<u>Minutes of the Online meeting of Internal quality Assurance Cell (IQAC) held on 14.10.2020 at 11 AM</u>

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. Dr Babu Joseph, Member, Syndicate — Sd/
5. Dr Salimkumar D, Member, Syndicate — Sd/
6. Dr Biveesh U C,Member, RUSA Nominee — Sd/
7. Sri Sukhesh K Divakar, Joint Registrar — Sd/
8. Smt Keerthana M, Research Scholar — Sd/
9. Dr C S Sasikumar, Professor, RC -Trivandrum — Sd/
10. Dr K Muthulekshmi, Professor, MC-Kalady — Sd/
11. Dr Shanti Nair, Professor, MC-Kalady — Sd/
12. Dr K P Vijayalekshmi, CD i/c ,RC -Panmana — Sd/
13. Dr Chandravadana , CD, RC -Ettumanoor — Sd/
14. Dr PushpadasanKuniyil, CD, RC - Koyilandy — Sd/
15. Dr Bichu X Malayil, CD, RC- Thiravoor — Sd/
16. Dr Babu K Viswanathan, Associate Professor, RC -Thrissur- Sd/
17. Dr Sushamma L, Professor, RC -Tirur — Sd/
18. Dr Anitha A, Assistant Professor, RC- Payyannur — Sd/
19. Dr Sathian M, Associate Professor, MC- Kalady — Sd/
20. Dr Yamuna K, Professor & NAAC Co-ordinator — Sd/
21. Dr Saju T S, Associate Professor & Director, IQAC — Sd/

The meeting began at 11 am and DrSaju T S, Director, IQAC welcomed the members to the meeting. Dr Salimkumar D, the newly nominated Member, Syndicate, to the IQAC was introduced to the IQAC .

The Vice Chancellor welcomed the invitees once again and reported the status of present NAAC reaccreditation. Requested to ensure that all activities/ events of the past five years are included in SSR and assured that the SSR on preparation will be made available to the members of the IQAC for verification

and suggestions. Both the Vice Chancellor & Pro Vice Chancellor appreciated the members of the University community who whole heartedly worked for the preparation and compilation of SSR.

AGENDA 1- reporting

Dr Saju T S, Director, IQAC reported that the meeting of IQAC was scheduled on March 2020 but due to the unprecedented situation that occurred due to COVID 19, forced to postpone the scheduled meeting and he expressed regret for the delay in scheduling the meeting.

He then reported the initiatives/events that were conducted by IQAC during the previous year(2019-20)

1) Participated in All Kerala Higher Education Survey,2019
2) Participated in Chancellor's Award and it was learnt that the University was in the nomination until last round
3) Participated in All India Higher Education Survey, 2019
4) Participated in NIRF,2020 and the University took the position in the rank band between 150-200. The University acquired less score for the criteria 'perception' which should be upgraded during next NIRF.
5) Since the UGC insists that Journals included in UGC CARE list need be considered for appointments/placements, the University may strictly adhered to the direction of UGC in all aspects.
6) The University introduced OBTLE scheme in PG& UG admissions from 2019-20 and 2020-21 respectively

7) During the Pandemic period, the University utilized the LMS platform of the University for teaching –learning process. And the regular faculty members were given 12 days Online training to equip them for taking online classes in LMS platform. It was grand programme that out of the 120 faculty members who participated in the training programme 90 completed the training successfully and received certificate in this regard.

8) The IQAC introduced the system of collecting the academic/ non academic data from the departments/regional campuses through

online mode. The quarterly reports link created in the University website assist the newly introduced scheme.

9) Introduced Ability Enhancement courses/Audit courses in UG programmes.ie, Gender studies/Human Rights/Ethics, Environment studies, Mental Health Social Media and cyber Ethics, Intellectual Property Rights and Disaster Management.

10) The recent UGC notification directs the University teachers to apply for MOOC courses. Since the University is on the process to start MOOC courses the teachers were encouraged to apply for MOOC courses and the IQAC resolved to provide preliminary training for the selected teachers in this regard.

11) Framed guidelines for webinars and teaching online classes, also framed code of conduct for Students, Teachers and administrative staff.

12) IQAC conducted Induction programme for the UG & PG students during 2019-20. In a similar manner, IQAC intends to conduct Online Induction Programme for the fresher's during October 2020

AGENDA 2- SSR Submission

This agenda was reported by Dr Yamuna K, NAAC Co-ordinator. The SSUS uploaded IIQA on 09.09.2020 and in response the NAAC accepting the same directed to upload SSR through online mode within 45 days (within 30.10.2020). The SSUS is the first to submit SSR in the revised accreditation framework for Sanskrit Universities. And from the very beginning of framing the manual for SSR from NAAC, the University played a key role in publishing the manual in the present format, which was acknowledged by NAAC during the training session at Bangalore. Even during the Software development they approached the University for assistance. The software given in NAAC portal was not perfect. Some of the matrices/formulas were indicating error. And the same was informed to NAAC in a time bound manner which was rectified and the uploading of SSR is almost in completion stage. IQAC intends to upload SSR within the stipulated time, if the errors are rectified by NAAC at the earliest.

Based on the above reporting, the following suggestions were put forward by

1)DrBabu Joseph, Member, Syndicate

The pdf format of SSR is not supporting Sanskrit language. The same may be reported to NAAC.

AGENDA 3

Framing of various Policies

The Director, IQAC reported that the IQAC took initiative to frame the following Policies ;

a) Policy on Maintenance of infrastructure
b) Research Policy
c) Policy on Faculty/Student Exchange programme
d) Policy on Gender sensitivity through Safety and Security
e) Policy on Consultancies and Partnerships
f) Policy on Advanced and Slow Learners
g) Policy on Equity, Inclusion and Equal Opportunity
h) Policy on Mobilization of Fund and Resources
i) Green Policy of SSUS

AGENDA 4
Ongoing Initiatives

Paperless Campus: The University is now proceeding through the period of 3rd cycle of reaccreditation. Our target is to make 100% paperless campus before next accreditation and also to complete the tracking system project.

Quarterly Reports : The University is now collecting the entire academic and non academic data from the departments/regional campuses through online mode. The link" Quarterly reports " have been created in the University website for this initiative. The data from various sections will also be collected in the same manner without much delay.

Alumni Registration: The IQAC has taken initiative to make register all the alumni through the google format made available in the University website. Also requested that all HoDs/CDs will be directed to follow up this initiative.

Computer training for UG I Sem: Even though the University took initiative to provide basic computer training to the I Sem UG students, the outbreak of COVID 19 stands as a hindrance to provide the same to this newly admitted batch. However, the possibility of providing Online training may be explored and the IT wing shall be provided necessary direct in this regard.

Induction Programme for UG & PG – ISem students (2020-21 admission): The IQAC is taking steps to provide Online Induction Programme to the UG and PG –Isem students of 2020-21 admission sson after the admission process are over.

Remedial Coaching: Certain departments are providing remedial coaching to the students of UG and PG programmes. But the present situation in the University insists to provide remedial coaching especially to Sanskrit language to attract the students and thus ensure supporting system for the Degree students.

AGENDA 5

NEW INITIATIVES

1) **Strengthening of blended teaching-learning Initiatives:**
   The present Pandemic situation insists the departments to move from conventional teaching mode to online teaching learning process. However,this diversions have a lot of barriers for the disciplines like Performing and Fine Arts. A broad outlook has to be designed for incorporating the above said disciplines in online platforms with syllabus restructuring, if needed. The Governor's office entrusted VCs of SSUS, Kalamandalam deemed to be University and the Malayalam University to study on this matter and report accordingly.

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2) **MOOC Courses:** IQAC will be providing training to the faculty members who have registered for UGC-MOOC courses. Discussions have been completed with EMMRC, Calicut University for providing in this regard.

3) **New Interdisciplinary/cross disciplinary PG programmes and BA (Hons)in Sanskrit:** After discussion with the senior faculty members of various departments, IQAC submitted proposal to start new Interdisciplinary/cross disciplinary PG programmes namely-Sanskrit Computing, Museology, Gender Studies and Disaster Management . Also submitted to start BA (Hons) in Sanskirt and the proposal is placed before the Syndicate for approval.

4) **Online Certificate Courses:** Considering the Pandemic situation, it's time to think of Online certificate courses. This would certainly attract the general public to join the courses. If this committee approves this agenda, we can issue circular, in this regard, to all departments.

5) **Publications in Journals:** NAAC & NIRF stipulates to upload only publications/Articles in Web of Science/ Scopus/ UGC CARElist.As a Sanskrit University, such specifications make to score least in the matrices suggested by NAAC & NIRF. In these circumstances, the University may recommend monetary /other academic benefits to the faculty members who have published their articles in the reputed Journals –Web of Science/Scopus/UGC CARE list.

6) **Best Practices:** During this cycle of reaccreditation, the University opted Solar and Sasthrayan as best practices. But when we go for the 3rd cycle of reaccreditation, we are supposed to provide any other best practices which should be commenced shortly and repeated 2 or 3 times before the next assessment period expires so as to include the result of best practices. After discussions , it is learnt that a best practice wholly related to Sanskrit should be opted. In consultation with the present NAAC co-ordinator, the following suggestions are put forward for approval.

a) **Documentation of Inclusive history of indigenous Sanskrit knowledge in Kerala.** To document the existing Sanskrit traditions with the assistance of our students which will be an asset to the University. The general public will certainly hold hand with the University to realize this project.

b) **Sustainable Environmental Initiative- Miyawaki forests and Butterfly gardens** – The University shall take initiative to identify plots in the main campus as well as regional campuses of sufficient area for this venture. The Kerala Forest Department and KFRI may be approached for assistance to implement this project.

7) **Green Audit :** The University should definitely take a move for the conduct of Green Audit. The assistance of Green Policy committee may be utilized for the audit.

8) **Gender Audit:** For the past few years, the University have been thinking of the conduct of Gender Audit but due to certain technical problems the audit was not carried out. This academic year, the audit may be conducted without fail.

9) **Complaint/Application/ File Tracking:** The University has to develop a system for tracking the complaints/applications registered by the students. It should be given priority since the University is student centric.

Discussions were held and the following suggestions were put forward by members of the committee:

Dr Salimkumar D, Member, Syndicate: Being the new member, Syndicate he introduced himself and recommended to initiate measures in strengthening the Alumni of the University. Requested the University community to unite together for obtaining a better grade in this cycle of accreditation.

Dr Babu Joseph, Member, Syndicate:
a) Requested to initiative steps for the inclusion of Journals published from the University in UGC CARE list.
b) To incorporate the matter of research mobilization fund in the research Policy framed by IQAC.

c) To explore the possibility of Online valuation for PhD Entrance examination since NAAC promotes on screen valuation.

d) To promote the faculty in publishing articles in reputed Journals listed by UGC.

Dr Sathian M, Associate Professor

He assured that through systematic planning and execution of Alumni registration, the University can increase the score for 'Perception' in NIRF and thus attain better rank during next attempt. Also requested to provide instruction to all departments, especially Sanskrit Departments in commencing Online Certificate Courses. The process of collection and digitalization of Manuscripts should be enhanced providing scope for best practices during the next assessment period. Emphasis should also be given to promote and develop the regional campuses in the same manner as Main Centre Kalady.

Dr Bichu X Malayil

Appreciated the works of IQAC and NAAC. Requested to take all measures in enrolling the alumni of the University, thus obtaining a better score for perception during next NIRF. Also requested to start remedial coaching for the subject English. Suggested that UGC NET coaching/training for National level competitive examination shall be taken as best practices. To develop the concept of Consortium.

Dr Muthulekshmi K

Documentation of indigenous Sanskrit knowledge can be developed as a best practice. The same can be promoted by insisting the students to choose such topics for PG seminar/Projects etc. The department of Sanskrit Vedanta has suggested students for choosing the above said topics for PG seminar. The University can take policy in this regard thus promoting research works in this area.

The department of Sanskrit Vedanta has been providing remedial coaching since 2019 in the name 'UTKARSHA". This year the department provided 7 days workshop on functional Sanskrit to the beginners of UG programme.

In tune with the suggestion of DrMuthulekshmi on documentation of indigenous Sanskrit knowledge, Dr Yamuna pointed out the contributions of skilled work related to Sanskrit history can also be documented and to thereby known to thePublic.

Dr Reshma Bharadwaj

Suggested to frame rules and regulations for each policy framed by the University and thus making the process mandatory. The University should frame a long term development plan. Requested to expedite the process of inter-centre library transfer during the Pandemic situation. Assured that through systematic work with the key alumni of every department, the University can raise the process of Online alumni registration.

Smt. Keerthana

Requested the University to implement the file tracking system, especially the correspondences related to students, immediately. Also to rectify the technical issues of Online fee payment. To speed up the process of implementing the facility of inter-centre library transfer during the Pandemic situation.

Dr Sushamma L

Reported that the Sahitya department of regional campus Tirur have already started documenting the history of Malapuram regional Sanskrit knowledge. Rain water harvesting can be developed and put forward as best practice. Atmost care should be given while choosing the saplings for "Miyawaki" forest thus maintaining environmental sustainability. Campaign for Alumni registration be given priority before next attempt of NIRF.

Dr Biveesh U C

Reported that the score attained in NAAC accreditation by the most of the Universities in Kerala was very poor that none was listed for the II phase of financial assistance of RUSA. Requested to opt sister Universities as role model in certain projects and directed to constitute a vibrant team for preparing proposals on demand from Central / State Governments, thus mobilize fund in all means. Issuing certificate of honour to the faculty who promotes publication is another alternative to boost research and publication. Also

suggested to initiate move targeting the next cycle of reaccreditation, maintaining academic culture.

DECISIONS

1) Decided to recommend to the syndicate to implement both best practices suggested.
2) To implement the project "UTKARSHA", the remedial coaching developed by the department of Sanskrit Vedanta as the University project and implement the same in all departments.
3) To start remedial coaching for the subject English.
4) As a part of sustainable environmental initiative promote "MIYAWAKI" forestation by planting regional sapling/trees in "MIYAWAKI" forest.
5) To constitute a team for preparing proposals for project on demand from Central/ State Government
6) Give priority for enhancing Alumni registration
7) Implement file tracking system at the earliest
8) Develop inter-centre library transfer facility
9) Frame rules and regulations for all policies implemented in the University.
10) To encourage the faculty members who contribute towards publication in web of science/ scopus/ UGC CARE
11) To commence gender audit and green audit from this academic year onwards
12) To start online certificate course
13) To update the teaching learning process in LMS platform with the inclusion of performing and Fine Arts.

VICE CHANCELLOR