

Minutes of the IQAC meeting held on 28.09.2017 at 11.15 a.m. in the Syndicate Hall.

Members Present:

- | | |
|--|------|
| 1. Prof. Dharmarajan P.K, Pro Vice Chancellor i/c of Vice Chancellor | Sd/- |
| 2. Dr. T.P Raveendran, Registrar | Sd/- |
| 3. Sri. T.L Suseelan, Finance Officer | Sd/- |
| 4. Prof. Sreekala M. Nair, Director IQAC | Sd/- |
| 5. Prof. M Manimohanam, HoD , Department of Vyakarana | Sd/- |
| 6. Prof. K.K. Ambikadevi, HoD, Department of Nyaya | Sd/- |
| 7. Dr. Nisha Venugopal, HoD, Department of English | Sd/- |
| 8. Dr. Preethy K, HoD, Department of Music | Sd/- |
| 9. Sri. Tolin K.V, Managing Director, Tolins Tyers (Industrial Expert) | Sd/- |
| 10. Sri. Nithin J.G., Student Nominee | Sd/- |

The meeting started at 11.15 a.m. with a prayer, Section officer i/c of IQAC welcomed all the members, who came to attend the meeting. IQAC Director gave a brief description on the initiatives and follow-ups done in IQAC. The meeting began with discussing the minutes of last meeting and subsequently, the Director presented the Agenda to be discussed.

Agenda 1 – Feedback collection 2016-17 – constitution of committee for feedback collection

IQAC Director informed that it is time to collect the feedback from all the departments and the committee for feedback collection has to be reconstituted if necessary. Since the last feedback committee's performance was satisfactory, it was resolved to continue for this year too with the change of replacing Dr.Moosa M, Asso.Professor, Dept. of Hindi with Dr. Sunitha Gopalakrishnan, Asst. Professor, Dept. of Hindi, since the former was transferred to Regional Centre, Tirur during the current Academic year. It was also resolved to include Dr. K.A Ravindran, Asso. Professor, Dept. of Sahitya as co-ordinator of feedback collecting committee and to co-opt Smt. Rupa V, Asst. Professor, Dept. of Vyakarana and Sri. Sunny P.J, Asst. Professor, Dept. of Philosophy in the place of Dr. K.A Ravindran and Dr. A Girija respectively. The committee also resolved to include Dr. Yamuna K, Asso. Professor, Dept. of Sanskrit Vyakarana as co-opted member in the committee for feedback collection.

The committee also resolved to keep the feedback in respect of teachers, strictly confidential. The committee resolved to continue the current practice of forwarding individual feedbacks to the concerned faculty, and address the departmental feedback in the committee constituted for the same.

Agenda 2 – Inauguration of IQAC –Panchayat programme

IQAC Director, reminded the cell about the decision taken in the last meeting to conduct extensional program on counseling and language coaching for the Panchayat. Dr. Nisha Venugopal was requested to report on the feasibility of running language skill for the public.

Agenda -3 – Revamping Academic Section

IQAC Director reported that a meeting with the staff of the Academic section was held on 26.09.2017 IQAC took serious note of the fact that even this year seminar proposals are not routed through IQAC and expressed resentment on it. She also reported that no qualitative assessment has been done on the Seminars/Workshops conducted.

Agenda 4 – Workshop to be conducted for Non Teaching Staff's

IQAC Director reported that a workshop has been devised for Non teaching staff on 9th & 10th November 2017 and the file regarding the above is in progress. The topics to be included in the workshop were also discussed.

Agenda 5 – Feedback form Renewal

The IQAC has decided to renew the feedback format for which suggestions are sought from Academics. The feedback proforma was emailed to all Heads of the Departments up on their request. It was suggested that the IQAC may approach the Department of English to translate the contents of the proforma to Malayalam and get it corrected by the Department of Malayalam.

Agenda 6 – Chancellor's Award 2016-17

IQAC Director reported that the proforma to be filled in connection with Chancellor's Award was already emailed to the respective Departments/ Sections. A reminder may be sent to all those who haven't so far forwarded their details.

Agenda – 7 – Preparation of AQAR 2016-17

It was resolved to issue a circular to all Departments/Sections/Regional Centres in this regard fixing the last date on 23/10/2017

Agenda 8 – Committee constituted to visit the Departments and Regional centres as IQAC Team.

A committee was constituted with the following faculty members to visit the Departments and Regional Centres.

- a) Dr. Sreekala M. Nair, Prof. & Head, Dept. of Philosophy and Director, IQAC
- b) Dr. M. Manimohanan , HoD, Department of Sanskrit Vyakarana
- c) Dr. Ambikadevi K.K., Prof. & Head, Dept. of Skt. Nyaya

- d) Dr. Nisha Venugopal , Asso. Professor, Dept. of English
- e) Dr. Preethy K, Asst. Professor, Dept. of Music

Agenda 9 – Schedule a meeting with all Head of Department s, and Campus Directors for NAAC Preparation

It was decided to hold a meeting with all HoDs and Campus Directors at the earliest.

Agenda 10 – One day workshop for all faculty members to familiarize them on the revised Accreditation framework

It was decided to organize a one day workshop for all faculty members after convening the meeting with the Head of the Departments and Campus Directors.

Sri. Tolin K.V, the member of IQAC suggested that all seminars conducted by the University should be digitalized and if possible presented to the public via YouTube. The University can think of an online feedback and suggested that feed back should not be kept confidential.

Sri. Nithin J.G, member of IQAC, suggested that the University should take initiatives to motivate agriculture in the campus. Departments should find space for their own vegetable garden. If we promote this culture, each student who pass out from this University will be skilled in agriculture in addition to their subject concerned, which will be useful for the day –to-day life.

The Registrar reported on the Rain water harvesting, the project initiated by the University. He also suggested that University should take steps to dig 2 or 3 pond with bamboo fencing thus conserving water. He suggested to innovative projects viz; community radio, Additional skill Acquisition programme (ASAP) & consultancy in performing Arts & Fine Arts.

The meeting came to an end at 12.50 p.m.

Sd/-
Prof. Dharmarajan P.K
Pro Vice Chancellor