

Action Taken on the minutes of the IQAC meeting on 15.10.2020.		
Sl. No.	Decisions	Action Taken
1	Extended the deadline for submission of inputs for AQAR 2018-19 to 17.10.20.	Submitted the AQAR 2018-19 on 20.10.2020.
2	Director IQAC to inform all HoDs to update the first page of publication and submit the same electronically by 30.10.2020 to Dr.Baiju K V.	Informed.
3	Decided to submit the AQAR 2018-19 by 22.10.20.	Submitted on 20.10.2020.
4	Registrar to communicate the nomination of the Chairperson of the University Union to the Subcommittee for the criterion V today itself (15.10.2020).	Communicated.
5	Decided to send the order appointing the Placement Coordinator by 15.10.2020.	Sent.
6	Action to be taken on detailed proposal for procuring Language Software and Hardware to be sent to Director, IQAC by 21.10.20, 10.30 am.	HoD, English has been requested to prepare the proposal.
7	Decided to convene a meeting of the HoDs in the second week of November to discuss the issues related to extra mural research projects.	Action initiated to convene the meeting.
8	Decided to submit all proposals at least one day before the meeting along with agenda for detailed discussion by members.	
9	Decided to write to HoDs to take steps for more extension activities and enter into MoUs with other Institutions.	Communicated.
10	Decided to initiate the <i>Earn While You Learn</i> programme in Library, Science Departments and Stores on a trial basis. Dr. Anil R to prepare and distribute the detailed revised report.	Draft of the proposal has been circulated to the IQAC members and other stakeholders for comments.

11	Decided to form a committee for drafting a Code of Conduct hand book under the convenorship of Sri. Hareendran P, Asst. Professor, Dept of Rural and Tribal Sociology. Dr.Sini M, Asst. Professor, Dept. of Anthropology and Dr. Joseph Erinjery, Asst. Professor, Dept. of Zoology will be the members of the committee.	The committee held a meeting and action initiated.
12	Draft proposal for Postdoctoral fellowship programme to be submitted in the next meeting.	Draft of the modalities for both, prepared by Dr.Sadasivan, was circulated to IQAC members and other stakeholders for suggestions.
13	Decided to entrust Dr. C Sadasivan, Prof., Dept. of Biotechnology & Microbiology to prepare the modalities for recruiting Postdoctoral fellows and inviting Emeritus Professors.	
14	Decided to organize a webinar on higher education opportunities in France under the convenorship of Dr.Soorej M Basheer.	The covenor has exchanged communications with the French Embassy.
15	Decided to organize an awareness programme on NAAC Accreditation. Director, IQAC is entrusted with the task.	The Director has spoken to the resource persons to get their dates.
16	Decided to provide ID cards to all newly admitted students within 10 days of admission. Registrar to take necessary action.	Communicated to HoDs
17	Next meeting will be on 30.10.2020 at 11 am.	
18	The minutes is approved.	

Sd/
Director,
IQAC.

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