

Minutes of the meeting of the IQAC held on 16.02.2018 at 11.00 a.m. in the Syndicate hall, University Headquarters

Members Present:

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| 1. Prof. Dharmarajan P.K., Hon'ble Vice-Chancellor | Sd/- |
| 2. Dr. K.S. Ravikumar, Pro-Vice-Chancellor | Sd/- |
| 3. Dr. T.P. Raveendran, Registrar | Sd/- |
| 4. Dr.Saju T.S., Director, IQAC | Sd/- |
| 5. Dr.L.Sushama, Dept. of Malayalam, RC Tirur | Sd/- |
| 6. Dr.Lissy Mathew, Dept. of Malayalam, RC Payyanur | Sd/- |
| 7. Dr.Muthulekshmi, Dept. of Vedanta, RC Thiruvananthapuram | Sd/- |
| 8. Dr. G. Chandravadana, Dept. of Hindi, RC, Ettumannur | Sd/- |
| 9. Dr. K.P. Vijayalakshmi, Dept of Vedanta, RC Panmana | Sd/- |
| 10. Dr. P. Chitra, Dept. of Hindi, RC Trissur | Sd/- |
| 11. Dr. Jose Antony, Dept. of Social Work | Sd/- |
| 12. Dr.Valsalan V.A. , Dept. of Malayalam | Sd/- |
| 13. Dr. Sunil P. Elayidom, Dept. of Malayalam | Sd/- |
| 14. Sri. Akhil K.M, Research Scholar, Skt. Vedanda | Sd/- |

The meeting started at 11a.m. The Vice chancellor welcomed all members of the reconstituted committee and introduced Dr. Saju T. S,the newly appointed IQAC Director of the University. After a brief introduction, the circulated agenda has been discussed in detail and the following decisions have been taken by the committee.

Academic matters

1. Evaluation of Academic Programmes - UG, PG and RESEARCH

Periodic evaluation is necessary for all academic programmes offered by the University to ensure quality improvement. The meeting suggested conducting the evaluation in a planned and structured manner. The committee resolved to recommend evaluation of the all UG programmes of the University may be conducted during the month of May 2018 with the teachers, decided by the councils of the Departments offering UG programmes.

The evaluation of the PG Programmes and Research Programmes also may be conducted in the same manner in the month of June and August 2018 respectively. Feedback from the students and research scholars on the programmes too may be taken into consideration while doing the evaluation.

2. Orientation programme for the Faculty members on contract - June 2018

It is resolved to conduct a general orientation programme and discipline wise orientation programmes for the faculty members on contract during the month of June 2018.

3. Extension activities of Academic Departments

It is resolved to request to every academic department to submit proposals at the earliest to the University about the possible extension/community programmes which can be commence from the next academic year.

4. Orientation programme for Faculty members on the new accreditation framework of NAAC

The meeting proposed to conduct an orientation programme in July 2018 for all the faculty members of the University on the new accreditation framework of NAAC with the help of experts.

5. Orientation programme for Young Faculty members of the University

An orientation programme on the curriculum frameworks of the various academic programmes of the University for the Young Faculty members may be conducted.

6. Orientation programme for research scholars on academic integrity

It is resolved to authorize the director of the IQAC to discuss the content and schedules with Dr. Shanti Nair, the Chairperson of the committee constituted by the University to conduct an orientation programme for research scholars on academic capability and integrity. IQAC also may be involve and help to conduct the programme.

7. Academic audit

The committee proposed to conduct an academic audit of the University in a feasible manner. Help may be sought from the MSW department, as they have a pool of trained personals to conduct academic audit. A committee is formed with the following members to decide the modus operandi to conduct the academic audit.

1. Prof. V.R. Muraleedharan
2. Prof. K. Muthulakshmi
3. Prof. V.G. Gopalakrishnan
4. Dr. Jose Antony
5. Prof. Sushama L.
6. Director, IQAC (Convenor)

8. Academic calendar for the next academic year

The Committee resolved to recommend entrusting Prof. K.G. Dilip (convener), Prof. K.V. Ajithkumar, Dr. Manju Gopal and Dr. Biju Vincent to prepare academic calendar for next academic year.

9. Guidelines for conducting seminars, workshops

The meeting resolved to recommend preparing a detailed guideline for conducting academic seminars and workshops. A committee with following members may be constituted for the same.

1. Dr.Yamuna K. (Convener)
2. Dr.T.Mini, Department of SanskritSahitya
3. Dr.N.J.Francis, Department of History
4. Dr.Biju Vincent, Department of Sociology
5. Dr.Poornima H. , Department of Sanskrit General
6. Dr.V.G.Gopalakrishnan, Department of Hindi

10. ASAP programme

The meeting entrusted Registrar of the University to communicate with the ASAP coordinator of the University, and to work out a plan to commence ASAP programmes in the University from next academic year onwards.

11. Enabling academic community in ICT for 2019 NAAC accreditation

The committee discussed this matter in detail. The meeting decided to recommend the University to give priority in next University budget for building up essential infrastructure facilities for enabling academic community in ICT for the 2019 NAAC accreditation. The meeting resolved to recommend for an updating in the IT infrastructure of the University. The meeting also decided to work out the possibilities of establishing small computer/web centers at regional campuses.

Decided to constitute a committee with following members for **ICT and website monitoring**.

1. Director IQAC (Convener)
2. Dr.Biju Vincent, Department of Sociology
3. Dr.Sangamesan K M
4. Dr.MuhammedSageer
5. Sri.Prasad T.S.
6. System Analyst/Sr. Programmer

12. Renewal of feedback forms and bilingual formats

Decided to entrust the renewal of feedback forms and bilingual formats to the committee having the following members

1. Dr.Sajitha K.R., Department of Malayalam (Convener)
2. Dr.Sheeba K.M., Department of History
3. Dr.Jose Antony, Department of Social Work
4. Dr.S.Preeya, Department of Malayalam
5. Dr.Ambika K.R., Department of Sanskrit Sahitya
6. Dr.N.Ajayakumar, Department of Malayalam
7. Dr.Jyothilal T.G., Department of Painting

13. Compiled regulations handbook for Academic Departments

Decided to print and publish all academic regulations in force as a handbook for the ease of administrative convenience and to equip faculty members and administrative staff for the smooth functioning of the system.

14. Applications and Calculating API scores for New Recruitment of Teachers and Carrier Advancement Promotions. Recruitment section- IQAC file routing

The meeting resolved to recommend the University to develop a file routing system for the New Recruitment of Teachers and Carrier Advancement Promotions of Teaching faculty through IQAC from the recruitment section. A committee constituted for the same

1. Registrar

2. Assistant Registrar in charge of the recruitment section
3. Director, IQAC
4. Dr. V.G. Gopalakrishnan

15. Consideration of implementation of UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation 2016 (fourth Amendment)

The meeting decided to constitute a committee for the same with the following members

1. Dr. Sunitha Gopalakrishnan (Convener)
2. Dr. K.M. Sangamesan, Department of Sanskrit Sahitya
3. Dr. Babu. K. Department of Painting
4. Dr. Anie Tresa Eprem, Department of History
5. Sri A.K. Madhu, Department of Theatre
6. Dr. Bhavani V.K. Department of Sanskrit Nyaya

Non-Academic

1. Preparation of Action Plan for 2018 -19

The committee decided to prepare an action plan for the year 2018-19 to equip University for the next NAAC accreditation. The preparation of plan entrusted to a committee with following members

1. Director, IQAC (Convener)
2. Director, Planning and Development
3. Prof. V.R. Muralidharan
4. Prof. V. A. Valsalan
5. Dr. Biju Vincent
6. Prof. N.J. Francis
7. Assistant Registrar, Academic
8. Assistant Registrar, Administration
9. Section Officer i/c Planning and Development
10. Section Officer i/c IQAC
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2. University Management System

The meeting resolved to recommend implementing a University Management system. An ERP (Enterprise Resource Planning) System to manage all university affairs may be implemented for the smooth functioning. It shall cover admission, examination, administration, student management including fee collection, digital classrooms etc. It will streamline and automate all activities of the University in an efficient manner.

3. Uploading of AQAR 2016-17

Decided to constitute a committee for preparation of AQAR with the following members.

1. Dr.Sahnti Nair (Convener)
2. Dr.Susan Thomas, Department of History
3. Dr.Baburajan P.P., Department of English
4. Sri.C.M.Manojkumar, Department of English
5. Director, IQAC

4. Mandatory uploading of IQAC details in University website

The meeting raised concern in the delay in uploading mandatory details in the University website. The members of the IQAC aired their displeasure about the management of the University website. The meeting recommend convening the meeting of the ICT and website monitoring committee at the earliest.

5. Integration between different sections for data sharing

A database is mandatory for the University for effective data sharing. It will avoid repetition and confusion and saves time, which can be used for productive purposes. Hence it is decided to recommend implementing a DBMS in the University.

6. Interactive centre functions

The committee strongly recommends the University for a full-fledged functioning of the Interactive/data center near the University library. The meeting entrusted ICT and website monitoring committee to monitor its functioning.

7. Environmental audit

The committee decided to recommend to conduct environmental audit in the main campus and in the regional campuses.

8. Gender audit

The meeting resolved to recommend a gender audit in the University. IQAC may seek help from the Centre for Gender studies to conduct the same.

9. Introduction of online feedback system – Possibilities

The meeting decided to entrust the ICT and website monitoring committee to look into the possibilities of development of an online feedback system.

10. Setting up of university archives and stock registry

The documents and records collected in IQAC, Publication division and other divisions of the University related to the programmes conducted by the University and other Departments shall be sorted out, maintained in a separate division and a stock register may be maintained for the easy access and retrieval of the informations. Archives of digital documents also shall be maintained in this manner. IQAC may require additional

secretarial assistance to do this. This may be submit for the consideration of the University authorities.

11. Garbage free green campuses

It is reported that already there are more than one programmes in the University for this such as *HarithaKeralam, Campus beautification progrmamme* etc. The committee felt the need for a coordination of these ongoing programmes.

12. Water management plan

At present, fresh water needs of the campus is finding out from some tubewells and an open well, which is insufficient to meet the day to day consumption. More over due to frequent outbreak of some water bone diseases among hostel inmates, there arise the quality of potable water supplied to Hostels and different offices. It has been decided to engage a professional agency to study the feasibility and assess the situation and to improve water quality. Committee decided to approach CWRDM for this.

13. Facilities for Physically challenged – Building designs – NAAC observation

The report submitted by the NAAC team on 2014 accreditation visit, suggested the University to improve and ensure the campus friendliness to the physically challenged people. The meeting raised the concern that still there is no concrete step to ensure this. The committee entrusted Registrar of the University to communicate with the engineering department in this regard.

14. Library digitalisation (RFID as recommended by NAAC committee)

It is reported that University Librarian submitted a project for this to KIIFB

15. Feedback form analysis and Department level Reporting

The meeting resolved to constitute a committee with following members in this regard

1. Vice Chancellor
2. Pro Vice Chancellor
3. Registrar
4. Director IQAC (Convener)
5. Director, Planning & Development
6. Dr.T.Mini, Department of Sanskrit Sahitya
7. Dr.MuraleedharanPillai, Department of Sanskrit Vedanta
8. Dr.Sheeba K.M., Department of History
9. Dr.Biju Vincent, Department of Sociology

16. Reconstitution of core committee of IQAC

The committee decided to constitute a core committee for the smooth functioning of the affairs of the IQAC with the following members

1. Vice Chancellor
2. Pro Vice Chancellor
3. Registrar
4. Finance Officer
5. Director IQAC (Convener)
6. Dr. Thomas K Job, Member, Syndicate
7. Dr. M. Manimohanan, Department of Vyakarana
8. Dr. Sunil P Elayiidom, Department of Malayalam
9. Dr. Shanti Nair, Department of Hindi

The meeting came to an end at 2.00 p.m.

Sd/-
Dr. Dharmarajan P.K.
Vice-Chancellor