

Minutes of the meeting of IQAC held on 21.11.2024

Venue : Syndicate Hall

Date : 21.11.2024

Time : 11.00 AM

Members Present :

1. Dr. K.K Geetha Kumari, Vice Chancellor :Sd/-
2. Dr. Lissy Mathew V, Prof in- charge of Examinations :Sd/-
3. Dr Mothi George, Registrar :Sd/-
4. Smt Silvi Kodakkat, Finance Officer :Sd/-
5. Dr. Ajith Kumar K V, Director IQAC :Sd/-
6. Dr. Jose Antony, Prof. & HoD, Department of Social Work :Sd/-
7. Sri. Sukhesh K Divakar, Joint Registrar (Admn) :Sd/-
8. Sri.Adarsh T, Research Scholar,Dept.of Geography :Sd/-

Members attended through online

1. Dr D Ramanathan, MD, Sitaram Ayurveda, Thrissur
2. Dr. P.H Ibrahimkutty, Professor, Department of Hindi
3. Dr Muralikrishnan T R, Professor, Department of English
4. Dr Sathian M, Professor & HOD i/c Ayurveda

Dr. Ajithkumar K.V., the Director of IQAC, began the meeting by welcoming all attendees. The Hon'ble Vice Chancellor, Dr. Geethakumari K.K., then chaired the meeting and gave an overview of the agenda, highlighting the main focus on the upcoming third cycle of NAAC re-accreditation and the submission of the AQAR (Annual Quality Assurance Report) for the academic year 2023-24. During the session, the Registrar, Dr. Mothi George, emphasized the importance of meeting the necessary criteria for NAAC accreditation to ensure the institution's continued progress and recognition.

I - NAAC III Cycle Re-accreditation

It was reported that the AQAR for the academic years 2021-22 and 2022-23 had already been submitted to NAAC. The AQAR for 2023-24 is currently under preparation. Following this, the criteria-wise scores achieved by the University in the previous NAAC

accreditation process were analyzed in detail. Based on this analysis, the following points were noted for further improvement:

- **Syllabus Revision:** The curriculum syllabus for the Bachelor of Fine Arts (BFA), PG (Postgraduate) programs, and PG Diploma programs needs to be revised.
- **Student Enrollment:** The number of student dropouts has been increasing, and as a result, the gap in student enrollment is widening. This issue needs to be addressed immediately through better student support systems, counseling, and retention strategies.
- **Research Projects:** Data revealed that less than 10 research projects were undertaken in the last two years, which is below expectations. To meet NAAC's standards in the upcoming evaluation, the University must significantly increase its research output. Teachers need to obtain research projects from agencies such as ICSSR, ICPR, ICHR and similar agencies and also from other sources. Steps need to be taken to make participation in research projects a mandatory activity.
- **Consultancy:** The Department of Painting, Social Work, psychology and the Centre for Disaster Studies have undertaken some consultancy projects, but more departments should be encouraged to initiate consultancy projects within their respective fields. This will help enhance the University's engagement with industry and society, contributing to the institution's overall growth and reputation.
- **Publication -**
 - a. **Mandatory Publications in Scopus and Web of Science Journals:** As the University is now submitting the AQAR in the General University Framework, publications in the journals listed in Scopus and Web of Science are mandatory to meet the accreditation criteria. Research scholars and faculty members need to make focused efforts towards publishing their research in these high-impact journals.
 - b. **Collaborative Publications:** It was emphasized that collaborative publications with other institutions should be actively encouraged. These collaborations can help to enhance the quality and visibility of research outputs, contributing to the overall academic reputation of the University.
 - c. **Incentive Procedures for Publications:** To promote and incentivize research publications, the procedure for implementing incentives will be accelerated. A dedicated head of account for these incentives will be included in the upcoming budget, and the guidelines for the same will need to be approved by the Syndicate. This will provide researchers with the necessary motivation and resources to increase publication output.

- **R & D Cell:** There is a growing demand from research scholars for training and workshops, which must be addressed effectively. The Research and Development (R&D) Cell of the University should be entrusted with the responsibility of organizing workshops and training programs aimed at enhancing the skills and capabilities of research scholars. The R&D Cell should also take a more proactive role in handling research-related issues, ensuring that both the quality and quantity of research are maintained and improved. The **Research and Development Cell** will be reconstituted, with a focus on ensuring adequate representation from research scholars.
- **Ph.D. Graduates:** The number of Ph.D. graduates is lower than expected due to delay in the submission of theses and the evaluation process. These bottlenecks need to be addressed to increase the number of Ph.D. graduates per year. As per a previous IQAC meeting decision, incentives will be provided to encourage timely submission of Ph.D. theses, helping to reduce the time lag and enhance the overall graduation rate.

After detailed discussion the IQAC recommended to decide the following:

1. To constitute a committee consisting of the following members to review the last NAAC Peer Team Report and evaluate the AQARs submitted from 2021-22 onwards. The committee shall evaluate the Strength, Weakness and Opportunity and submit a report along with suggestions for improvement, by **15th December 2024**.

Dr. Mini T, Professor, Department of Sanskrit Sahitya (Convenor)

Dr. Yamuna K, Professor & HoD, Department of Sanskrit Vyakarana

Dr. Muralikrishnan T R, Professor, Department of English

Dr. Jose Antony, Professor & HoD, Department of Social Work

Dr. Saju T S, Associate Professor, Department of Geography

Smt. Rachel P D, Assistant Registrar & PS to PVC

2. To initiate Syllabus Revision of Bachelor of Fine Arts (BFA), PG (Postgraduate) programs, PG Diploma programs and Diploma programs
3. To accelerate the functions of the **Research and Development Cell** and to reconstitute the Cell.

4. To establish the **Research Scholars Meet** as an yearly event and also decided to publish the research papers presented in first edition of the meet held in 2023, in UGC Care-listed journals of the University, such as **Prathyabinja** and **Chengazhi**. Dr. V. Lissy Mathew, Senior Professor of Malayalam is entrusted with the responsibility of coordinating the publication process of these research papers in the current academic year.
5. To direct the HoDs to take up consultancy projects within their respective fields. The Director, Planning is authorised to coordinate the proposals.

II – AQAR 2023-24

The committee reviewed the data received from the departments and campuses for the preparation of **AQAR 2023-24** and decided to recommend the following.

1. To convene a meeting of HoDs, Campus Directors and NAAC Co-ordinators in the next week itself to expedite the data procurement process for AQAR 2023-24.
2. To strengthen the Alumni Engagement and to direct the HoDs and CDs to organize annual alumni meets regularly to engage with former students. Additionally, WhatsApp groups to be established for each department's/campus alumni, providing a platform for continued communication, networking, and collaboration.
3. To encourage the Departments to conduct and promote cultural activities and competitions at the departmental level. Furthermore, the formation of student clubs or forums such as a **Debate Club, Literature Club, Music Club, Quiz Club**, etc., to be encouraged to provide students with opportunities for holistic development and to nurture their talents and interests.

III – NEP SAARTHI

As part of the **National Education Policy (NEP) 2020**, the University will implement the **NEP SAARTHI** initiative, introduced by the UGC. Under this proposal, **student ambassadors** will be selected from each higher education institution to promote awareness of NEP 2020 among students and establish a feedback mechanism to assess its impact.

The Committee recommended the implementation of the **NEP SAARTHI** initiative as part of NEP 2020 and nominated **Dr. Ajithkumar K.V.** as the **Nodal Officer**

for overseeing this process. The proposal for this initiative will be submitted to the **Syndicate** for approval, and once approved, the program will be implemented accordingly.

IV - Apart from Agenda, the Committee has recommended the following actions also to enhance academic quality, address operational challenges, and improve infrastructure:

1. **Establishment of Centre for Indian Knowledge System:** The Committee recommends the establishment of a **Centre for Indian Knowledge System** to promote the study and research of traditional Indian knowledge systems. The possibility of starting **Certificate Programmes** under this Centre to be explored to further engage students in these fields.
2. **Compensation for Lapsed Classes:** To ensure that **academic days** are not lost due to other activities or government-declared holidays, it is recommended that any lapsed classes be **compensated**. This will help in maintaining the academic calendar and ensure that students receive the required number of instructional days in a semester.
3. **Space Allocation and Utilization:** To address the issue of **underutilized classrooms** on one hand, and **overcrowded departments** lacking sufficient space on the other, the IQAC decided to bring the matter to the **Space Committee** to ensure more **proportional space allocation** across departments, optimizing space usage and preventing overcrowding.
4. **Improvement of University Record System:** The **University Record System** needs to be improved for better management and organization of records. The Committee recommends the **formulation of proper guidelines for the destruction of records** to ensure that outdated or unnecessary documents are safely disposed of. The Assistant Registrar (Admn I) is authorised to initiate further steps in this regard.

Meeting concluded at 1.30 P M

Sd/-
Dr Ajithkumar K V
Director, IQAC