



KANNUR UNIVERSITY

Internal Quality Assurance Cell

Minutes of the online meeting of the IQAC held on 30/10/2020

Members present

1. Prof.Gopinath Ravindran (Vice Chancellor), Chairman, IQAC.
2. Registrar (i/c).
3. Director, Research Directorate.
4. Director, IT Cell
5. DSS
6. Development Officer.
7. Dr. K. Gangadharan, (Prof), Department of Economics.
8. Dr. Kunhammad. K.K (Asst. Prof), Department of English.
9. Dr. B. Bindu, (Asso.Prof), Department of Anthropology
10. Dr. Baiju. K.V, (Asst.Prof), Department of Chemistry
11. Dr. U. Faisal, (Asso.Prof), Department of Management Studies
12. Dr. Muraleedharan.T.K,(Asso.Prof),Department of Mathematical Sciences
13. Chairperson, Kannur University Students Union
14. Dr. Sabu A, Director, IQAC, (Prof.), Department of Biotechnology & Microbiology.

Also Present

15. Dr. T.P. Ashraf, Member, Syndicate.
16. Sri. Pramod Kumar. K.V, Member, Syndicate.
17. Dr.Anil. R, (Asst.Prof), School of Physical Education and Sports Sciences.
18. Dr. Soorej. M. Basheer,(Asso.Prof), Department of Molecular Biology.
19. Dr. Seetha Kakkoth, (Asst.Prof), Department of Rural & Tribal Sociology.
20. Dr. C. Sadasivan, (Prof.), Department of Biotechnology & Microbiology.
21. Sri. Anish Kumar K.P (Asst. Prof), Department of Management Studies.
22. Sri. Hareendran. P (Asst. Prof), Department of Rural & Tribal Sociology.

Decisions

1. HoD, English Department is directed to submit the proposal for language teaching software before 02.11.2020.

2. Decided to process the proposals received for signing MoU with foreign universities by meeting the regulations stipulated by UGC. Also to renew the existing MoUs. Registrar will arrange to forward the proposals for signing MoU with foreign institutions to Govt. of Kerala by 07/11/2020.
3. All HoDs are directed to explore the avenues of collaboration with institutions and industries of repute and sign MoU as early as possible. HoDs to report status related to signing of MoU within one week.
4. Registrar will arrange to send the approved format for MoU to all HoDs by 05/11/2020.
5. Resolved to recommend to syndicate to transfer the MoU related work to Academic branch from PLD branch.
6. Resolved to forward the proposal for the **Earn While You Learn** program to syndicate for approval by 12/11/2020.
7. Decided to prepare the first draft of the Code of Conduct Hand Book before 15.11.2020.
8. Decided to finalize the draft prepared by Dr. C. Sadasivan regarding the PDF and Emeritus Professorship after incorporating the suggestions of the members for approval by syndicate.
9. Decided to revise the decision on issue of ID cards from 10 days from the date of admission to 10 days after closing the admission. Director IT cell will prepare a uniform format for ID card.
10. Decided to form a committee under the convenorship of Dr. Kunhammad. K.K with Dr. Joby K Jose and Dr. Sunil Kumar. R. K as members to prepare suggestions regarding admission to various academic programs of Kannur University. The Committee is to submit its report within one month.
11. Decided to convene a meeting of the HoDs for submission of data for AQAR 2019-20.
12. Decided to initiate academic auditing.
13. Decided to send a reminder for feedback data to all HoDs. HoDs to ensure that all teachers and more students submit feedback data by 07/11/2020 and report compliance to Director, IQAC.
14. Decided to start Facebook page for IQAC Kannur University.
15. Decided to nominate an IQAC coordinator at Department level.
16. Entrusted Sri. Anish Kumar. K. P to submit the proposal for Placement & Career Guidance Cell by 05.11.2020.
17. Development Officer and Assistant Engineer will submit the proposal for painting, gardening and cleaning before 05.11.2020.
18. Decided to arrange a visit of Dr. Anil. R, Director IQAC, and Assistant Engineer/Development Officer to all campuses and all departments for evaluation of infrastructure in November itself. Decided to initiate the activities as proposed by Dr. Anil. R relating to infrastructure.
19. IQAC to coordinate orientation programs for students and newly appointed teachers.
20. IQAC will be arranging awareness programmes for introducing e learning resources.

21. Decided to form a committee under the convenership of Sri. Manoj. K, Asst. Professor, Dept. of Environmental Studies with Dr. Thangavelu. A, Asst. Professor (On Contract), Dept. of Environmental Studies, Dr. Jesiya. N.P, Asst. Professor (On Contract), Dept. of Environmental Studies, Dr. Sanil Shanker, Asst. Professor, Dept. of IT and Dr. Reeja. V, Associate Professor, Dept. of Malayalam as members for Environmental Auditing. The committee is to submit the proposal before 05/11/2020.
22. Decided to install biogas plants on all campuses. Entrusted the Development Officer to supply relevant information by 07/11/2020.
23. Decided to acquire learning software for the visually challenged, by the IT cell before 30.11.2020.
24. Decided to form a separate section for differently abled in the Kannur University Central Library before 30.11.2020.
25. Decided to write to all the Heads of Departments to submit the respective Department's Long Term, Middle Term and Short Term Objectives and Action Plans in the prescribed format before 07.11.2020.
26. HoDs to submit the updated data for Criterion III of AQAR before 07.11.2020.
27. Decided to give training to all administrative staff. Dr. Faisal. U will be coordinating the programme with the support of the HRDC.
28. Minutes to be sent to all HoDs with direction to comply with the decisions taken.
29. The minutes is approved.

Sd/-
Vice Chancellor

3/3