

## **Minutes of the meeting of IQAC held on 08.07.2025**

Venue : IQAC

Date : 08.07.2025

Time : 11.00 AM

### **Members Present :**

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|---|-------|
| 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. Mathews T Thelly, Member, Syndicate                  | :Sd/- |
| 7. Dr Mini T, Member, Syndicate                             | :Sd/- |
| 8. Dr Sathian M, Member, Syndicate                          | :Sd/- |
| 9. Dr. Yamuna K, Professor, Department of Vyakarana         | :Sd/- |
| 10. Dr. Jose Antony, Prof. & HoD, Department of Social Work | :Sd/- |
| 11. Dr Muralikrishnan T R, Professor, Department of English | :Sd/- |
| 12. Sri. Sukhesh K Divakar, Joint Registrar (Admn)          | :Sd/- |
| 13. Sri. Adarsh T, Research Scholar, Dept. of Geography     | :Sd/- |
| 14. Sri. Abhijith K, Member, Block Panchayath, Angamaly     | :Sd/- |

### **Members attended through online**

1. Dr. P.H Ibrahimkutty, Professor, Department of Hindi
2. Dr Abdul Nazar M C, Associate Professor, Department of Malayalam
3. Dr. Sreevidhya N T, Assistant Professor, Department of Hindi, RC, Tirur

The meeting was chaired by the Hon'ble Vice Chancellor, Dr. Geethakumari K.K. Dr. Ajithkumar K.V., Director of IQAC, welcomed all attendees and provided a brief overview of the agenda. He emphasized that the primary focus of the meeting was on preparations for the upcoming third cycle of NAAC re-accreditation.

The discussions and decisions taken under each agenda item are as follows:

### **Agenda I - NAAC 3rd Cycle Accreditation**

In view of the upcoming NAAC 3rd Cycle Accreditation scheduled for 2026, the meeting discussed the current weaknesses and identified areas requiring focused improvement. Criteria 1, 2, and 3 were noted as relatively weak and in need of strategic enhancement. It was emphasized that students, researchers, and faculty members must play an active role in strengthening these areas through increased academic contributions, participation in institutional activities, and consistent engagement with quality enhancement initiatives. Committee recommended to take following actions in this regard:

1. Enhancement in **Research Publications** in approved journals by adopting following measures
  - a. **Reconstitution of Research and Development Cell** including following members:
    - i. Dr.Yamuna K, Professor, Department of Vyakarana replacing Dr. Sreelatha K(retired) as Convenor
    - ii. Adarsh T, Research Scholar, Department of Geography and Vyshna U, Research Scholar, Department of Social Work replacing Sreeraj K S and Athulya Raj, Research scholars who completed research.
  - b. **Incentives** as decided in previous IQAC meetings to be provided to students, researchers, and faculty members who publish their work in approved journals, particularly those indexed in Scopus and Web of Science. It was also decided to place this matter before the Syndicate for a review of the earlier decision in this regard and to initiate prompt and positive action accordingly.
  - c. R&D Cell may be entrusted to conduct a **workshop on research publications** for research scholars and faculty members immediately in association with IQAC, utilizing R&D Cell Fund,.
  - d. The Research and Development (R&D) Cell shall take necessary steps to publish the research papers presented at the **Research Scholars' Meet 2023** in appropriate and reputed academic outlets.
2. Committee directed to convene a meeting of Department and Regional Centre **NAAC Co-ordinators and Head of Departments with Hon'ble Vice Chancellor on 16.07.2025- 2.30 PM** to discuss various measures to be adopted in the light of the upcoming NAAC Re-Accreditation.
3. The Committee noted that NAAC is expected to issue new guidelines regarding accreditation criteria by the end of this month. A follow-up meeting shall be convened immediately thereafter to deliberate on and finalize accreditation strategies based on the updated criteria.

## **Agenda II - Recommendations of AQAR Review Committee**

### **1. CSR Funding:**

- A proper support system is to be established for streamlining CSR processes.
- Steps are to be initiated to secure CSR funding from institutions such as UBI and such other agencies.
- The Planning and Development Section may be entrusted with procedural formalities and office work with regard to CSR funding.
- A Committee under Hon'ble Vice Chancellor and Syndicate Member Adv. Arun Kumar may be formed to prepare the proposals and oversee CSR initiatives.

## **2. Improvement of UG Results:**

- The Committee analyzed the Undergraduate (UG) results for the past three academic years and observed the need for improvement in certain subjects with consistently poor student performance. To address this, following measures were recommended:
  1. UG Results for last three years shall be forwarded to concerned departments. Departments should conduct subject-wise performance reviews each semester and submit reports for further academic action.
  2. Faculty members handling these subjects shall adopt innovative teaching methods and provide additional academic support, including mentorship
  3. Remedial classes be arranged for the identified subjects, and scheduled outside regular teaching hours with the help of Research Scholars as well as PG students.
  4. The meeting observed that ensuring the minimum required number of working days, as stipulated in the academic regulations, is essential for improving academic outcomes. It was therefore resolved that any working days lost due to unforeseen circumstances such as heavy rain, youth festivals, or institutional programs must be duly compensated by conducting classes on the upcoming Saturdays, thereby maintaining the academic schedule without compromise.
  5. Head of Departments shall ensure the minimum number of working days as per academic regulations.

## **3. Reworking of Institutional Development Plan (IDP):**

- The Research and Development Cell shall revise the Institutional Development Plan to ensure its alignment with the latest guidelines issued by the University Grants Commission (UGC)
- Projects submitted by various departments for inclusion in the IDP shall be reviewed for further action.

## **4. Centre for Indian Knowledge Systems (IKS):**

- The Committee emphasized the need for establishing a **Centre for Indian Knowledge Systems (IKS)** to promote research and initiatives in this area. The Hon'ble Vice Chancellor assured that adequate measures will be initiated for its establishment upon receipt of the assured fund of **₹10 lakh** from the **Central Government**.

## **5. Post-Doctoral Fellowship Programmes:**

- The University intends to introduce Post-Doctoral Fellowship programmes, and the responsibility of preparing the proposal for submission to the next Syndicate meeting for approval is entrusted to the Research and Development Cell.

## **6. Syllabus Revision:**

- PG syllabus revision is expected in May 2026; government guidelines are awaited.
- An orientation programme will be organized for teachers and students to familiarize them with the draft PG syllabus.
- BFA syllabus revision is considered urgent and steps to be taken immediately in this regard
- Since the programme name has changed to Bachelor of Visual Arts, this change must be reflected in all certificates and notifications issued by the Department of Painting.

## **Agenda III - Measures adopted for Administrative and Academic Audit**

- The Committee analyzed the Report on the Administrative Audit conducted on 14th and 15th May 2025 and recommended its approval along with the initiation of necessary follow-up actions.
- The Academic Audit shall be conducted immediately after the formulation of audit criteria and dissemination of advance information to the Departments.
- The Criteria Committee for Academic Audit is to meet on 17.07.2025 at 10:30 AM to frame the necessary guidelines.

## **Agenda IV - Feedback on Five Day Training for Teaching Faculty and Followup actions**

- The report on the five-day training programme organized by IQAC from 22.04.2025 to 28.04.2025 for teachers was submitted before the meeting.
- The meeting recommended that, based on the identified demand, outcome-based hands-on training be provided to faculty members in the areas of research publications, MOOC course development, and research proposal preparation.

## **Agenda V - Students Feedback Analysis**

- The student feedback reports, forwarded to each department, should be analysed in the respective Department Council meetings.

- Based on the analysis, necessary follow-up actions must be taken to address the concerns or suggestions raised.
- Department wise Action Taken Report on Feedback signed by Chairman BoS and Registrar shall be uploaded in University Website, to fulfill the requirements under the NAAC Accreditation criteria.
- Measures shall be adopted to collect Feedback from other stakeholders as well as per the NAAC criteria.
- The proposal submitted by the Student Counsellor regarding student feedback criteria was placed before the meeting. After due discussion, it was decided to follow UGC regulations in this regard.

#### **Agenda VI - Action Taken on Previous IQAC Meeting Minutes**

- The Action Taken Report (ATR) on resolutions from previous IQAC meetings was presented and noted.
- The need for strengthening alumni engagement was emphasized as a priority area.
- It was decided that Alumni Coordinators shall be appointed in each Department, and a University-level Alumni Coordinator shall be designated to:
  - Facilitate regular meetings of alumni and PTA groups,
  - Promote alumni contributions, and
  - Enhance alumni involvement in institutional development.
- The meeting recommended levying a nominal fee on all application forms downloaded from the University website, as is the practice in many other universities.
- The importance of implementing and strengthening student support measures was reiterated, with a focus on ensuring a positive outcome in the Student Satisfaction Survey (SSS) during the NAAC visit.

#### **Agenda VII - UG Result Analysis**

Discussed under Agenda II

The meeting concluded at 1.30 PM.

Sd/-  
**Dr. Geethakumary K K**  
**Vice Chancellor**