COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING OF IQAC

HELD ON 14/02/2018

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 14/02/2018

Venue: Senate Hall
Date & Time: 14/02/2018, 11.00 AM

Members Present:

1. Vice Chancellor   **(Chairperson)**   Sd/-
2. Pro-Vice-Chancellor   Sd/-
3. Dr. K. Paulose Jacob, Former Pro-Vice-Chancellor, CUSAT & Head, Scientific Computing Panel, Naval Research Board   Sd/-
4. Dr. Sunil K. Narayankutty, Controller of Examinations   Sd/-
5. Dr. N.G.K. Pillai, Former Director, CMFRI   Sd/-
6. Dr. K.R. Suresh Nair, Chief Technology Officer, NEST Group   Sd/-
7. Dr. Pramod Gopinath, Professor, International School of Photonics   Sd/-
8. Dr. S. Harikumar, Professor, Dept of Applied Economics   Sd/-
9. Dr. Aneesh V. Pillai, Assistant Professor, School of Legal Studies   Sd/-
10. Dr. K. Satheesan, Associate Professor, Dept of Atmospheric Sciences   Sd/-
11. Dr. Supriya M.H., Professor, Dept of Electronics   Sd/-
12. Dr. G. Madhu, Professor, School of Engineering   Sd/-
13. Dr. Mohammed Hatha, Professor, Dept of Marine Biology, Microbiology and Biochemistry   Sd/-
14. Dr. M.K. Jayaraj, Member Syndicate & Professor, Dept of Physics   Sd/-
15. Dr. Sangeetha K. Prathap, Assistant Professor, Dept of School of Management Studies   Sd/-
16. Dr. George Mathew, Professor, School of Engineering   Sd/-
17. Dr.K.Girish Kumar **(Director, IQAC)**   Sd/-

The Vice Chancellor welcomed new members of IQAC to the meeting and invited Director, IQAC to present the report of activities of IQAC during the previous quarter. The Director expressed gratitude to the Vice Chancellor and the University authorities for establishing IQAC as a separate unit. The IQAC has been started functioning as an independent unit under the Directorship of Dr.K.Girish Kumar, Professor, Dept of Applied Chemistry with effect from 08/08/2017.

Further, a core committee of IQAC with the following members has been formed for frequent interaction in connection with the activities of IQAC:

i. Dr.K.Girish Kumar, Director, IQAC & Professor, Dept of Applied Chemistry   *(Convener)*
ii. Dr.S.Harikumar , Professor, Dept of Applied Economics
iii. Dr.M.Bhasi, Member Syndicate & Professor, School of Management Studies
iv. Dr.Sunil K. Narayankutty, Controller of Examinations & Professor, Dept of Polymer Science & Technology
v. Dr.M.K.Jayaraj, Member Syndicate & Professor, Dept of Physics
vi. Dr.G.Madhu, Professor, School of Engineering
vii. Dr.A.A.Muhammed Hatha, Professor, Dept of Marine Biology, Microbiology & Biochemistry

Item No. 1. Proposal submitted for upgrading CUSAT to Institution of Eminence- Reporting of.

CUSAT had been shortlisted among 32 universities by the Ministry of Human Resource Development (MHRD) in the race to become a world-class institution with the status of *'Institution of Eminence'* and Vice Chancellor, Pro Vice Chancellor, Registrar and Director, IQAC attended a video conference arranged by MHRD in this connection. A committee including members of the Syndicate was formed with Pro-Vice-Chancellor as Chairman and Director, IQAC as convener to prepare the Detailed Project Report (DPR). Two eminent academicians Dr.V.N.Rajasekharan Pillai, President, Mewar University and Dr. Damodar Acharya, Former Chairman, AICTE & Former Director, IIT Kharakhpur were invited to the University and their valuable advice had been incorporated in the DPR. The DPR along with a processing fee of Rs.1Crore (Rupees One Crore only), sanctioned by the Syndicate, has been submitted to MHRD with the concurrence of Govt of Kerala within the stipulated time.

The meeting noted the action.

Item No. 2. Conduct of Academic Audit in the University Departments/Schools.

Conducting of Academic Audit of the departments has been implemented in the university, vide U.O no. IQAC/ Academic Audit/2017 dated 26/10/2017, as per the recommendation of the IQAC core committee. A format for auditing has been developed based on six criteria viz. Curricular Aspects; Teaching, Learning & Evaluation; Research & Consultancy; Learning Resources; Extension Activities & Best Practises; and Basic Amenities & Green Initiatives. Dept of Statistics, Dept of Physics and National Centre

for Aquatic Animal Health (NCAAH) have conducted the academic audit. All departments have been directed to conduct the audit by 28/02/2018 and submit its report to IQAC.

The meeting decided to prepare a consolidated report of academic auditing and individual departments have to take corrective measures based on the auditing.

Item No. 3. Development of a Data Acquisition Web Portal for IQAC.

In order to streamline the data collection from various units of the University, IQAC had recommended to develop a data acquisition web portal through which individual departments can periodically submit all relevant data and CIRM has been entrusted with the development of the portal, vide U.O No.IQAC/Webportal/2017 dated 09/11/2017. The Director, CIRM was permitted to engage a technical staff on daily wage basis for a period of 6 months in this connection and the works have been started.

The meeting noted the action and recommended to use the details from this web portal for the verification of details submitted by the faculty members for Career Advancement Promotions.

Item No. 4. Reorganization of courses / syllabi

IQAC has been instrumental in the syllabus revision for the past three to four years. During the visit of NAAC, the syllabi of more than 95% of academic programmes were revised. The Syndicate, vide U.O No.Fin/I/BE/2017-18 dated 03/06/2017, resolved that reorganization of courses/syllabi shall be done once in every three years. Deans of all faculties, Chairmen of all Board of Studies and Heads of all Departments were requested to take necessary action in this regard. Dr.P.S.Sreejith, Dean, Faculty of Engineering has informed that all B.Tech courses in Engineering are of four years duration and a decision was taken in the Department Council to revise the syllabi in every four years since conducting revision in three years will cause academic and administrative problems and hence requested to provide necessary advice in this matter.

Considering the request of Dean, Faculty of Engineering the meeting recommended to revise the syllabi of all B.Tech courses once in every four years.

Item No. 5.Financial assistance to students for participating in International Seminars

The Syndicate resolved to authorize IQAC to formulate norms for awarding financial assistance to students of the University for participating in international seminars/conferences and the Vice Chancellor had entrusted this task to IQAC core committee. The IQAC core committee met on 30/01/2018 prepared the draft guidelines and the guidelines have been put up for approval of the Vice Chancellor.

The meeting noted the action.

Item No. 6. Physical verification of Equipments/ Instruments

The Syndicate authorized IQAC to conduct physical verification of all equipments/ instruments in the labs. The IQAC core committee with Dr.A.A.Muhammed Hatha as convener has been entrusted with this task and the committee has started its work.

The meeting noted the action.

Item No. 7. Development of web Portal for collection and analysis of Student Feedback

A web portal (http://cusat.ac.in/student_feedback_login.php) has been developed as per the requirement of IQAC by the Centre for Information Resource Management (CIRM) for collecting and analysing feedback from students in accordance with the recommendations of the NAAC Peer Team. The students of the University can directly give feedback using this web portal from this ongoing semester onwards while faculty members can view their scores without viewing the details of students who enter feedback. The Heads of the departments also can view the scores given to each faculty member without viewing the details of students who enter the feedback. The IQAC can generate reports of each department.

The meeting noted the action and resolved that these details will be used only for taking necessary corrective measures.

Item No. 8. Conduct of Sasthrayaan- CUSAT Open House.

The IQAC had successfully conducted Sasthrayan –Open House programme in January 2017 under the coordinatorship of Dr.K.Girish Kumar to showcase University's research output to the people representatives and the public including college and school students. The Govt of Kerala through RUSA Kerala Project Directorate has now adopted this scheme as RUSA Sathrayan and under this scheme RUSA will provide a financial support of Rs.3lakhs to universities for the conduct of Sasthrayan. For the University, IQAC is conducting Sathrayan on 27th and 28th February 2018, as per guidelines of RUSA. A committee has been constituted for the smooth conduct of the programme with Pro Vice Chancellor as Chairman and Dr.Supriya M.H as Coordinator. A series of programmes such as exhibition stalls to showcase the outputs of university departments, project/quiz competition for school as well as college students, colloquium, public lecture series, visit to research centres/ extension centres etc. are proposed under Sasthrayaan.

The meeting noted that Shri. Prakash Javadekar, Union Minister for Human Resources Development congratulated the University for this Innovative Project 'Sasthrayan' and the meeting appreciated the efforts of the team involved.

Item No. 9. Participation of the University in MHRD-NIRF India Ranking 2018- Reporting of.

IQAC has submitted online application for MHRD-NIRF India Ranking 2018 for University.

The meeting noted the action.

Item No. 10 Participation of the University in Times Higher Education (THE) World University Ranking 2018.

The Times Higher Education (THE) World University Ranking 2018 web portal is open now for online data submission. Preparation of the report as per the format is ongoing at IQAC.

The meeting opined that the University has to aim a rank within 500 in the next five years and can achieve this position with constant strive as per the vision plan prepared for Institution of Eminence.

Item No. 11 CUSAT bagged Chancellor's Award 2016-17 -Reporting of.

The Chancellor's Award 2016-17 for the Best University has been bagged by Cochin University of Science and Technology. IQAC had submitted the online application and physical verification of the documents were done by the officials of Rajbhavan on 08/11/2017. The Vice Chancellor had presented the achievements of CUSAT before the Hon. Chancellor and the selection committee.

The award presentation ceremony had been held on Tuesday, 16th January 2018 at CUSAT which was conducted by IQAC. Shri.Justice (Retd.)P.Sathasivam, Hon.Chancellor and Governor of Kerala presented the Trophy, Citation and Prize Money of of Rs. 5 Crores to the Vice Chancellor. Shri.Pinarayi Vijayan, Hon'ble Chief Minister of Kerala presided the function.

A unique programme **"GURUDAKSHINA"** which was suggested by the Vice Chancellor also had been conducted by IQAC on 16th January 2018, 11.00 AM to honour the retired faculty members who paved the way for building up the University. Nearly 100 retired faculty members attended the programme.

The meeting appreciated the university community for their contribution towards this achievement.

Item No. 12 Instituting Chancellor's Chair to invite world renowned academicians.

The Syndicate at its meeting held on 10/01/2018 resolved to utilize the prize money of Rs.5,00,00,000/- (Rupees Five Crores only) of Chancellor's Award 2016-17 in the following way:

i. To institute a Chancellor's Chair in the University for 3 years and to engage a Professor from a foreign University in selected Departments. An amount of Rs.2,50,00,000/- (Rupees Two Crores and Fifty Lakhs only) is set apart for this.

ii. To construct hostel for lady students in the University. An amount of Rs.2,00,00,000/- (Rupees Two Crores only) is set apart for this.

iii. To institute award for five teachers and five research scholars every year in the university consisting of a certificate of appreciation and a financial incentive. An amount of Rs.50,00,000/- (Rupees Fifty Lakhs only) is set apart for this which would be deposited as corpus fund and interest earned will be utilized for this purpose.

iv. For 1 and 3, selection criteria have to be framed by IQAC and should get it approved by the Vice-Chancellor.

The criteria for instituting Chancellor's Chair in the University has been formulated by the IQAC and submitted to the Vice Chancellor for approval.

The meeting noted the action and recommended that the Chair Professor should spend at least one semester in the University to interact with the scholars and the course should be preferably of inter collaborative nature.

Item No. 13 Initiating Global Initiative of Academic Networks (GIAN) in the University

The IQAC has initiated a new program titled **Global Initiative of Academic Networks (GIAN)** in the university, which is a programme envisaged by **MHRD** in Higher Education aimed at tapping the talent pool of scientists and entrepreneurs, internationally to encourage their engagement with the institutes of Higher Education in India. GIAN is an evolving scheme which will initially include participation of foreign faculty in institutes as Distinguished / Adjunct / Visiting faculty / Professors of Practice, etc., to participate in delivering Short or Semester-long Courses. Dr.Susmita De, Assistant Professor, Department of Applied Chemistry is nominated as Local Institute Coordinator and Nodal Contact for GIAN activities in the University. The proposal of the University is to be submitted online in the GIAN portal.

The meeting noted the action and recommended to give opportunity to students from other institutes to participate in the course.

Item No. 14 Quarterly performance Report to the Chancellor- reporting of

IQAC has been submitting quarterly performance report to the Hon'ble Governor since January 2017 as per the parameters envisaged by the Hon'ble Governor.

The meeting noted the activity.

Item No. 15 Annual Quality Assurance Report to be submitted to NAAC

The Annual Quality Assurance Report (AQAR) which is to be submitted to NAAC every year has been prepared and submitted after approval.

The meeting noted the action and recommended for approval.

Item No. 16 MHRD- All India Survey on Higher Education (AISHE)

The University is participating in the MHRD- AISHE programme since 2010-11 and Dr.S.M.Sunoj, Professor, Dept of Statistics is the nodal officer for activities of AISHE in the University at present. The preparation of report of the current year is ongoing at IQAC.

The meeting noted the action.

Item No. 17 Participation of the university at various National Level and International Level Ranking Processes

The matter of participation of the University in the ranking processes conducted by various agencies other than the prestigious THE World Ranking, QS World Ranking, NIRF ranking etc. is placed before the advice of the meeting- Consideration of.

The meeting decided to participate in all these ranking processes since it enhances the placement opportunities, quality of student admission and credibility of the university and necessary support for IQAC will be given.

Item No. 18 Faculty development Programme

It is proposed to establish a Teaching Learning Cell to conduct faculty development programme with the support of MHRD, in collaboration with C-SiS.

The meeting resolved to prepare a detailed proposal in this regard and submit before the Syndicate for approval.

Item No. 19 Audit of students' amenities in the University

It is proposed to conduct the audit of students' amenities in the university including hostel facilities.

The meeting resolved to prepare a detailed proposal in this regard and submit before the Syndicate for approval.

Item No. 20 Administrative Auditing

It is proposed to conduct administrative auditing in the university

The meeting resolved to prepare a detailed proposal in this regard and submit before the Syndicate for approval.

Items outside agenda

1. *Dr.Sunil K.Narayankutty suggested that inputs on new schemes/ programmes from the departments are to be consolidated and analysed. Further, a report based on this analysis can be given to the departments.*
   The meeting approved the suggestion.

2. *Dr. K.R. Suresh Nair suggested to revamp the website of IQAC as external link is very important to have public visibility.*
   The Director, IQAC informed that as part of development of data acquisition portal, website of IQAC will also be revamped.

3. *Dr. N.G.K. Pillai suggested that*
   i. *Campus development and campus beautification needs to be improved and compound wall is essential for the security of the students as well as of the campus.*
   ii. *A master plan of 50 years needs to be prepared.*

   The Chairman has informed the meeting that Campus development has been included in the project "Developing of Cochin University of Science and Technology into International Centre for Excellence in Academic and Research" by availing financial assistance of KIIFB which was recently sanctioned by the Govt. of Kerala.
   A twenty years academic plan has been prepared in connection with the submission of detailed project report for Institution of Eminence.
   The meeting resolved to use this academic plan for the future development of academic activities of the University even if the university may not be upgraded to the status of Institution of Eminence.

The meeting came to an end at 12.00 noon.

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INTERNAL QUALITY ASSURANCE CELL

Sd/-
DIRECTOR
INTERNAL QUALITY ASSURANCE CELL