

| Action Taken on the minutes of the IQAC meeting on 30.10.2020. |  |  |
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| Sl. No.  | Decisions  | Action Taken   |
| 1  | HoD, English Department is directed to submit the proposal for language teaching software before 02.11.2020.   | Proposal submitted.  |
| 2  | Decided to process the proposals received for signing MoU with foreign universities by meeting the regulations stipulated by UGC. Also to renew the existing MoUs. Registrar will arrange to forward the proposals for signing MoU with foreign institutions to Govt. of Kerala by 07/11/2020. | Action initiated   |
| 3  | All HoDs are directed to explore the avenues of collaboration with institutions and industries of repute and sign MoU as early as possible. HoDs to report status related to signing of MoU within one week.   | Action initiated   |
| 4  | Registrar will arrange to send the approved format for MoU to all HoDs by 05/11/2020   | Sent.  |
| 5  | Resolved to recommend to syndicate to transfer the MoU related work to Academic branch from PLD branch.  | The Syndicate decided to transfer the work to IQAC section and the decision implemented.   |
| 6  | Resolved to forward the proposal for the <b>Earn While You Learn</b> program to syndicate for approval by 12/11/2020   | Considered by the Syndicate on 17.11.2020 and entrusted Standing Committee Committee to prepare guidelines. Stg. Committee met and prepared the same which is to be approved by the next meeting of Syndicate. |
| 7  | Decided to prepare the first draft of the Code of Conduct Hand Book before 15.11.2020  | Draft prepared. Discussion on draft is to be done in the next meeting of the IQAC.   |
| 8  | Decided to finalize the draft prepared by Dr. C. Sadasivan regarding the Post-Doctoral Fellowship (PDF) and Emeritus Professorship after incorporating the suggestions of the members for approval by syndicate.   | Considered by Syndicate on 17.11.2020 and deferred for detailed study by Standing Committee. Stg. Committee met and made recommendations which is to be approved by next meeting of Syndicate.                 |

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| 9  | Decided to revise the decision on issue of ID cards from 10 days from the date of admission to 10 days after closing the admission. Director IT cell will prepare a uniform format for ID card.   | Communicated to HoDs.   |
| 10 | Decided to form a committee under the convenorship of Dr. Kunhammad. K.K with Dr. Joby K Jose and Dr. Sunil Kumar. R. K as members to prepare suggestions regarding admission to various academic programs of Kannur University.<br>The Committee is to submit its report within one month. | Report submitted. Discussion on committee's draft report is to be done in the next meeting of the IQAC. |
| 11 | Decided to convene a meeting of the HoDs for submission of data for AQAR 2019-20  | Convened on 12.11.2020.   |
| 12 | Decided to initiate academic auditing.  | Action initiated.   |
| 13 | Decided to send a reminder for feedback data to all HoDs. HoDs to ensure that all teachers and more students submit feedback data by 07/11/2020 and report compliance to Director, IQAC.  | Reminder sent.  |
| 14 | Decided to start Facebook page for IQAC Kannur University   | Started.  |
| 15 | Decided to nominate an IQAC coordinator at Department level   | Nominated.  |
| 16 | Entrusted Sri. Anish Kumar. K. P to submit the proposal for Placement & Career Guidance Cell by 05.11.2020.   | Proposal submitted. Discussion on proposal is to be done in the next meeting of the IQAC.               |
| 17 | Development Officer and Assistant Engineer will submit the proposal for painting, gardening and cleaning before 05.11.2020.   | Submitted.  |
| 18 | Decided to arrange a visit of Dr. Anil. R, Director IQAC, and Assistant Engineer/Development Officer to all campuses and all departments for evaluation of infrastructure in November itself.<br>Decided to initiate the activities as proposed by Dr. Anil. R relating to infrastructure.  | The team visited all campuses and action initiated.   |
| 19 | IQAC to coordinate orientation programs for students and newly appointed teachers   | Orientation programmes organised.   |
| 20 | IQAC will be arranging awareness programmes for introducing e learning resources  | Action initiated by the Deputy Librarian to arrange programmes.   |

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| 21 | Decided to form a committee under the convenership of Sri. Manoj. K, Asst. Professor, Dept. of Environmental Studies with Dr. Thangavelu. A, Asst. Professor (On Contract), Dept. of Environmental Studies, Dr. Jesiya. N.P, Asst. Professor (On Contract), Dept. of Environmental Studies, Dr. Sanil Shanker. Asst. Professor, Dept. of IT and Dr. Reeja. V, Associate Professor, Dept. of Malayalam as members for Environmental Auditing. The committee is to submit the proposal before 05/11/2020. | The committee submitted the proposal. Auditing initiated. |
| 22 | Decided to install biogas plants on all campuses. Entrusted the Development Officer to supply relevant information by 07/11/2020.   | Action initiated to install biogas plants.                |
| 23 | Decided to acquire learning software for the visually challenged, by the IT cell before 30.11.2020.   | Action initiated by the Director, IT.                     |
| 24 | Decided to form a separate section for differently abled in the Kannur University Central Library before 30.11.2020.  | Action in progress to form the section.                   |
| 25 | Decided to write to all the Heads of Departments to submit the respective Department's Long Term, Middle Term and Short Term Objectives and Action Plans in the prescribed format before 07.11.2020.  | Heads of the Departments have submitted action plans.     |
| 27 | HoDs to submit the updated data for Criterion III of AQAR before 07.11.2020   | Submitted.  |
| 27 | Decided to give training to all administrative staff. Dr. Faisal. U will be coordinating the programme with the support of the HRDC.  | Training programme conducted.                             |
| 28 | Minutes to be sent to all HoDs with direction to comply with the decisions taken.   | sent  |
| 29 | The minutes is approved   |   |

Sd/-

Director, IQAC