

| Actions Taken on the Minutes of the IQAC meeting on 07.12.2020 | | |
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| Sl. No. | Decision | Action |
| 1 | Decided to recommend the purchase of Rosetta and Grammarly Softwares to give language training. | To be placed in the meeting of the Purchase Committee meeting on 11.01.2021. |
| 2 | Decided to send reminders regarding permission for signing MoU to the Principal Secretary, Dept. of Higher Education by 08.12.2020. | Reminder sent. Office of the Registrar is keeping in touch with the Liaison Officer of Kannur University in the Govt. Secretariat to follow up. |
| 3 | Dr. P K Prasad to update IQAC regarding signing of MoU with Oregon State University. | Updated by Dr. P. K. Prasad. Action has been initiated to sign the MoU. |
| 4 | The draft report prepared by the committee to prepare suggestions regarding admission to various academic programmes of Kannur University is to be revised within one week. | Report revised and sent to the Vice Chancellor. |
| 5 | Decided to remind HoDs for submission of data for AQAR on or before 09.12.2020 and report compliance to Vice Chancellor by email. | HoDs were reminded. Data collection completed. Uploading of data regarding the AQAR 2019-20 onto the NAAC portal is in progress |
| 6 | All the teachers who have not submitted feedback are to be directed by the HoDs concerned to submit the same by 08.12.2020. | Feed back data retrieved, analysed and uploaded with AQAR 2019-20. |
| 7 | Registrar to seek explanation from Dr. Mahendrakumar, Asso. Professor, Dept. of Anthropology and Dr. T. V. Ramakrishnan, Asso. Professor, Dept. of Mathematical Sciences for not accepting the department level IQAC coordinatorship. | Dr. T. V. Ramakrishnan accepted the IQAC coordinatorship of Dept. of Mathematical Sciences and the HoD, Dept. of Anthropology informed that Dr. Sini M. has been nominated as IQAC coordinator in the Department. |

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| 8 | Decided that Registrar will submit the requirement of cleaning staff and work schedule of activities before 10.12.2020. | Submitted. |
| 9 | Decided to make arrangements for installing biogas plants on all campuses. Dr. Sabu A., Director, IQAC, Dr. Rajesh B., Dept. of Kannada and Dr. Soorej M Basheer will facilitate the process. Dr. Sabu A. will submit proposal before 15.12.2020. | Action initiated. Proposal was prepared and forwarded to Development Officer. |
| 10 | Decided to initiate the e resources orientation programme on 12.12.2020 | Orientation Programme conducted on 18.12.2020 |
| 11 | Decided to nominate Dr. Shima P. D., Asst. Professor, Dept. of Chemistry as the Nodal Officer for GATI programme of the Dept. of Science and Technology. | Expression of Interest to participate in Pilot submitted. |
| 12 | Decided to constitute a committee to join Unnat Bharath Abhiyan with Dr. Jayapal G., Asso. Professor, Dept. of Geography as convenor and Dr. Hareendran P., Asst. Professor, Dept. of Rural & Tribal Sociology and Smt. Nisa James, Asst. Professor, Dept. of Management Studies as members. Dr. Jayapal G. will submit the proposal to IQAC by 17.12.2020. | Registration process to join the programme completed. |

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| 13 | Decided to form a task force for submitting data for NIRF ranking under the Convenorship of Dr. Soorej M Basheer, Dept. of Molecular Biology with Dr. Sadasivan C., Dept. of Biotechnology & Microbiology, IQAC Director, Director of Research, Dr. Baiju K. V., Dept. of Chemistry, Development Officer and Dr. Sreebitha P. V. as members. Dr. Soorej M Basheer will submit the report in the next IQAC meeting. | Uploading of data for the NIRF ranking is in progress. |
| 14 | Decided to convene a meeting of the Campus Directors on 11.12.2020. | Meeting convened and Minutes circulated. |
| 15 | Decided to constitute a committee for content preparation and updating of IQAC website under the convenorship of Dr. Sebastian George, Dept. of Statistical Sciences with Dr. Ajees A. P., Dept. of Information Technology and Dr. Sony Augustine, Dept. of English as members. | Content development is in progress. |
| 16 | Finance Officer will prepare a revised procedure for spending Permanent Advance (PA) in a most flexible manner. | Finance Officer informed that as per the existing rules and regulations no separate procedure can be suggested. |
| 17 | Decided to sanction advance to HoDs and Campus Directors for repair and maintenance activities after the proposals are cleared by the IQAC. | Meeting of the Committee for Criterion IV (Infrastructure and Learning Resources) was convened on 05.01.2021 to scrutinise the proposals. The proposals will be placed before the Syndicate. Further action will be taken after they are approved. |

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| 18 | Decided to entrust the Controller of Examinations to give a report on waste / used answer scripts on various campuses and schedule for removal before 15.12.2020. | The matter is being placed before the next meeting of the Syndicate. |
| 19 | Registrar to take steps for the disposal of e waste including unused equipment. HoDs to prepare a list of computers and peripherals to be disposed with details of procurement and present status by 15.12.2020. | Action initiated in this regard. |
| 20 | Decided to reallocate the surplus furniture accumulated on different campuses by convening a meeting of the departments concerned. | Communication sent to all Campus Directors in this regard. |
| 21 | Proposals are to be prepared for establishing wood workshop for the Dept. of Wood Technology and recording studio for the Dept. of Mass Communication & Journalism. | Proposals submitted by the HoDs concerned. |
| 22 | Decided to start journals in Life Sciences, Human Sciences, Sports Sciences and English. Editors are directed to submit detailed proposals with names and details of editorial board members. | Action is in progress. |
| 23 | Decided to revise the draft of the Handbook on Code of Conduct. | Draft revised and sent to the Vice Chancellor |
| 24 | Decided to go for centralised purchase of fire extinguishers, water dispensers, CCTV cameras, napkin vending machines and incinerators etc. | Director, IT was entrusted to provide specification for CCTV cameras. Action is in progress to purchase other common amenities for all campuses. |
| 25 | DSS to expedite the steps for registration of Alumni Association in consultation with HoDs and complete the formalities within one month. | Action in progress. Draft of the by law has been prepared. |

(Sd/-)

Director, IQAC.