# ACADEMIC AND ADMINSTRATIVE AUDIT
## CENTRAL UNIVERSITY OF KERALA
### 17-19 March 2021

# REPORT

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# AAA Committee Members

1.  Prof. G.M. Nair, Hon. Director, Central Laboratory for Instrumentation and Facilitation (CLIF), University of Kerala
2.  Dr. K.N. Madhusudhanan Pillai, Academic Dean, Bharatheeya Vicharakendram Research Centre, Trivandrum
3.  Prof. Balwinder Singh, Professor, Guru Nanak Dev University
4.  Prof. Jose James, Formerly, Registrar, MG University, Kottayam
5.  Prof. Narayana Swamy M, Bangalore University
6.  Prof. Ravinder Vinayek, Former Dean (Academic Affairs), MD University, Rohtak

# Report by the AAA Committee on the academic audit of Science & Allied Departments

## To

## The Vice - Chancellor
## Central University of Kerala

Periye , Dated 19th March 2021

# Report on the Academic Audit conducted in the Science Departments on 17<sup>th</sup> to 19<sup>th</sup> March, 2021 of the Central University of Kerala, Kasaragod

## Members of the Team

Dr. K. N. Madhusudanan Pillai
Prof. G. M. Nair

The Committee visited the Departments and held discussions with the faculty and evaluated the academic programmes, infrastructure facilities available in each Department and assessed the strength and weakness of each Department

1. ## Department of Chemistry
   Established in 2012
   6 - Faculty

### Strength
The Department has good infrastructure and faculty strength and great potential to grow. The curriculum offered is good and the student intake is to the full strength except for the few dropouts. The Faculty has good expertise in different areas and the publication statistics is good with each faculty publishing in good journals with good impact actor.

### Weakness
Interactive environment is lacking in the Department. Inter and intra departmental collaboration is very essential for a collective growth in research, which is rarely reflected in the Department. Faculty continue to practice the expertise gained during the Ph. D or prior service in research and hence no new areas are emerging in the department which may affect the growth. Chemistry being an industrially relevant subject, there is a need for more interaction with industries for research support, technology transfer or consultation practices

### Suggestions for improvement
Fund generation must be improved
To define cutting edge areas of research through collaborative and interactive research as well as self-empowerment by being trained in reputed institutes
Essential equipment's like NMR should be procured urgently
To appoint Adjunct Faculty from Industries and Institutions strengthen the teaching and learning process.
Improve interdisciplinary and interdepartmental collaborations

## 2. Department of Geology

2016

4 - Faculty (Assistant Professors)

### Strength

Relatively young Department, managed effectively by four Assistant Professors. Curriculum is more oriented to Earth Sciences and most modern and aligned to the National level. 10 research scholars are working one among them having UGC JRF and one KSCSTE fellowship. Eight publications, International journals with the maximum impact factor of 4.7. Department has received almost 1 crore external funding and the student placement is good. Department also has a programme of Geoscience Education supported by MHRD.

### Weakness

Lack of Senior Faculty is a hindrance to the progress of the Department. External Fund flow is not upto the mark

### Suggestions for improvement

The Department has potential to improve, in the lines of frontier areas of research and external funding's. Once the senior faculty positions are filled up, the Department has potential to become a center of excellence in Geoscience and thereby improved scope for student placement in Geological Survey of India and other agencies can be improved

## 3. Department of Physics

2010

7 - Faculty

### Strength

The Curriculum is modern and revised periodically through periodic BoS meetings and the acceptability of the course is very high. The Department is the first to receive DST FIST support of 1.5 crores. Most of the Faculty members have projects. 15 students have been awarded Ph. D and 12 students are working at present. 11 students have qualified for National Fellowships and 14 students have good GATE score, which projects the quality of teaching and the curriculum. There are good number of publications and the highest impact factor if 9.6. 2 Patents and one process is for technology transfer. Very good inter-departmental collaboration which has resulted in better research progress is the highlight of the Department. The Department also has good infrastructure and equipment's

### Weakness

Intradepartmental collaboration is poor. One if the senior faculties is less productive in terms of research as well as fund generation in spite of being trained abroad for a number of years

### Suggestions for improvement

As there is good faculty strength, there is ample scope for further fund generation and the Department has great potential to become one of the best departments in CUK provided intradepartmental collaboration is improved. The expertise of the senior

faculty must be effectively utilized and intervention for the higher ups is important for this

4. **Department of Environmental Sciences**
2011
5 - Faculty

**Strength**
The Department has good faculty strength and the have published good number of papers with good impact factors (Highest is 13.2). There is one patent filed by one of the faculties. External fund flow is good with three ongoing projects supported by National Agencies

**Weakness**
Though started earlier in CUK, the Department has not produced any Ph. D though large number of scholars are working and a few of them are at final stage of submission. No interactive environment and therefore there is no inter or intra departmental collaborations. External fund flow is poor

**Suggestions for improvement**
Publications in high impact journals can be improved if collaborative research is brought in. The Department can also take a proactive role in the environmental management in terms of solid waste management and afforestation programmes in the campus

5. **Department of Plant Sciences**

2011
6 Faculty

**Strength**
The Department carries out high-end plant science research reflected in the 41 publications in high impact journals and 16 books. The Department has produced one Ph. D awarded. The external fund flow is excellent (More than six crores) and few of the faculty members have more than one crore ongoing project funding. The Department is actively engaged in the greening programmes in the Campus and take proactive role in all the developmental activities of the campus. Interinstitutional and international collaborations are good

**Weakness**
Lack of a Botanical Garden, Green Houses that are mandatory requirements of a Plant Science department. Intradepartmental research collaboration is not in practice.

**Suggestions for improvement**
Intradepartmental collaboration, if practiced can change the ambiance of research in the Department. Although the faculty have several individual projects, it is necessary to improve the infrastructure through Departmental funding's like FIST from DST and international collaborative projects through signing MoUs. Establishment of a well-planned Botanic Garden with green house and glass houses is to be taken on a priority basis by the University.

## 6. Department of Zoology

Established in 2010 as Department of Animal Sciences renamed now as Department of Zoology
5 Faculty

### Strength
The Department has published good number of papers with high impact factors (Maximum IF 9.8). There are a number of projects ongoing in the Department supported by National and International agencies. Three students have been awarded Ph. D and all faculty are guiding students at present.

### Weakness
There is a need for coordination and harmony in the Department. Sudden change of the name of the Department from Animal Science to Zoology has been a wrong decision as the Department was stabilized and known as Department of Animal Sciences for the past 10 years. External Fund flow is comparatively less. Therefore, the Department name can be retained and the programme name can be changed as Zoology.

### Suggestions for improvement
Intradepartmental cooperation and harmony, if improved, can definitely boost the research and growth of the Department. The committee suggests restoration of the name of the Department as Department of Animal Sciences which will definitely improve the scope of expansion.

## 7. Department of Yoga

2018
4- Guest faculty

A relatively young Department run by Guest Faculty. Runs two courses M. Sc Yoga Therapy and PG Diploma with an intake capacity of 50 students each
The Department needs immediate appointment of permanent faculty and intervention of scientific and philosophic components in the courses run by the department

### Suggestions for improvement
Yoga is a unique knowledge system of India emphasizing the holistic development of mind body and the intellect and it is recently introduced as an academic programme. The curriculum should include the transaction of the physical, physiological, psychological, biochemical and philosophical components. It should also emphasize on the experimental and experimental components to strengthen in order to tune it more to the academic framework rather than as an extension activity. The Department urgently requires appointment of permanent faculty

## 8. Department of Genomic Science

2010
6 Faculty

### Strength

The Department has 63 research publications (Highest IF 6.8) and 37 Book Chapters to the credit of the Faculty. The external fund flow is good (Total 5.7 Crores). 7 students have awarded Ph. D and several students are working at present of which 67% are with fellowships. The research programmes are excellent and the Department has good infrastructural facilities. Many students are getting admissions abroad in reputed institutes as Post-Doctoral Fellows. The Faculty is also shouldering several developmental and administrative activities of the University.

### Weakness

Lack of intradepartmental, industrial collaboration and linkages with national and international institutions.

### Suggestions for improvement

The Department and the programme conducted are excellent and therefore great potential to grow further into one of the best Departments in CUK, with increased fund flow from external funding agencies. Industrial collaboration and institutional linkages has to be initiated.

## 9. Department of Biochemistry and Molecular Biology

2010
5- Faculty

### Strength

Nine students are awarded Ph. D and 18 students are working at present. The Faculty has established research in frontier areas, reflected in 74 publications in high impact journals with the highest impact factor of 12.4. Several students have CSIR fellowships and many Ph. D scholars are getting well placed and several students have gone abroad for PDF. The external fund flow is to the tune of more than 5 crores. The Department also has established industrial collaborations and an MoU has been signed with MagGenome. The recognition by ICMR for COVID 19 testing and establishment of a testing laboratory with massive assistance from Government of Kerala are major achievements of the Department. The Department has received several awards and citations from the Government of Kerala and performed about 73,000 RT PCR COVID tests during the past 10 months. This is one of the best extension services conducted by any University in the entire country.

### Weakness

Lack of intradepartmental collaboration

### Suggestions for improvement

External fund flow can be improved as the faculty has strong research backgrounds and are performers in their respective fields. Intra and interdepartmental collaborations can be strengthened for better research output

## 10. Department of Public Health and Community Medicine

2016
5 - Faculty

### Strength
Offers an M.Sc programme in Public Health and conducts several outreach programmes related to Public Health and Community Medicine. Student placement is good. Four students are working for Ph. D at present. The Department has generated about 1.75 crores worth funding from external sources.

### Weakness
Lack of scientific inputs in the programmes, more of survey related research. Outreach programme also needs to be strengthened

### Suggestions for improvement
More scientific interventions are to be incorporated in to the programmes and community medicine sector has to be improved. The immense primary data must be recorded and utilized for record in the area of concern.

## 11. Health Centre
Visited the Health Centre and discussed with the two Medical Officers. The Centre has 24 hours ambulance service and the Doctors are available on call for 24 hours. Cllaboration with other scientific department also is beneficial.

### Suggestions for improvement
Clinical Laboratory facilities have to be established with laboratory technicians so that better medical management can be initiated for the benefit of the students and staff

## 12. Department of Computer Science

2011
4 - Faculty

### Strength
The Department offers an M. Sc programme in Computer Science with course content giving emphasis on Artificial Intelligence. Offers also 2 interdepartmental electives. 5 students ar working for Ph. D. The Department has published 9 papers with maximum IF of 3.5. The Department also has 2 patents

### Weakness
Lesser number of Ph. D students. No consultancy and no attempts for software development. Placement opportunities are to be tapped properly

### Suggestions for improvement

The Department has great potential to grow if the faculty is made to full strength. Ph. D student intake has to be improved. Newer programmes are to be introduced to make the course more attractive and inter departmental collaboration has to be strengthened for better collaborative research.

13. **Department of Mathematics**
2011
6 - Faculty
**Strength**
17 students are working for Ph. D and four have been awarded the Degree. The external fund flow is to the tune of 1.5 crores

**Weakness**
The Departments needs to establish good interdepartmental collaboration. The Research activities are not explored fully

**Suggestions for improvement**
As Mathematics is a subject relevant to all scientific discipline, it is necessary to initiate better interdepartmental collaborations to expand the research prospects of the Department. In the absence of Statistics Department the Mathematics department should take care of providing elective courses and add-on courses in Statistics which would be helpful for all the researchers in the campus.

## SUGGESTIONS AND RECOMMENDATIONS

Based on the discussions made with the faculty and after thorough evaluation of the progress of the Department and the existing infrastructure, the following recommendations are made:-

1. The publications are of high standard, however, most of the high-end publishers like Nature demand heavy publication fees. As the resources are not available the faculty and students compromise on publishing in substandard journals. In order to improve the H index and Citation index of publications we suggest earmarking a substantial amount for publication fee. The fund may be allotted under the budget fund of Director of Research.

2. Most of the Faculty have projects from National and International agencies, however, they face lot of problems in managing the project including submission of SE/UE on time. In the Science Department, funds are generated to the tune of about 50 crores and a substantial amount is earmarked as Institutional overheads.

   a. Constitution of Project Management/Coordination Cell in the University with the Vice Chancellor as the Chairman and a Senior Faculty handling projects as the Vice-Chairman. The Vice-Chairman will be assisted by an Officer at the level of Deputy Registrar from the Finance Department and one Faculty each from the Department as the Member of the PCC/PMC

   b. The Committee will manage all matters regarding the project and the funds received will be disbursed by the Vice-Chairman and Deputy Registrar together and they will be joint signatories in all bank transactions. A separate account will be started for this purpose

c. The Institutional overheads @40% will be available to the PI while 60% will be used for recruiting the manpower required to manage the accounts and book keeping and for all matters regarding the project management

d. SE/UC issuance must be through a single window clearance for faster submission to the funding agencies.

3. An Industry- Academia Liaison Cell will be started urgently. This will largely attract Industries to collaborate with the University on matters of interest to them as well as to invest funds in research in the University through their Corporate Scientific Responsibility

   a. A programme called Partnering Academic and Industrial Research (PAIR) may be started in the University wherein the Industry will sponsor a candidate for Ph. D on a topic relevant to the Industry. The candidate selected jointly by the University and Industry shall be given fellowship by the Industry who will work in the University and in any other Institution in the Country. The Faculty from the University will be one of the guides, if the candidate works in other Institution. University will support the candidate for research through a Contingency Grant and an MoU will be signed with the Industry with a provision for IPR sharing and absorbing the candidate as a regular employee after completion of the Ph. D

4. Adjunct Faculties may be appointed in all the Departments to complement teaching and research. A large number of scientists can be attracted to join as AF on invitation by the University from reputed industries and institutes

5. A Patent Facilitation and IPR Cell may started in the University for management and financing all National and International Patents. Frequent IPR/patent lectures may be organized to give awareness to the researchers.

6. Translational research, Startup Ventures and Incubation Facilitation may be started in the University. A Centre may be started which will coordinate all translational research to make products to reach the society. The establishment and modalities of functioning may be worked out in line with the facilities available elsewhere (KIITS, Bhubaneswar, SCTIMST, BioNest)

7. Research Excellence Award may be instituted in the University to promote best performers in Research in the University from each School. The award will carry a citation, a cash prize and a research support for three years. The awardee will be selected through a high-power committee of Experts every year

8. Revamping the CBCS system. Even semester external examination system or continuous evaluation may be adopted through discussions with the faculty and students by a High Power Committee and the Committee's report may be placed it in the Academic Council for approval

9. Plant Science Department may be entrusted to develop a Botanic Garden, Green Houses and Glass Houses for nurturing, rearing and conservation of Plants

10. Greening of the Campus should be taken up on a war footing urgently, so as to make the entire campus green through planned planting of Fruit trees, Indigenous trees, Shade Trees and Ornamental trees. An Arboretum, Orchard and vegetable garden may be established along with these.

11. Rain Water Harvesting and STP provisions may be taken up or strengthened urgently

12. Solar power or wind mills may be appropriately established

13. Journal Club may be started in all the Departments

14. Consultancy services may be introduced and a Consultancy cell may be established with clearly defined methods for sharing the consultancy fees.

15. Signing MoUs with National and International Institutions for research collaboration, faculty and student exchange as well as for twinning programs and credit transfer between institutions. A separate Cell may be established to ensure maximum collaborations.
16. The Teaching-learning should be more ICT enabled and use LMS more effectively for this purpose
17. Teachers should be encouraged to submit projects to National and International agencies. Vetting of the proposal may be done by a committee constituted before sending to the Agencies. Faculty should have minimum one ongoing project at a given time.
18. Library audit needs to be undertaken to examine the productivity of resources employed.
19. Librarian should regularly compile open access resources in terms of e-thesis, working papers, software, journals, and e-books. These should be unloaded to the website and be updated periodically.
20. Library should provide sufficient space to students in the form of reading hall which is open for 24 hours.


Dr. K. N. Madhusudanan Pillai
AAA Committee Member


Prof. G. M. Nair
AAA Committee Member


Place : CUK, Periye
Date :  19/03/2021

# CENTRAL UNIVERSITY OF KERALA
## Academic and Administrative Audit
## Report of AAA Expert Committee
### (Humanities and Social Sciences)

A two-member team was constituted with Prof. Balwinder Singh, Professor, University School of Financial Studies, Guru Nanak Dev University, Amritsar and Prof. M. Narayana Swamy, Bangalore University, Bengaluru as the members with Dr. Uma Purushothaman, Department of International Relations and Politics, Central University of Kerala as the coordinator. The team visited 15 different departments during March 17 and 18, 2021 with approximately 45 minutes dedicated to each department and its working. The power-point presentations made by each department (barring one or two), detailed inspection of the documents prepared, interaction with the faculty (non-availability of students in the campus in the pandemic situation) and inspection of the infrastructure and other facilities contributed as inputs to the overall report for the Social Sciences department. The observations, critical findings and suggestions are detailed out in the following part.

For a higher educational institute of the stature of Central University, a comprehensive evaluation could be made with respect to the following critical components: (I) Quality of Teachers; (II) Abilities and skills of students; (III) Teaching learning Process, the pedagogy; (IV) Teaching learning Outcome, (V) Infrastructural Instructional and Human provisions of the departments on the campus.

(I) Quality of Teachers: It was recorded that the faculty members are well qualified and do have experience to their credit to be rightly eligible for the posts they have been appointed to. The team observed that with respect to the newly instituted departments like the Management, Commerce and Tourism Department, no faculty has been inducted on regular basis and the said departments are being managed with guest faculty only. For many of the teachers who have been on rolls for a long time, the promotions due under CAS guidelines of UGC have not been provided which fails to provide the desired impetus for remaining dedicated and committed to the job and responsibilities.

Teaching faculty was found to be lagging with respect to quality publications and in times of global standards being followed and universities and teachers being recognized on the basis of their citation scores, h-index, impact factor, sticking to the bare minimum UGC-CARE list is retrograde. Times when researchers and their research contributions are picked straight away from the database like SCOPUS, Microsoft Academia, ORCID, Mendeley etc, the faculty of central university need to be prolific as researchers and meet the dynamic academic and research standards. Faculty need to actively engage themselves in sponsored and funded research projects which is observed as a glaring gap in social sciences department. Faculty members must indulge in writing acceptable and socially relevant research proposals by working in teams which can help strengthen the faculty profile and a positive image for the university. Collaborations and consultancy component is found to be almost missing which can be worked upon by active liaison with industry and social groups

(II) Students: On the students' front, the good number in terms of admissions is really encouraging and must be retained through better policies and ensuring convenience through easy processes and quick redressal of issues, if any. The diversity in students, national and international is almost non-existent as most of the students belong to the state of Kerala. Strengthening the in-campus facilities, student-centered activities and provisions to cater to diverse community should be taken as a priority to attract national and international students. A notable point is the lack of SC/ST students in the university resulting in seats designated to this quota remaining unfilled. This not just results in loss of revenue but also the waste of infrastructural provisions. The diversity component is a distinguishing feature in the formal accreditation processes which can relegate the university in comparative rankings.

(III) Teaching learning Process, the pedagogy: The pedagogy adopted by the faculty members is noted to be largely traditional being stuck to the conventional methods are preferred for their convenience. The pandemic which caught everyone unawares, did compel the teachers to shift to online mode but the need to be proactive and technology driven cannot be overlooked. The millennial generation cannot be groomed with the age-old book teaching methods but need to be actively engaged through interactive pedagogy and transdisciplinary approaches involving project based and problem-based teaching methodology. Grooming the generation for dynamic workplaces needs to activate their cognitive capabilities in the most conducive and contemporary means through adoption of case based teaching, role playing, moot scenarios. Faculty members juxtaposed with university policies need to build on the participative pedagogy for rearing students with better decision making and cognitive skills.

(IV) Teaching learning Outcome: The outcomes as measured through placements are dismally low and need to be revamped with strategies to build skills for the students which cater to the requirements of industry. Regularly upgrading the curriculum with active participation of the industry representatives and alumni to sensitize towards the needs of the industry must be done. Revision of the syllabus in line with global standards and adding inter-disciplinary subjects can groom students for the diverse challenges of the real world which will result in selections by recruiters. Innovative, vocational and industry-based courses should be introduced in a hybrid manner with traditional courses to keep the relevance of course, faculty and students intact. The efforts are being made, especially in Humanities and Social Sciences departments for NET/JRF training which is also reaping rewards with positive numbers. Efforts can be made for preparing students for other competitive exams through integration of such components in the syllabus and on-campus trainings.

(V) Infrastructural provisions: Well-equipped class rooms with multi-media projectors and smart boards are in place which are a real advantage making the study environment updated and at par with present times. The limitation, however, remains lack of uninterrupted internet connection facilitated by continuous power supply. Wifi facility is more of a necessity when online teaching methods are being adopted in a big way as a matter of compulsion and choice. Social media adoption for teaching, research and out-reach programs would also call for stronger internet

provisions and which must be taken as a priority to enable better teaching-learning process.

Software for teaching and research purposes are being used which is a positive but reliance on cracked versions should be stopped for ethical considerations. Adoption of open source software like R, Jamovi, Gretl and reference managers must be promoted for quality teaching, research and prolific work environment making such software a part of curriculum.
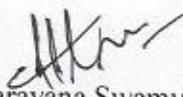
Basic water facilities must be ensured with acceptable levels of safety and accessibility.

The university being of relatively recent origin is trying to keep pace with the current requirements and to carve a niche in higher education being at a locational and administrative advantage. To keep its relevance and importance intact, the following suggestions with respect to different components are made:

- Recruitment of faculty in various departments to fill the large number of vacancies must be done on urgent basis keeping the academic, research and merit criteria as priority.
- Motivation and commitment of faculty must be ensured through timely promotions under CAS and seed money for undertaking research activities.
- MOUs, which have been initiated by many departments, must be worked upon and taken to the stage of successful implementation.
- University departments should get together for bringing their journals for dissemination of quality articles and build a name for the department and university.
- Industry collaborations, consultancies and different liaisons with industry should be initiated and implemented for better curriculum, research initiatives and improved placements.
- A conducive research environment with provision for access to databases, comfortable work space and faculty friendly policies must be ensured for better motivation.
- Efforts should be made for integrative teaching and working on inter-departmental courses keeping the spirit of NEP, 2020 intact.
- Inspiring teachers to work for major/minor projects in teams and in inter-disciplinary areas and building departments to apply for SAP grants.
- Strengthening the IT provisions in departments by ensuring adequate number of computers, internet lease line, e-office for better governance and cost effectiveness.

The future for the Central University of Kerala is definitely bright but the faculty, administration and students need to sensitize themselves to the need of the hour and take the reins in their hands for a rewarding experience.

(Dr Balwinder Singh)

(Dr M. Narayana Swamy)

# CENTRAL UNIVERSITY OF KERALA

## Report of the Administrative Audit Team (Academic and Administrative Audit of CUK) on the functioning of the Various Administrative Sections and General Infrastructure of the Central University of Kerala (CUK)

### Members:

1. Prof. Dr. Jose James, Formerly, Registrar, MG University, Kottayam
2. Prof. Dr. Ravinder Vinayek, Former Dean (Academic Affairs), MD University, Rohtak

### Ex-officio Coordinator:

Dr. Rishiram Ramanan, CUK

On the invitation of the Vice-Chancellor, we have visited CUK campus and conducted the AAA on the various Administrative Sections and General Infrastructure of CUK on 17-19 March 2021. Following are our observations:

### General Observations:

1. It is good to have a short PPT presentation by all the sections giving the details of the activities and programmes conducted after the NAAC peer team visit.
2. It is observed that though the University is conducting several programmes and activities, in some cases, there is a need for structured analysis, rules and practices. Hence, we suggest that each section/ department shall frame the policies, rules and procedures as required by the NAAC manual, and get it approved by the appropriate statutory authorities (**Annexure I**).
3. Further, the University needs to conduct all the required audits by competent agencies as per the NAAC requirement (**Annexure II**).
4. It is noticed that examination manual is not prepared, and implemented. Hence, it is required that the University shall frame a standard exam manual as followed in other Universities get it approved by the appropriate statutory authorities.

5. The academic flexibility, enrichment, and feedback system needs revisit. The formal feedback has to be collected, analyzed, and actions have to be taken on the basis of the analysis, and records maintained.

6. Annual academic analysis and academic planning for the ensuing years is to be conducted before the commencement of the academic year on a regular basis.

7. Evidence based documentation is highly essential for submitting the SSR. Hence, all the sections/ departments should collect, store, analyze, and forward the reports to the IQAC team as per the NAAC templates. And appropriate records be maintained for the same.

8. Vision, mission and quality policy statements needs to be displayed in prominent places across the University.

9. Sign boards across the CUK campus, display, logos and slogans of various Government programmes such as Swatch Bharat Abhiyan, Green Campus etc., needs to be displayed in prominent places.

10. Waste bins have to be placed at all accessible points across CUK as per Government regulations.

11. Complaint/ suggestion boxes have to be placed in prominent locations across the University.

12. Documentation of the proceedings of the meetings such as EC, AC, FC, BoS, Faculty Council, Student Council, Alumni, PTA, Clubs/ Association, meetings should be on a standard format – notice with agenda, minutes of meeting with attendance, action taken, implementation status and follow-up

13. All the vacant teaching & non-teaching posts be filled at the earliest, and promotions due through CAS may be given on time

14. All the above documents are required for the last five years that is the reference period for upcoming NAAC visit.

The department/ sections wise recommendations are as follows.

## Registrar's Office

- Organogram of the University to be displayed on the website
- Digital document filing system (DDFS) is to be implemented at the earliest so that file movement will be faster, and authorities/ faculties/ and all concerned can have access to the file from anywhere, at anytime
- Display board of all important data of the University should be made available in Registrar's office

## Academic Section

- The University needs a mechanism to encourage diversity in Student council
- Functional MOUs has to be signed with reputed organizations within and outside the country
- Academic section should have a proper documentation of all academic programmes/ events such as FTP/Refresher programs/Conferences/Seminars etc
- Academic work diary and monthly performance report of faculties - module/unit wise
- Attendance register, module-wise syllabus and progress reports be maintained for University initiatives such as remedial classes, competitive exam preparation, UGC-NET classes etc.
- Documents/ Data for UGC NET/CSIR/GATE qualification – last 5 year's status
- Documents/ Data for programmes/ events/ policy/ publications of Chairs functioning in the University
- Programs/progress reports, documents of various centres to be documented by academic branch
- Awareness activities for students and faculties should be conducted by the IPR Cell

- Outcome based education (OBE) – Hands on training to faculties, and students. Implementation of OBE at University level by formulating

Programme                                    outcomes/Programme
specific outcomes/Course outcomes/Programme objectives
- Introducing Environmental Science course for all programmes

## Examination Branch

- Need for Question bank at University and department level
- Question paper vetting mechanism may be introduced
- PO/ PSO/ CO mapping in assessment needs to be implemented
- Exam manual – need for examination grievance policy, unfair means policy etc.
- Feedback mechanism of exam results
- Display board of all important exam documents and statistics shall be placed in the CoE office for ready reference
- Progress report of the examination and evaluation should be prepared and placed before appropriate bodies

## Finance Department

- Need for strong internal audit mechanism (wing) with filling of vacant positions
- Transparency of accounting to all stakeholders is to be ensured
- Cost effect analysis of all facilities is to be conducted on a regular basis
- Budget may be streamlined as per the academic requirements especially a separate budget-head for research may be earmarked
- Budget, recurring & non-recurring expenditure incurred by the University for the last 5 years may be maintained
- Ascertain the scope for external resource mobilization especially CSR funding for campus development, research, etc.

## Administration Branch

- Conduct of slack analysis for better human resource management


- Prepare strategic plan for the development of the University – short-term, mid-term, and long-term
- Conduct competency enhancement trainings for non-teaching staff, faculty

- Ensure preparation of pan-university policies and conduct audit as per NAAC requirements
- Ensure that all documents related to statutory meetings are in place in the approved formats such as Notice, attendance, agenda, minutes, Action taken report, implementation status, follow up action

## ICT Section

- To display profile of faculties and staff in the University website. The student profile may be maintained at the individual department/ faculty webpage
- The profile may be updated every six months and reminders be send to faculties and staff
- Experience and qualification of faculty along with the Date of Joining should be mandatorily displayed in the faculty profiles in University website
- It is suggested to maintain a computer student ratio of 1:2, and sufficient number of printers, copiers, and scanners
- Implementation of E-Governance schemes at the earliest especially DDFS, and updation of same from time to time
- Implementation and usage of log books for computers, copiers, equipment, and other important peripheral equipment
- Facilitating and strengthening of Social media accounts such as Youtube, Twitter, Facebook, Linkedin
- It is suggested to have a separate Youtube channel for academic activities with a private login for students and faculties, and a CUK Youtube Channel for public
- Visitor's log in University website and all social media, and their usage logs for last 5 years
- It is suggested to establish an official University Blog
- IT Policy including misuse of computer hardware & software infrastructure and updation of computers may be framed at the earliest
- Intern/certificate/consultancy programs to be initiated by the IT wing in collaboration with the computer science department

- Computer infrastructure to be utilized for NTA and other testing and recruitment boards
- E-Waste management policy in consultation to be formulated with Hazard & waste management committee

- Computer Facilitation Centre for students, faculties, general public and to provide computer literacy to be established
- ICT, Cyber security and related programmes to be conducted with Centre for Extension Services on continual basis
- E- Commerce, E- Business facilitation for students and staffs through IT section
- Common Computer Lab - Teacher/Instructor platform and furniture, CCTVs, suitable lighting, fire extinguishers to be provided

## Creche

Following are the infrastructure related suggestions for the existing Creche facility

- Furniture, Pictogram, Lighting arrangements, Art work of leaders like Mahatma, Scientists, Historians, IQ and EQ enabling tools,
- Painting on academic activities, activity room to be furnished, remodelling kids reception area, need for artificial turf in the outdoor playing area

## Bank

- Location disadvantage of the bank

## Canteen

- It is suggested to provide subsidized food as a welfare initiative
- Waste management, stores and cleanliness of canteens to be taken care

## Engineering wing

- Separate budget to be earmarked for maintenance of the existing infrastructure
- Implementation of proposed animal house and green house at the earliest
- Need for new, full-fledged auditorium
- Need for sports facilities (Indoor, outdoor stadium, swimming pool)

- Recreational facilities in Hostels (Reading room, Gymnasium, In door games) be created
- Open seating spaces in hostels be created

## Guest House

- Electric kettle, small fridge for all rooms
- Reception area to be furnished
- Furniture especially good wardrobes in suite rooms

## Health Centre

- Regular camps – Hearing and vision camps to improve learning ability of students
- More counselling programs to be held on a continual basis

## Sabarmati – Seminar Hall

- Permanent audio-visual structure is required

## Campus Development Officer/ Committee

- CSR funds for campus development to be attracted
- Scientific names of trees planted to be displayed
- Programme of tree planting by students can be initiated
- Sign boards across University campus for better navigation
- Covered walk ways in the University with separate walking/ cycling paths
- Physical fitness equipment for specially abled at the specially abled centre
- Natural seating arrangement in the proposed academic circle using natural materials
- Need for 15-20 seater electric vehicles for transportation of students/ staff within the campus
- Centralized parking facility in the entrance of the University may be made available when the campus is cycling friendly and /or when electric vehicles are made available in adequate number

- Drinking water in the proposed parks/academic circles to be made available

## DSW

- Student Council policy/rules to be framed at the earliest, and approval of appropriate authorities be obtained

- DSW may propose a separate budget-head for the office of DSW, and the University may sanction sufficient amount for student welfare activities
- Programmes to address the cultural shock of the newly inducted students coming from different parts of the country
- Talent identification and nurturing programmes for Sports & Cultural talent be held regularly
- Programmes for promotion of National Integration such as Celebration of Different State Festivals/Days, may be conducted
- Regional cultural legacy promotion activities to be undertaken (Theyyam and other cultural activities for students)
- Effective Counselling, mentoring and remedial programs to be coordinated by DSW
- Students welfare policy be framed by the office of the DSW and approved by the competent authorities
- All existing clubs, associations are to be coordinated by DSW, henceforth, and new student clubs/ associations may be encouraged
- Need for disaster, crisis, emergency management committees to be coordinated through the DSW with student representatives
- Annual calendar for students welfare activities be framed by the Office of DSW indicating Study Tour, Sports Meets, Culture & Arts Fest, activities etc
- Train atleast 50% of students for NAAC interaction, and for satisfaction survey

## Alumni Association

- Database of Alumni to be updated every 6 months
- Yearly Calendar for Alumni activities to be prepared mentioning fixed dates for batch-wise alumni interaction for each department
- Chapters under alumni association may be formed
- Social media for alumni association to be initiated

- Alumni contributions to be sought at the earliest, and on continual basis, a mechanism be evolved to recognize outstanding alumni
- Prominent alumni details/ profiles be displayed on the website
- Alumni interaction/ lectures in the department level be conducted on regular basis
- Curriculum and Syllabus feedback by Alumni to be taken up immediately
- Satisfaction survey of alumni be conducted

- Welfare programs for alumni    be arranged

## Parents Teachers Association (PTA)

- Written feedback from PTA to be obtained immediately
- Contribution from parents for specific purpose to be sought, and a mechanism be evolved at the earliest
- Executive committee of PTA, alumni and other stakeholders to meet regularly
- By laws of alumni, PTA to be framed and approved by the appropriate statutory authorities

## Placement Cell

- Documents/ Data of campus placement activity for last 5 years be compiled
- Placement policy be framed for the University and approved by the appropriate statutory authorities
- Career skill development programs to be conducted regularly (Interview skills, Group Discussion skills, Resume writing skills, etc.,)

## Centres, Commitees & Cells

### I. APJ Abdul Kalam Centre for Extension Activities
- Documentation of the activities need to be strengthened
- To take up activities with respect to the tribal colony in the University

### II. Hazards & Waste Management System Committee
- Student centric competition for waste management
- E-Waste Management in collaboration with ICT Section
- Waste audit to be undertaken regularly
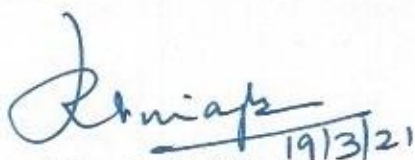
### III. Internal Complaints Committee
- Data of complaints received in the last 5 years to be furnished
- University ICC policy within the framework of the UGC regulations be framed
- Complaint box at prominent places to be placed for faculty, student, and staff
- Clarity on appellate authority

## Director of Research

- Research policy to be framed and approved by the appropriate authorities
- Multi-disciplinary and transdisciplinary research may be encouraged
- Resource mobilization for research to be ensured through a separate budget-head
- Promote research culture, ethics, and scientific temper in the campus

Prof. Jose James

Prof. Ravinder Vinayek

# NAAC – HEIs POLICIES AND AUDITS

## Policies

1. **Academic Governance, Quality Assurance** - Curriculum Development and Implementation Internship and Curriculum related Project Policy
2. **Alumni Association and PTA,** Policy and Rules
3. **Campus- Industry Interaction,** Interface and activities Policy
4. **Campus life and security** Policy including Covid protocol
5. **Campus Placement** Policy
6. **Clubs and Associations** establishment and management Policy
7. **Complaint Management and Redressal** Policy
8. **Confidential data and Information** (Access and Handling) Policy
9. **Consultancy, Project, Entrepreneurships** (including Start-ups, Spin-offs Incubation centre etc.) Promotion and Management Policy
10. **Crisis, Disaster, Emergency Management** and Incidents reporting Policy
11. **Disabilities-friendly and Barrier free** environment Management Policy
12. **Drug, Alcohol, Substances Abuse - free** Schools/ Departments and Campus Policy
13. **Examination** (internal and external) Policy and Examination Manual
14. **Extension and Campus-Community Interaction** and Activities Policy
15. **Guest relations and Visitors** Policy
16. **Hostel Admission** Policy and Hostel rules
17. **HR Policy, Service Rules and procedures** - performance appraisal system, Leadership and institutional practices reflected in decentralization and participative management; Non-discrimination Policy
18. **infrastructure & Support facilities Policy** – s y s t e m s & procedures for the use & maintenance of Physical, Academic and Support Facilities – Laboratory, Library, Auditorium, Sports/Cultural Complex, Classrooms, Vehicles, Common facilities, Guest house, Campus Maintenance, Vehicle parking etc.
19. **Institution Rules, Disciplinary Procedures**- Code of conduct, Academic Integrity & Professionalism Policy, Dress code for Students, Staff & Teachers
20. **Institutional Academic and Administrative Bodies** – Constitution, administrative setup, Functioning and effectiveness
21. **Ragging Prevention** Policy
22. **Research, Patent, Publication, Seminar/Conferences,** Intellectual Property Right, Transfer of Technology - Policy and Code of Ethics
23. **Resource Mobilisation and Management** Policy
24. **Sexual Harassment** Prevention Policy
25. **Students Admission and Exit** Policy
26. **Study Tour** Policy
27. **Vision and Mission** statement reflected in Academic and Administrative Governance
28. **Waste Management** Policy
29. **Website, ICT Application and Social Media** Policy
30. **Welfare Policy** for the Students, Staff and Teachers

## Infrastructure and Support Facilities

1. Animal House / Green House.
2. Auditorium, Conference/ Seminar Hall. — Establ̃
3. Bandwidth of Internet Connection in the Institution (Leased line).
4. Central Instrumentation Centre, Documentation Centre.
5. Classrooms – with ICT enabled, Flip classrooms, Eco-friendly.
6. Classrooms and Seminar Halls with ICT - enabled facilities such as LCD, Smart Board, Wi-Fi/LAN, Audio Video Recording Facilities.
7. Display Boards, Swtch Bharath Boards, Dust/waste Bins with Disposable Colour Code/ Protocol.
8. e-content Development - Media centre, Audio visual centre, Lecture Capturing System (LCS), Mixing Equipments and Software for Editing.
9. e-Library, e-journals, e-books, e-ShodhSindhu, Shodhganga, Databases.
10. Facilities for Cultural Activities.
11. Facilities for the Differently Abled.
12. Guest House.
13. Hostels.
14. Incubation Centre/ Start -up Centre.
15. Integrated Library Management System (ILMS) with Digitization Facility.
16. ISO and/or similar approved Quality Certifications and Accreditations. - No
17. IT Facilities including the Wi-Fi facility, Student - Computer ratio.
18. Laboratory/ Studios/ Business Lab/ Computer Labs (Centre).
19. Library, Instrumentation, Plagiarism Software.
20. Medical and Health facilities.
21. Museum / Theatre / Art Gallery.
22. Power and Alternate Power sources including Solar Energy, Standby energy
23. Sports and Games (indoor & outdoor); Gymnasium, Yoga Centre etc.
24. Staff Quarters.
25. Student Amenities – Toilets, Restrooms, walkways, Ramp, Lift ETC.
26. Vehicles.
27. Waste Management and Treatment, Water Treatment
28. E-Governance, Automation, Use of Technology and Paper-less office
29. Website
30. Safety and Security Systems and Procedures

## Audits

1. Curriculum Audit and Evaluation – Students, Alumni, Industry, Parents, Experts etc

2. Energy Audit

3. Environment Audit

4. Gender Audit

5. Green Audit

6. HR Audit –

*Current year*
*Previous year.*

*FO/*

7. Internal and External financial Audits

8. Library, Laboratories and other Academic Infrastructure and Facilities management and usage Audit - Percentage per day usage of library by teachers and students

9. Public Perception Audit — *IT section / social media. / blogs.*   *Dean Academics*

10. Satisfaction Survey and Need Analysis —

11. Social Audit — *Social – local country impact*

12. Surveillance Audit

13. Teacher Evaluation – Student, Parents

14. Waste Management Audit

15. Water and Soil Audit

16. Website and Social Media Usage Audit *– IT Section*

17. Welfare Measures Audit — *Grants, Students, insurance, health, care, creche.*

*Deaudits.*

**The entire AAA Committee Members discussed with the Students at 4.00 PM on 18th March, 2021, and listened to their suggestions and grievances. The gist of which is given below**

- Lack of transportation facility in the campus. Students have to walk several Kilometers to reach their destinations.
- Uninterrupted Wifi Connection- Wifi enabled Campus
- Need of general purpose store (Sanitary Napkins, essentials, stationary
- Check in times to the Hostels may be rescheduled
- Library should be open on extended timings
- Rain water harvesting, STP and water availability throughout may be ensured
- Provisions should be made to meet National and International Experts in the Campus or in the online platform
- University should subscribe more e Journals
- Sufficient Hostel facility should be provided. Staying outside is very expensive for many of the students
- Diverse food menu to suite people from different parts of the Country
- Sports facility including indoor stadium and multigym facility and Fitness Centre may be established.
- Central Instrumentation Facility may be established
- Maintenance of Equipment's and repair without delay (Suggest AMC for all equipment's)
- Placement Cell and Campus Recruiting Facility
- Laboratories separate for Ph. D and M.Sc so as to avoid crowding
- Common Photocopying Facility
- Conduct coaching classes for Competitive Examinations and National Tests
- Grievance Redressal Cell
- Common Study Corners
- Fellowships for economically weaker students

Prof. G. M. Nair

Dr. K .N. Madhusudhanan Pillai

Prof. Balwinder Singh

Prof. Jose James

Prof. Narayana Swamy. M

Prof. Ravinder Vinayek

# AAA SNAPSHOTS