

Minutes of the meeting of the IQAC held on 07.09.2018 at 2.30 pm in the Syndicate hall of the university.

Members present:

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|--------------------------------------------|--------|-------|
| 1. Dr. Dharmarajan P.K , Vice Chancellor | | : sd/ |
| 2. Dr. K.S. Ravikumar, Pro Vice Chancellor | | : sd/ |
| 3. Dr. T.P. Raveendran, Registrar | | : Sd/ |
| 4. Sri. Yoosuf K A, Joint Registrar | | :sd/ |
| 5. Dr. Saju T. S, IQAC Director | | : sd/ |
| 6. Dr. Yamuna K, NAAC Co ordinator | | :sd/ |
| 7. Dr. M Manimohanan, | Member | : sd/ |
| 8. Dr. Shanti Nair, | “ | :sd/ |
| 9. Dr. Valsalan V. A | “ | : sd/ |
| 10.Dr. G. Chandravadana | “ | : sd/ |
| 11.Dr. K.P. Vijayalekshmi, | “ | :sd/ |
| 12.Dr. Jose Antony, | “ | : sd/ |
| 13.Dr. C.S. Sasikumar | “ | : sd/ |

The meeting began at 2.30 pm. The Vice Chancellor welcomed all the members of the committee. He then reported on the recent deluge that affected the University since 15th August 2018 and the irreparable losses met by the University. In this context he requested the members of IQAC to provide full support for the uplift of the University and join hands for the NAAC reaccreditation to be attempted next year. He then requested the Director, IQAC to present the Agenda for discussions and necessary action.

The committee initially confirmed the minutes of the previous meeting of IQAC held on 16.02.2018.

Dr. Saju T S, Director, IQAC then reported the action taken on the decisions of the previous meeting held on 16.02.2018. It was decided to give a reminder to the concerned sections from where no initiatives have been yet started.

The circulated agenda was then discussed in detail and the following decisions were taken by the committee.

1) Evaluation of Academic Programmes

An interactive session on the topic Outcome Based Syllabus Restructuring in the chairmanship of Dr. Rajan Gurukkal, Vice Chairman of Kerala State Higher Education Council was held in the University on 14.08.2018 for all the Heads of the Department .As a follow up on this interactive session, a Workshop on this relevant topic has been planned to be convened during September 2018 itself.

2) Academic Audit

Steps have been initiated for the same.

3) Administrative Audit

It was recommended that after consultation with the sister Universities, the procedures of Administrative Audit may be implemented in our University too.

4) Improvement of academic facilities to Guest Faculty- Report of Orientation Programme

Dr. Saju T S reported on the Orientation Programme conducted for the Guest Faculty on 21.07.2018.He presented the suggestions given by the Guest Faculty in general. Majority of the guest Faculty have requested to enhance their salary in tune with the G.O implemented in Colleges and to re-designate them as Assistant Professor (On contract).Many of the faculty from Regional centres complained on the lack of Infrastructure and library facilities. After detailed discussion, the IQAC Director was entrusted to submit a report to the University regarding the re-designation of guest faculty.

5) New Women's studies centre

It was reported that University Syndicate has decided to start a new study centre in the name of Dakshayani Velayudhan. And under the chairmanship of Dr.P C Muraleemadhavan, a committee has been constituted to formulate the guidelines in this regard .

The meeting entrusted IQAC Director to submit a report to University after exploring the possibilities of starting new study centers in tune with the Budget proposal of this financial year.

6) National Institutional Ranking Framework (NIRF)

It was reported that the University has decided to apply for National Institutional Ranking Framework entrusting Dr. Sunitha Gopalkrishan, Professor, Department of Hindi as the Nodal Officer. Data for Ranking Framework is mandatory within one month. The Director, IQAC reported that Data collection including NIRF, under a group of Project Assistants will be commencing on 11th September, 2018. It has been decided to complete this project before 30th September.

7) SSUS open house- 2019

It was recommended to conduct open house (Sasthrayan 2019) at the university level with the Budget allocation of this financial year.

8) Online system for feedback from students

The Director reported that the process for online system for feedback from students will be initiated from next year onwards since the procedures in this regard from IT Division are not yet completed.

9) Seed money for Faculty members for Research

The committee recommended to provide seed money to the Faculty members who are willing to avail fund and submit proposal for research Developments. It was resolved to intimate the Teachers the availability of seed money for preparing the proposals for research. The Director, IQAC

reported that the Research Cell is planning to conduct a half day workshop for the Faculty members to introduce the funding agencies for research.

10) Next AQAR submission

It was recommended to submit the AQAR 2017-18 before November 2018. The IQAC subcommittee for AQAR may be reconstituted if necessary.

11) Orientation Programme for permanent Faculty members

It was recommended to conduct Orientation Programme for permanent Faculty Members keeping in mind the NAAC re- accreditation, the University has to attempt during September 2019.

12) Academic Master Plan

It was reported that till date only 10 Departments have submitted the Academic Master Plan. Hence the committee resolved to send reminders to the Heads of the Department requesting to submit the Academic Master Plan on or before September 30th.

13) Academic Brochure

It was resolved to prepare Academic Brochure of the University and to entrust the following members for its preparation.

Dr. Sheeba K.M., Professor, Dept. of History - **Convener**
Dr. BabuRajan P.P, Assistant Professor, Dept. of English
Dr. N.J.Francis, Professor, Dept.of History
Dr. H.Poornima Mohan, Professor, Dept. of Sanskrit General
Dr. Biju Vincent, Assistant Professor, Dept. of Sociology
Dr. Yamuna K, Professor, Dept. of Vyakarana
Dr.S Preeya, Professor, Dept. of Malayalam

14) Additional Agenda- Campus Disaster Management

Considering the recent deluge that affected the University in a worst manner, it was recommended to design Add -on course on Disaster Management, with the contributions of the Departments- Social Work, Geography, Sociology & Physical Education.

The meeting came to an end at 4pm

**Sd/-
Dr. Dharmarajan P.K.
Vice- chancellor**