

Proceedings of the meeting of the Internal Quality Assurance Cell held on 02.08.2019 at 3.00 pm. in the Old Senate Hall, Mangalore University Mangalagangothri.

The IQAC Director welcomed the Hon'ble Vice chancellor, Officers, Chairmen of the PG Departments and also Chairmen/Convenors of the various working Committees of the NAAC.

Agenda: Applying for NAAC Accreditation-review of progress in the preparation of SSR

- The IQAC Director briefed about the importance of preparing for NAAC Accreditation and also requested all the Chairmen of the departments to -
 - a) Call a departmental meeting and update the syllabus by **integrating** Programme Outcome and Course Outcome.
 - b) Arrange to upload a copy of the syllabi to the website, besides submitting a copy to the committee Criteria I or for IQAC.
 - c) The Chairmen were also requested to instruct all faculty members to update their web pages as per format which will be circulated shortly.
 - d) All Faculty members are also to be requested to send the Annual Performance Appraisal Reports from 2014-15 to 2018-19(5 years) immediately to the Vice Chancellor's office, if not submitted already.
- The Director requested all the Criteria Chairmen/Convenors to present the progress in their work.
- Criteria I- Curricular Aspects

Prof. Monika Sadananda, Convenor of the committee, presented the overall report of progress and listed deficits which are required for the completion of Criteria I report. She mentioned in particular the syllabi integration that is necessary.

- Criteria II- Teaching, Learning and Evaluation

Prof. Vishalakshi B, Convenor of the Committee, presented the overall report of progress and said that some clarifications are needed to complete the work, which was only about 60%.

- Criteria III-Research, Innovation and Extension

Prof. K. Bhaskar Shenoy, Chairman of the Committee, presented the overall progress report and mentioned problems such as links are not available for publications and getting details of the Extension Activities of the various centres/chairs. He also enquired whether Data Analysis could be outsourced. It was suggested that after submitting the Draft Copy of Criteria III, Steering committee will decide about this.

- Criteria IV-Infrastructure and Learning Resources

Prof. Bhoja Poojary, Convenor of the committee, presented an overall report of progress and mentioned some deficits like details of rare books from library.

- Criteria V- Student Support and Progression

Prof. Y Narayana, Convenor of the committee presented the overall progress report and highlighted some difficulties in getting documents for fellowship and for student progression details.

- Criteria VI- Governance, Leadership, and Management

Prof. B. H. Shekhar, Convenor of the committee presented a brief report of the work done and from where all the details are collected.

- Criteria VII- Institutional Values and Best Practices

Prof. P.L Dharma, Chairman of the committee presented an overall report of the progress and mentioned some problems which are to be decided by the NAAC steering committee. He mentioned some confusions in selecting the 2 Best Practices and getting details for Code of Conduct. The Registrar suggested that 2 Best Practices could be selected from the AQAR's of the last 4 years.

- Prof. Shivalingaiah spoke about the Data Verification procedure and highlighted the need to follow the latest Standard Operating Procedure manual (about 25 pages) which is on the NAAC website.

- **Student Satisfaction Survey**

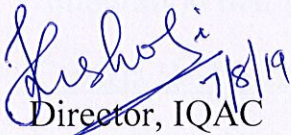
IQAC Director informed all the PG Department chairmen to submit current year student details containing student name, mobile number and email to IQAC Office.

- **Suggestions from Hon'ble Vice Chancellor**

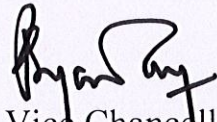
The Vice Chancellor instructed the Director to distribute the SOP Manual to all the Departments *. He also talked about the importance of documentation and the need for leadership at different levels, team work, trust and conviction. He assured support to evidence-based performance and called for co-operation from all quarters in applying for NAAC so that we can achieve a high CGPA.

- It was decided by mutual consent that-
 - **Last Date for departments to submit their data is 10th August 2019.**
 - **Last Date for the various NAAC criteria committees to submit their draft reports is 16th August 2019.**
- Meeting came to a close with thanks to all concerned.

* SOP Manual has been downloaded and scanned and sent by email to all concerned on Saturday, 3rd August itself.


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