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.Tolins – 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 29th 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 14th and 15th 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

initiate rectifying measures for enhancing the overall quality. The Administrative audit was also conducted in all sections during 19th and 20th 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 weekinduction programme was conductedfor PG students during 3rd week of June 2019 and for UG students on fourth week ofJune 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

feelingamong students. The induction programmewas 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 17th&18th September 2019 in association with ATREE ACRC, Alappuzha. MsReemaAnand 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 29th 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 OBTLE 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)**

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 3rd 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 2nd 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

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 30th November, 2019.

    The meeting ended at 4.00 pm.

    Sd/-
    Vice Chancellor