

Actions Taken on the Minutes of the IQAC meeting held on 23/04/2022.		
Sl. No.	Decision	Action
1.	The teaching departments / centres which are yet to forward the data with regard to conducting the Global Alumni Meet shall forward the same to the DSS immediately and the DSS is to submit a report on the same to the Vice Chancellor on Monday (25/04/2022)	Report submitted to the Vice Chancellor
2.	All the teaching departments/centres shall identify the Open Elective Courses that their students can choose and report in the next meeting. There shall be common time table for the Open Elective Courses. The classes shall be online. One or two class rooms on each campus which are equipped with Wi-Fi etc. are to be identified for the Open Elective Courses.	Action initiated by the branches concerned. Started offering Open Elective courses.
3.	The draft of the policy document on asset maintenance has to be modified giving importance to the storage of data of all the assets and classifying the assets as consumables, non consumables etc.	A meeting of the committee constituted in this regard was held on 09/06/2022 and entrusted Dr. Anil R., Dr. Soorej M. Basheer and DR, IQAC to revise the draft in accordance with the decision. Further decided to circulate the revised draft Heads of the Departments and branch heads for suggestions.
4.	The Coordinator, Career Guidance & Placement Cell is to submit a progress report by the middle of May on launching the portal for the Cell.	Action initiated.
5.	Dr. Anil R. to redraft the proposal for conducting convocation adding more details. The Pro Vice Chancellor is to monitor the issuing of pending Degrees so that they are	Revised proposal submitted. Action initiated to conduct convocation.

	issued faster.	
6.	The electronic format for Self Appraisal Report developed by Dr. Muraleedharan T. K., Asso. Professor, Department of Mathematical Sciences and Dr. Sunil Kumar R.K., Director, IT Centre is to be circulated to all Heads of the Departments for their comments/suggestions. A demonstration is to be conducted in the next meeting	Circulated to the Heads of Departments.
7.	A decision on the matter of checking of plagiarism of the documents submitted by the teachers of affiliated colleges as to whether the present system of accepting an undertaking from the concerned shall continue or to conduct plagiarism checking by the University is to be taken in the next meeting.	Will be placed in the next meeting of the IQAC.
8.	IQAC is to conduct workshop every two months on checking plagiarism.	First workshop conducted in association with the HGCL.
9.	All teachers of University teaching departments shall upload the details of papers published, seminars/ conferences / workshops and other programs attended etc. on the Self Appraisal Report immediately after the event. Self Appraisal Report shall be updated quarterly.	IT Centre initiated action to develop a programme for the same.
10.	All teachers including the teachers of affiliated colleges shall acknowledge the name of Kannur University in all their publications.	Circular issued in this regard.
11.	The meeting reviewed the present status regarding the publication of the next issue of journals. The editors concerned reported that the next issue will be published as follows. 1. Journal in Human Sciences – Second issue by the end of May.	Journals published.

	2. Journal in Life Sciences - Second issue by the end of June. 3. Journal in Sports Sciences - Second issue by the end of June. 4. Journal in English - Second issue by the second week of May. 5. <i>Thudi</i> (Malayalam Journal) - Next issue by the middle of May.	
12.	The editors are to take steps to start exclusive websites for the journals after the publication of the second issue.	Chief Editors of the journals were requested to do the needful.
13.	A journal in Physical Sciences is to be started collectively by the Departments of Physics and Chemistry.	Journal started.
14.	Teaching Departments shall accelerate the activities to bring more extra mural funds. The HoDs are to report the present status of proposals submitted/planning to submit to the IQAC immediately. The status is to be reviewed in the next meeting. An advisory body is to be constituted to help the concerned in submitting proposals for extra mural funding.	The Heads of Departments were requested to submit proposals to various funding agencies. Advisory Body constituted.
15.	Dr. Soorej M. Basheer is to revise the proposal for constituting the Directorate of Admissions adding more details.	Revised proposal submitted.
16.	Social Science departments shall contact the local bodies like the local self governments for getting internships to their students.	Teaching departments concerned were requested to take action.
17.	Add On courses of two credits in Functional English, Functional Arabic and other foreign languages are to be started to equip the students more for job opportunities.	Action initiated by the Academic Branch.

(Sd/-)

**Director,
Internal Quality Assurance Cell.**