

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.00 am on 8.12.2015 in the Syndicate Hall**

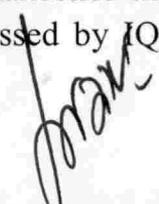
**Members Present:**

- |  |      |
|--|------|
| 1. Dr. M.C. Dileepkumar, Hon. Vice-Chancellor -Chairman            | Sd/- |
| 2. Dr. Sucheta Nair, Pro. Vice Chancellor                          | Sd/- |
| 3. Dr. T.P. Raveendran, Registrar                                  | Sd/- |
| 4. Sri. T.L Suseelan, Finance Officer                              | Sd/- |
| 5. Sri. George M.J, Joint Registrar, Administration                | Sd/- |
| 6. Sri. Yoosaf K.A., Deputy Registrar, Exam                        | Sd/- |
| 7. Dr. A.P.Francis, Associate Professor, Dept. of Sanskrit Vedanta | Sd/- |
| 8. Dr. Jose Antony, H.o.D, Social Work                             | Sd/- |
| 9. Dr. M.V. Natesan, Associate Professor, Dept. of S.Vyakarana     | Sd/- |
| 10. Dr. K R Ambika, Campus Director, RC Thrissur                   | Sd/- |
| 11. Dr. G. Chandradavana, Campus Director, RC Ettumanoor           | Sd/- |
| 12. Adv. K. Thulasi, Panchayath President, Kalady                  | Sd/- |
| 13. Mr. Linto P. Antu, Students Representative                     | Sd/- |
| 14. Sri. S.J. James, Section Officer, IQAC                         | Sd/- |
| 15. Dr. N.J. Francis, Director, IQAC                               | Sd/- |

Hon. Pro.Vice Chancellor welcomed the members and invited IQAC Director for his introductory address. The Director, IQAC, also welcomed all again to the 2<sup>nd</sup> meeting of IQAC in the year 2015-16. He appraised that even after the lapse of one year of getting NAAC Accreditation, the functioning of IQAC has not acquired the required momentum. IQAC can't function fruitfully with par-time staff. Hence a full time IQAC Director is required urgently. Student feedback collection in many Regional Centres has been completed. But in Main centre, Kalady and other RCs, the work is yet to be finished. The AQAR for 2014-15 should have been furnished by September/October 2015.

Adv. K. Thulasi, Panchayath President, then spoke on her experience and elaborated on various issues of quality enhancement. Then the Hon. Vice Chancellor invited the attention of the members to quality concerns that should be addressed by IQAC. The



  
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Registrar invited the attention of the Panchayath President regarding the scope for mutual collaborative programs in waste management and preservation of cultural heritage in and around Kalady.

Following decisions were taken in the meeting.

1. AQAR of the University for the year 2014-15 shall be submitted by Jan 2016
2. It was suggested that the proposals of Seminar/Workshop shall be routed through the IQAC from the next financial year (2016-17) onwards.
3. An academic committee with faculty members from various Departments including the Deans of the Faculty, HoDs and external experts should be constituted as part of the IQAC expert committee.
4. An additional copy of PBAS of all faculty members is to be insisted so as to ensure a copy in IQAC.
5. To direct PRO to forward a copy of Annual Report of the University to IQAC
6. Local linkage and community outreach programs and collaborative programs of the University with external agencies/organizations are to be planned and implemented urgently.
7. To install display boards at the entrance and in main Academic and Administrative blocks for informing the University community regarding various programmes being conducted in the University.
8. The Director, IQAC, is entrusted to verify the status and administrative setup of IQAC in other Universities and submit a report.
9. An orientation program needs to be conducted for all faculty members for improving academic quality of the University.
10. The best practices to be implemented in the University shall be identified.

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



  
Sd/-  
Vice-Chancellor  
Dr. DHARMARAJAN P.K.  
Vice-Chancellor  
Sree Sankaracharya University of Sanskrit  
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**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:**

- |  |      |
|--|------|
| 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 Manimohan, 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. Shaml, 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.



  
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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

*Dharmarajan P.K.*

Dr. DHARMARAJAN P.K.  
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Sree Sankaracharya University of Sanskrit  
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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.00 am on  
19.06.2017 in the Syndicate Hall**

**Present:**

- |  |      |
|--|------|
| 1. Dr. M.C Dileep Kumar, Hon. Vice Chancellor              | Sd/- |
| 2. Dr. T.P Raveendran, Registrar                           | Sd/- |
| 3. Sri. T.L.Suseelan, Finance Officer                      | Sd/- |
| 4. Adv. K Tulasi, President, Kalady Panchayat              | Sd/- |
| 5. Dr.M.I Joseph, Associate Professor, Dept. of Psychology | Sd/- |
| 6. Dr. Nisha Venugopal, HoD, Dept. of English              | Sd/- |
| 7. Dr. N.J.Francis, HOD, Dept. of History                  | Sd/- |
| 8. Dr.P.H.Ibrahimkutty, Dept. of Hindi                     | Sd/- |
| 9. Dr. Ajithan Menoth, Joint Coordinator, IQAC             | Sd/- |
| 10. Prof. Sreekala .M. Nair, Director, IQAC                | Sd/- |
| 11. Sri. James S.J, PS to Regr. i/c                        | Sd/- |

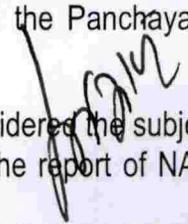
The meeting began with a prayer song of Prof. Sreekala M Nair at 11.00 a.m. Sri. James S.J. PS to Regr i/c, welcomed the meeting. The IQAC Director Prof. Sreekala M. Nair read out the working report of the IQAC of its last 6 months and in the introductory remark she mentioned about the major achievements of the IQAC, like the preparation made for the Chancellor's Award, Chief Minister's Award and almost accomplished the collection and analysis of feedbacks from students. The preparation of DPR for the establishment of a professional college was also completed after conducting a workshop. A three day workshop for teachers were also organised by the IQAC. She also ascertained that the uploading of journals being undertaken and an Academic expert committee is formed for the purpose.

Then the Vice Chancellor addressed the meeting and enumerated the achievements of IQAC made through the years. He also invited the members to focus more on areas of documentation, strengthening of Regional Centres and Departments, filling up of vacant teaching posts. He demanded another sitting for discussing the SWOC analysis report of NAAC peer team. The Registrar then explained the need of making IQAC as statutory and the steps being taken by the administration to that extent. It was also informed that budget allotment of Rs.10 lakhs made in the financial year 2017-18 for various activities of IQAC. All the Departments of the University are to be given awareness on the role and function of the IQAC, he said. He also insisted to give more attention in extension activities.

Adv. K. Tulasi, Panchayat President, Kalady, pointed out that the University may associated with the local body in providing awareness to local community in waste disposal, various education programs and undertaking survey on various social issues including the migrants in the locality etc. She reiterated her demand for association of the Academic departments with the Panchayat to facilitate counselling, training and awareness programs.

After having such deliberations of the chair and other members, the cell considered the subjects enlisted as agenda of the meeting one by one and took following decisions. The report of NAAC



  
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Peer Team especially SWOC analysis was subjected to threadbare analysis and recommended the following:

- i) Filling up the vacant position of Teaching faculty
- ii) Creation of new teaching posts required in each Department and to appoint qualified faculty members
- iii) Improve student enrollment for PG program
- iv) Start Graduate programs, in Regional Centres
- v) Regional Centres are to be strengthened. Planning & Development Director was authorized to work in tandem with Regional Centre, Thrissur to find a suitable campus for the Research Centre, Thrissur.
- vi) Sanskrit Departments need to work unitedly for the promotion of Sanskrit and in co-operation with non Sanskrit Departments for structuring inter-disciplinary programs.
- vii) International school of Sree Sanakra Studies need to be revamped and must plan various activities and programs to carry forward the founding principles of the school.
- viii) Recognize the faculty and the Departments to optimize the functions of each of them. Bring the matter before various Academic and other bodies to take decisions thereon.
- ix) The examination of Sanskrit subjects for PG programs may allowed to write in Sanskrit only. This proposal may be brought before the concerned Board of Studies and the faculty.
- x) The proposed subject 'Women Study' to be started attached to an appropriate Department. Place the matter in Academic Council.
- xi) The matter of purchasing books needed to bring before the HoD's meeting.
- xii) Provide necessary ICT training to faculty
- xiii) Introduce certificate/Diploma courses in foreign languages
- xiv) To study and report on the strengthening of Regional Centres, a committee with following members are nominated.
  1. Director, IQAC
  2. Dr. N.J.Francis, HOD, Dept. of History
  3. Dr. A.P.Francis, Professor, Dept. of Vedanta
  4. Sri. James S.J., PS to Registrar i/c
- xv) PBAS of teachers need to be furnished in IQAC annually-IQAC is authorized to follow the practice after issuing a University order.
- xvi) University website need to be updated.
- xvii) To frame guidelines for seminar, a committee with following members is formed
  - a. Prof. G Gangadharan, Syndicate member and  
Dean faculty of Sanskrit Grammar **(Chairman)**
  - b. Dr. M.I.Joseph, Associate Professor, Dept. of Psychology
  - c. Dr.N.J. Francis, HOD, Dept. of History
  - d. Dr. Nisha Venugopal, HOD, Dept. of English
  - e. Prof. M. Manimohan, HOD, Dept. of Vyakarana
  - f. Director, IQAC

Guidelines for 3 level of seminars – International, National and State level – to be forwarded.



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The meeting then formally expressed its gratitude to the Vice Chancellor on the culmination of his service as Vice Chancellor in the University. Almost all members have spoken and highlighted the leadership role of the Vice Chancellor that has brought forth a Development phase in the University during last 4 years.

Sri. James S.J, PS to Regr i/c also extended felicitation to the Vice Chancellor and expressed his gratefulness to the Vice Chancellor for his magnanimity to associate him in the activities of IQAC. He also extended vote of thanks to all for attending the meeting.

The meeting came to a conclusion at 1.00 p.m.



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**Sd/-**  
**Dr. T.P Raveendran**  
**Registrar**

**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:

- |   |      |
|---|------|
| 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.

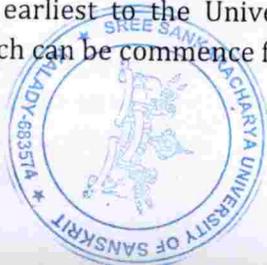
The evaluation of the PG Programmes and Research Programmes also may be conducted in the same manner in the month of June and August 2018 respectively. Feedback from the students and research scholars on the programmes too may be taken into consideration while doing the evaluation.

**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.



*[Signature]*  
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**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



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#### 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



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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
- 11.

### **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.



*[Signature]*  
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### 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 enviromental 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 acceses and retrival of the informations. Archives of digital documents also shall be maintained in this manner. IQAC may requaire additional



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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 programme* 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.Muraleedharan Pillai, Department of Sanskrit Vedanta
8. Dr.Sheeba K.M., Department of History
9. Dr.Biju Vincent, Department of Sociology



**Dr. DHARMA RAJAN P.K.**  
Vice-Chancellor

Sree Sankaracharya University of Sanskrit  
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**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. Manimohanam, 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**



**Dr. DHARMARAJAN P.K.**  
**Vice-Chancellor**  
Sree Sankaracharya University of Sanskrit  
Kalady, Ernakulam, Kerala-683 574



**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:**

- |  |        |       |
|--|--------|-------|
| 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 15<sup>th</sup> 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.



  
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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.



  
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### **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 11<sup>th</sup> September, 2018. It has been decided to complete this project before 30<sup>th</sup> 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.

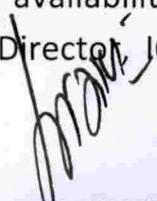
### **8) Online system for feedback from students**

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



  
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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 30<sup>th</sup>.

### 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



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#### 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



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

**Minutes of the meeting of IQAC held on 29.04.2019 at 11.30 am in the Syndicate hall of the university.**

**Members present**

1	Dr. Dharmarajan P.K. , Vice Chancellor	Sd/-
2	Dr. K. S. Ravikumar, Pro Vice Chancellor	Sd/-
3	Dr M. Manimohanan, Prof i/c Registrar	Sd/-
4	Sri. V. Manoj, JR i/c of Finance Officer	Sd/-
5	Dr. A. Paslithil, Pl.D, Director	Sd/-
6	Sri. Sukesh K. Divakar, DR(Admn), Member	Sd/-
7	Dr. G. Narayanan, Professor, RC, Payyannur	Sd/-
8	Dr. C.Chandravadana, Director, RC, Ettumanoor, Member	Sd/-
9	Sri.Akhil C.M., Dept. of Vedanta	Sd/-
10	Dr. K Muthulekshmi, Prof. & HoD, Member	Sd/-
11	Dr.V Valsalan, Prof. & HoD, Member	Sd/-
12	Dr.Babu K. Viswanathan, Prof., RC, Thrissur, Member	Sd/-
13	Dr.Shanti Nair	Sd/-
14	Dr.Yamuna K, NAAC Co ordinator	Sd/-
15	Dr.Saju T S., Director, IQAC	Sd/-
16	Dr.K P Vijayalakshmi, Asst Prof, RC, Panmana, Member	Sd/-
17	Dr.Jose Antony, Dept. of Social Work	Sd/-
18	Dr.Mohammed Sageer T.K., IT I/c	Sd/-

The meeting began at 11.30 am. Dr Dharmarajan P K, Vice Chancellor welcomed all the members of the committee. He then reported on the initiatives taken by the University and yet to be initiated for NAAC re-accreditation. He also reported the fact that, even though the University submitted online application for National Institutional Ranking Framework(NIRF) 2019, we failed to get into the list of institutions ranked up to 200. The failure drives our attention to two categories in which the University is weak. They are regarding publications indexed in Scopus, Web of Science, Google Scholar and Indian Citation Index. Only those publications indexed in the above will be counted for assessment. As far as the University is concerned the publications in the above is meager. The next is the parameter regarding perception. The University should focus on the above two criteria before attempting for NIRF, 2020. The Vice Chancellor also pointed out the number of projects, major as well as minor, continuing in



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present are meager. The faculty members should have availed the option in choosing projects under IMPRESS/IMPRINT scheme.

Dr Saju T S., Director, IQAC reported on the migration of 24 PG syllabus to OBTLE from the academic year 2019-20 onwards. Also reported that our University is the first in state to implement the revised syllabus in OBE. We should take steps to implement its second phase during this year itself. He reported that one of the drawbacks which we faced while applying for NIRF is that we have no sufficient data for the criterion required as stipulated by NIRF. However the University has constituted a committee comprising of 3 faculty members to study the report of NIRF, 2019 and enable the University to attempt for NIRF, 2020, overcoming the barriers.

Dr Yamuna K, NAAC Co-ordinator reported on the statues of NAAC initiatives. The Committee discussed the revised agenda issued to the members.

**1) Implementation of programme code for all University academic programmes :**

It is resolved to provide specific code to all academic programmes through which it will be easier to identify the programme. Resolved to entrust the work with Assistant Registrar of the Academic Section and to implement the same under the chairmanship of Dr K.S. Ravikumar, Pro Vice Chancellor.

**2) Student's Placement Tracking System:**

The University is migrating to digital platform and it has become mandatory to observe as well as digitalise our students details such as – Placement, Higher studies, etc. As far as the University is concerned this has become vital information for further steps in any regard. It was recommended to collect the details via University website in consultation with IT section. IT in charge of the University is entrusted to develop the module at the earliest. Dr A Paslithil, HoD, History suggested to issue a press release in this regard. All Departments are requested to conduct alumini meet in June 2019 and collect data pertaining to them.

**3) Orientation Programme in MOOC for all permanent faculty members:**

It was resolved to entrust IQAC to conduct programme in this regard.



  
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**4) Skill Development Programmes for students (ASAP) - Regional Campuses:**

The members from Regional campuses requested to extend the facility of ASAP to Regional campuses too. It was recommended to entrust Dr Sheeba S, ASAP Co ordinator to study and report it to IQAC, at the earliest. IQAC members from Regional Centres may contact the University Co-ordinator of ASAP.

**5) New infrastructure Projects- RUSA,UGC next phase – need assessment from Stake holders:**

Dr A Paslithil, Director, Planning & Development presented the current status of RUSA &UGC fund utilization. After discussion, it was recommended to prepare proposals well in advance, prior to the release of XIII plan fund, in consultation with the stake holders of the University. The Directors- IQAC & Planning & Development were entrusted to do so.

**6) Setting up of computer training centers at regional campuses:**

The Vice Chancellor suggested to provide computer training to all the students who seek admission in the University and to bring it as a best practice. The members from Regional campuses reported the lack of computer and networking facility in the respective campuses. The Vice Chancellor then directed Dr Mohammed Sageer, IT i/c to make available the computer facility and networking at Regional campuses after taking stock of the same. Dr Saju. T.S., Director, IQAC was requested to provide assistance for the speedy development of this facility at every Regional campuses.

**7) Centralized computer training facility at Kalady campus:**

It is reported by Dr Mohammed Sageer, IT i/c that the two halls in Interactive Centre will be equipped with computer and networking facility within a month. And the University can provide centralized computer training from 2019 June onwards. The Committee resolved to entrust IQAC & IT wing to initiate steps in this regard.

**8) Central Instrumentation Facility:**

It is resolved to implement the same when the infrastructure facility be provided by KIIFB through KITCO.

**9) Biodiversity master plan:**

The committee discussed the agenda and noticed its importance with regard to NAAC re-accreditation. As the matter needs utmost priority, the



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committee recommended to nominate the following members to prepare the same.

1. Sri Sarun S, Guest Faculty (Geography) -  
(Convener)
2. Sri Manoj P.G., Library Attender -  
Member
3. Sri Sajilesh, Research Scholar (Secretary, Eco Club) -  
Member
4. Dr Dilip K.G., Prof. (Rtd.), Dept. of Sociology -  
Consultant

**10) UGC Human Resource Development Centre:**

The IQAC & NAAC were entrusted to initiate steps for the establishment of UGC Human Resource Development Centre in the Head Quarters of the University.

**11) Developing of coding system for all university events and programmes:**

Dr Saju T S, Director, IQAC reported that it minority of the Academic and Non Academic programmes are not registered in AQAR. This can be rectified if the University introduces a coding system for all University events and Programmes. Sri Sukesh K Divakar, Deputy Registrar (Admn) was entrusted to develop a coding system in this regard.

**12) OBTLE- UG implementation – a committee has to be formed and a time frame needed for implementation :**

The committee discussed the fact that the University, the first in the State, to implement OBTLE in PG programmes may initiate steps to implement the same in UG programmes too. Hence resolved to convene a meeting of all Heads of the Departments at the earliest and form a committee for the implementation.

**13) MPEd programme continuation-a committee may be formed headed by a Syndicate member:**

The committee strongly recommended for the conduct and continuation of MPEd Programme. Hence resolved to constitute a committee headed by a syndicate member, to study and report in this regard.

**14) Possibilities of Interdisciplinary programmes :**

The committee recommended to explore the possibilities of starting innovative and interdisciplinary programmes. Hence resolved to collect



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proposals from all Heads of the Departments and the IQAC was entrusted to co ordinate the proposals.

**15) Submission of status report of digitalization processes of different sections:**

When compared with other Universities, our University is far behind in implementing e-governance and office automation. The committee recommended to look into the matter seriously and resolved to collect the status report of digitalization processes related to all sections. IT in charge of the University has to submit the report within 20<sup>th</sup> of May 2019.

**16) All Kerala Higher Education Survey:**

The State Government has introduced All Kerala Higher Education Survey in the Education sector. The Committee resolved to participate in this survey and entrust the work with the Co-ordinator, AISHE.

**17) Recruitment Procedures for Faculty Positions- Assuring Quality (Details Attached):**

Dr Saju T S, Director, placed the suggestions of IQAC for assuring quality for the faculty members appointed through recruitment process. The printed copy of suggestions formulated was distributed to all the members. The committee resolved to approve the suggestions and initiate steps in this regard.

The committee came to an end at 1.15 pm with the suggestion of the Director, IQAC that the nominated members need only participate in the IQAC meetings convened hereafter.



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

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on  
13.11.2019 at 2.00 P.M. in the Syndicate Hall**

**Members Present:**

1. Dr. Dharmarajan P K, Vice Chancellor : Sd/-
2. Dr. K S Ravikumar, Pro Vice Chancellor : Sd/-
3. Sri.Sukesh K Divakar, Joint Registrari/c of Registrar : Sd/-
4. Sri.C.C.George, Finance Officer in charge : Sd/-
5. Sri.Akhil C.M., Research Scholar : Sd/-
6. Sri.Tolini's - Represented by Jesto Paul, DGM : Sd/-
7. Dr.Lissy Mathew, Professor, Dept. of Malayalam : Sd/-
8. Dr.C.S.Sasikumar, Professor, Dept. of Skt.Sahitya : Sd/-
9. Dr.Susan Thomas, Professor, Dept. of History : Sd/-
10. Dr.G.Chandravadana, CD, RC, Ettumanoor : Sd/-
11. Dr.K.V.Nakulan, CD, RC, Koyilandy : Sd/-
12. Dr.Shanti Nair, Prof. & HOD, Dept. of Hindi : Sd/-
13. Dr.K.P.Vijayalekshmi, Asst.Professor, Dept. of Vedanta : Sd/-
14. Dr.K.Muthulekshmi, Prof. & HOD, Dept. of Vedanta : Sd/-
15. Dr.Jose Antony, Asso.Professor, Dept. of Social Work : Sd/-
16. Dr.V.A.Valsalan, Prof. & HOD, Dept. of Malayalam : Sd/-
17. Dr.Saju T.S., HOD, Dept. of Geography & Director, IQAC : Sd/-

The meeting began at 2.00 P.M. and the Vice Chancellor welcomed the members to the meeting. He reported that as a part of NAAC reaccreditation, the University has uploaded IIQA on 29<sup>th</sup> October 2019, as the first phase and is waiting for the consent from NAAC to upload SSR in the next phase.

Dr.Saju T.S., IQAC Director then reported the events/programmes which were conducted by the IQAC during the period after the last IQAC meeting held on 29.04.2019.

**1. Reporting of AAA (Academic and Administrative Auditing)**

The IQAC took the initiative in conducting the first Academic Audit of the University in all Academic Departments by adopting peer team methodology on 14<sup>th</sup> and 15<sup>th</sup> June 2019. Dr. M. P.Rajan, member, Peer Team & Academic Consultant, NAAC and Prof. Jacob John Kattakayam, NAAC Advisory Committee member of SSUS and former Director of ASC, Kerala University were the core members of auditing team along with a disciplinary expert from outside the University and a NAAC coordination committee member of SSUS. The audit helped to assess the strength and weakness of each Department and helped to



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initiate rectifying measures for enhancing the overall quality. The Administrative audit was also conducted in all sections during 19<sup>th</sup> and 20<sup>th</sup> June 2019. The committee comprising of Dr. K. Ramachandran, Principal, University Institute of Management, University of Kerala & Former Registrar of SSUS and Dr. M.Manoharan, Professor & Registrar i/c, University of Calicut visited and verified the documents /registers maintained in all sections and submitted the branchwise observations/recommendations. Both the reports will be available in the University website.

## **2. Participation in All Kerala Higher Education Survey & Chancellors Award**

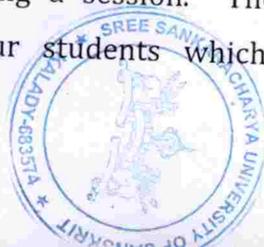
During the midst of NAAC preparations, the University submitted data for the All Kerala Higher Education Survey 2018-19 and Chancellors Award, 2018-19. As the University was preparing for NAAC reaccreditation, the IQAC was able to submit a richer data.

## **3. Implementation of programme code for all University Academic programmes**

The University implemented programme code for all University Academic programmes which includes BA,BFA, MA, MSc,MSW, M.F.A., M.PEd., M.Phil., Ph.D. and Diploma programmes.

## **4. Conduct of Induction Programme of PG and UG students**

As stipulated by the UGC, one week induction programme was conducted for PG students during 3<sup>rd</sup> week of June 2019 and for UG students on fourth week of June 2019. Programmes were organised at two levels, at Department level and at University level. With the support of the faculties, programmes including lectures, trainings, PTA meetings and interactive sessions on various topics were conducted for UG and PG students separately. A Motivational talk by Sri Arunkumar, Chief Executive Editor, 24 News Channel was also included during a session. The induction programme was very much appreciated by our students which led to inter-departmental community



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feeling among students. The induction programme was also conducted in all Regional Centres of the University. This will become an annual event of the University for freshers.

**5. Conduct of Menstrual Hygiene Orientation for all girl students in Main Centre, Kalady**

The IQAC conducted two-day awareness programme on menstrual hygiene for women students of the University on 17<sup>th</sup> & 18<sup>th</sup> September 2019 in association with ATREE ACRC, Alappuzha. Ms Reema Anand was the resource person from ATREE, CERC, Alappuzha. The students were given the general awareness on menstrual hygiene, cloth pads and menstrual cups.

**6. Computer training facility in Main Centre, Kalady**

In association with IT wing, the UG students are given basic computer training in the Media Centre of the University. The members from the IT wing were the resource persons.

**Agenda**

**1. NAAC SSR submission**

The entire University is now indulged for NAAC reaccreditation. As the initial step, the University has uploaded IIQA on 29<sup>th</sup> October 2019 and is waiting for the consent from NAAC to upload SSR in the next step. The compilation of the entire data from all departments/centers of study/regional campuses with supporting documents are being done with the support from the teaching and non teaching staff of the University. The committee recommended to upload the compiled data as soon as the NAAC request to upload the data.

**2. Restructuring of UG programmes and OBLTE implementation**

The University has constituted a committee for the study and implementation of OBLTE in UG programmes. In this juncture, the members are requested to report on the possibility of restructuring UG programme, using the latest regulations of UGC for making the UG programmes more attractive to students and useful to society.

**3. LMS (Learning Management System)**



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Dr.Saju T.S. introduced Learning Management System, the new online platform accessible by our students using their unique username and password. Through this interactive platform, the students can access the study materials from the LMS portal of SSUS, lms.ssus.ac.in. The meeting recommended the entire teaching faculty to use in this new venture.

4. **Quarterly reports from Academic Departments and Administrative Sections**

The University has entered the 3<sup>rd</sup> cycle of NAAC reaccreditation and the data from 1 July 2019 are to be collected and compiled from the beginning of this period itself. Hence, the committee resolved to collect quarterly (three months) reports from every Departments, Centres of Study, Administrative sections, Regionalcampuses, NSS, NCC, Library and Various Cells functioning in the University. A format for this will be issued from the IQAC.

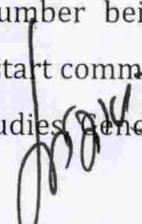
5. **Performance appraisal for administrative staff**

The NAAC suggests PBAS for teaching staff and performance appraisal for non teaching staff. The teachers are submitting PBAS during their placements/promotions and they are directed to submit the academic details/performance through Proforma II using online process during every academic year. Since the non-teaching staffs have no opportunity to exhibit their administrative performances elsewhere, the committee resolved to follow performance appraisal system for Administrative Staff also. Sri.SukheshK.Divakar, Joint Registrar (Admn) was entrusted to prepare the format for the same. He is entrusted to constitute a committee for this and requested to submit the report to IQAC as early as possible.

6. **Common add-on courses for UG**

During the 2<sup>nd</sup> cycle of NAAC reaccreditation, the University was in a position to exhibit only few add-on courses. The number being insufficient and meager, the committee recommended to start common add-on course for UG students, such as Environmental studies, Gender



  
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studies, Disaster Management etc. The committee resolved to recommend the same to UG restructuring Committee.

**7. UGC Regulations for direct recruitment of faculty members -**

**Quality Assurance**

The committee discussed the draft guidelines prepared by the Sub Committee entrusted and recommended to approve the guidelines for minimum qualification and selection procedure for the direct recruitment of Assistant Professor/Associate Professor/Professor as per UGC regulation 2018 in SreeSankaracharya University of Sanskrit.

**8. MOOC Online courses training programme**

The IQAC was entrusted to conduct MOOC online courses training programme for the entire teaching faculty.

**9. Starting innovative and interdisciplinary programmes**

The committee recommended to start innovative and interdisciplinary certificate courses by various departments without financial burden to the University.

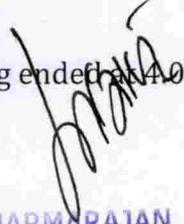
**10. Biodiversity Master Plan**

Dr.Saju T.S. reported that the committee constituted to prepare a biodiversity master plan has not even met once for its implementation. Hence resolved to reconstitute the committee immediately.

**11. NIRF 2020 Data uploading**

Dr.Susan Thomas, Nodal Officer, NIRF 2020 reported that the IQAC has complied the data for NIRF and is getting ready for its uploading. The committee recommended to upload the data for NIRF 2020 on or before 30<sup>th</sup> November, 2019.

The meeting ended at 4:00 pm.



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**Sd/-**  
**Vice Chancellor**

