

**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 at

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.

**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

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

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.

Sd/-

**Dr. Dharmarajan P.K.**  
**Vice Chancellor**