departments/ Directors regarding the newly started courses has to be prepared.
- Action Taken Reports regarding metric 1.4.1. (Feedback) have to be prepared by all departments and to be uploaded in their respective website.

CRITERION 2

- Time gap between conduct of last examination and date of result publication has to be minimized and which it may be reverified in order to fulfill the requirements of NAAC Manual.
- Vidhyamrutham portal has to be updated urgently by all faculty members by uploading OBE based teaching materials. (PPT's, Videos, Teaching notes, Assignments, MCQ's etc,)
- Students must be familiarized with Student's Satisfaction Survey its importance and special attention should be provided for submitting the survey in time.
- Department Automation Management system shall be implemented in all the departments and Schoolsincluding incorporation of OBE evaluation format.

CRITERION 3

- Preparing a list of publications of Arts, Social Science, and language and literature faculty membersseparately.
- The consultancy services and extension activities data are insufficient. IQAC Coordinators shall providethese data urgently.
- The best practices of SOBS, SES, and DLLE are to be identified.

CRITERION 4

- For improving the facilities of University Library, a meeting has to be convened with the university Librarian and the higher-ups.
- All policy documents shall be prepared in a uniform pattern. Decision has also been taken to prepare the below listed policies and assign to the concerned faculties.
    a. .Mentor Mentee Policy — Assigned to Dr. Sajna Jaleel
    b. .Green Campus/Plastic Free campus policy — Assigned to Dr. Mahesh Mohan.
    c. Internationalization Policy — Assigned to Dr. M.H. Illias
    d. Decentralization policy department academic autonomy policy — Assigned Dr. Sajimon Abraham.

CRITERION 5

- Data and Supporting documents regarding 'progression to higher studies', Scholarship details and placement details of students are insufficient. Hence it is required to furnish the details urgently by all departments and schools.
- All HODs shall contact the Alumni of concerned departments and collect the placement details urgently.
- Alumni contributions in each school has to be re-verified and the alumni engagement in the form of academic support to students have to be further encouraged.

CRITERION 6

- (6.3.2.) Data regarding the participation of teachers in conferences and workshops have to be provided by concerned IQAC coordinators.
- Credentials of the students for preparing Academic Bank of Credits have to be furnished by all departments. University IT Cell are to be taken steps to do this urgently.

CRITERION 7

- HODs shall prepare the participant list of students for different programmes conducted in the concerned schools/department by collecting students roll list from IQAC.
- Proper signage shall be fixed in allocated zones of the University.
- Two best practices for the university have to be identified by giving due attention to unique activities conducted by SOBS.

Agenda -2- General Matters

1. The above changes and rectifications shall be done before 10th of March 2023.
2. IIQA shall be submitted on or before 31st of March.
3. SSR Shall be submitted during the month of May.
4. Department visits, administrative / academic audits have to be conducted from 15th of March.
5. Each School and center shall prepare a short academic video suitable for circulating in Social Media.

6. University web site shall be updated urgently in tune with demands of latest NAAC metrics.
7. All criterion committee shall make a separate backup of all data available in the IQAC Google drive and assist portal.

provide a detailed check list of data to be provided to all departments/ schools.

9. For fine tuning the data collected from various Departments, Schools and offices towards the submission of SSR, the duty of some faculty members may be availed in the IQAC till the completion of SSR process.

10. Schools and Centers were directed to include IQAC logo and script made available to them in programme brochures printed from the respective institutions. However it has been observed that some of the departments failed to abide by this direction. Therefore it is resolved to issue fresh directions to ensure compliance with the earlier directives.

DIRECTOR, IQAC

08/03/2023

VICE-CHANCELLOR