

**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:**

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| 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. Chandravadana, 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

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**