

MANGALORE UNIVERSITY
INTERNAL QUALITY ASSURANCE CELL

Proceedings of NAAC Committee meeting held on 07/01/2020 at IQAC Office at 3.00 pm.

The meeting began at 3.00 pm. The Director welcomed all the members and invitees and discussions were held about problems in data and possible solutions. The following **decisions** were taken:

- I. All documents to be uploaded for NAAC purposes shall bear a watermark of the Mangalore University emblem.
- II. All the Criterion Committees were requested to **adhere to the prescribed word limit** (200/500/1000) as specified, as it **cannot** be exceeded in the portal.
- III. **A list of documents** to be uploaded, for **creating links** from the portal onto our university website is to be **drawn up by each criterions**. The **Distance Education Director** was also requested to prepare one separately.
- IV. Evaluative Reports to be verified based on criteria reports (especially criteria 3, 5 & 2). Chairmen of departments to certify correctness, by coming to IQAC Office, once Evaluative Reports are readied by IQAC.
- V. **All criterionwise entries into the SSR portal** to be verified by criterion members in co-ordination with Steering Committee, during SSR uploading in IQAC Office.
- VI. **Criterion-wise 250 word summaries** to be submitted to IQAC for inclusion in Executive Summary of SSR, along **with a SWOC analysis** of respective criterion.
- VII. Criterion 1 to use subject codes as in BOS proceedings, but, criterion 2 will use subject/course code on marks card as used by Registrar (Evaluation).
- VIII. It was decided to list the **problems that need URGENT resolution from the Administration:**
 - 1) The need to translate all documents/sanctions/appointment orders in Kannada into English for NAAC purposes, to be brought to the attention of Registrar.
 - a) Appointment orders of Guest Faculty.
 - b) Scholarship Sanction Letters.
 - c) BOS Proceedings of Kannada Department.
 - d) Documents as regards Kannada Yakshagana manuscripts, rare books and journal collections (Needed in English).

- e) Updated RTI document needed **very urgently** for linking in **IIQA application** (deadline – 15th - 20th January 2020 ?).
- f) Translation of Kanakadasa Peetha work has been done very badly. Proof reader unable to comprehend. What is to be done?
- 2) State University establishment gazette notification letter of September 1980 required as proof for IIQA uploading.
- 3) What figures to enter for teacher/student numbers in IIQA? To include Guest Faculty or not? Other inclusions/exclusions as well.
- 4) Should we include all full-time PhD students (face-to-face on campus?) or only MA/MSc/MCom students (2019-20 – currently on campus? (See IIQA format).
- 5) Question of inclusion of MCA – AICTE
B P Ed – NCTE } SRA

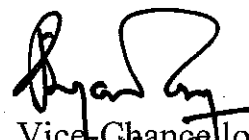
Medical Physics – AERB – not available in dropdown menu.

6) University Policy documents needed for Criterion 3:

- a) Incubation centre report. (Notification date – Syndicate approval)
- b) Research policy copy – not received by criterion.
- c) IPR Patent Policy.
- d) Code of Ethics versus malpractice/plagiarism.
- 7) **3 separate codes of conduct** for Teachers, Learners, Administrators **separately now** in criterion 7.
- 8) Action taken Report versus Student Feedback analysed not yet sent by Vice Chancellor's Office.
- 9) Information for writing about E-governance practices, Transparency, Accountability in **Criterion – 7**, should be given by Administration.
- 10) Should Guides/PhD students from other centres be included in our teacher/guide figures/lists?

The meeting ended at 5.30 pm with thanks from the Director, IQAC.


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Registrar
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