



## Meeting minutes

IQAC/M/2024-19

### Agenda: SSR Review

Date & Time : 13/7/2024 ; 10 am

Location: Research lab, D1

- Attendees: Dr. Gabriel Simon Thattil, Dr C V Anilkumar, Dr Kuruvilla Joseph, Dr.Kaushik Mukherjee, Dr.Nirmala Rachel James, Dr Chris Prema, Dr.Sheeba Rani J, Dr. V. Sennaraj, Smt. K. R. Bindya

Dr. Gabriel Simon reviewed each criteria, suggestions and recommendations are given below

#### Some important remarks:

- Description needs to be improved. For example, welfare for employer: "what is the outcome/impact as a result of welfare". This is not addressed.
- In the writeup "many programs, several programs, large no of students, many MOUs" are used. This needs to be removed.
- Discrepancy is observed regarding faculties strength. "How we have reached to 103 positions" needs to be justified. Both the supporting documents against 124 positions (previously sanctioned) and 103 positions (recently after abolishing) needs to be uploaded.

#### Criteria-1

Section 1.1.1: Suggestion: Specific courses like regional/national/global need to be mentioned. Also, address how these are related to the program outcomes. (Check last paragraph)

Section 1.2.1: Suggestion: Mention what are those programs which are related to the course like entrepreneurship and also, quantify.

(Check last sentence in 1st, 2nd and last paragraphs)

Section 1.3.1: Suggestion: Quantify and relate to program. No need to look the course title, having the specific word, for purpose of inclusion.

Section 1.3.3(Page 32): Try to make 100% from 74%. Suggestion: PhD program can be included.

#### Criteria-2

Section 2.1.1: 2022-23 (594)/(395). Verify why there is a big gap. Recheck for other years.Suggestion: PhD should not be included.

Section 2.1.2: Due to 82%, full marks can not be obtained. Suggestion: Check data for ST category.

Section 2.2.1 (Differential Learning Needs) Suggestion: Based on CO/PO, classify "Slow Learning (SL)" and "Advanced Learning". First write about "Advanced Learning" and later write about "Advanced Learning (AL)". For AL, mention about opportunity at CALTECH, Internship at Australia etc. For SL, mention about financial assistant: free education up to 2021 and scholarship after 2021.

Section 2.3.1: Suggestion: Mention about specific method which can reflect uniqueness of IIST.

Section 2.3.2: Suggestion: Replace/remove the word "Voluntary Service" by "Mandatory/Duty".

Section 2.4.1: Suggestion: Make the count 103 instead of 100.

Section 2.4.2: No of full-time teachers with PhD is 99. (Check)

Section 2.4.3:  $1344/95 = 14$ . (Check the no in denominator).

Section 2.5.1: No of days from the date of last exam is 67 in 2019-20. (Check) Suggestion: To get full marks, it is better keep the duration less than 15 days.Concerned Person: Mr. Sennaraj

Section 2.5.2: There is a big gap (around 300) in data.Suggestion: Remove PhD.

Section 2.6.1 (Page 24): No where said about mapping with CO/PO. (Check 1st, 2nd, 3rd paragraph).Suggestion: (1) Modify the sentence which mention about "each course/each department" in last paragraph. (2) Write for which courses mapping has been done. (It is noticed that mapping is done in AE/ECE) (3) Modify the sentence "started practicing NBA".Concerned Person: Dr. Chris Prema

### Criteria-3

Section 3.1: In writeup start with "IIST has well defined policy". (Provide LINK)

Section 3.1.2: Incorporate data from Dr. Dinesh. Also, verify data from Dr. Anoop and Dr.Sudarshan. Suggestion: For "Seed Money", collect Purchase Order, Bill related to assets against research projects of faculty members. Concerned Person: Mrs. Bindiya

Section 3.4.3: Verify no of teachers as guide. Suggestion: Generate data for PhD Guideship.

Section 3.4.6: It is noticed that E-contents 1, 3, 6 are available. Change the count from 2 to 4. Suggestion: (1) Include E-content related to any other Govt initiative. Concerned Person: Dr. Anand (2) Verify E-content related to SWYAM. Concerned Person: Dr. Babita

Section 3.5.1: Count for data from 2020-21 and 2021-22 is 0. Concerned Person: Prof. Moosath

Section 3.6.1: Suggestion: Mention "what is impact of NIRMAN, YTN and how many beneficiary". For PAMPA-REVER cleaning contact Prof. Kuruvilla.

Section 3.6.2: Verify data. Concerned Persons: Mr. Abdunnasar (Library), Adira (Student Activity), Prof Kuruvilla

### Criteria-4

Section 4.1: Suggestion:

(1) Needs to classify appropriately.

(2) Quantify Lab facility in terms of amount spent for establishment, certain facility like sports in terms of dimension and equipment and no of trainer and no of availability, and like multi-purpose hall in terms of seating capacity etc.

(3) Elaborate medical facility. Include medical insurance for student and mention what facilities are available under this.

(4) Modify "IQAC conducts workshop"

(5) Facilities as noted below need to be included with proper quantifying parameters as mentioned above.

A) Sports related facilities: Cricket/Football ground, Basketball /Table-Tennis/Badminton courts, UNICEF gymnasium, recreation Hall etc.

B) Other facilities: Hostels (capacity of 564 rooms), Student counselling centre, Student mess (capacity of 485 seaters), Cafeteria (7-11 PM), Coffee shop (10 AM -6 PM), BANK and ATM facility, Courier and Postal facility, Wi-Fi connection (mention bandwidth), Open amphitheatre (Capacity of 1000 seaters), Multi-purpose Hall (300 seaters), Audio-Visual Lab (Capacity of 60 seaters in D2 building)

C) Lab/research facilities: Electric propulsion system (Dr. Umesh), Payload related facility (Dr. Umesh), Atomic Layer Deposit Unit (Dr. Jinesh), Micro-gravity experiment facility for Gaganyaan project, Operation ground station facility with low cost material (Dr. Rabindranath), Laser diagnostics propulsion (Dr. Arvind), Software development by IIST software team etc.

Section 4.2.1: Suggestion: Mention about availability of "Centralized Air-Conditioned 7th storied Library" and its "timing". Highlight "Book Bank" facility and "renew of book via online system" and getting "2-copies of Thesis free of cost" etc.

Section 4.3.2: Suggestion: Student Computer Ratio is 1.56. (Check). It is better to keep the number nearly 1.

Section 4.3.3: Suggestion: Include "STIC" for "Business LAB".

### Criteria-5

Section 5.1.1: Dr. Anil has noted the comments.

Section 5.1.2: Outcomes need to be addressed.

Section 5.2.1/5.2.2: No of outgoing students (67.99 & 24.74). It seems to be okay.

Section 5.2.3: It is noticed that 4.72 is small number compared to 24.74. Reason: Offer letters are not available for all qualifying students. Concerned Person: Dr Lekshmi.

## Criteria-6

### Section 6.1.1: Suggestion:

(1) Verify "Space or Space program"

(2) Mention about "decentralization" from "lower level" to "higher level". Also mention about how does it work. In particular, "student participation process" needs to be address at lower level.

### Section 6.2.1: Suggestion:

(1) Include institutional planning process related to "Academic, Research, Infrastructure, Digitalization". Provide LINK.

(2) Write about "success of planning".

(3) All policy documents need to be included.

Section 6.3.1: Suggestion: Outcomes of medical need to be mentioned. Mention "How many people got benefit out of it" and "How much amount was spent".

### Section 6.4.1: (Strategy mobilization)

#### Suggestion:

(1) Consultancy: mention amount for corporate training.

Concerned Person: Dr. Nirmala

(2) Revenue generation: mention project overhead amount.

### Section 6.4.1: (Internal audit)

#### Suggestion:

(1) Mention that there is an internal budget committee and include minutes of the budget committee meeting. Concerned Person: Mr. Rakesh

(2) Specify budget co-ordinator from each department.

Section 6.5.1: (Describe two best practices) Suggestion: "ABC" and "Digital data portal" can be considered. Check whether these are institutionalized.

Section 6.5.2: The availability of contents 1, 2, 4, 5, 6 are discussed.

#### Suggestion:

(1) Academic Audit Report (department-wise) needs to be generated. Take care of "date of signature" and "status of implementation". Concerned Person: HoD of concerned dept.

(2) Any other audit: include "Green/Energy audit"

Section 6.5.3: Modify write-up based based on year. (Check)

## Criteria-7

Section 7.1: (Gender audit) Suggestion: Mention "IIST has conducted gender audit". Also, mention "what actions are taken based on the audit report". Provide LINK.

Section 7.1.3/7.1.5: Suggestion: Quantification is needed. Mention about mechanism for "Hazadous". Mention initiative for "Green audit". Include report.

Section 7.1.8: It is noticed that there are 2 PhD students and 2 BTech students under disabled category.

#### Suggestion:

(1) Mention facilities like wheel chair, specific stick, Lift, separate bathroom, vehicle etc.

(2) Mention "Govt policy" regarding disabled category adopted in IIST and how many of them are/were in Campus during the period.

(3) For people of different back-ground and financially back-ward class etc, mention what measure is taken to overcome the barrier.

Section 7.2.1: (Best practices). Rewrite so that it reflects uniqueness of IIST as an institute in the domain of space science. In this context, "Payload activity" can be given importance. Check about "Social outreach" also.



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Approved by:

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