

Minutes of Meeting

Accreditation Grievances Appeal Committee (AGAC)

Date: 02/04/2025

Venue: Admin Council Hall, IIST

Agenda: Preparation of recommendations for the appeal to NAAC reaccreditation

Actions/Terms of reference: Oversee the possible areas of improvement, review of documents (SSR & DVV) and preparation of supporting data and justifications

Members of the committee

1.	Dr. Sheeba Rani, J Professor, Avionics	Chairperson
2.	Dr. Subrahmanian Moosath, Senior Professor, Mathematics	Member
3.	Dr. Nirmala Rachel James, Professor, Chemistry	Member
4.	Dr. Deepak T. G, Professor, Mathematics	Member
5.	Dr. Lekshmi V Nair, Professor, HSS	Member
6.	Dr. Jobin Cyriac, Professor, Chemistry	Member
7.	Dr. Gomathi N, Professor, Chemistry	Member
8.	Dr. Prathap C, Professor, Aerospace Engineering	Member
9.	Dr. Chris Prema S, Associate Professor, Avionics	Member
10.	Dr. Kaushik Mukherjee, Associate Professor, Mathematics	Member
11.	Dr. Ramiya A M, Associate Professor, ESS	Member
12.	Dr Sam Noble, Assistant Professor, Aerospace Engineering	Member
13.	Shri. S. Ramanathan, Deputy Registrar, Establishment	Member
14.	Dr. V. Sennaraj, Deputy Registrar, Academics	Member
15.	Dr. Sooraj V S, Associate Professor, Aerospace Engineering	Member Secretary

All were Present in the meeting

Prof. Kuruvilla Joseph, Coordinator-IQAC welcomed the members and described the responsibilities /terms-of-reference assigned to the AGAC committee. It was also informed by Prof. Kuruvilla that IIST is planning to have an appeal on the quantitative (QnM) matrix, though we have qualitative (QIM) and quantitative (QnM) matrices for NAAC assessment. This proposal is based on the fact that appeal to QIM may invite an additional visit of peer review team and its probability of improvement is highly limited (as per the interaction with experts like Dr. Simon). Moreover, QnM is based on data submission and carries 70% weightage, for which the appeal possibilities can be explored based on some of the deviations noticed in our submitted SSR and finally published NAAC-DVV.

Dr. Anilkumar, Chairman- SSR preparation committee /co-coordinator- IQAC and Dr. Sheeba Rani Chairperson, AGAC presented a preliminary version of the possible areas of improvements noticed in QnM matrix, with a comparative statement of SSR and DVV. This presentation is attached as Annexure 01 of this minutes.

As it is the first sitting of the committee, it was decided to form the following task teams (sub-teams) to have a detailed review of listed criteria in Annexure 01 with verification of the relevant documents and suggest the opportunity of improvement in the score.

Task Team	Criteria to be reviewed	First Level Review & Document verification and recommendation	Second Level Verification /Validation
Team -1	(1.3.2)	Dr. Sheeba and Dr. Sam Noble	Dr. Moosath and Dr. Lekshmi Nair
Team-2	(2.1.2) and (2.4.1)	Shri. Ramanathan and Dr. Sennaraj	Dr. Deepak T G
Team -3	(3.4.4), (3.4.5), (3.4.6) and (3.4.7)	Dr. Nirmala, Dr. Ramiya, Dr. Kaushik	Dr. Jobin, Dr. V S Sooraj, Dr. Sam Noble
Team -4	(6.3.3)	Dr. Chris and Dr. Gomathi	Dr. Pratap C

The sub teams shall present their review comments and recommendations in the next meeting of AGAC tentatively scheduled on Monday, April 7, 2025.

Prepared by

Dr. V S Sooraj, Aerospace-IIST

Member Secretary- AGAC-NAAC

Approved by

Dr. Sheeba Rani

Chairperson, AGAC-NAAC

Co-ordinator; IQAC, IIST

1.3.2 NUMBER OF CERTIFICATE / VALUE-ADDED COURSES / DIPLOMA PROGRAMME/ ONLINE COURSES OF MOOCS / SWAYAM / E_PATHSHALA/ NPTEL ETC. WHERE THE STUDENTS OF THE INSTITUTION HAVE ENROLLED AND SUCCESSFULLY COMPLETED

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=50	40-50	20-40	5-20	<5	51	51	4	3	30	120	90	Changed (-)	1	30

2.	1.3.2 Number of certificate / value-added courses / Diploma Programme/ online courses of MOOCS / SWAYAM / e_Pathshala/ NPTEL etc. where the students of the institution have enrolled	<p>Institutional program brochure/notice for Add on /Certificate/Value added programs with course modules and outcomes</p> <p>List of students and the attendance sheet for the above mentioned programs</p> <p>Evidence of course completion, like course completion certificate etc.</p>	<p>Courses of varying durations (at least 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students.</p>	<p>Online courses opted by students which are not offered by the institutions are not to be considered</p> <p>No repeat count of courses will be considered</p>
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2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the last five years

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=80	70-80	60-70	40-60	<40	82.4	82.4	4	3	5	20	15	Changed (-)	2	35

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the last five years	<ul style="list-style-type: none"> Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable) Final admission list indicating the category as published by the HEI and endorsed by the competent authority. 	<p>1. Include only those reserved categories as specified by the State/Central Government orders for admission.</p> <p>2. Only those seats filled against the quota should be counted here.</p>
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2.4.1 Percentage of full time teachers appointed against the number of sanctioned posts during the last five years

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=90	80-90	70-80	50-70	<50	97	85	3	3	10	30	30	Raise to NAA	3	35

2.4.1 Percentage of full time teachers appointed against the number of sanctioned posts during the last five years	<ul style="list-style-type: none"> Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). 	<ul style="list-style-type: none"> Appointment letter of selected teachers will be sought during the DVV clarification. All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered
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3.4.4 Number of research papers published per teacher in the Journals as notified on UGC website during the five year

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=10	7-10	4-7	1-4	<1	11.27	9.23	3	3	20	60	60	Raise to NAAC	5	55

3.4.4 Number of research papers published per teacher in the Journals as notified on UGC website during the last five years	<ul style="list-style-type: none"> List and links of the papers published in journals listed in UGC CARE list and Link to the institutional website where the first page/full paper (with author and affiliation details) is published Link re-directing to journal source-site website in case of digital journals <p>Apart from the above:</p> <ul style="list-style-type: none"> Provide Links for any other relevant document to support the claim (if any) 	<p>Publication of the authors with Institution affiliation will be considered for assessment years only.</p>	<p>Incomplete entries will not be considered.</p> <p>If details given are not complete with the links/screenshot, the respective publication will not be considered.</p>
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3.4.5 Number of books and chapters in edited volumes published per teacher during the last five years

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=10	7-10	4-7	1-4	<1	6.89	3.74	1	1	10	10	10	IMPROVE		

3.4.5 Number of books and chapters in edited volumes published per teacher during the last five years	<ul style="list-style-type: none"> E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters List of chapter/book with the links redirecting to the source website. 	<ul style="list-style-type: none"> Books with ISBN number only would be considered The details of select publications would be sought during the DVV clarification process, if the data is large. Book's publication year and publisher name should be mentioned 	Publication claimed under 3.4.5 not to be included in this metric.
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3.4.7 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=10	5-10	2-5	0.5-2	<0.5	15	6.62	3	3	20	60	60	Raise to NAA	6	75

<p>3.4.7 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed</p>	<p>Bibliometric of the publications: citation report for the last five calendar years counting backward from SSR submission date to be uploaded</p>	<p>The data for this metric will be fetched by INFLIBNET directly</p> <p>The HEI can seek clarification for the data given by INFLIBNET through the portal only.</p>
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6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)

4	3	2	1	0	Values		Grade			CGPA		Remarks	Appeal	
							Self	NAAC		Self	NAAC			
>=60	40-60	25-40	10-25	<10	20.2	8.98	0	0	6	0	0	Raise to NAAC	10	B1

6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)	<ul style="list-style-type: none"> • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. • E-copy of the certificates of the program attended by teachers. • Annual reports highlighting the programmes undertaken by the teachers 	<p>One teacher attending more than one professional development Program in a year to be counted as one only.</p> <p>If the data is large documents related to specific teachers will be sought during the DVV clarification.</p>	<p>Attending seminars / invited talks are not to be considered.</p> <p>Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered.</p> <p>FDP less than 5 days will not be considered</p>
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As per the original documentary evidences submitted in SSR, the average number of faculty appointments happened during the assessment period is 98.

Thus the percentage of full time teachers appointed against the number of sanctioned posts = $98/104 = 93.33$.

At present NAAC has considered only 85 as the percentage value against this criterion.

Impact:

The aforementioned change from 85 to 93.33 will make a change in grade from 3 to 4 (with a weightage of 10); which will add $(1 \times 10) = 10$ points to the Criteria-wise weighted grade point.

Grade Setting:

4	3	2	1	0
≥ 90	80-90	70-80	50-70	< 50

Suggestion: We may proceed with the appeal of this criteria, expecting NAAC to accept the evidences getting uploaded.

Criteria 3.4.4: Number of research papers published per teacher in the journals as notified in UGC website during the last five years

Observation: From the submitted data in SSR, it was re-verified that 1005 manuscripts in our list are part of UGC CARE list (year 2023) (or) Scopus (or) Web of Science, which include highly reputed journals with good impact factors.

It was observed that the number of manuscripts considered by NAAC is only 914 in the DVV for quantitative assessment.

The number of research papers published per teacher is only 9.23 as per the present NAAC assessment. However, it is expected to be at least 10.15 (with a maximum faculty count of 99).

Impact:

The aforementioned change from 9.23 to 10.15 will make a change in grade from 3 to 4 (with a weightage of 20); which will add $(1 \times 20) = 20$ points to the Criteria-wise weighted grade point.

Grade Setting:

4	3	2	1	0
≥ 10	7-10	4-7	1-4	< 1

88

88

Grade Setting:

4	3	2	1	0
≥ 60	40-60	25-40	10-25	<10

Suggestion: This criterion need not be considered for appeal.

Expected Improvements in Grade Value with the aforementioned appeal considerations

Present Score

Criteria	Weightage	Criteria-wise weighted grade point	Criteria-wise grade point average
01	150	535	3.57
02	200	718	3.59
03	250	780	3.12
04	100	320	3.2
05	100	350	3.5
06	100	371	3.71
07	100	395	3.95
TOTAL	1000	3469	3.47

Possibility 01: If we score positively for all the three criteria (1.3.2, 2.4.1 and 3.4.4); after appeal;

Criteria	Weightage	Criteria-wise weighted grade point	Criteria-wise grade point average
01	150	535+30	3.77
02	200	718+10	3.64
03	250	780+20	3.2
04	100	320	3.2
05	100	350	3.5
06	100	371	3.71
07	100	395	3.95
TOTAL	1000	3469+60= 3529	3.53

Possibility 02: If we score only for criteria 1.3.2 and 2.4.1 after appeal;

Present Score			
Criteria	Weightage	Criteria-wise weighted grade point	Criteria-wise grade point average
01	150	535+30	3.77
02	200	718+10	3.64
03	250	780	3.12
04	100	320	3.2
05	100	350	3.5

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Possibility 06: If we score only for criteria 2.4.1

Present Score			
Criteria	Weightage	Criteria-wise weighted grade point	Criteria-wise grade point average
01	150	535	3.57
02	200	718+10	3.64
03	250	780	3.12
04	100	320	3.2
05	100	350	3.5
06	100	371	3.71
07	100	395	3.95
TOTAL	1000	3469+10= 3479	3.48

Possibility 07: If we score only for criteria 3.4.4

Present Score			
Criteria	Weightage	Criteria-wise weighted grade point	Criteria-wise grade point average
01	150	535	3.57
02	200	718	3.59
03	250	780+20	3.2
04	100	320	3.2
05	100	350	3.5
06	100	371	3.71
07	100	395	3.95
TOTAL	1000	3469+20= 3489	3.49

Recommendation:

Expecting a positive outcome, as listed above, appeal can be attempted for criteria 1.3.2, 2.4.1 and 3.4.4.

Prepared (based on the review of committee) by

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Approved by 30 APR 2025

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