

**Actions Taken on the Minutes of the IQAC meeting on 25.02.2021**

| Sl. No. | Decision   | Action  |
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| 1.      | Decided to approve the draft of the Bye-Law of the Alumni Association.   | Alumni Association formed and registered.                                   |
| 2.      | Decided to approve the draft report of the Admission Process Review Committee of Kannur University.  | Recommendations of the report are being implemented by the Academic Branch. |
| 3.      | Decided to submit the detailed proposals for starting journals to IQAC by 26/02/2021. Also decided to get the consent of the external members of the Editorial Board within one week. Further decided to publish the first issue of the journals by the second week of June 2021.      | Journals are ready for publication.   |
| 4.      | Decided to convene a separate meeting to review the progress of activities related to infrastructure on 26/02/2021 at 11 a.m. Further decided to invite Dr. Sunil Kumar. R. K., Director, IT Cell to that meeting.   | Meeting conducted and actions initiated.                                    |
| 5.      | Decided to prepare a schedule for the Department Level presentation and to review the activities in the departments in connection with the NAAC Peer Team visit, by next week. The duration of presentation shall be 10 minutes and the same shall be based on 7 criteria of the AQAR. | Presentations prepared and reviewed.  |
| 6.      | Decided to entrust Dr. Bindu B., Dept. of Anthropology to submit a revised proposal for SAP- II for the Dept. of Anthropology before the next meeting of IQAC.   | Action has been initiated by Dr. Bindu B.                                   |
|         | Decided to prepare guidelines for fixing the newly designed sign boards and circulate the  |   |

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|     | same to the stakeholders. Dr. Anil R., Convener of the Sub - Committee for Criterion IV (Infrastructure & Learning Resources) is entrusted with the task.  | Guidelines prepared and signboards fixed accordingly.               |
| 8.  | Decided to convene a meeting of the concerned on 06/03/2021 regarding the Alumni Association. Also decided to complete the registration process of the Alumni Association by 12/03/2021.   | Meeting convened. Alumni Association formed and registered.         |
| 9.  | Decided to entrust the Deputy Registrar, Planning & Development Branch to conduct a verification of the unaccounted e-waste on all campuses.   | Verification done. Disposal of e waste is in progress.              |
| 10. | Decided to allot office space for IPR Cell at the Research Directorate.  | Action initiated.   |
| 11. | Decided to place all the Policy Documents before the Syndicate meeting for approval.   | Policy documents were placed before the Syndicate and got approved. |
| 12. | Decided to entrust Dr. Sreebitha P.V., Associate Professor, Dept. of Studies in English to prepare the draft of the Transgender Policy of Kannur University. Dr. Sreebitha P.V. is to suggest the names of the members to be included in the committee, as per the State/Central government guidelines in this regard. | Action initiated by Dr. Sreebitha P. V.                             |
| 13. | Decided to convene a meeting regarding the implementation of the Unnath Bharath Abhiyan programme before 15/03/2021. Dr. Jayapal G., Coordinator of the programme is entrusted to convene the meeting.   | Meeting convened.   |
| 14. | Decided to entrust the Registrar to conduct Administration Audit within 2 months.  | Audit is in progress.   |
| 15. | Decided to constitute a committee under the convenership of the Director, IQAC with all the conveners of the Sub Committees for the  | Committee constituted.  |

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|     | 7 Criteria of the AQAR as members, for the preparation and submission of the SSR.   |                                       |
| 16. | <p>Decided to conduct programmes with regard to the National Science Day (28<sup>th</sup> February) as given below.</p> <ul style="list-style-type: none"> <li>• Quiz programmes - 1<sup>st</sup> week of March 2021 - Dr. Soorej M. Basheer, Dept. of Molecular Biology is entrusted.</li> <li>• Webinar - 27<sup>th</sup> February, 2021- Dr. Baiju K.V., Dept. of Chemistry is entrusted.</li> </ul> | Quiz Programme and Webinar conducted. |

(Sd/-)

**Director,  
IQAC.**