

## **Mahatma Gandhi University**

### **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 13.11.2024 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
3. Sri. Biju Mathew, Finance Officer
4. Prof.(Dr.) Robinet Jacob, Director IQAC
5. Dr. Sylas V.P , Joint Director IQAC
6. Prof.(Dr.) Beena Mathew, SCS, Member IQAC
7. Prof.(Dr.) Santhosh P.Thampi, SMBS, Member IQAC
8. Prof.(Dr.) Sajimon Abraham, SMBS, Member IQAC
9. Dr. Toney K. Thomas, STS, Member IQAC
10. Sri. Stalin Augustin, DSU Chairman, Member IQAC
11. Dr. Josmin P. Jose, Marthoma College, Tiruvalla, 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 extended his congratulations to the entire IQAC team, including its members and staff, for their outstanding efforts and dedication in successfully completing and excelling in the 4th cycle of the NAAC accreditation process which resulted in achieving A++ grade with an outstanding CGPA of 3.61. This achievement was recognized as a significant milestone for Mahatma Gandhi University, reflecting the collective commitment and hard work put forth by everyone involved in maintaining and enhancing the quality of education and institutional processes. The Vice Chancellor also opined that the University was duly congratulated by the Government of Kerala for this great achievement. The Vice Chancellor highlighted the importance of this accomplishment and the need for achieving further academic excellence and institutional growth. He also welcomed the new Registrar Prof.(Dr.) Bismi Gopalakrishnan to the IQAC meeting as an ex-officio member.

#### **Agenda Item No.1 - CAS Promotion of Faculty Members**

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

Sl.No	Name of Faculty Member & Department	Present Post	Post to which CAS promotion sought	Recommended date of promotion	Remarks
1.	Dr. Mahesh Mohan School of Environmental Sciences	Assistant Professor (Academic Level 12)	Assistant Professor (Academic Level 12)	20.01.2019 FN	Modify the Date of Promotion as per the 3 <sup>rd</sup> amendment of the UGC Regulation 2018
		Associate Professor (13 A)	Associate Professor (13 A)	21.01.2022 FN	
2.	Dr. Lirar Pulikkalakath School of International	Assistant Professor (Academic level 11)	Assistant Professor (Academic level 12)	22.03.2024 FN	UGC Regulation 2018 (Assessment period - 22.03.2019 to

	Relations & Politics	Level 12/	Level 12/		21.03.2024)
3.	<b>Dr. Rajesh Komath</b> School of Social Sciences	Associate Professor (Stage 4/ Academic Level 13 A)	Professor (Stage 5/ Academic Level 14)	23.05.2022 FN	(Assessment period - 23.05.2019 to 22.05.2022) UGC Regulation 2010 (Regulation- 4 <sup>th</sup> amendment-2024)
4.	<b>Dr. Abdul Jabbar P.</b> School of Computer Sciences	Assistant Professor (Academic Level 10)	Assistant Professor (Academic Level 11)	01.10.2024 FN	(Assessment period 01.10.2020 to 30.09.2024) UGC Regulation 2018
5.	<b>Dr.Roshna Varghese</b> School of Management and Business Studies	Assistant Professor (Stage 3/ Academic Level 12)	Associate Professor (Stage 4/ Academic Level 13 A)	15.11.2022 FN	(Assessment period - 15.11.2019 to 14.11.2022) UGC Regulation 2010(UGC Regulation- 4 <sup>th</sup> amendment-2024)

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

#### **2.1. NIRF Ranking 2024-25 and AQAR 2022 to 2024.**

Directions shall be issued to all HoDs and IQAC Co-ordinators to submit the required datas when demanded by IQAC. This includes NIRF Ranking data for 2025 and AQAR details for 2022-23 & 2023-24 which are to be uploaded within one month from now.

#### **2.2. QS World University Ranking**

In view of the high impact of academic and employer reputation in QS World University Rankings, the University will collaborate with at least 200 foreign employers and 200 foreign academicians, prioritizing international alumni of MG University. Hence each Department is tasked with reaching out to 50 employers & academicians to boost collaboration which may reflect in University's performance during QS ranking. Dr.Toney K Thomas is entrusted with submitting the data within the timeframe.

#### **2.3. Reconstitution of Criterion-wise Committees**

For better co-ordination in the AQAR submission and future NAAC accreditation processes, the IQAC Director is entrusted with the responsibility of suggesting new active faculty members to the criterion-wise committees.

### **Agenda Item No.3 - Ratification of journals recommended to the UGC CARE List**

The process of recommending the below listed 3 journals to UGC CARE list has been reported and it is ratified.

Sl No	Journal Title	Publisher	Starting Year	Language	Frequency	Nature
1	ICREP Journal of	Prof.N.R. Madhava Menon Interdisciplinary Centre for Research	2022	English	Quarterly	Online

	Interdisciplinary Studies	Centre for Research Ethics & Protocol, CUSAT		English	Quarterly	Online
2	Bhashaposhini	Mr.George Jacob, Malayala Manorama, Kottayam	1892	Malayalam	Monthly	Print
3	Teresian Journal of English Studies	Dr.Alphonsa Vijaya Joseph, Principal, St.Teresa's College, Ernakulam	2009	English	Quarterly	Print & Online

It is further recommended that in future, a committee, comprising the Dean of the concerned subject and two external experts has to be constituted to review and recommend non indexed journals for inclusion in the UGC CARE List. This measure aims to promote high-quality publications and this leads to enhance the research environment of the University.

#### **Agenda Item No. 4- Any other item permitted by the Chair**

##### **4.1. Review of Department Management System (DMS):**

IQAC discussed the implementation of the inhouse Department Management System (DMS) for the efficient conduct of semester examinations and result publication. The following recommendations were made for implementation starting with the 2023 admissions onwards:

- All procedures related to **Semester Examinations** and result management have to be conducted exclusively through DMS.
- A **Common Examination Calendar** has to be implemented in DMS, including:

**i. Period for Conducting Semester Examinations:** Clearly defined dates for each academic session.

**ii. Last Date for Submission of Internal Evaluation Marks:** Teachers will submit marks through their individual DDMS login to ensure privacy and data security.

**iii. Last Date for Submission of Semester Evaluation Marks:** Teachers will adhere to a strict timeline for submitting evaluation results.

**iv. Last Date for Submission of Consolidated Mark Statements:** Heads of Departments (HODs) will submit consolidated statements to the CSS Section.

**v. Result Publication Deadline:** The CSS Section will ensure timely publication of results based on the defined schedule.

##### **4.2. Review of Self Appraisal Report (ASAR) by Faculty Members and Yearly Progress Report of Schools/ Centres:**

The Internal Quality Assurance Cell (IQAC) noted that despite the issuance of University Order (U.O. No. 3079/IQAC/2024/MGU dated 05.04.2024) mandating the timely submission of Annual Self Appraisal Reports (ASAR) by individual Faculty members and Schools/Centres, compliance remains incomplete. This delay contravenes the directives outlined in the AG Audit Observation and Clause 6.B of the UGC Regulations 2018. Hence, the IQAC strongly recommends strict implementation of the order, ensuring that the ASAR of all Faculty members should be submitted on or before May 31st of every year. Further recommends to entrust the Heads of the Schools/Centres to ensure the mandatory submission of ASAR by all Faculty members in online mode via IQAC MIS to comply above directions.

Additionally, the Yearly Progress Reports from all Schools/Departments and Centres should also be submitted on or before 31st of every year through IQAC MIS.

Based on the ASAR of Faculty members and Yearly Progress Reports of the Schools/Centres, a panel of External Experts may be entrusted to review and to conduct an Academic Audit and Pre NAAC Mock Visit during the month of July. This successive initiative aims to enhance quality assurance and ensure alignment with institutional objectives and standards.

#### **4.3. Registration of Mahatma Gandhi University of the 3<sup>rd</sup> Age (MGU3A) and Website Development**

It is recommended to streamline the activities of MGU3A which is involved in extension activities under MGU's mentorship, guidance and expertise by registering it under the Travancore- Cochin Charitable Society's Act similar to MGU Alumni Association. Additionally, a website will be developed for MGU3A to act as a repository of its extension activities conducted voluntarily at unit levels in different places. It is also recommended to entrust IT Cell for necessary steps to develop the website which is meant for data pooling of MGU3A activities across various regions.

#### **4.4.Counting of Past Services of Assistant Professor, Associate Professor or Professor or equivalent from International Universities:**

As per UGC regulations 2018, previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional organizations should be counted for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature. As per UGC Regulations 2018, the essential qualifications of the earlier post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case maybe along with the condition that the incumbent was appointed on the recommendation of a duly constituted Selection Committee constituted as per the rules of the respective University. Also in the earlier post, the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may.

In the case of applications for counting of past services of Assistant Professor, Associate Professor or Professor or equivalent from International Universities presently serving the University, a report from the IQAC after verifying the application may be made mandatory regarding fulfillment of the above conditions as per the relevant clauses in UGC Regulations, 2010/2018 .

#### **4.5.Expansion of Four-Year Degree Programs**

The recent four-year degree programmes, currently limited to an intake of 60 students, are recommended to expand across all departments by the next academic year, with a minimum target intake of 500 students. Hostel facilities and other basic amenities should be correspondingly improved to support this expansion.

#### **4.6. Performance Appraisal Evaluation of NSS Programme Co-ordinator and Director of Student Services (DSS)**

The IQAC was entrusted with the responsibility of assessing and reporting the performance of the NSS Programme Co-ordinator, Dr. E.N. Sivadasan, and the Director of Student Services (DSS), Sri. Abraham K. Samuel, for the academic year 2023-24, in connection with the consideration of extending their tenures. An official interaction with the concerned individuals and IQAC members was conducted at the IQAC Office on 30.05.2024. Additionally, the Annual Performance Appraisals of both officials for the year 2023-24 were

thoroughly reviewed. Based on the appraisal and interaction, the IQAC opined that their services could be extended further. This action was reported and subsequently ratified in the meeting.

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

**Sd/-**

**DIRECTOR IQAC**

**VICE CHANCELLOR**