

**Minutes of the Meeting of the IQAC held on 23-01-2019, 2.30 p.m.,
in the IQAC Hall.**

PRESENT:

1. Prof.(Dr). SabuThomas, Professor in-charge of the Hon'ble Vice-Chancellor.
2. Dr.C.T. Aravinda Kumar, Director, IQAC.
3. Dr.Robinet Jacob, Joint Director, IQAC.
4. Dr. A.M Thomas, School of International Relations and Politics
5. Dr. Beena Mathew, Director, School of Chemical Sciences.
6. Dr.Sajimon Abraham, Asst Professor, School of Management and Business Studies
7. Dr. Jaya Jaise, School of Pedagogical Sciences
8. Dr. Vijayakumar R, School of Computer Science
9. Dr. K.M Krishnan, School of Letters

Meeting started at 2.30 pm. Dr.Sabu Thomas, Professor in-charge of the Vice-Chancellor, presided over the meeting. He extended a warm welcome to all. After detailed discussions, the committee resolved as follows:

- 1) On the file from Prof.Sreranganadhan (retired) to convert his scale of pay in to that of AICTE: The meeting discussed the matter in detail. Other Universities in Kerala do not offer AICTE pay scale but only UGC scale. Universities are governed by UGC and hence the pay scale also must be in UGC scale as is followed by other Universities in Kerala. In this context, a policy decision is to be taken and hence the matter may be placed before the Syndicate.
- 2) Dr. M.S John, School of Gandhian Thought and Development Studies, who retired from Service voluntarily, submitted request to promote him as Senior Professor. The meeting examined the case and UGC regulations 2010. The meeting comes to the conclusion that, as per clause 6.4.10 of UGC regulations, 10 % of the positions of Professors in a University, with minimum of ten years of experience are eligible for promotion to the higher grade of Professors. This may be implemented in this University also and the matter may be placed before the Syndicate with the recommendation of the Vice Chancellor.
- 3) During the visit of NAAC team in 2017, Director and Assistant Director, IQAC were allotted rooms. But later, the rooms were allotted to some other offices of the University. Hence urgent steps need to be taken to allocate rooms for the Director and Joint Director of IQAC.

- 4) A Senior Computer Programmer is to be appointed on contract basis for the project “Faculty Management System”. The following are the purpose of appointment-
- i) To handle the regular required modifications to ensure proper use of the faculty management system
 - ii) To develop the proposed systems for collecting data on-line for various awards constituted by IQAC
 - iii) To assist the IQAC in all IT related issues like uploading the various Assessment reports on-line as the University is going for re-assessment.

The following qualification may be fixed-

M.C.A or M.Sc in Computer Science or Equivalent, preferably 3 years of experience.

Remuneration: Rs 30,000 per month

Term : One year Contract

A request may be submitted to the Vice Chancellor in this connection.

- 5) All Heads of Departments / Schools should ensure the participation of all faculty members, of their Department, in the workshop scheduled on 31st January and 1st February in connection with the preparation of question papers.
- 6) Dr. Anas.S, Assistant Professor, School of Chemical Sciences is entrusted to conduct an “Open Day” in the third week of February
- 7) Urgent actions are to be taken to conduct a Workshop on how to write proposals.
- 8) Dr. Robinet Jacob, Director, School of Tourism Studies is entrusted to submit a proposal for making different Souvenirs of the University and their display for sale.
- 9) Sufficient man power is required to ensure the proper working of sophisticated equipment of the various Departments / Schools. A working protocol is to be developed. Dr. C.T Aravindakumar, Director, IQAC is entrusted to take urgent steps in this matter.
- 10) It is recommended to take a membership in the “SHASTRI Indo-Canadian Institute” in order to facilitate the joint Indo-Canadian research programmes.
- 11) To recommend & forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following Teachers for required administrative action.

Sl.No.	Name & Department	Post to which CAS promotion is recommended.
1	Dr.K.M.Krishnan , School of Letters	Professor Stage V
2	Dr. Anooj Mohamed, School of Computer Science	Professor Stage V
3	Smt.Manjusha K.A, SGTDS	Assistant Professor Stage II
4	Dr.Bindu V.R, School of Computer Sciences	Professor Stage V
5	Dr.SheebaPillai, SILT	Professor Stage V
6	Smt.Resmi S.S., School of Bio Sciences	Assistant Professor Stage II

7	Dr.Jose.K.Manual, School of Letters	Associate Professor Stage IV
8	Dr.C.T.Aravinda Kumar, School of Environmental Sciences	Professor
9	Smt.Chithra Mohan, School of Chemical Sciences	Assistant Professor Stage I to II

The meeting concluded at 4.15 P.M

Sd/
DIRECTOR
INTERNAL QUALITY ASSURANCE CELL

Sd/
VICE CHANCELLOR