Minutes of the Meeting chaired by Hon. Vice-Chancellor

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Date: 30th Aug 2023   **Time: 03.45 to 04.45 pm**

Venue: 'C' Block Seminar Hall

Agenda:

- Preparation of AQAR 2022-23
- Parameters for Annual UGC Review

Points for Discussion:

- Preparation of AQAR 2022-23 –
  The following items were discussed:-
    - ❖ Identifying new Skill Development courses for the AY 2022-23
    - ❖ Conduct of Student-Orientation/Induction programme for the AY 2022-23
    - ❖ Conduct of new Faculty-Orientation/Induction programme for the AY 2022-23
    - ❖ Identification and Conduct of Annual Refresher programmes for the faculty members.

- Parameters for Annual UGC Review –
    i. Performance & Academic outcome
        a. Graduate outcome
        b. Promoting Societal & Industrial Linkages
        c. Skill development training for students
        d. Inculcating Spirit of Entrepreneurship – (UAMP – University Activity Monitoring Portal)
        e. Faculty : Student ratio
        f. Student Induction / Faculty Induction / Faculty Refresher programmes
        g. Maintenance and updation of OBE record
        h. Curriculum Design & Development – frequency of syllabus revision
        i. Use of ICTs

    ii.   Academic flexibility
            a. Adoption of CBCS
            b. Inter-disciplinary learning
  iii.   Examination Refroms
  iv.   GATE / NET / SLET – Motivating more number of students for enrolling and taking up the above-mentioned exams.
    v.   Student Mentoring system
  vi.   UGC Quality mandate
  vii.   Improvement in Student Admission process

Director-IQAC thanked the members for their keen and active participation in the discussion.

Minutes prepared by Dr. Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 01.09.2023

Minutes of the Meeting chaired by Hon. Vice-Chancellor with Criterion Coordinators

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Date: 29ᵗʰ Sept 2023   **Time: 11.30 am to 12.30 pm**

Meeting Link:

Agendum:

- Readiness - Uploading / Editing of AQAR [AYs 17-18, 20-21 and 21-22]

Participants:

1. Dr. S. Ambiga, Dean-Academic Affairs & Criterion – I Coordinator
2. Prof. R.Tamizhchelvan, HOD – Mech. Engg. & Criterion – II Coordinator
3. Prof. Sathyabhama, Dean (i/c) – School of Comm. & Mgmnt. & Criterion – II Co-Coordinator
4. Dr. Ashutosh Das, Director-RDC & Criterion – III Coordinator
5. Dr. J. Nirmal Ram, Asst. Director-RDC & Criterion – III Co-Coordinator
6. Prof. T. Divyamanohari, Asst. Prof-ECE & Criterion – IV Co-Coordinator
7. Dr. A. Usha, Dean-Student Affairs & Criterion – V Coordinator
8. Prof. K. Swaminathan, Asst. Prof-Physics & Criterion – VI Coordinator
9. Dr. Smitha Elsa Peter, Director-IQAC & Criterion – VII Coordinator

Points for Discussion:

- All the Criterion Coordinators are comfortably placed with the necessary data for completing the editing of AQAR for the Years 2017-18, 20-21 and 21-22.
- Criterion 4, Ms. Divyamanohari, Asst. Prof.-ECE briefed, in place of Dr. Surendra Varma. Student - Computer ratio for Yr 20-21 is inferior, with only 922 computer systems (in terms of benchmark); however, it stands improved for the Yr 21-22, with 1042 systems, in place.

- Criterion 6, item 6.4.2 (Funds received from govt. for yr. 2021-22) needs to be checked with Registrar and AO. Director-IQAC, will follow up with the concerned Criterion Coordinator.
- Library data for yr. 2020-21: Challenge is faced in furnishing 'footfall' data, since no physical classes happened due to pandemic; neither was any subscription paid for e-resources.
- Criterion 7, about 30 % remains to be completed; Director-IQAC attending to the same.
- Overall, all is set for completing the AQAR editing process within the deadline, i.e., Sept 30th, 2023.
- Deans were requested to guide their respective HoDs in furnishing data in the shared spreadsheets for UGC Annual review due anytime soon. Director-IQAC will re-email the UGC Parameters spreadsheets.

Hon. Vice-Chancellor summed up the discussion and Director-IQAC thanked the members for their keen and active participation in the discussion.

Minutes prepared by Dr. Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 02.10.2023

Minutes of the Meeting of Hon. Vice-Chancellor with Deans, HODs and Faculty Members

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Date: 7th Oct 2023   **Time: 2:30 pm to 4:00 pm**

Venue: 'C' Block Seminar Hall

1. Dr. Smitha Elsa Peter, Director, IQAC, welcomed the members present.
2. The Vice-Chancellor in his introductory remarks briefed the faculty on the meeting agenda and its significance.
3. The Registrar, in his address, reiterated the aspect of discipline among students and the follow-up needed on the part of faculty members and the monitoring expected from the HoDs and the Deans. He also advised the faculty to be mindful of the professional dress code prescribed for them.
4. The newly joined faculty members introduced themselves.
5. The Deans presented the relevant 'Activity highlights' - seminars/workshops, industrial visits - in their respective Schools.
6. UGC Annual Review Parameters: Data Compilation status update was provided by the Director IQAC. She indicated that still a large portion of data needed to be shared by many departments. Deans were requested to expedite the same.
7. Hon. Vice-Chancellor, in his address elaborated on the following:

   ➢ Deans will gear up the activities in their respective Schools in matters that would fetch credits for the institution in various accreditation parameters as well as the annual review by UGC. Towards this end, Deans will have periodical reviews at the Dept./School level, guiding suitably, the faculty coordinators who are responsible for the following:
   a. IQAC – Dept.level Coordination
   b. Dept. Academic Committee (DAC) and BoS / Stakeholders' Feedback on curriculum
   c. DAC
   d. Value Added Courses
   e. OBE
   f. Alumni

g. Library
h. Career Guidance Cell
i. Mentorship
j. Dept. Website
k. E-resources like NPTEL SWAYAM, NDL, UNESCO Digital Library
l. Feedback – general, from all stakeholders
m. Placement
n. Industry Connect

➢ Deans will organize School level review meetings on 'Key Performance Indicators' (as in NAAC SSR Manual), and UGC annual review parameters, once every fortnight. Hon. Vice-Chancellor will review, every month, the Schools' performance.

➢ Faculty members were asked to familiarize themselves with the format for 'Faculty Self Appraisal'. They are to orient themselves towards satisfactorily fulfilling the requirements as indicated therein.

Director-IQAC summed up the discussion in her closing remarks and thanked the members for their keen and active participation in the discussion.

Minutes prepared by Dr. Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 09.10.2023

PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

Declared as DEEMED-TO-BE-UNIVERSITY
U/s 3 of UGC Act, 1956

Minutes of meeting chaired by Hon. Vice-Chancellor regarding an Awareness Session on SWAYAM.

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Dates: 15.11.2023 – 17.11.2023   **TIME: 03.15 p.m.**

Awareness sessions on SWAYAM was organised between 15.11.2023 – 17.11.2023 (Wednesday – Friday) at 03.15 pm by Hon. Vice Chancellor and Director RDC, Dr. Ashutos Das.

Agendum

❖ Awareness session on SWAYAM

Discussions made and action to be taken

❖ The Hon. Vice-Chancellor initiated the sessions by asking the faculties how they (the faculties) motivated their students during class sessions which was followed by the Director RDC, introducing the faculties on SWAYAM.

  o SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.

  o The courses hosted on SWAYAM are in 4 quadrants –

    (1) video lecture,

    (2) specially prepared reading material that can be downloaded/printed

    (3) self-assessment tests through tests and quizzes and

    (4) an online discussion forum for clearing the doubts.

  Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

❖ All the faculties were directed to compulsorily register for 1 course during the forth coming session of SWAYAM 2023-24 Even semester courses. It was made mandatory that staff would compulsorily appear for 1 SWAYAM course exam during an academic

year. Faculties registering for a course were informed to be mentors to the students in the courses registered by the students.

❖ All the departments were asked to compulsorily register all students of their departments for the SWAYAM course. Interested and willing students were encouraged to be motivated towards appearing for the exam.

❖ The following are the list of SWAYAM Coordinators in each school:-

	S. No.	FACULTY NAME	DESIGNATION	MOB NO.	EMAIL ID
SCHOOL OF ENGG. &TECH.	1.	Mrs. S. LILLYPET	**DEAN**	9488626128	deanengg@prist.ac.in
	2.	T.Viduthalai	HOD / Civil	9786649654	viduthalai@prist.ac.in
	3.	Ms. G. Ranjani	Civil – SWAYAM Coordinator	8015383408	
	4.	K. Jayanthi	HOD / CSE & AI&DS	9994718221	hodcse@prist.ac.in
	5.	R. Pragadeesh	CSE & AI&DS – SWAYAM Coordinator	9944902468	
	6.	A. Aarthi	HOD / ECE	7639734472	hodece@prist.ac.in
	7.	E. Sangeetha Devi	ECE – SWAYAM Coordinator	9790035765	esangeethadevi@gmail.com
	8.	N. Mangaleshwari	HOD / EEE	9790726197	hodeee@prist.ac.in
	9.	Ms. Nagalakshmi	EEE – SWAYAM Coordinator	6379505603	
	10.	R. Tamizhselvan	HOD / Mech.	9486576700	rtamizh@prist.ac.in
	11.	Mr. P. Vijayakumar	Mech. – SWAYAM Coordinator	9486606482	vijayakumar@prist.ac.in
AGRI CUL TUR E	12.	Dr. R. Senthilkumar	**DEAN (i/c)**	8248010800	deanagri@prist.ac.in
	13.		Agri. SWAYAM Coordinator		
SCHOOL OF ARTS &SCIENCE	14.	Dr. L. Chinappa	**DEAN**	6374255634	deanarts@prist.ac.in
	15.	S. Rasakumar	HOD / Eng	9786602428	rasakumar@prist.ac.in
	16.		Eng – SWAYAM Coordinator		
	17.	Dr. K. Arivukanni	HOD / Tamil	8098787705	
	18.	Mrs. Suganthi	Tamil – SWAYAM Coordinator		
	19.	Dr. S. Subramanian	HOD / Maths	9486705264	hodmaths@prist.ac.in
	20.		Maths – SWAYAM Coordinator		
	21.	Dr. Subash Chandra Bose	HOD / Physics	9976853476	hodphysics@prist.ac.in
	22.		Physics – SWAYAM Coordinator		
	23.	Dr. J.S. Nirmal Ram	HOD / Chem.	9791408648	hodchemistry@prist.ac.in
	24.	Dr.S. Chinnaraja	Chem. – SWAYAM Coordinator	9791908173	
	25.	Mr. S. Amaresan	HOD / CS	9344502091	hodcs@prist.ac.in

	S. No.	FACULTY NAME	DESIGNATION	MOB NO.	EMAIL ID
	26.	Mrs. Aarthi	CS – SWAYAM Coordinator		
	27.	Dr. A. Xavier Fernandes	HOD / MB	9787816115	hodmb@prist.ac.in
	28.	Dr. R. Sathya	MB – SWAYAM Coordinator	9600116981	samysathya@prist.ac.in
	29.	Dr. S. Ambiga	HOD / BC	9677261094	hodbc@prist.ac.in
	30.	Dr. Sundaresan	BC – SWAYAM Coordinator		
	31.	Dr. T. Veeramani	HOD / BT	9965207320	hodbiotech@prist.ac.in
	32.	Dr. Kamaraj	BT – SWAYAM Coordinator	8667704282	kamaraj@prist.ac.in
SCHOOL OF COMM & MGMT	33.	K. Sathya	**DEAN (i/c)**	9159285079	sathyak@prist.ac.in
	34.	Dr.M.Anuradha	HOD / Comm.	6379897532	
	35.	Mrs.S.Saravanakumari	Comm. – SWAYAM Coordinator	9952496758	
	36.	K.Sasikumar	HOD / Mgmt	7339300197	
	37.	S.Kannan	Mgmt – SWAYAM Coordinator	9865486220	
EDUCA TION	38.	Dr. R Gunasekaran	**DEAN**	6379481183	deanedu@prist.ac.in
	39.	T. Subashini	HOD / Edu.	9944052558	manjusubha71@gmail.com
	40.	R. Vaishnavi	Edu. SWAYAM Coordinator	7094070088	harishvaishnavi24@gmail.com

Minutes prepared by Dr. Smitha Elsa Peter, Professor, ECE and Director-IQAC and approved by the VC.

Date: 20.11.2023

Minutes of Internal Quality Assurance Cell (IQAC) meeting chaired by Hon. Vice-Chancellor

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Date: 09 Jan 2024   **TIME: 11.30 am – 0.1.30 p.m.**

Venue: Board Room

Hon. Vice-Chancellor welcomed the members present.   The External Member wasDr.Er. R. Sivasankar, a member of the Association of Civil Engineers, Thanjavur. Vice-Chancellor informed the body that PRIST DU had signed a Memorandum of Understanding with the Association of Civil Engineers, Thanjavur Chapterand mentioned about the recent engagements as part of the memorandum.

IQAC is an important part of the University and this body proposes activities for the overall implementation and development of Quality Aspects of the University.

Dr.N.Ethirajulu, Hon. President, appreciated the efforts undertaken by the following statutory bodies of the University as per the revised UGC guidelines:

    i.   Academic Council
   ii.   Boards of Studies
  iii.   Executive Council
  iv.   Finance Committee
   v.   Selection Committee

President informed the members that periodical inputs to the IQAC are obtained from the offices of the Hon. Vice-Chancellor, Registrar, Dean-Academic Affairs, Deran-Student Affairs, Director-Admissions, Controller of Examinations, Director-Research and Development.

Points Discussed

S. No.	Points Discussed	Action to be taken
1.	Last meeting Minutes and ATR	The previous meeting minutes were approved and the action taken noted.
2.	Overview of IQAC Activities	• Implementation of a digital system for feedback from all the stakeholders. https://www.prist.ac.in/stakeholders-feedback/ • Implementation of a data sharing practice on a digital repository as part of 'Green and Clean Campus and Environment Friendly' initiatives.(minimizing usage of paper)

		• Faculty members guided to upload course files onto an E-Material sharing hub - data from which could be accessed by both the students and Faculty. • Introduced a mentoring system in which the faculty mentors assigned will remain in touch with the student-mentees right from the admission stage till graduation. The same faculty mentors will continue to build relationship with the alumni, too, later. With such consistent efforts, the institution aims at establishing a robust alumni network.
3.	Plans for the even semester of 2023-2024	• OBE - Updating of methodology for calculation of attainment of course outcome (COs). • Updating of online feedback system for all the stakeholders
4.	Academic Initiatives	• Extra Credit Registration • SWAYAM Registration Schools and departments will ensure and encourage the students to learn new skills by means of SWAYAM registration. About 80% of the students, across various Schools, had registered for the SWAYAM courses for the even semester of AY 2023-24. Pro Vice-Chancellor suggested that a one - page write up about the benefits of SWAYAM courses be circulated to the students before the beginning of new course registrations. Hon. President opined that to make SWAYAM registration attractive, students can be encouraged to earn credits through SWAYAM in lieu of university prescribed electives. It was also suggested that a list of SWAYAM courses in lieu of Elective courses be prepared by the faculties and circulated at the beginning of every semester. This task was assigned to the Dean-Academic Affairs. • IQAC was apprised about University Task Force (UTF) constituted for the enhancement of institutional development and productivity.
5.	Deans Review meeting	IQAC was apprised about the monthly review of the Schools' performance / activities/events conducted. During the 'review', the Deans would also submit the plans for the activities proposed to be conducted during the following month. Required templates are also made

		available to the Schools.
6.	NIRF participation - status	The University was actively preparing for the submission of NIRF data for the AY 23-24 and the last date of submission was extended to Jan 19th 2024.
7.	Submission of AQAR - status	The AQARs for the years 2017-18 and 2021-22 were opened for editing and elaborate and meticulous preparation for AQAR 2022-23 was being actively carried out by the IQAC members.
8.	Academic & Administrative Audit (AAA)	It was resolved that the AAA would be carried out by the office of Dean – Academic Affairs at the end of every semester. The office of the Dean-Academic Affairs would fix the dates as per the following schedule:- • Academic Audit – at the end of every semester before the commencement of University Examinations. • Administrative Audit and Annual Stock Verification by the offices of the Registrar at the end of every Academic Year.
9.	UGC Quality Mandate	Quality initiatives as prescribed in the UGC Quality Mandate dated 28 Mar 2020, are being implemented through various task groups consisting of faculty drawn from various Schools of the University. The list of task groups is annexed.
10.	Feedback Consolidation and Analysis	It was suggested to revive the PRIST Assessment Centre and the task of managing the same was assigned to Prof. S. Amaresan, AP/CS. He would ensure feedback collection from all stakeholders based on a calendar. The feedback collected by the PRIST Assessment Centre, will be submitted to the O/o VC through the IQAC for onward presentation to the Executive Council. TheEC approved 'Abstract' of feedback would be passed on to the IQAC and Deans of Schools, copying the PRIST Assessment Centre. Next, an Action Taken Report (ATR) prepared by the departments, in response to the feedback, would be sent to the IQAC. ATR would, then, be tabled in the Executive Council. The approved ATR would be sent back to the IQAC foronward transmission to the Schools and the PRIST Assessment Centre.
11.	Faculty Appraisal	As a regular practise, the University conducts faculty appraisals at regular intervals – beginning of every semester.
12.	Industry Academia Collaboration	• The signing of MoUs between industries/agencies and University is an important task.

		The Office of the Registrar to keep a track of the MoUs signed and the concerned department should keenly monitor the activities/events conducted as per the terms of the MoU, thereby, ensuring that the MoU remains active.
		• A Professor-of-Practice(POP) portfolio maybe assigned to the concerned industrialist/entrepreneur depending on his area of expertise, thereby, ensuring their contributions to the University.
13.	Activities of Research and Development Centre (RDC)	Members were apprised of the patents granted during the past semester.
14.	Report on conduct of Student Induction Programme Faculty Induction Programme	It has been a regular practice by the University to conduct Student and Newly appointed Faculty Induction programmes at the beginning of every Academic Year. A 15-day Student Induction programme and a 3-day Faculty Induction programme are organised by the Schools and the University respectively.
15.	Constitution of Task Force for effective implementation of OBE / LOCF / NEP	The UTF is convened every month with the key aim to monitor and discuss various quality initiatives such as effective implementation of:- • Learning Outcomes – CO (Course Outcomes) vs. PO (Programme Outcome) mapping, stated Programme Educational Objectives (PEOs), POs and COs. • A system for effective computation of attainment of POs and COs • It was proposed to develop a School-wise/Departmental OBE Manual/Handbook detailing about the Graduate Attributes (GA), PEOs, POs and COs pertaining to the respective department. It was also recommended that every year the School/Department would come out with the respective CO/PO attainment handbook for the previous year. • Introduction of question paper pattern for OBE. • Automate the system for computation of CO vs. PO mapping
16.	Centre for Skills Development	A new Centre for Skills Development is proposed to be implemented with the sole aim of imparting life-transferable skills for the benefit of the student community. It is proposed to rename the existing Value-Added courses as Value-Added Skill Development courses. In this aspect, every School/Department to constitute an Industry Advisory Committee to identify and recommend the following courses

		to the students: ❖ Industry Designed courses ❖ Industry Offered Courses
17.	Other Matters - ❖ UTSAH portal	As per the UGC Circular dated May 2023, UGC has issued a notification regarding UTSAH (Undertaking Transformative Strategies and Actions in Higher Education) Portal. This Portal provides detailed information about UGC's initiatives for qualitative reforms in higher education. In this regard, the Regulations, Guidelines, and Frameworks issued by the UGC will also be readily available through a hyperlink for the information of all stakeholders. The information in the portal maybe updated monthly.
	❖ List of Dept. Coordinators	As part of the University's constant efforts at improving the Quality standards, an online file detailing the various faculties deputed towards coordinating the various day-to-day tasks of the University has been meticulously prepared by the departments.
	❖ Alumni Connect	Alumni are an important asset of every Institution and are a vital stakeholder to the development of the University. Hence, an Online Alumni Tacking System has been proposed to track the Alumni and make them aware of the University's development and methods in which Alumni can make their suitable contribution.

The External member, Er. Dr. R. Sivasankar, thanked the University for the invitation extended to him.

- Dr.Sivasankar remarked that a weekly follow-up meeting of the particular week for about 20-minutes may be conductedin on-line mode to review the week's activities and to recommend any suggestions/improvements.
- He also appreciated the Mentoring system implemented by the university.
- Dr.Sivasankar opined that skilled workers are less in number and hence, there is an increase in demand for the same. The introduction of Value-Added Skill Development courses by PRIST will ensure that the gap between demand and availability is effectively bridged.

Hon. Vice-Chancellor summed up the salient features of discussion in his closing remarks and thanked the members for their keen and active participation in the discussion.

Minutes prepared by Dr.Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 10.01.2024

Minutes of Meeting of the Deans of Schools chaired by Hon. Vice-Chancellor
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Date: 22 Jan 2024   **TIME: 02.30 – 04.30 p.m.**

Venue: VC Cabin

Members Present:
1. Hon. Vice-Chancellor
2. Dr. L. Chinappa, Dean – School of Arts & Science
3. Prof. S. Lillypet, Dean – School of Engineering and Technology
4. Prof. Sathyabhama, Dean (i/c) - School of Commerce and Management
5. Dr. R. Gunsaekaran, Dean – School of Education
6. Dr. Senthilkumar, Dean – School of Agriculture
7. Prof. Bhuvaneswari, Dean (i/c) - School of Law
8. Dr. S. Ambiga, Dean – Academic Affairs
9. Dr. Smitha Elsa Peter, Director – IQAC

Agenda:
1. Support from Schools in uploading UTSAH portal
2. a) Readiness of Schools in start of Even Semester of AY 2023-24
   b) Academic Calendar
   c) Monitoring of activities by UGC
3. Research Activities

Points Discussed:

Hon. Vice-Chancellor welcomed the faculty members and enquired about the readiness of the schools for the start of the even semester of AY 2023-24.
1. UTSAH portal - https://utsah.ugc.ac.in/

Undertaking Transformative Strategies and Actions in Higher Education (UTSAH)

The University Grants Commission developed a Portal called UTSAH (Undertaking Transformative Strategies and Actions in Higher Education). This Portal is expected to effectively track and support the implementation of the National Education Policy, 2020 and its strategic initiatives across the country's Higher Educational Institutions (HEIs).

This Portal also provides detailed information about UGC's initiatives for qualitative reforms in higher education. In this regard, the Regulations, Guidelines, and Frameworks issued by the UGC will also be readily available through a hyperlink for the information of all stakeholders.

The thrust areas as per the UTSAH portal are as follows:-

     i.   Multidisciplinary and Holistic Education

It was discussed that the curriculum should be designed in such a manner that the curriculum would be considered as a multidisciplinary one.

Ref.   https://ugc.gov.in/pdfnews/5599305_Guidelines-for-Transforming-Higher-Education-Institutions-into-Multidisciplinary-Institutions.pdf

Deans are requested study thoroughly the above guidelines and introduce suitable measures for making the programmes offered by their Schools, multidisciplinary in nature.

Table: Higher education qualifications at different levels on the NHEQF

NHEQF level	Examples of higher education qualifications located within each level
Level 4.5	Undergraduate Certificate. Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit skills-enhancement course(s).
Level 5	Undergraduate Diploma. Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit skills-enhancement course(s) lasting two months.
Level 5.5	Bachelor's Degree. Programme duration: First three years (Six semesters) of the four-year undergraduate programme.
Level 6	Bachelor's Degree (Honours/ Honours with Research). Programme duration: Four years (eight semesters).
Level 6	Post-Graduate Diploma. Programme duration: One year (two semesters) for those who exit after successful completion of the first year (two semesters) of the 2-year master's programme.
Level 6.5	Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: Two years (four semesters) after obtaining a 3- year Bachelor's degree (e.g. B.A., B.Sc., B.Com. etc.).
Level 6.5	Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: One year (two semesters) after obtaining a 4 -year Bachelor's degree (Honours/

	Honours with Research) (e.g. B.A., B.Sc., B.Com. etc.).
Level 7	Master's degree.(e.g. M.E./M.Tech. etc.) Programme duration: Two years (four semesters) after obtaining a 4-year Bachelor's degree. (e.g. B.E./B.Tech. etc.)
Level 8	Doctoral Degree

ii. Digital Empowerment and Online Education
iii. Skill Development and Employability
iv. Research Innovation and Entrepreneurship
v. Capacity Building of Teachers for Quality Education
vi. Governance and Autonomy
vii. Accreditation and Excellence
viii. Equitable and Inclusive Education
ix. Promotion of Indian Language and Indian Knowledge System
x. Internalization of Education

2. a) Readiness of Schools in start of Even Semester of AY 2023-24
Hon. Vice-Chancellor discussed the preparations for the beginning of the Even semester of AY 2023-24. He reviewed the allocation of workload, provisions to conduct laboratory classes, provisions for availability of necessary laboratory equipment and consumables.

b) Academic Calendar
Hon. Vice-Chancellor asked the Deans to ensure that an 'Academic Calendar' contained the following items:
1. Semester starting and closing date
2. CIA component test dates
3. Faculty Development/Refresher programme dates
4. Woman Empowerment programme Dates
5. Extension Activity dates
6. Class Committee Meeting dates

c) Monitoring of activities by UGC
Hon. Vice-Chancellor informed the Deans that UGC was closely observing and monitoring the activities of the Deemed Universities through data furnished on its various portals. He insisted timely update of data on these portals whenever advised by the UGC.

3. Research Activities
Hon. Vice-Chancellor insisted the School/departments to own all the research activities taking necessary support from the Research and Development Cell (RDC). He further insisted that the

Schools/Depts. should take care of the conduct of Doctoral Committee meetings, pre-synopsis seminars and public defense viva, obtaining necessary guidance from RDC.

In conclusion, Vice-Chancellor reminded the Deans about presenting, during the upcoming Deans Monthly Review Meeting, in the month of February 2024, the 'End-Semester Course Survey/Feedback' obtained digitally.

Minutes prepared by Dr. Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 24.01.2024