

**MANGALORE UNIVERSITY**  
**INTERNAL QUALITY ASSURANCE CELL**

**Proceedings of NAAC Committee meeting held on 07/01/2020 at IQAC Office at 3.00 pm.**

The meeting began at 3.00 pm. The Director welcomed all the members and invitees and discussions were held about problems in data and possible solutions. The following **decisions were taken:**

- I. All documents to be uploaded for NAAC purposes shall bear a watermark of the Mangalore University emblem.
- II. All the Criterion Committees were requested to **adhere to the prescribed word limit (200/500/1000)** as specified, as it **cannot** be exceeded in the portal.
- III. **A list of documents** to be uploaded, for **creating links** from the portal onto our university website is to be **drawn up by each criterions**. The **Distance Education Director** was also requested to prepare one separately.
- IV. Evaluative Reports to be verified based on criteria reports (especially criteria 3, 5 & 2). Chairmen of departments to certify correctness, by coming to IQAC Office, once Evaluative Reports are readied by IQAC.
- V. **All criterionwise entries into the SSR portal** to be verified by criterion members in co-ordination with Steering Committee, during SSR uploading in IQAC Office.
- VI. **Criterion-wise 250 word summaries** to be submitted to IQAC for inclusion in Executive Summary of SSR, along **with a SWOC analysis** of respective criterion.
- VII. Criterion 1 to use subject codes as in BOS proceedings, but, criterion 2 will use subject/course code on marks card as used by Registrar (Evaluation).
- VIII. It was decided to list the **problems that need URGENT resolution from the Administration:**
  - 1) The need to translate all documents/sanctions/appointment orders in Kannada into English for NAAC purposes, to be brought to the attention of Registrar.
    - a) Appointment orders of Guest Faculty.
    - b) Scholarship Sanction Letters.
    - c) BOS Proceedings of Kannada Department.
    - d) Documents as regards Kannada Yakshagana manuscripts, rare books and journal collections (Needed in English).

