

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at  
11.00 am on 14.06.2016 in the Syndicate Hall**

**Members Present:**

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| 1. Dr. M.C Dileep Kumar, Hon. Vice Chancellor                | Sd/- |
| 2. Dr. Sucheta Nair, Pro. Vice Chancellor                    | Sd/- |
| 3. Dr. Edward Edezhath, Syndicate Member                     | Sd/- |
| 4. Dr. M Manimohanan, HOD, Dept. of Vyakarana                | Sd/- |
| 5. Dr. A.P.Francis, Associate Professor, Dept. of Vedanta    | Sd/- |
| 6. Dr.M.I Joseph, Associate Professor, Dept. of Psychology   | Sd/- |
| 7. Dr. Jose Antony, HOD, Dept. of Social Work                | Sd/- |
| 8. Dr.V.A Valsalan, Associate Professor, Dept. of Malayalam  | Sd/- |
| 9. Dr. M.V. Natesan, Associate Professor, Dept. of Vyakarana | Sd/- |
| 10. Dr. K R Ambika, Campus Director, RC Thrissur             | Sd/- |
| 11. Sri. S.J. James, Section Officer, IQAC                   | Sd/- |
| 12. Smt. Shamla, Section Officer, Academic                   | Sd/- |
| 13. Dr. N.J. Francis, Director, IQAC                         | Sd/- |

Hon. Vice Chancellor welcomed the members and invited IQAC Director for his introductory address. The Director, IQAC, also welcomed all again to the 1<sup>st</sup> meeting of IQAC in the academic year 2016. The Director, IQAC reported that the minimum analysis of the students feedback, elicited by the IQAC with the co-operation of various committees constituted for this purpose is nearing completion. He also elaborated the efforts taken by the IQAC in the preparation of the AQAR 2014-15 and apprised the need of administrative support to IQAC. The Vice Chancellor, then, delivered the presidential address and assured all support for the effective functioning of IQAC.

Hon'ble Chair then invited all members for discussion on agenda items. After a detailed discussion, the following decisions were taken in the meeting.

1. Since the draft of AQAR 2014-15 was prepared on the basis of the inadequate data and information supplied, and it was decided to collect maximum data before 25<sup>th</sup> of June, especially of University level programmes.

2. The coordinators of seminars/Workshops are requested to furnish a copy of the completion report to IQAC also while they submit the final report to the University for the Settlement of financial utilization.
3. A permanent staff to be posted in the IQAC during the appointment of Assistants from the Employment Exchange.
4. To constitute an expert committee for Academic Audit. The required procedures and modus operandi will be collected by Dr. Jose Antony from sister Universities and the framework of indicators will be customized by him also. An orientation program is to be given to all faculties for awareness on the purpose and procedures of Academic Audit.
5. The proposals of seminars have to be routed through the Sub-Committee on syndicate.

The meeting came to an end at 1.00 p.m.

**Sd/-  
Vice-Chancellor**