



KANNUR UNIVERSITY

(Internal Quality Assurance Cell)

Minutes of the meeting of the Director, IQAC and the Conveners of the Subcommittees, held on 09/01/2023 at 3.30 pm in the Syndicate Room.

Agenda.

Preparation and submission of the next AQAR (Annual Quality Assurance Report).

Present.

1. Prof. Sabu A., Director, IQAC (Sd/-)
2. Dr. Pradeepan Periyat, Associate Professor, Dept. of Environmental Studies (Sd/-)
3. Sri. Karthikeyan P., Asst. Professor, Dept. of Management Studies (Sd/-)
4. Prof. Anil Ramachandran, Director, Research & Development Cell (Sd/-)
5. Dr. Ramakrishnan T. V., Associate Professor, Dept. of Mathematical Sciences (Sd/-)
6. Dr. Joseph Erinjery, Asst. Professor, Dept. of Zoology (Sd/-)
7. Dr. Sony Augustine, Asst. Professor, Dept. of Studies in English (Sd/-)
8. Dr. Seetha Kakkoth, Asst. Professor, Dept. of Rural & Tribal Sociology (Sd/-)
9. Sri. Anishkumar K. P., Asst. Professor, Dept. of Management Studies (Sd/-)

Decisions/Recommendations.

1. Decided to start collection of data for the AQAR after the submission of data for the AISHE 2021-22.
2. 2 Assistants from the IQAC office are to be in charge of data collection.
3. First draft of the AQAR to be finalised by 31/01/2023.
4. Conveners are to hold meetings of the respective subcommittees every ten days. Meetings of the Conveners are also to be held every ten days.
5. A circular may be issued to the teachers and research scholars of Kannur University instructing to put **Kannur University** as the last line of the address of the author when research articles are published so that Kannur University gets affiliation when data on publications are captured online by various agencies.
6. A meeting of the HoDs/CDs/ADs and Heads of Branches are to be convened before 31/01/2023 in connection with the preparation and submission of AQAR.
7. Recommended to provide official Email IDs to all teachers working on contract basis.
8. Steps are to be initiated for conducting the Environmental Audit, Green Audit, Energy Audit, Administrative Audit and Academic Audit.

(Sd/-)
Director, IQAC.