Mahatma Gandhi University, Kerala

(Abstract)

IQAC -Meeting of the HODs of Teaching Departments/Centres held on 05/10/2018,10.30 A.M in the Vice-Chancellor's Conference Hall—Minutes approved— orders issued.

Internal Quality Assurance Cell

U.O.No.7361/1/IQAC/2018   Dated, Priyadarshini Hills 11/10/2018

Read:- 1. Minutes of the meeting of the the HODs of Teaching Departments/Centres held on 05/10/2018, approved by the Professor in-charge of the Hon'ble Vice-Chancellor.

ORDER

A meeting of the HODs of Teaching Departments/Centres was held on 05/10/2018,10.30 A.M in the Vice-Chancellor's Conference Hall to discuss academic matters.The following decisions for urgent action, among others, were taken by the committee.

1. To conduct a workshop from 9 a.m. to 5 p.m. on 16 and 17 October 2018 to make the faculty members, IQAC and the Administration wing of the university aware of the various options available in the Faculty Management System (FMS) software developed by Dr. Sajimon Abraham,Co-ordinator of FMS, for facilitating the exchange of data from Schools and Centres to the university, and vice versa, for easy preparation of AQAR and other important documents.

2. To arrange a training programme for the Teaching Staff to effectively monitor the 'Curricular Aspects' , which is the first criterion in Quality Assessment by NAAC. The training can be arranged with the involvement of external experts and should focus on equipping the faculty members to prepare a thought provoking and challenging Question Paper.

3. To avail the funds in the university Budget, earmarked for the training of Academic & Administrative Staff, for giving training to the teachers and to entrust Prof. Asha J.V., School of Pedagogical Sciences and Shri. Udaya Kumar. G.,Section Officer, AD.B.IX Section, from the Teaching Faculty and the Administration respectively, to co-ordinate the Teacher Training Programme. They should prepare and submit a schedule of the programme to be arranged for two days in January, 2019.

4. To inform the HODs of each teaching Department/Centre to encourage and motivate the faculty members to take it as their duty to respond to project calls from external agencies, both national and international, so as to fetch funds and goodwill to the university through enriching its repository of research with High Impact publications, research proposals for patents, etc.

5. To entrust Dr.Sajimon Abraham, School of Management and Business Studies and Shri. Ratheesh Kumar.S., ASO, Content Management Section, to take the required steps for rectifying the deficiencies in data related to the Statutory Departments in the official website university. Dr. Sajimon Abraham, additionally entrusted to initiate steps to ensure representation of the university in the academic exhibitions of national and international repute.

6. To initiate steps, with the active involvement of the HOD and the faculty members of each TeachingDepartment/School/Centre of the university, to offer at least one MOOC programme each from their Institutions, in accordance with UGC regulations, and to create thereby a MOOC portal rich in course contents.

The Hon'ble Vice-Chancellor has approved the above recommendations as per the minutes paper read above.

Orders are issued accordingly.

Sd/-
Sunil Babu K
Deputy Registrar III (Admn.)

To.
1. P.S to VC/PVC
2. P.A to Registrar/F.O/C.E
3. The Teachers/staff concerned (For taking follow up action)
4. All Departments
5. Director/Joint Director IQAC and all members of IQAC
6. J.R Admin.I/ J.R Admin.III
7. Fin. I/Audit I
8. Kerala State Govt. Audit
9. Content Management section/statistics unit
10. Stock file/File copy

Forwarded By order

Section Officer