

**MINUTES OF THE MEETING OF IQAC HELD ON 03.06.2022 AT 10.00 AM IN
THE SYNDICATE ROOM**

Present

1. Prof. (Dr) Sabu Thomas, Vice Chancellor (Chairman)
2. Prof. (Dr) C.T. Aravindakumar, Pro Vice Chancellor
3. Prof. (Dr) Prakash Kumar B , Registrar
4. Prof. (Dr) Robinet Jacob, Director, IQAC
5. Sri. Biju Mathew, Finance Officer
6. Dr. Syllas V.P, Joint Director, IQAC
7. Prof. (Dr) Santhosh P Thampi, School of Management and Business Studies
8. Prof. (Dr) Sajimon Abraham, School of Management and Business Studies
9. Prof. (Dr) Beena Mathew, School of Chemical Sciences
10. Prof. (Dr) Bismi Gopalakrishnan, School of Indian Legal Thought
11. Prof. (Dr). Saji Mathew,
12. Prof. (Dr) Tony K Thomas,
13. Prof. (Dr) Harikumar Nair,

The meeting commenced on 10.00 am. Prof.(Dr.) Sabu Thomas, Vice - Chancellor presided over the meeting. He extended a warm welcome to all. Each criterion committee members discussed the following items and resolved as follows:-

- Contract teachers of each department shall be included in the DVV process of the NAAC visit.
- An ERP system shall be fully implemented by the IT wing and shall be implemented in the end of July.
- All the teaching vacancies up to 31 August 2022 shall be filled soon.
- A training workshop in connection with the OBE shall be conducted shortly and it shall be organised under UGC-STRIDE programme.
- At least two best practices shall be included in each of the 7 criterion.
- Resolved to recommend allotment of university fellowship to 100 % research scholars.
- Corporate training shall be given to maximum students in each department.
- Active efforts must be made to avail funds from CSR, RUSA and KIIFB etc. for various projects of the University in the wake of 4th cycle NAAC accreditation.
- An academic writing centre shall be established in university campus at the earliest.
- Teacher's grievance redressal cell portal shall be constituted at the earliest.
- The audited statements may be collected from KIIFB for attaching as supporting documents in the criterion 6.
- Sufficient number of ICT enabled class rooms shall be enabled in each department and School.
- An open theatre (Amphitheatre) facility shall be established at the earliest in the university campus.

- Sufficient Wi-Fi connections shall be enabled in all teaching departments.
- Ample safety measures shall be provided to all faculty members and students in the laboratories.
- Ramp facilities shall be provided to all the buildings in the campus.
- Requesting funds from Government for the construction of a building which can accommodate at least 10 new teaching schools and centres
- Guest House, Canteens and Hostels shall be renovated at the earliest.
- Vice- Chancellor's Merit Scholarship shall be instituted for the meritorious students in the campus and international brochure covering all the academic and administrative matters in the 4th cycle of NAAC accreditation.
- To prepare and submit a strategic plan of university at the earliest.
- 36 wells are to be cleaned and reused in the campus, management of hazardous wastes in the campus, making the campus plastic free, token facilities to employees and teachers who are coming in vehicles, establishing CCTV surveillance in the campus, installation of sensor lights in the campus, arrangement of proper signboards in the campus, identification of parking zones in the campus etc. are to be considered and necessary arrangements shall be taken at the earliest.
- To prepare and submit the core value of university and to display in relevant places.
- To prepare and submit the code of conduct for students at the earliest.
- One day in each month shall be observed as "campus clean day" for the university office, Schools and centres.
- To place the infrastructural and institutional facilities to be required in the wake of the 4th cycle accreditation to the next SSC on planning and development for the consideration and urgent action.
- A separate meeting shall be arranged in the library for head of the university departments and faculty, service organisations, IT wing and students in the wake of the 4th cycle of NAAC accreditation.
- A committee comprising of IQAC members and syndicate members shall visit every schools and centres for verifying the status of the NAAC accreditation process.
- A special syndicate meeting shall be convened at the earliest to discuss the aforesaid matters and take urgent actions in this regard.

The meeting came to an end at 2.30 P.M.



Director, IQAC




Vice Chancellor



ATR of the Minutes of the meeting of IQAC held at 2.30 P.M. on 28/04/2022

Sl. No.	Decision	Action Taken																
1.	The syllabi of all the programs prepared under the OBE Syllabus Revision 2021 must be submitted to Ac.A5 section by all School/Departments before May 15th. The Schools/Depts which have not yet submitted data till the date, the list will be forwarded to the Vice-Chancellor's Office. In addition, Employability Assurance Courses and Add on Courses should be submitted separately. Minutes of Faculty Council Meetings over the past 5 years in all departments must be sent by soft copy to the IQAC section by email no later than May 15th.	All revised syllabi were submitted by the departments by May 15. Minutes of Faculty Council Meetings over the past 5 years in all departments were received at IQAC via email before 15.05.2022.																
2.	IQAC Committee Convenors and HODs should visit the IQAC Section at least once a week to review the accreditation activities until the completion of the NAAC Accreditation Cycle.	Mail addressing all Criteria heads and HODs ,with direction in this regard sent from IQAC.																
3.	All the Departments/Schools are required to make a presentation in the next meeting chaired Vice-Chancellor on the day allotted to them, about their NAAC 7 Criterion data submission.	List with departments and their allotted date circulated among IQAC co ordinators of all departments.																
4.	Departments/Centers which have not yet nominated IQAC Co-ordinators should appoint IQAC Co-ordinators and inform the list in IQAC section as soon as possible. The lists of newly nominated IQAC Co-ordinators in a few schools/centres are attached herewith.	Strict instructions in this regard were issued to the departments. Received the complete list of IQAC co ordinators fro, all departments.																
	<table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Schools</th> <th>Name</th> <th>Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School of Pure & Applied Physics</td> <td>Dr. Biju P. R.</td> <td>Associate Professor</td> </tr> <tr> <td>2</td> <td>School of Social Sciences</td> <td>Dr. Dinesan V.</td> <td>Professor</td> </tr> <tr> <td>3</td> <td>School of Energy</td> <td>Dr. Ditty</td> <td>Associate</td> </tr> </tbody> </table>	Sl.No.	Schools	Name	Post	1	School of Pure & Applied Physics	Dr. Biju P. R.	Associate Professor	2	School of Social Sciences	Dr. Dinesan V.	Professor	3	School of Energy	Dr. Ditty	Associate	
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	Materials	Dixon	Professor	
4	IIUCNN	Dr. Sreekala M.S.	Associate Professor	
5	School of Nano Science & Nano Tech.	Dr. Sreekala M.S.	Associate Professor	
5.	Heads of all departments should be present at the CSS committee meeting approving the OBE syllabus. In addition, Dr. Syllas V.P., IQAC, Joint Director, who is trained in the OBE system, should review these syllabi prior to approval.			Directions issued to all Department heads and Dr. Syllas V.P., Joint Director, IQAC,
6.	It was decided at the IQAC meeting held on 23-11-21 to give "SEED MONEY" to the recently appointed faculty members of the University Schools/Centres appointed for the last 3 years for their lab work and research work. Decided that teachers in the science stream have to be paid Rs. 1 lakh and those in the Social Science/Arts stream Rs 50,000/-.			Seed Money awarded to 46 teachers of the University Departments.
7.	<p>The University orders in connection with the following categories shall be issued in English as well as Malayalam at the same time. Assistant Registrars concerned should take care of it.</p> <p>(i). Curricular Aspects = Ac.A3, Ac.A4, Ac.A5, Ac.A12, Ac.A1 & Ac.A7 sections.</p> <p>(ii). Teaching Learning and Evaluation = P&D-1, P&D-2 & P&D-3, Ac.A8, Ad.A2,, Ad.A9, Ad.A5, CD-1, Ac.B6, Ac.B7, Ac.BI, Ac.B2 & Ac.B5 sections.</p> <p>(iii). Research Innovation and Extension = Ac.A2, Ac.A6, Ac.A10, Ac.A11, Ac.A13, P&D-2 & P&D-3 sections.</p> <p>(iv). Infrastructure and Learning Resources = P&D-1, P&D-2, P&D-3, Ad.B2, Ad.B3,</p>			Directions issued to sections in the meeting of Section Officers held on 14.05.2022.

	<p>Ad.B4 & Ad.B5 sections.</p> <p>(v). Students Support and Progression = Election, Ac.A8, Ac.B6 & Ac.B7 sections.</p> <p>(vi). Governance Leadership and Management = AD.A1, Ad.A2, Ad.A5, Ad.A9 & SF-1 sections.</p> <p>(vii). Institutional Values and Best Practices = Ad.A1, Ad.A3, Ad.A4, sections.</p> <p>A meeting of all sections coming under this category should be convened immediately.</p>	
8.	Teachers assigned to prepare various policies should complete and submit the report to the Hon.Vice Chancellor before 15th May	34 Policy documents were submitted at the Office of the Vice Chancellor by 15.05.2022
9.	It has been decided to conduct a Convocation/Honorary Ceremony for Ph.D awardees for the last 5 years (2017 June to 2022 May) before 31st May and authorised a committee headed by IQAC, Director for this purpose.	Under progress
10.	Resolved to approve the revised University Campus Alumni By-Law	Bye-Law approved and Alumni association registered.
11.	It has been decided to give Hands on Training to all teachers in the Third week of May to update "VIDYAMRUTAM" which is our LMS portal.	Training conducted on 17.05.2022
12.	It has been decided to appoint an Assistant and a Computer Assistant in the IQAC section till the completion of the fourth cycle of NAAC Accreditation.	Assistant and Computer Assistant appointed.
13.	It has been decided to attach the Translation Cell (Section Officer and two Assistants) to IQAC till the completion of work, as approximately fifty	Translation cell attached to IQAC and allotted a room next

	thousand University orders have to be verified and translated into English if necessary as part of the documentation for the 4 th cycle NAAC Accreditation process.	to IQAC Conference hall.
14.	The Content Management Section has been directed to immediately update the websites of the schools and centers of the University and submit the report in this regard accordingly.	Directions issued to Content Management Section.



INTERNAL QUALITY ASSURANCE CELL



VICE-CHANCELLOR

