

Indian Institute of Space Science & Technology
Minutes of the IQAC Meeting Convened on
June 14 2023

The first meeting of the IQAC (re-constituted vide office order number: 724 dated 3rd May 2023) was convened on 14th June 2023 at Council Hall, Administrative Block, IIST.

Members Present

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| 1. Director, IIST | : Chairman |
| 2. Director, LPSC | : Member |
| 3. Registrar, IIST | : Member |
| 4. Dr. K Rajeev, Director, SPL | : Member |
| 5. Dr. Gabriel Simon Thattil, Professor, UoK | : Member |
| 6. Shri. Laxmesh BH, Vice President, L&T | : Member(Online) |
| 7. Dr. N Selvaganesan, Head, Dept. of Avionics | : Member |
| 8. Dr. T G Deepak, Professor, Dept. of Mathematics | : Member |
| 9. Dr. Lekshmi V Nair, Professor, Dept. of Humanities | : Member |
| 10. Dr. Jobin Cyriac, Asso. Professor, Dept. of Chemistry | : Member |
| 11. Dr. Shaijumon C S, Head, Dept of Humanities | : Member |
| 12. Dr. S Jayanthi, Asso. Professor, Dept. of Physics | : Member |
| 13. Dr. Prathap C, Asso. Professor, Dept. of AE | : Member |
| 14. Dr. V Sennaraj, Deputy Registrar (Academics) | : Member |
| 15. Shri. Abdunnasar, Library Officer, IIST | : Member |
| 16. Shri. Sandeep Dohare, Scientist/Engineer, LPSC | : Member |
| 17. Smt. Arya Raju, Research Scholar, Dept. of Humanities | : Member |
| 18. Dr. Anil Kumar CV, Professor&Head, Dept. of Mathematics | : Asso. Coordinator |
| 19. Dr. Kuruvilla Joseph, Dean (SA, SW, OR) | : Coordinator |
| 20. Dr. K S S Moosath, Professor, Dept. of Mathematics | : Invitee |
| 21. Dr. Deepu M, Professor, Dept. of AE | : Invitee |

The following members could not attend the meeting due some other preoccupations

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| 1. Dr. Dinesh Naik, Asso. Professor, Dept. of Physics | : Member |
| 2. Dr. PR Sinha, Assistant Professor, Dept. of ESS | : Member |
| 3. Dr. PS Sathidevi, Professor, NIT, Calicut | : Member. |

Agenda

1. Welcome - Dr S Unnikrishnan Nair, IQAC Chairman, Director, IIST
2. Finalizing the minutes of the last IQAC meeting
3. IQAC@IIS – A presentation by Prof. Kuruvilla Joseph, Coordinator, IQAC
 - a. Mechanism of document flow through IQAC for data collection
 - b. Requirement of a full-fledged IQAC office (conference hall/storage facility/staff/presentation facility)
 - c. Academic/Research/Administrative/Green/Energy Audits
 - d. IIST Policy Formulation-requirement of documentary evidence
4. Any other matter (with the permission of Chairman)

Discussions

The meeting commenced at 11:00 am with Dr. S. Unnikrishnan Nair, Chairman of the Internal Quality Assurance Cell (IQAC) and Director of IIST, extending a warm welcome to all members. In his opening statement, Chairman, IQAC stressed the role of the IQAC in enhancing and upholding the quality of education at IIST. He emphasized the need for continuous planning and implementation of IQAC activities, with a particular focus on periodic curriculum revisions, involving input from all stakeholders. He proposed the creation of an IQAC activity calendar for each academic year, starting from 2023-24, in consultation with all the departments and administrative sections.

Prof. Kuruvilla Joseph, the IQAC coordinator, provided a comprehensive overview of the past activities carried out by the IQAC and its future plan at IIST. He also presented the current status of the initiatives proposed by the IQAC. The participants and the invited members actively engaged in discussions regarding the agenda put forth by the coordinator. Prof. Deepu, Chairman, NEP Implementation Committee explained the plan of actions, proposed by the IIST-NEP Committee, giving importance to experiential learning rather than conventional learning. The committee has proposed programs in IIST in line with the recommendation of NEP. He urged all members to work together to achieve the goals of SSR, NEP, NIRF and similar quality assessment agencies with the support of IQAC.

Prof. Gabriel Simon, IQAC coordinator, University of Kerala pointed out that it would be better revise the curriculum as per the NEP guidelines. He recommended initiating the preparations for the Self-Study Report (SSR) if IIST intends to submit the report by December 2023. Director, IIST further suggested that the SSR could be prepared by collating and incorporating all the available resources and information in IIST. He also advised fixing certain benchmarks for every activity of the institute to ensure quality in line with NAAC grading so that the highest score recommended by NAAC can be achieved. Prof. Simon emphasized the significance of

internalizing every aspect of quality enhancement at IIST, ensuring that all members of the IIST community are well-informed about the standards of quality.

Dr Rajeev suggested preparing a timeline for curriculum revision and collection of feedback from all the stakeholders such as faculty, students, employers, and Industries and Institutions and the need to prepare a deadline for every activity planning in IIST. Furthermore, he suggested to initiate the appointment of Professors of Practice, while also advising the implementation of Outcome-Based Education (OBE) across all programs at IIST. He stressed the need for a well-defined framework with a specific timeline, including an assessment of students' preparedness for employment in relevant industries or institutions upon successful completion of their program. He also proposed planning and completing of all kind audits required for an academic institution. Director, IIST insisted to complete all these task of academic/administrative audits by the end of July/August 2023. He also recommended to have an online portal for collection of data and getting it ready by August of 2023. Director, IIST suggested contacting VSSC to get the template as they have implemented the same and also suggested to review, make appropriate changes and implement it at the earliest in IIST. Dr. Narayanan, Director, LPSC suggested the soft copies of all the thesis and reports (PhD/Projects/Internship) to be uploaded in a portal for reference by other research scholars.

All faculty members are advised to have one Scopus ID and an Orchid ID and compulsory use of these IDs while submitting articles to journals. Mr. Abdunnazar, the Library Officer, was entrusted to compile the list of faculty members who do not possess these IDs and subsequently to send an email to the respective faculty members, urging them to complete this requirement at the earliest convenience. Director, IIST urged the departments to come up with at least one MoU with a prominent institution/industry in India/abroad to strengthen the research output. Additionally, he proposed the establishment of a mechanism to facilitate the internationalization of programs and courses, aiming to attract foreign students while also providing opportunities for IIST students to engage in global exchanges. To explore this idea, he recommended the formation of a dedicated committee within IIST to investigate and present a report on the matter.

Mr. Laxmesh, Vice President of L&T, inquired whether IIST intends to focus solely on the field of space technology or in diversifying its programs to encompass other related areas within the space industry. He whole heartedly agreed to be an ambassador of IIST to all industries to support IIST activities.

Director, IIST suggested to have an inventory of all facilities/equipment, with the date of establishment, including all details of purchase and stock as proposed by Prof. Simon of

University of Kerala. Prof. Simon also proposed to have a well-equipped Instrumentation Centre as can be seen in reputed institutions, which can house all common research/lab facilities of IIST. Mr Laxmesh was requested to pool an amount from the CSR funds of companies for supporting EWS students in IIST and also to support IIST activities.

Dr. Selvaganesan briefed the activities planned in the previous IQAC meeting and its present status. Some action points were completed and requested the new committee to follow up the rest so that it can be planned as envisaged. Against a query, he replied that 30-40% of student projects, as part of their M.Tech programmes are done in Industries. Dr. Shaijumon suggested having a policy document on internships for IIST and outside IIST students. The IQAC Committee appreciated the facility established in IIST for the benefit of differently abled students where the Institute had scored 100% marks in NIRF ranking. Dr. Shaijumon also pointed out that IIST is not listed in the Prime Minister's Research Fellows (PMRF) Scheme, which has been introduced for improving the quality of research in various higher educational institutions in the country. Director, IIST suggested to take initiative to be part of the scheme.

Dr. Jayanthi proposed to start a media centre, exclusively for IIST activities. Director, IIST suggested establishing a very good network of institutions across India to announce all programs such as workshops, talks and other academic programmes. This type of interactions and cooperation would be helpful in receiving the response of students/faculty/industry people outside Kerala by NAAC. This can be done even at personal level. Mr. Abdunnazar, being the convener of the newsletter committee was requested to bring out the IIST news letter once in two months and the same can be circulated online/offline to many institutions across the country. Prof. Simon pointed out the lack of having a good user friendly website for IIST, which is important for any institution of this kind.

The revenue generated through the research activities is also important to IIST. It was mentioned that we have such activities under ASRG programs, but there was a delay in transferring money from the concerned centers. The concerned focal point at IIST are requested to ensure the transfer the money to ASRG head from the respective ISRO/DOS centres. Prof. Simon proposed the idea of appointing an institute-level coordinator responsible for bringing in diverse sources of funding to IIST.

Against a query by Director IIST, Prof. Kuruvila Joseph informed that the last IQAC action points will appear in this minutes with a calendar of activities of IIST prepared by IQAC for 2023-24. Prof. Simon responded and suggested to avoid the routine activities of an institute from the actions points of IQAC. Extreme care has to be taken while preparing the materials appearing in the IIST-webpage like using proper wording/phrasing. Director, IIST recommended designating

an individual for each decision made by the IQAC, ensuring their responsibility to initiate and follow up on the implementation of the decision within the designated timeframe.

Ms. Arya, a PhD student and student representative, proposed the idea of involving more students in IQAC activities based on their interests. This approach aims to foster a sense of ownership and active participation within the student community. Prof. Kuruvilla replied that a student's IQAC working committee with representatives from different branches may serve the purpose. She also proposed to revise the syllabus of the Research Methodology course based on the respective disciplines. Mr. Sandeep Dohre, an alumnus of IIST, recommended that IIST organize short-term visits to various ISRO/DoS centers. He highlighted that such visits would provide students with more exposure to space programs and projects, ultimately benefiting their career development. Mr. Laxmesh suggested focusing on Technology Development for which both the government and industry may fund. In this regard, Govt. of India encourages proposals of projects, where 75% grant will be sanctioned by the Government and the rest 25% will be supported by Industry for the development of technologies. The concerned industry may also help IIST in establishing the Centre of excellence on special areas of interest. At the end, IQAC was requested to frame a calendar of activities of IIST for the next academic year.

Decisions and Action points

The pending Actions as per the previous IQAC meeting held on 04/07/2022

1. Syllabus Revision for B.Tech and M.Tech Programmes in the academic year 2022-23
Action: All HoDs (action pending for Aerospace-B.Tec&M.Tech, Physics-B.Tech, ESS-B.Tech & M.Tech, Chemistry-M.Tech, Mathematics-M.Tech)
2. All teaching UG/PG class rooms shall be modified/updated as smart class rooms
Action: Dean (academic)
3. More value added courses and Guest lectures to be arranged
Action: Dean (academic)
4. Plans to have courses taught by Industrial experts (can be proposed)
Action: Dean (academic)
5. Research: Internship with fellowship for UG/PG outside students (Selection process of identifying the students should be tuned properly)
Action: Dean (SAB)
6. Research: Steps to initiate PMR fellowship / AICTE PhD fellowship
Action: Dean (R&D)
7. Research: Creating flyers and distributing them to IITs, NITs, and central universities.
Action: Chairman, Admission Committee for PhD

8. Research: Implementing 'Any time PhD' for external fellowships
Action: Dean (R&D)
9. Direct conversion from M.Tech to PhD. Provide a detailed plan of action for approval
Action: Dean (academic)- prepare and submit to Director, IIST
10. Establish an online thesis submission portal:
Action: Dean (academic) & SSG
11. QIP-PhD program for industries / AICTE approved institutes. Take initiative to attract students and provide online portal & information in the web-page to apply
Action: Dean (academic) & SSG
12. Organise Soft skill development program/lectures for UG/PG students
Action: Head, Dept of Humanities
13. Bio-metric entry for all teaching/research labs
Action: Mr. Mohansukumar, Head, Computer Division
14. Subscription of SCOPUS ID for all faculty members
Action: Mr. Abdunnasar, Library Officer, Library
15. NEP: Include more Swayam/NPTEL course as part of curriculum
Action: Dean (academic)
16. NEP: Introduce B.Tech (honours) and Minor by taking courses in 5/6/7 semester
Action: Dean (academic).

**The Actions identified as per the discussions/decisions of IQAC meeting held on
14/06/2023**

1. Periodic curriculum revision as per NEP guidelines, taking feedback from all stakeholders (faculty, students, employers, and Industries and Institutions). Prepare an Out Come Based (OCB) plan for all programmes in a well-defined framework with the status of 'where the students stand with regards to the readiness to a job'
Action: Dean (academic) & Coordinator, IQAC.
2. Prepare an year-wise calendar of activities for IIST in consultation with all departments and administrative sections
Action: Dr. Shaijumon, Dr. Lekshmi.
3. Initiate experiential learning in line with NEP
Action: Prof. Deepu M, Dept. of AE.
4. Monitoring of SSR, NEP, NIRF and similar quality assessments with IQAC
Action: Prof. Kuruvilla Joseph
5. Preparation of SSR and submission by December 2023
Action: Prof. Anilkumar CV

6. Constitute a special committee for Internalization of programmes/courses to attract foreign students. A report in this regard has to be submitted to Director, IIST
Action: Director, IIST
7. Fix benchmarks and deadline for all activities of the institute to ensure quality. Familiarization of these activities by all stakeholders
Action: Prof. Kuruvilla Joseph
8. Appointment of Professor of Practice.
Action: Dean (academic)
9. Plan and complete academic/administrative audits before August 2023
Action: Coordinator, IQAC
10. A portal for collecting all kinds of data (Director suggested to contact office of VSSC to get the template as they have implemented the same there)
Action: Coordinator, IQAC
11. Ensure a Scopus ID and an Orchid ID for all faculty members. Prepare a list of all faculty who do not the IDs and initiate the process
Action: Mr. Abdunnazar
12. Each department has come up with at least one MoU with a prominent institution/industry in India/abroad to strengthen the research output
Action: HoDs
13. An inventory of all facilities/equipment with the date of establishment including all details of purchase and stock
Action: HoDs/Heads of sections
14. Establish a well-equipped Instrumentation Centre for housing common research/lab facilities of IIST
Action: Director, IIST
15. Pool an amount from the CSR funds of companies for supporting economically disadvantaged students.
Action: Mr. Laxmesh, Vice President, L&T
16. Policy documents on IT/Internships/Consultancy/Research
Action: Respective Heads & Registrar, IIST
17. A media centre for advertising all IIST activities.
Action: Dr. Jayanti.
18. Establish a good network with institutions across India; announce programs such as workshops, talks and other academic programmes. Enhance and make sure the receipt of the response of students/faculty/industry people outside Kerala by NAAC. This can be done even at personal level.
Action: Coordinator, IQAC

19. Bring out newsletters once in two months and the same can be circulated online/offline to many institutions across the country.
Action: Mr. Abdunnazar
20. Make an user friendly website for IIST
Action: Chairman Web-committee & Mr. Abdunnazar
21. The concerned focal point at IIST is requested to initiate steps to transfer money to ASRG head from respective ISRO/DOS centres.
Action: Convener, ASRG
22. A portal for uploading the soft copies of and reports (Phd/Projects/Internship)
Action: Coordinator, IQAC and CSG
23. An institute level coordinator to identify and bring in funds to IIST
Action: Director, IIST
24. Take extreme attention and care in using proper wording/phrasing in the IIST-webpage.
Action: Chairman, Web-committee
25. Re-frame the Research Methodology course based on different disciplines.
Action: Dean (R&D)
26. Constitute a working committee of students for IQAC with representatives from different branches.
Action: Director, IIST
27. Arrange short term visits of IIST students to facilities across all ISRO centre and units.
Action: Dean (SA)
28. Propose projects on development of technologies, where 75% grant from the Government and the rest 25% from an industry will be obtained. Accordingly, Centres of excellence can be instituted in IIST
Action: All HoDs
29. Prepare a calendar of activities of IIST by IQAC for 2023-24
Action: Coordinator, IQAC
30. Take steps to be in the list of HEIs eligible to apply the Prime Minister's Research Fellows (PMRF) Scheme
Action: Dr. Shaijumon

Prepared by Prof. Anil Kumar

Reviewed by Prof. Kuruvilla Joseph

Approved by Chairman, IQAC & Director, IIST


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