MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL - SSSIHL
ON 7TH NOVEMBER 2020

The meeting commenced with a prayer. The Vice-Chancellor welcomed the members who made it convenient to attend the meeting. The Vice-Chancellor informed the members that the Institute was in the process of applying for the third cycle of accreditation by NAAC and wanted everybody to contribute towards quality assurance. The Vice-Chancellor requested the newly appointed Coordinator of IQAC to start the proceedings.

The agenda items were then taken up for discussion.

The Coordinator of IQAC, Dr. (Ms) P L Rani presented the progress made since the previous meeting of
IQAC, briefly touching upon the following points:

a) Formulating POs and PSOs and COs for all programs and courses has been completed.
b) There has been effective alumni engagement in curriculum development in most departments.
c) Implementation of the practice of model answer scripts is being looked into.
d) 100% uploads done in the National Academic Depository (NAD).
e) Talents of faculty to contribute to quality enhancement must be identified.
f) Structured procedures need to be formulated for eliciting feedback on a periodic basis from all stakeholders.
g) Effective functioning of the following committees must be assured:
   - Board of Studies
   - Academic Council
   - Research Conferment Cell / Research Advisory Board
   - Internal Ethics Committee
   - Campus Hostel Management Committee
   - Institutional Biosafety Committee
   - Strategic Leadership Team

Increasing the Effectiveness and possibilities of the Village Empowerment Programme was discussed.
Implementation of CBCS & LOCF frameworks was discussed.
Short term certificate & diploma courses should be planned by different departments.

The members were requested to confirm the Minutes of the meeting of IQAC held on 9th November 2019.

The Coordinator further discussed the preparedness needed for NAAC accreditation.

a) The seven dimensions in NAAC accreditation were spelt out. The activities that could be reported under each dimension was listed.

b) Goal setting for the next two years proposed:

- Implement UMS. [like the LMS, for Centralised Data capturing]
- Make an annual calendar of all admin/ planning committee meetings [Like the academic calendar, to meet curricular deadlines]
- Promote Awareness of NEP & MDHEI (orientation/ workshops to move towards CBCS / LOCF etc.?)
- Formalise Mentorship & Counselling practices
- Certify Skill-based Self-reliance Programmes (Standardise List of SR activities?)
- Reform Admission process [any ideas?]
- Formalise Benchmarking Syllabi against other reputed Universities
  [Add a formal provision to mention this in syllabus documents?]
- Examination reforms: Measurable POs/ Orientation towards Open Book testing / Model answer / 1 central repository of QP archives?
- Constitute Student Advisory body [for Career-counselling, HE Scholarships/ Student internships etc.]
- Print pamphlets of Vision-document [to be handed out to new
- students/ parents/ new faculty/ new admins]
- Organise Research Fests [faculty wise to exchange essential research related info amongst SSSIHL fraternity]
- Combine Teaching Quality Feedback provided by the students and the Annual Faculty Self-evaluation to automatically identify Best Faculty etc.
- Train HoDs & Director Offices to store files in G-drive as a practice in a more or less standard format, starting next Semester.

The different steps involved in the NAAC Accreditation process was then familiarised.

Dr. (Ms) N Srividya, Head, Department of Food and Nutritional Sciences suggested that a system should be developed for benchmarking syllabus.

Dr. S Balasubramanian opined that the institute should strive to balance its health and growth, academic and administrative health, and also strive to balance teaching, integral items and research pursuits.

The following suggestions put forth by Dr. E N Prabhakaran, a member of IQAC were taken note of by IQAC for implementation.

1) Alumni Engagement in Curriculum Development which will involve

a) lectures/presentations/Workshops/Interactive sessions on designed topics including and apart from those of academic interest.

b) Teachers meeting with alumni in various fields (curriculum to lab techniques, exchange of novel assignment, etc. and archiving and documenting the same.

c) Documentation of careers of passing out students, year-wise, department wise and program-wise

d) Annual graph sheet representing horizontal and vertical heights achieved by different alumni groups

e) Village empowerment - design of sustainable and monetarily benefiting projects using natural resources of the locality and producing something of value involving the womenfolk of the village. Involvement of alumni in these projects to be taken up as entrepreneurial ventures.

Research - Ph.D. completion in a stipulated period which will involve the following:

- Setting up of a departmental committee to review the progress of each Ph.D. student
- Setting up of a departmental committee for recording and addressing research related problems
- Involvement of external experts if faculty requires to overcome challenges, if any, faced by them.

He also suggested the University Management System (UMS) for smooth monitoring and management of activities of the Institute. He elaborated the procedure followed in the Indian Institute of Sciences as below:

- Identify key areas for such management
- Parameterize the measurables in each area
- Assign observables and their grades in each area
- Identify and assign leadership for the upkeep of each field
- Sensitize the leaders and their teams
- Constitute Committee of Inspectors to periodically monitor and grade each area ● Document progress in each area

He suggested that understanding the National Education Policy by one and all is the key to the development of all Institutions. He hoped that periodic invited lectures by experts on NEP will help each one to understand its multi-dimensional goals.

Regarding certification of skill-based programme, he suggested selective certification of those who have participated and learnt the skills.

Regarding examination, he suggested the introduction of paper writing and presenting reviews on selected topics (students' choice) as part of M.Sc. I year and II year programs. He appreciated the idea of awareness classes for teachers, especially for new teachers.

The IQAC noted the points suggested by Dr. Prabhakaran and said that the Institute would be happy to take his support in this regard.

Mrs. Sujatha R stressed on the need to encourage entrepreneurship in students and nurture start-ups. She also highlighted the importance of the Man Management book compiled from the discourses of Bhagawan.
She shared that it has been an inspiration to her in her life.

The Vice-chancellor felt that facilitating more women to take up entrepreneurship roles is the way forward and the Institute is already working in this direction.

Ms. Sai Kiran M stressed the importance of effective communication and writing skills in publishing research work in quality journals and avoiding publishing in predatory journals.

The Registrar added that the HoDs can prepare a list of good-quality journals and share the list with the faculty and research scholars of the department.

Dr. (Ms.) Suma said that the Department of Management and Commerce is already offering an elective on
'Entrepreneurship and Innovation' to the MBA students.

Shri Rishi Seth opined that with the implementation of UMS, the functioning will be effective. He also said emphasis should be on research.

Regarding research journals, the Dean of Research indicated that he is already working on it.

The Vice-Chancellor thanked all the members for their valuable suggestions of which some are already taken care of by the Institute. He sought the support of Mrs. Sujatha for women entrepreneurship programmes.

The meeting was closed with a prayer.

----------------**Signatures of the members:**

Co-ordinator, IQAC