Indian Institute of Space Science and Technology

Meeting minutes

IQAC/M/2024-24

Agenda: Preparedness of IIST for NAAC visit

Date & Time : 13/8/2024 ; 10 am   **Location:** Council Hall, Admin

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- **Attendees: Dr. Gabriel Simon Thattil, Dr. Kuruvilla Joseph, Dr. Lekshmi V. Nair, Dr. Shaijumon C. S, Dr. V. Sennaraj, Shri. Abdunnasar, Dr. Anil Kumar C. V., Dr. Nirmala Rachel, Dr. Chris Prema, Dr. Sheeeba Rani, Smt. Bindya K R, Dr. Kaushik Mukherjee, Dr Sam Noble, Dr. A.M. Ramiya, Dr. Subrahamanian Moosath K.S, Dr Deepak T.G**

Prof Simon Presented Preparation for the naac PEER team visit.

Preparations for the NAAC PEER Team Visit

1 Department-wise Readiness
Preparation of Department PPT (5 to 10 Minutes Presentation and 5 minutes interaction)
Keep documents ready for all facts given in SSR
 Key points:
1.   Highlight Programmes with Student strength and diversity profile
2.   Faculty strength and key achievements
3.   Major achievements of the Department
4.   Curriculum transaction – experiential Learning, innovation methods and problem solving, focus on Dept . specific methods .
5.   Students support – placement ,higher learning, innovation eco system, Mentoring
6.   Research-achievements projects, Patents , Publications with citations and H Index
7.   Major Infra structure in the Department , Laboratory , museums , and so on
8.   Alumni and Extension services – link up with Institutional Achievements and Best Practices.

Keep QLms in perspective and record
Documents:
Documents and files to be kept ready for Inspection
1 Publications of teachers
2 Reports on Major research Projects (Teachers and Dept. SAP FIST etc.) along with audited statements and UC
3 Files on Continuous Assessment of Students, record of Marks awarded for Seminars, Assignments, case studies, field work Internship records , Laboratory records , Past QP
4 Curriculum Document for each programme
5 Placement details
6 Department Council Minutes Book, Register on conduct of Open Defense and Pre submission seminar
7 Student Mentoring files
8 Stock register for Laboratory and other equipment
9 Files and reports on Extension services done
10 Files and reports on Consultancy services done
11 copies of MOU signed and collaborations made
12 documentary support on Patents filed and awarded, if any
13 SWAYAM courses done by students
14 Students, teachers, staff attendance register
15 Time Table.
16 library accession register
17 Log book for Laboratory Equipment
18 Alumni register and Annual meet report
19 Activities of Clubs, and forums in the Department
20 Journals, newsletters from the Department
 21 brochures of events organized
22 Report on other achievements claimed in the SSR

Online resources of the Department
Courses on LMS
MOOCs
Presentations under E padashala
Videos on presentations made

Above documents can be arranged criteria-wise

Keep two options open
1 Presentation in a common place, with interaction followed by Department visit
2 Presentation in the Department itself followed by interaction

Director's PPT (25 Minutes Presentation 15 to 20 minutes interaction)
1 Vision, Mission and Motto
2 Uniqueness in terms of formation and ISRO
Man- power source, DOS involvement.
3 Milestones achieved since 2007-Old campus Photographs can be included in Presentation
4 Overall Programmes and Profile of Students and Faculty
5 Student diversity, faculty diversity -Graphical representation.
6 Curriculum enrichment initiatives
Institutional common initiatives (Interaction with Dean Academic will follow)
7 NEP 2020 at IIST
8 Student Support services – placement, overall Placement profile. Incubation, Progression
9 Field Visits, Students projects, Experiential Learning from curriculum
10 Scholarships fellowships for students and scholars, medical and support services, working on innovative space Learning endeavors- graphical representations
11 Collaborations and MOUs with outcomes
12 Awards and recognitions- students
13 Awards and recognitions- Teachers
14 Research Eco system- About laboratories, patent support, research facility
o Projects with funding, PhDs
o Publications with citations and H Index, Patents
15 Incentives for research
16 Infrastructure for research, (interaction with Dean to follow)
17 Overall infrastructure
18 Welfare of teachers
19 Performance appraisal system
20 Welfare of Staff
21 Governance system
22 Best Practice
o 2 slides per Practice, 1 on the practice and 2 the   evidenced outcome
23 Distinctiveness
o 26-30 slides, 30-40 minutes

Separate Interactions
Registrar
 Administration and Governance.
File keeping and movement, Stock register, purchase procedures , faculty support and student support in administration
Deputy Registrar academics
Examination system
Assessment, grievances, Publication of results
Deans Academics
Criteria 1 and 2
Dean Research
Criteria 3
 Dean Student Welfare
 Criteria 5
Placement Coordinator
ICC
Clubs
Grievance Cells

IQAC Director PPT (15 minutes)
1.IQAC Composition
2.Meetings with ATR
3.Major activities as listed in Criteria 6
4.Carrying out IIST vision, implementing NEP
5.Quality Assurance initiatives
6.Incremental changes
7.Last PTV Report
8.Recommendation
9.Implementation
10.Future plan

The Visit
Day 0

Finalization of the Schedule - Dinner

Day one –
 Reception -Display standees, Welcome arrangements
Presentations
   1. Director
   2. Deans
   3. Departments
   4. Student support
Lunch - interaction with Governing Board and Stakeholders , invitations and plan necessary
Department visits
IQAC interaction
Cultural Programme Night

Day two
Visits to common facilities
Hostels, sports , Laboratories Health center. -take tom ponmudi campus
Student amenities
Extension support
Other Interactions
Student Interaction (15 to 20 minutes)- Group of selected students
Alumni interaction 5 minutes each
Parents Interaction
Staff interaction
Exit Meeting -Recommendation and Report

Points on Preparation
Audio visual recording and submission -Arrangement of videography team- atleast 2 team
 Planning the sequence
Deciding the presentation space and Place .
Seating and spacing comforts, drinking water with refreshments and team composition at each point
Time management
Logistics support – institute and Hotel
Visitors Kit
PPT hard Copies
Faculty support for members
Vehicles for Members at right spots
Keeping the campus active and vibrant with activities
Exhibitions
Training staff and students on positive pleasing behavioural etiquette.
Back up , power and systems
Point to point connect
Keeping Ponmudi and Extension points ready
Back drops for Common interactions

डॉ. अनिल कुमार सी. वी./Dr. Anil Kumar C. V.
Verified by:
आचार्य एवं अध्यक्ष/Professor & Head
Associate Co-ordinator (IQAC)
गणितीय विभाग / Department of Mathematics
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Approved by:
Co-ordinator (IQAC)
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Registrar, IIST

Chairman (IQAC)
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