

## **Mahatma Gandhi University**

### **Minutes of Meeting of Internal Quality Assurance Cell (IQAC) held on 10.12.2024 at 2:30 pm in the IQAC Conference Hall**

#### ***Members Present:***

1. *Prof.(Dr.) C. T. Aravindakumar, Vice Chancellor (in chair)*
2. *Prof.(Dr.) Bismi Gopalakrishnan, Registrar (online)*
3. *Dr. Sreejit C.M., Controller of Examinations*
4. *Prof.(Dr.) Robinet Jacob, Director IQAC*
5. *Dr. Sylas V.P , Joint Director IQAC*
6. *Prof.(Dr.) Beena Mathew, SCS, Dean & Member IQAC*
7. *Prof.(Dr.) Santhosh P.Thampi, SMBS, Dean & Member IQAC*
8. *Prof.(Dr.) Sajimon Abraham, SMBS, Member IQAC*
9. *Dr. Toney K. Thomas, STS, Member IQAC*
10. *Prof.(Dr.) Saji Mathew, SOL, Member IQAC*
11. *Prof.(Dr.) R Harikumaran Nair, SBS, Member IQAC (Online)*

The meeting commenced at 2:30 PM, with the Vice Chancellor offering a warm and heartfelt welcome to all attendees. In the opening remarks, he highlighted the necessity of expediting the data collection that is essential for the various agenda items outlined for the meeting, particularly for the submissions for NIRF 2025 and student credit data updating in ABC Portal, for which the deadline is imminent and obtaining an extension is highly unlikely.

#### **Agenda Item No.1: CAS Promotion of Teachers**

It was resolved to recommend the promotion of following faculty member under Career Advancement Scheme (CAS), ensuring alignment with the UGC Regulations.

Sl. No.	Name of Applicant	Present Post	Post to which CAS promotion sought	Recommended date of promotion	Remarks
1.	Dr. Bijulal M V School of International Relations and Politics	Assistant Professor (Academic Level 11)	Assistant Professor (Academic Level 12)	16.09.2019 FN	Assessment period – 16.09.2014 to 15.09.2019 (UGC 2010 Regulation - 4th amendment )
		Assistant Professor (Academic Level 12)	Associate Professor (Academic Level 13A)	18.09.2022 FN	Assessment period – 16.09.2019 to 15.09.2022 (attended 2 days strike) (UGC 2010 Regulation - 4th amendment )

## **Agenda Item No. 2: Post NAAC Accreditation quality initiatives.**

### **NAAC Accreditation Process - AQAR Submissions 2022 to 2024**

- All HoDs and IQAC coordinators to remind for submitting missing data & reiterate the requirement of supporting documents along with the same.
- All HoDs to ensure submission of AQAR details for 2022-23 & 2023-24 of their departments are completed on or before 16<sup>th</sup> Dec'24.
- A team of members is constituted for completing the works AQAR details for 2022-23 & 2023-24 which are to be uploaded on or before 31<sup>st</sup> Dec'24

### **QS World University Ranking**

- As per the last IQAC meeting decision, all HoDs were directed to segregate and provide contact details of 50 each of employers and academicians, preferably abroad, from their Alumni pool, as 400 contact each are required for QS World University Ranking submissions.
- From the initial data received, 271 academic contacts & 65 employer contacts were sorted and submitted for the first phase of submissions which was completed on 25<sup>th</sup> Nov'24. IQAC extend gratitude to all Schools/Centers who has submitted the requisite within the short period.
- Further communication is passed on to all Schools/Centres reiterating those Schools/Centres who missed out the first submission window, to submit new contact details no later than 31<sup>st</sup> Dec'24, as next window of submissions are due in Jan'25.

## **Agenda Item No. 3: Initiatives for NIRF Ranking**

Betterment of NIRF Ranking is crucial for the University to enhance its overall visibility and reputation. The submissions for 2025 ranking are to be completed by 3<sup>rd</sup> Jan'25.

- It is essential that the data collection from the Schools/Centres in all aspects is completed by 19<sup>th</sup> Dec'24, as they will close for Vacation from the next day.
- For earlier submissions of NIRF Ranking, shortcomings are mainly noted in areas such as placement/progression of students, Consultancy projects, student details from other states, executive development programmes etc. Schools while submitting data to ensure no details available in these areas are left out.
- For expediting the proceedings, an urgent communication from the Hon' Vice Chancellor is to be send to all HoD's to complete the data submissions from schools in the NIRF provided formats to be completed by 16<sup>th</sup> Dec'24 without fail.
- It is decided that a team of IQAC members led by the Vice Chancellor will visit all school between 16<sup>th</sup>-19<sup>th</sup> Dec'24 to review the submitted data and work on any shortcomings found then and there for finalizing.
- First review of the overall data for submission will be done on the 20<sup>th</sup> Dec'24 and second

review on 30<sup>th</sup> Dec'24.

- It is recommended that a vibrant Student/Alumni representative will be nominated from each school by the HoD from the 2021-2023 & 2022-2024 batch for coordinating with all their batch mates to collect data for NIRF.
- For the time being, Dr. Syllas V P is assigned for handling the submissions of NIRF in the absence of Nodal Officer.

#### **Agenda Item No. 4: Data Collection methods-streamlining**

Various Accreditations /Ranking/ Recognitions organizations provide different templates for applications actually require similar data of the University, which majorly include students and faculty member's academic data. It is found that unnecessary redundant work is to be done from the part of faculty & departments for every submission.

- It is recommended that after the urgent submissions for NIRF Ranking & the UGC ABC portal is completed, a comprehensive strategy must be developed and executed for effective data collection from the Schools.
- Faculty to efficiently upload individual reports to the IQAC Faculty Management Portal regularly and ensure a submission is done quarterly.
- Departments to efficiently upload all reports on students & faculty to the Department Management Portal regularly.
- HoDs of all schools/centres shall ensure this quarterly submission from the Faculty and Department side. This will be outlined to all HoDs in the upcoming all HoDs meeting.
- The dates August 31<sup>st</sup>, November 30<sup>th</sup>, February 28<sup>th</sup> and May 31<sup>st</sup> is proposed for the quarterly submissions
- Necessary features and updates will be made to the MIS portals from time to time.

#### **Agenda Item No. 5: Any other item permitted by the Chair.**

##### **Common Academic/Examination Calendar**

There are several instances of exams being postponed without proper notice period due to other obligatory events for the student's community like elections, arts festivals, cultural programmes, sports events etc.

- It is recommended that HoDs shall prepare a broad common academic/examination calendar in consultation with Student representatives for next academic year onwards.
- IT cell to incorporate the same to the DMS
- CSS section to ensure this calendar is followed for the conduct of all future examinations.

##### **New Programmes under FYUGP for next academic year from Various Schools**

- It is recommended to start at least 2-3 new five year courses each year as part of phase by phase implementation of the new NEP and to retain a healthy student population in the university.

- Each school/department is directed to identify & propose new five year programme to be started in the upcoming academic years, avoiding unnecessary holding of temporary faculty.
- Psychology, English, B-Com, BBA courses etc are identified as some courses currently in demand. The available committee constituted for identifying FYUGP courses will be enriched with IQAC representatives to review the same.
- It is decided to check the feasibility of implementing shift system to cope with classroom shortage
- New classrooms to be prepared by low cost construction above the existing school buildings. As an initial stage it is identified to make constructions on the Environmental Science & IIRBS buildings.
- It is recommended that no hostel facility will be provided for under graduate students from next academic year onwards as funding to these facilities is directly affecting on the academic spending.
- Students enrolled to five year programme will be eligible for hostel facility in their last two years similar to PG students on seniority basis.

#### **Uploading of Students Credit data in ABC Portal as per UGC Directions by 31-12-2024**

IT cell3 representatives joined the meeting and informed that there are 2 major in completing the uploading.

- Unavailability of Aadhaar No. /Apar No. for 2021, 2022 & 2023 batches which is essential for Credit data uploading. Also there are discrepancies in the received data from the schools.
- Variations in the Mark list format available for upload in ABC portal & the ones issued by the University earlier. This calls for some conversions in the marks before uploading.
- From 2024 onwards Aadhaar & Apar entries are incorporated into the university examination application form.
- For previous years, IT Cell3 being specifically constituted under DCDC for this purpose, will need to expedite the collection of personal details with the help of student representatives nominated by HoDs from each batch.
- It is decided a suitable Mark list format from the ABC portal will be selected for issuing University results in the future.
- Also this is to be discussed as an agenda in an all HOD's meeting scheduled for 16<sup>th</sup> December with Vice Chancellor along with the Controller of Examination and DCDC.
- IT Cell3 is entrusted to complete the process before 31-12-2024.

#### **Discussion points for HOD Meeting**

- Expediting NIRF Ranking data collection as per IQAC meeting decisions.
- Expediting the collection of Student data required for ABC Portal
- Nomination of a student/Alumni representative for coordinating with passed out students for data collection for the above.

- Preparing of the common examination calendar with discussion with DSU representatives.
- Compulsory quarterly updating of ASAR/DMS by faculty and administrative staff and review/submissions of the same by HoDs, which is essential for all Ranking/ Recognition requirements of the university.
- New FYUGP with better prospectus and wide scope for students.

The meeting was concluded at 5:00 PM, with an acknowledgement of the efforts made by all attendees.



**DIRECTOR IQAC**

Approved



**VICE CHANCELLOR**

