



*Minutes of meeting of IQAC Core Committee held on 26/07/2019, 11.00 A.M at
Syndicate Hall*

Members Present:

1. Dr.K.Girish Kumar, Director, IQAC
2. Dr.M.Bhasi, Professor, School of Management Studies
3. Dr.Alexander K.Samuel, Member Syndicate
4. Dr.S.Harikumar, Dean, Faculty of Social Science
5. Dr.K.Satheesan, Associate Professor, Dept. of Atmospheric Sciences
6. Dr.Aneesh V Pillai, Assistant Professor, School of Legal Studies

The following agenda items were discussed and recommendations made:

1. Scrutiny of proposals for starting/ strengthening scholarly journals, received from various departments.

The meeting recommended to prepare guidelines for publishing journals and Dr.K.Satheesan is entrusted with its preparation.

2. Budget proposal for Entrepreneurship and Career Hub -To prepare guidelines for the following:

- i. Academic Chairs
- ii. Adjunct Faculty from Industry
- iii. Faculty and Student Exchange between CUSAT and Industry/National Institutes
- iv. Faculty Exchange between CUSAT and Counterpart International University
- v. Industry oriented courses in Science, Technology and Marine fields
- vi. Industrial Training/ Internship for existing academic courses
- vii. Post- Doctoral Fellowships

The meeting entrusted Dr.S.Harikumar to prepare the guidelines.

3. Introduction of Outcome Based Education

The meeting recommended to introduce outcome based education in the University and to reframe syllabus of academic programmes accordingly. It is also recommended to conduct a Workshop on Outcome Based Education by inviting an expert from this field as lead speaker. The deans, HoDs, Chairmen and members of board of studies as well as faculty members involved in syllabus restructuring shall be invited to participate in the workshop.

4. Reservation/Student Support schemes for students from the weaker categories

The meeting recommended that beyond mandatory reservations can be given in student admissions through supernumerary seats for promoting social inclusiveness and equity.



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5. NAAC Assessment – Actions to be taken

The meeting recommended to entrust Director, IQAC to take necessary initiatives in connection with the process of reaccreditation. An interim audit is recommended to be conducted in the departments by a team comprising three or four members of IQAC.

6. Feedback from Parents, Employers, Alumni

The meeting recommended to collect feedback from Parents, Employers and Alumni annually. The feedback from parents and alumni shall be collected by the respective departments and that of employers shall be by the University Placement Cell. The Director, IQAC is entrusted to prepare feedback forms.

7. Assessment of functioning of Virtual Centres

The meeting recommended to convene a meeting of monitoring committee of virtual centres.

8. PhD thesis –Thesis evaluation and resubmission

The meeting recommended to collect and analyse the data of thesis submission and resubmission over the past five years.

9. Academic and Administrative Audit during 2019-20

The meeting recommended to conduct Academic and Administrative Audit 2019-20.

10. Request from Dr.A.Mujeeb, Director, ISP for formulating guidelines for admission of Post Doctoral Fellows other than UPDF, their teaching and other responsibilities and no. of PDFs that can be admitted under each Guide/Mentor.

The meeting made following recommendations in this regard:

- i. There shall be only one university post doctoral fellow (UPDF) under a faculty member/mentor, at a time, irrespective of department/centre.
- ii. There shall be a maximum of only three UPDFs in any department/centre, at a time.
- iii. There shall be no limit in the number of post doctoral fellows, other than UPDFs, that can be admissible in a department/centre or under a faculty member/mentor, at a time.
- iv. Post doctoral fellows are required to undertake teaching assignments, not more than one course in a semester, in the concerned departments/centres.

11. Letter from Dr.P.Arunachalam, Head, Dept. of Applied Economics requesting recommendation letter from Director, IQAC, in connection with including “Emperor International Journal of Finance and Management Research” in the UGC list of journals.\$

The meeting recommended not to provide recommendation letter by the Director, IQAC as the quality of the journal is not good enough.

The meeting came to an end at 4.00 PM.

**DIRECTOR
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