



KANNUR UNIVERSITY

(Internal Quality Assurance Cell)

Minutes of the online meeting of the IQAC held on 23/04/2022.

Members present

1. Prof. Gopinath Ravindran, Vice Chancellor (Chairperson, IQAC)
2. Prof. Sabu A., Pro Vice Chancellor (Director, IQAC)
3. Dr. M. K. Radhakrishnan, Development Officer
4. Prof. Anil Ramachandran, Director, Research Directorate
5. Sri. Anish Kumar K. P., Asst. Professor, Department of Management Studies
6. Smt. Priya T. K., Deputy Librarian i/c.
7. Dr. Nafeesa Baby T. P., Director of Students Services
8. Dr. Sunil Kumar R. K., Director, IT Centre
9. Prof. Anup K. Department of Biotechnology & Microbiology
10. Dr. Soorej M. Basheer, Asso. Professor, Department of Molecular Biology
11. Dr. Muraleedharan T. K., Asso. Professor, Department of Mathematical Sciences
12. Dr. Sony Augustine, Assistant Professor, Department of Studies in English

Also present

13. Prof. Faisal U., Department of Management Studies
14. Dr. Reeja V., Associate Professor, Department of Malayalam
15. Prof. Sadasivan C., Department of Biotechnology & Microbiology
16. Dr. Sreebitha P. V., Asso. Professor, Department of Studies in English
17. Prof. B. Bindu, Department of Anthropology

Decisions.

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)

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.
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.
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.
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 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.
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.
8. IQAC is to conduct workshop every two months on checking plagiarism.
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.
10. All teachers including the teachers of affiliated colleges shall acknowledge the name of Kannur University in all their publications.
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.
 - Journal in Human Sciences – Second issue by the end of May.
 - Journal in Life Sciences - Second issue by the end of June.
 - Journal in Sports Sciences - Second issue by the end of June.
 - Journal in English - Second issue by the second week of May.
 - *Thudi* (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.
13. A journal in Physical Sciences is to be started collectively by the Departments of Physics and Chemistry.
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.
15. Dr. Soorej M. Basheer is to revise the proposal for constituting the Directorate of Admissions adding more details.
16. Social Science departments shall contact the local bodies like the local self governments for getting internships to their students.
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.

(Sd/-)
Vice Chancellor