

**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:

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| 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

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. Manimohanana, HOD, Dept. of Vyakarana
 - f. Director, IQAC

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

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.

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