

Actions Taken on the decisions of the IQAC meeting held on 08.12.2021.

Sl. No.	Decisions	Action Taken
1	Decided to entrust the Director of Student Services (DSS) to conduct a Global Alumni Meet in the middle of 2022.	The DSS initiated action in this regard by convening an online meeting of the Campus Directors and Heads of the Departments on 18/02/2022. As per the decision of the meeting each Department has to conduct a department level Alumni meeting and to depute 5 members to University Alumni Association from each department.
2	Prof. C. Sadasivan, Dept. of Biotechnology & Microbiology is to prepare and submit the syllabi for Open Elective Courses by 10/01/2022. A committee is to be constituted in this regard with Prof. C. Sadasivan, as Coordinator and Sri. Karthikeyan P, Asst. Professor, Dept. of Management Studies and Campus Directors of Palayad and Mangattuparamba campuses as members.	As per the order of the Vice Chancellor a UO has been issued by the Academic Branch entrusting Sri. Karthikeyan P., Asst. Professor, DMS as CBCSS and time table coordinator and to collect the list of Open Elective Courses offered in all departments and Sri. Karthikeyan P. has submitted the list. A circular was issued to all HoDs to display the Open Elective Courses offered by the respective departments. Tentative schedule for examinations was submitted by Sri. Karthikeyan P. and the same was forwarded to the Examination Branch.
3	Decided to entrust the Registrar to prepare and circulate the draft Policy Document on Asset Maintenance by 10/01/2022.	Draft Policy Document has been prepared and the same has been circulated to the members of IQAC.
4	Sri. Anishkumar K. P., Coordinator, Career Guidance and Placement Cell is entrusted to launch the portal for the Cell by 10/01/2022 with the support of the IT Centre.	Development of the portal is complete. Will be launched soon.

5	Decided to entrust Prof. Anil R., Director, Research Directorate to prepare and submit a proposal by 31/12/2021 on conducting Convocation.	The draft proposal has been submitted by Prof. Anil R. and the same has been circulated to the members of IQAC.
6	Decided to entrust Dr. Muraleedharan T. K., Associate Professor, Dept. of Mathematical Sciences and Dr. Sunil Kumar R. K., Director, IT Centre to prepare an electronic format of Self Appraisal Report of teachers by 10/01/2022	The electronic format of Self Appraisal Report is getting ready as part of the development of Centralised Data Capturing System.
7	Decided that all the publications, research papers etc. submitted to the University by the members of faculty and research scholars for various purposes shall be in machine readable format for the purpose of plagiarism checking.	Two circulars, dated 14.02.2022 and 03.03.2022 were issued to the concerned in this regard.
8	IQAC is to initiate steps to conduct workshop on prevention of plagiarism.	An online workshop was conducted on 03.03.2022 for research scholars, research guides and teachers.
9	The meeting congratulated Dr. Soorej M. Basheer, Associate Professor, Dept. of Molecular Biology and Dr. Joseph Erinjery, Asst. Professor, Dept. of Zoology for having won Research Grants of the Science and Engineering Research Board (SERB), Department of Science & Technology, Govt. of India.	
10	Decided to entrust all Criterion Conveners to prepare and submit future plan of actions on the basis of the NAAC Peer Team Report within 10 days.	All criterion conveners submitted the future plan of actions and the same have been circulated to the members of IQAC.
11	Decided to entrust Dr. Soorej M. Basheer, Associate Professor, Dept. of Molecular Biology to forward a draft on constituting the Admission Cell/ Directorate.	Dr. Soorej M. Basheer submitted a draft proposal for establishing a Directorate of Admissions and the same has been circulated to the members of IQAC.
12	The Deputy Librarian is entrusted to coordinate the activities related to publication of Journals.	At present the Deputy Librarian is looking after the process to get ISSN numbers for the journals.
13	Decided to entrust Sri. Anish Kumar. K. P., Coordinator, Career Guidance and Placement Cell to coordinate with the leaders of industries the matters related to Campus Placement. Further, Sri. Anish Kumar K. P. is to submit a report in this regard by 10/01/2022.	Sri. Anish Kumar K. P. submitted a report on placement activities and the same has been circulated to the members of IQAC.

(Sd/-)
Director, IQAC.