Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.00 am on 17.02.2017 in the Syndicate Hall

Present:

1. Dr. M.C Dileep Kumar, Hon. Vice Chancellor   Sd/-
2. Dr. Dharmarajan P.K, Pro Vice Chancellor   Sd/-
3. Dr. T.P Raveendran, Registrar   Sd/-
4. Dr. V.G Gopalakrishnan, Syndicate Member   Sd/-
5. Dr. M Manimohanan, HOD, Dept. of Vyakarana   Sd/-
6. Dr.M.I Joseph, Associate Professor, Dept. of Psychology   Sd/-
7. Dr. C.M. Manoj Kumar, Associate Professor, Dept. of English   Sd/-
8. Dr. V.K. Bhavani, Associate Professor, Dept. of Nyaya   Sd/-
9. Dr. N.J.Francis, HOD, Dept. of History   Sd/-
10. Dr. Ajithan Menoth, Joint Coordinator, IQAC   Sd/-
11. Prof. Sreekala .M. Nair, Director, IQAC   Sd/-
12. Sri. James S.J, PS to Regr. i/c   Sd/-

The meeting began at 11.00 a.m. with a welcome note extended by PS to Regr i/c. The IQAC Director then invited Hon'ble Vice Chancellor for his introductory remarks. He said that the IQAC is an important body and considering the vital role it has to be played in the University it is imperative to become a statutory body. He has also extended congratulation to current Director of IQAC for her commendable service rendered in her capacity for the time being. He also stressed IQAC has a major role to make the academic community vibrant.

IQAC Director welcomed all again and initiated discussion on agenda item No.1. The AQAR 2015-16 is only a draft as it still to get more data from the Departments. The process of AQAR is planned to circulate among HoDs for suggesting addition/omissions if any. After all the details are to be collected and the final draft to be placed in the Syndicate.

The IQAC is planning to publish the names of defaulters who fail to provide the data for AQAR. Many important data columns are lying blank for want of data and it is a sad plight, she said.

NSS program officer, who attended the meeting informed she would take steps to furnish the details of NSS extension activities. But the Director sought the co-operation of all to make a practice by furnishing the data regularly. Registrar demanded feedbacks are to be prepared in bilingual i.e. in English and Malayalam. The set of procedures planning for finalizing AQAR will be followed and forwarded to NAAC the director informed the members.

Vice Chancellor wanted to provide data of academic activities and programs compulsorily to IQAC and demanded to convene a meeting of HoDs to make the practice effective. Also resolved to send an individual circular to all the faculty reminding to furnish the data to IQAC without fail. The defaulters are to be identified and seek explanation from them.

Dr. N.J. Francis suggested to conduct a periodical inspection in the Departments to see the files and registers are maintained. Dr. M.I.Joseph recommended to provide informations to the concerned departments about the data and files are to be kept. Registrar demanded to seek Semester wise reporting. Dr. V.G. Gopalakrishnan said the HoDs are more or less engaged in clerical works and so administrative support is to be strengthened. The strength of administrative staff is to be increased and necessary initiation should be taken by the Syndicate and administration.

Pro Vice Chancellor stressed the need of submitting the annual report by the HoDs and Faculty likely in April/May every year and the annual increment should be considered to sanction only after this obligatory data furnishing.

After detailed discussion following decisions were taken.

1. Resolved to approve the draft of AQAR 2015-16 after completing the data filling the approved draft be placed before the Syndicate.

2. It is decided to send individual feedback report to concerned teachers. Also recommended to constitute a high level committee for department level reporting based on feedback. The committee consisting Vice Chancellor, Pro Vice Chancellor, Registrar, Dr.M. Manimohanan, Dr.M.I.Joseph, IQAC Director, Pl&D Director, Finance Officer and Dr. K.R. Sajitha.

3. Decided to prepare feedbacks in bilingual ie; in Malayalam and English

4. As per the Institutional plan of IQAC a two day workshop to be conducted in April 2017 for teaching and non teaching faculty. Food and accommodation is to be provided. The topics likes Innovative Practices, Documentation, Academic Audit etc be included in the Workshop session

5. To make a proposal for making IQAC as a statutory body to be placed in the Syndicate.

6. The committee recommended to submit a soft copy of PBAS to the IQAC annually.

7. To entrust IQAC for preparing the guidelines for the Seminar / Workshop.

8. A proposal to be furnished to the Syndicate for converting the Regional Centres as Centre of Excellence/Research centres.

9. Decided to convene a special meeting of the IQAC to discuss the Peer Team Report.

The meeting came to a conclusion at 1.00 p.m.

Sd/-
Vice Chancellor