

Minutes of the Online meeting of Internal quality Assurance Cell (IQAC) held on 09.07.2021 at 11 AM

Members Present:

1. Dr Dharmarajan P K, Vice Chancellor - Sd/-
2. Dr K S Ravikumar, Pro Vice Chancellor - Sd/
3. Dr M B Gopalakrishnan, Registrar - Sd/
4. Sri Sunilkumar S, Finance Officer - Sd/
5. Dr Sasidharan , Member, Syndicate - Sd/
6. Dr Tolin, CEO,Tolin's Group - Sd/
7. Smt Sharadha Mohan, Member,District Panchayat - Sd/
8. Dr Santi Nair, Professor, Dept of Hindi - Sd/
9. Dr Valsalan V A, Professor, Dept of Malayalam - Sd/
10. Dr K Muthulekshmi, Professor, Dept of Vedanta- Sd/
11. Dr Reshma Bhardwaj, Asso. Prof, Dept of Social Work - Sd/
12. Dr K P Vijayalekshmi, Campus Director, RC Panmana- Sd/
13. Dr Chandravadana, Campus Director, RC-Etuumanoor-Sd/
14. Dr PushpadasanKuniyil, Campus Director, RC-Tirur- Sd/
15. Dr Bichu X Malayil, Campus Director, RC-Thuravoor- Sd/
16. Dr Babu K Viswanathan, representing RC Thrissur-Sd/
17. Dr Omana P V, Campus Director, RC-Trivandrum - Sd/
18. Dr Anitha A, Asst. Professor,RC- Payyannur - Sd/
19. Dr Sathian M, Asso. Professor, MC-Kalady - Sd/
20. Dr Padmadas T L, Alumni - Sd/
21. Sri Sujeesh, Research Scholar - Sd/
22. Dr T Mini, Professor & Director, IQAC - Sd/
23. Dr Saju T S, Associate Professor & Joint Director, IQAC -Sd/
24. Dr Biju Vincent, Asst Professor & Joint Director, IQAC -Sd/

The meeting began at 11am. Dr Dharmarajan P K, Vice Chancellor welcomed the members and the new members were introduced before the committee. Dr T Mini, who took charge as the Director, IQAC on 24.05.2021 introduced herself to the committee and requested Dr Saju T S, former Director, IQAC to report the events / initiatives undertaken in the University after the IQAC meeting conducted on 14.10.2020.

Reporting by Dr Saju T S, former Director, IQAC

1. Even in the midst of Pandemic and overcoming the limitations, the IQAC conducted UG & PG induction programme during November 2020.
2. During this crisis period, the students of the University were given consistent counselling under the guidance of Students Counselling Cell in association with IQAC.
3. 20 students (PG & Research Scholars) were participated in the "Navakeralam-Yuvakeralam –the future of Higher Education" the initiative of State Higher Education Sector conducted in Mahatma Gandhi University, Kottayam on 08.02.2021.
4. The Teaching –Learning process during the pandemic period were conducted without hindrance in University LMS platform.
5. MA Museology was offered in the University from 2021 onwards. The Proposal for the new programme was prepared by IQAC.
6. IQAC in association with STRIDE project conducted 5 days LMS (Basics & Advanced level) training during May 2021 to the regular teachers and the newly recruited guest faculty during June 2021. Planning to conduct LMS training to UG & PG students on 10.07.2021. The fund for these programs were met by STRIDE project.

The committee started discussing the agenda .

- 1) **NAAC Peer team visit:** Dr Dharmarajan P K , Vice Chancellor reported about the NAAC Peer team will be visiting the University shortly. The reports of 2nd pre visit conducted to RC-Payyanur, Tirur & Koyilandy were discussed and it was requested to construct basic facilities(Ramp, toilets etc) to assist the differently abled students and maintain internet facility in all regional campuses, utilizing the PTA fund. Dr Bichu X Malayil, CD-RC Thuravoor expressed her dissent in utilizing PTA fund in this regard since the LFA has been objecting the utilization of PTA fund. It was requested by the CD-Tirur to initiate immediately the tarring of entrance road to its campus. The Vice Chancellor directed to assess the PPT and Department/centre profile of each Department/Regional campus.
- 2) **AQAR 2019-20 :** The Director,IQAC reported that the AQAR 2019-20 has been completely prepared for uploading in the NAAC portal. The same may be placed before the syndicate for approval, before uploading.
- 3) **E-Governance in Administrative level:** The University may take a strong decision to implement e –governance in the administrative level(File flow management system) and facilitate to move to 'Paperless University' within a shortest span. The IT infrastructure & human resources may be improved to attain the goal. An IT officer shall be appointed to supervise the entire management of IT. It was suggested to upload all circulars & orders related to teaching staff in the University website enabling to view the documents when in need using their login.
- 4) **Development of an Integrated University Management Information System:** The students who seek admission in this university should be enabled to manage their day to day affairs

related to university using their lap & phone itself. Moreover, the administrative level should be completely automated and the present pandemic scenario proved the necessity of online procedures to be followed without any hindrance in the university system. Now it's time to strengthen the IT infrastructure in the University along with the appointment of IT officer who capable to develop and manage **Integrated University Management Information System**.

5) ***"Sustainable Campuses"*** – Plan 2025 (*Before next NAAC assessment*)

- a) **Gender Equity Initiatives:** University should promote all types of gender equity initiatives among the academic community. Policies may be framed in this regard wherever it is necessary. Dr Sheeba opined to conduct gender audit in the University at the earliest. Even though the University have framed numerous policies, it was noticed that rules and regulations pertaining to each are not prepared and get sanction from the syndicate for course of action.
- b) **Overcome digital divide among students and research scholars:** University have to frame policies to overcome the digital divide among scholars and students. Students friendly technology campus should be maintained in all campuses.
- c) **Miyawaki Forest in all campuses:** Suggested to improve green cover in all campuses. Eco friendly building construction models may be adopted. The Main centre Kalady has implemented Miyawaki afforestation in two experimental plots, and suggested to extend the same in regional campuses. RC-Payyannur already have a fruit forest which will be extended as Miyawaki forest said Dr A Anitha.

- d) **Solar Power generation systems in all campuses:** At present Main Centre Kalady and RCs-Panmana & Ettumanoor have installed solar panels and is utilizing the solar power generation for the consumption of the respective campus.. This facility shall be extended to other regional campuses too.
- e) **Waste management:** Even though provisions are in place to the dispose waste in a systematic manner, the functioning of the system should be monitored in main campus and in all regional campuses. Dr Biju Vincent, commented that the Syndicate resolved to entrust 'Kudumbhasree' for cleaning process in Kalady which is not yet implemented. Steps may be taken for its implementation.
- f) **Water Management:** University should develop a system for water management for the main campus and regional campuses.
- 6) **Online feedback system for all stakeholders:** The new feedback forms prepared by IQAC in accordance with the framework of NAAC accreditation may be circulated among the stakeholders through online mode and the collections may be made online hereafter.
- 7) **Performance Appraisal System for Administrative Staff:** The teachers of the University submit their performance appraisal either through PBAS or Proforma II. However, administrative staff maintain only personal Register to assess their works. Hence it is requested to develop a performance appraisal system for Administrative Staff which is insisted by NAAC.
- 8) **Expansion of online library facilities:** The remote access implemented in the library is beneficial to the teachers and research scholars of the University. And the same may be extended to other students and the online library facilities may be expanded to all campuses. A student admitted to

the university should be made available the access of library facilities as in other educational institutions. Smt Saradha Mohan commented that the university have a better library and the above said facilities can be improved to new dimension.

9) Strengthening of Public relations of the University

(Perception criteria in NIRF): It was discussed that the public relations of the University should be improved so as to increase the perception criteria in NIRF. The University needs to improve the score in this criteria enabling to attain a better rank in NIRF. It was commented that fake negative news about the University were highlighted through media, whereas the factual positive remarks were not published. Unless and until the public relations are improved, the university cannot go forward, especially in the case of NIRF, NAAC etc.

10) Appointment of Student Counsellor: The former student Counsellor, Smt Lima Raj has joined as guest faculty in the Department of Psychology. The Pandemic situation focuses the counselor to provide consistent counselling to the students. Hence the vacancy shall be filled in emergency, before the NAAC Peer Team visit positively.

11) Redraft -Vision & Mission: The vision and mission of the university was framed during the last NAAC reaccreditation process which needs to be redrafted. IQAC may entrust a committee in this regard.

Dr K S Ravikumar, Pro Vice Chancellor: The Pro Vice Chancellor addressed the members of the committee. PG End semesters are over and the university is getting ready to conduct entrance examinations. Reported that exams will be conducted on time and results of Final UG & PG

examinations will be announced during July itself.

Dr Reshman Bhardwaj, HoD, Dept of Social Work:

Requested to conduct entrance examination of social work through online mode from next year onwards.

Decisions taken:

1. Considering the report submitted by the pre visit team to RC-Payyannur, Tirur & Koyilandy, all Campus Directors were directed to construct ramps, toilets to assist differently abled students in respective campuses, utilizing the fund of PTA, if needed.
2. Directed all Campus Directors ad Heads to upload the quarterly reports on time enabling the section to prepare SSR 2020-21. The AQAR 2019-20 was approved by IQAC and recommended to place it before the next Syndicate.
3. To implement File Management system immediately and to appoint an IT officer to manage the IT system.
4. Upload all orders/circulars and other documents relevant to the University in University website.
5. Frame rules and regulations to those policies which are implemented in the university.
6. The feedback from stakeholders shall be made online.
7. Submit a proposal for performance appraisal system for Administrative staff.
8. Submit a proposal for online library facility
9. Submit a detailed proposal for establishing sustainable campuses- Vision 2025.
10. The vacant post of students counselor should be filled immediately in this present situation so as to improve the mental & social health of students.
11. Entrusted IQAC to draft the vision and mission of the university .

12. To conduct gender audit under the leadership of Dr K M Sheeba, HoD & Coordinator, Centre of Dakshayani Velayudhan studies.

Dr M B Gopalakrishnan, Registrar : The Registrar concluded the meeting by reminding the decisions taken during the session and expressed gratitude to all members who attended the online meeting.


Vice Chancellor