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| Management  Need a librarian. Shijo may be shared, once a week. Library has to be completely automated, with bar coding.  Need a PhD holder in the staff.  Can we make an MoU with the gym and make it an outsourced facility of the college?  Get a Table Tennis board.  Tread mill.  Students to be in the main hostel. |  |
| Administrator  Audit report on   1. infrastructure augmentation, 2. library books and journals, 3. extract of expenditure incurred on maintenance of physical facilities and academic support 4. Alumni contribution 5. Funds/grants received from non-government bodies, individuals etc. during the last five years. Annual statement of accounts, copy of letter indicating the funds received and budget extract from audited statement. 6. Amount spent on green practices   Take a higher internet plan, in view of SSR submission. |  |
| Library  Library committee to be formed. It needs to make budget requests.  Make a library web link. Include login to e-resources.  JSTOR, EBSCOHost, Google Scholar, Econlit, PubMed – common databases. Find out their rates.  Cook up login register. Can it be done on the biometric? |  |
| Emil  Stock details of computers or vouchers of computer purchase.  Get the bills of internet connection.  Need static IP address for Delnet and eShodhSindhu.  How to take geo-tagged photograph.  7.1.13 – Weblink to core values.  Website SEO team.  List of open source software we use – including squid, koha, moodle, cloudsim.  License of purchased software.  Make a maintenance policy and cook up records for the same – 4.4.2 |  |
| IISc internship. |  |
| Teachers  Need to finish classes in less time. Library hour has to be introduced.  EContentxiplan – teachers can develop e-contents. 3 lakhs per subject.  Certificates received for training programs.  To make LMS, prepare question banks (with CO attached), make the class notes into pdf, slides. Make the class notes read only  What are our locational advantages and disadvantages?  Compile your class notes into books. It can be published.  Switch over to Linux.  Find out suitable FOSS for your classes. |  |
| JJ  Alumni chapter meetings to be conducted. |  |
| Doubts  1.1.2 – Difference between diploma/certificate programs (1.1.2), add-on programs (1.2.3) and value added courses (1.3.2). Value added course = courses outside the curriculum. Ex. IPR, Income tax rules, accounting, management principle.  Can NPTEL be a certificate program?  Who can design certificate course? Duration of the course? Who can issue certificates?  1.1.3 – Participation of teachers in various bodies of Universities/colleges. Being the University body and college body carry same weight? College means only other colleges – see DVV. How is the mark calculated?  1.2.1 – Percentage of new courses added. Can we include the certificate courses or only courses changed by the University?  Percentage cannot be calculated from the data collected. How do you know the total number of teachers?  1.2.3 – Certificates programs organized by the college. Certificates will be asked at the time of verification. But certificates are not with the college.  2.1.1 – Students from outside the state. Can students who took degree from outside Kerala be considered?  4.2.3 – What are e-books? Find out how University library can be utilized/accessed by the college.  4.2.6 – Usage of library. We are using biometric. Document required is e-copy/scan of log book.  5.1.5 – what is vocational education and training?  6.2.3 – e-governance. Documents required is only year of implementation and vendor details. I can simply give an year and vendor as in-house.  6.3.3 – same issue – average no of training programs organized. Name of the program, date and no of participants.  What is geo-tagging photos?  Will the team look into quantitative items? Are they giving marks, as per the marks given in the SOP? Is the quantitative marking, exactly as per the SOP?  Can a college award certificate courses?  Can institutions opt for non-applicable metrics? See bottom of annexure.  AICTE QIP is available in foreign universities. |  |
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LMS site by ugc

<http://ceclms.nic.in/login/index.php>

Entrepreneurship Development Institute of India, Ahmedabad will fund.