



# KANNUR UNIVERSITY

## *Internal Quality Assurance Cell*

### **Minutes of the online meetings, held on 17/09/2020 and 18/09/2020, of the Vice Chancellor, Registrar, Convenor IQAC and the Teacher Members of the IQAC**

#### **Present**

1. Prof. Gopinath Ravindran (Vice Chancellor), Chairman, IQAC.
2. Registrar (i/c)
3. Dr. Sabu A, Convenor, IQAC (Asso. Prof., Dept. of Biotechnology & Microbiology)
4. Dr. Kunhammad K.K, (Asst. Prof., Dept. of Studies in English)
5. Dr. U. Faisal (Asso. Prof., Dept. of Management Studies)
6. Dr. Joby K Jose (Asso. Prof., Dept. of Statistical Sciences)
7. Dr. K. Gangadharan (Prof., Dept. of Economics)
8. Dr. B. Bindu. (Associate Professor, Dept. of Anthropology)
9. Dr. R.K. Sunilkumar (Asst. Prof., Dept. of Information Technology)
10. Dr. Wilson.V.A (Asst. Prof., School of Physical Education)

#### **Decisions**

1. Decided to nominate two members of the Syndicate to supervise the NAAC accreditation related activities.
2. The Convenor, IQAC suggested to allot more members of staff to the section of the University dealing with the IQAC activities.

3. Decided to prepare a blue print of the activities to be done for the NAAC accreditation of the University, 2020-21.
4. Decided to post the following forms on the University website immediately to collect feedback.
  - a) Administrative feedback form
  - b) Teachers feedback form
  - c) End Semester student feedback form
  - d) Public feedback form
  - e) Parent feedback form.
5. Decided to conduct the webinar suggested by the NAAC through the e mail dated 07/08/2020 in the first week of October.
6. Decided to circulate the Guidelines for the submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions, to the members of the IQAC.
7. Decided to Circulate the draft AQAR for 2018-19 to the members of the IQAC.
8. Decided to constitute task forces / sub committees to coordinate the activities related to the seven revised criteria as follows.

**1. Criterion I – Curricular Aspects**

Dr. C. Sadasivan, Prof., Dept. of Biotechnology & Microbiology (Convenor)

Dr. Kunhammad. K.K, Asst. Prof., Dept. of Studies in English (Member)

Dr. B. Bindu, Associate Professor, Dept. of Anthropology (Member)

Dr. Pradeepan Periyat, Associate Professor, Dept. of Environmental Studies (Member)

**2. Criterion II – Teaching – Learning and Evaluation**

Dr. Muraleedharan T.K, Associate Professor, Dept. Mathematical Sciences (Convenor)

Dr. Ajees. A.P, Asst. Professor, Dept. of Information Technology (Member)

Sri. Karthikeyan P, Asst. Professor, Dept. of Management Studies (Member)

Controller of Examinations (Member)

Dr. Joby K Jose, Asso. Prof., Dept. of Statistical Sciences (Member)

**3. Criterion III - Research, Innovations and Extention**

Director, Research Directorate (Convenor)

Dr. Baiju K.V, Asst. Professor, Dept. of Chemistry (Member)

Dr. Sreebitha. P.V, Asso. Prof., Dept. of Studies in English (Member)

Dr. Prasadnan P.K, Asso. Prof., Dept. of Zoology (Member)

Dr. Gangadharan K, Professor, Dept. of Economics (Member)

Director of Student Services (Member)

**4. Criterion IV - Infrastructure and Learning Resources**

Dr. Anil Ramachandran, Asso. Professor, School of Physical Education (Convenor)

Registrar (Member)

Development Officer (Member)

All Campus Directors (Members)

Deputy Librarian (Member)

Dr. V.P.P. Mustafa, Member of Syndicate (Member)

Adv. P. Sandoshkumar, Member of Syndicate (Member)

Dr. T.P. Ashraf, Member of Syndicate (Member)

Dr. R.K. Sunilkumar, Asst. Prof., Dept. of Information Technology (Member)

Dr. Jayaprakash. R.K, Asso. Professor, School of Pedagogical Sciences (Member)

**5. Criterion V - Student Support and Progression**

Dr. Soorej M Basheer, Asso. Professor, Dept. of Molecular Biology (Convenor)

Dr. Faisal U, Asso. Prof., Dept. of Management Studies (Member)

Director of Student Services (DSS) (Member)

**6. Criterion VI - Governance, Leadership and Management**

Dr. Faisal U, Asso. Prof., Dept. of Management Studies (Convenor)

Registrar (Member)

Dr. Sunilkumar R.K, Asst. Prof., Dept. of Information Technology (Member)

**7. Criterion VII - Institutional Values and Best Practices**

Dr. Seetha Kakkoth, Asst. Professor, Dept. of Rural & Tribal Sociology (Convenor)

Dr. Jayapal G, Asso. Professor, Dept. of Geography (Member)

9. All the Committees will hold a meeting at the earliest and present a preliminary report in the next meeting, to be held on 25/09/2020, about their respective tasks and the urgent steps to be taken with regard to them.

10. In addition to the above, a sub committee to coordinate the activities of maintainance and beautification of the campuses also to be formed with Dr. Bindu as Convenor and the Development Officer and all the Campus Directors as members.

11. Another Sub Committee will be formed with Dr. Baiju K V as Convenor for Bibliometrics related activities. Dr. Baiju K.V is to suggest the names of the members to be included in this committee. Further, it is decided to complete the Bibliometric data by updating the list of publications of the newly appointed members of faculty.

12. The Campus Directors will also hold the charges of the Campus level IQAC Coordinators.

13. Next Meeting will be held on 25/09/2020, Friday at 11 a.m.

Sd/-

**VICE CHANCELLOR**