

**Minutes of the meeting of IQAC held on 11.01.2024 at the IQAC Conference
Hall at 02:00 PM**

Members Present

1. *Prof.(Dr.) C T Aravindakumar, Vice Chancellor*
2. *Prof. (Dr). Jayachandran K, Registrar*
3. *Prof (Dr) Robinet Jacob, Director IQAC*
4. *Dr. Syllas V.P, Joint Director IQAC*
5. *Prof (Dr.) Beena Mathew, Member Syndicate & Dean*
6. *Sri. Biju Mathew, Finance Officer*
7. *Dr. Toney K Thomas, STS, Member IQAC.*
8. *Prof (Dr). Bismi Goplakrishnan, SIL, Member IQAC.*
9. *Prof (Dr). Harikumaran Nair, SBS & Member IQAC.*
10. *Sri. Muhammed Yasin, Chairman, DSU & Member IQAC.*
11. *Sri.Sajeevan E. K, DR IQAC*
12. *Dr.Rethishkumar S., SO, IQAC*

The meeting started at 02:00 PM. Prof. (Dr) C.T. Aravindakumar, Vice-Chancellor presided over the meeting. He extended a warm welcome to all. Detailed discussion about different developmental activities was conducted and resolved as follows.

NAAC Related Matters

1. It is resolved to complete the painting of all buildings within this month. University Engineer is entrusted to speed up the process and to complete the works within this month.
2. It is recommended to complete the installation of lifts in various buildings within this month.

3. Furnishing of University Library is in the final stage and University Engineer is entrusted to complete the process within 1 month.
4. Establishment of a good restaurant is essential in NAAC evaluation process and hence the establishment of a good cafeteria is inevitable. It is recommended to speed up the same in School of Tourism Studies near the Souvenir Shop and selling point.
5. Renovation of University Guest House is in the final stage. University Engineer is entrusted to complete the process within 2 weeks.
6. It was already decided to replace the existing chairs in the Assembly Hall along with installation of an audio -video system. It was unanimously decided to install the facilities within this month itself.
7. As per the study report of IQAC actions were taken for the introduction of token system for vehicles. Ground clearing and levelling at different locations to arrange designated parking areas have already completed. Specific instructions have to be given to Estate Officer and Security Officer to implement the system in a lucid manner.
8. Several old signboards have to be changed and to be aligned with the new pattern. Dr. Mahesh Mohan ,HoD SES has assigned to look into the matter urgently.
9. Botanical name with QR Code to be fixed on all trees in the campus
10. Renovation of the Arch at the University entrance as per the design selected through the competition conducted by IQAC is about to complete. Dr. Toney K. Thomas, HoD STS may take special care to finish the works in due time.
11. One of the biggest infrastructure development processes ie. Construction of a Sports Complex is ongoing. Urgent intervention has to be taken by HoD SPESS to complete the process in time.
12. 'Fully Wi-Fi Covered campus' is one of the aims of our University. Urgent intercession of IT Director and Section Officer IT Cell is required to make the campus fully Wi-Fi covered.

13. Estate Officer is entrusted for making Solid Waste Disposal System more effective. For this at least 50 waste segregation bins (with colour code) are to be purchased urgently.

14. Due to immense heating and summer, drinking water facilities at common points- at front gate, near administrative block and Pareekshabhavan are to be established urgently. Estate Officer in consultation with University Engineer shall install the facilities with immediate effect.

15. It is recommended to speed up the installation of a Video Wall at the University entrance before the NAAC Peer Team Visit.

16. It is recommended to purchase of Computers, Interactive Panels, LCD/LED Projectors and other equipment as per the minutes of Purchase Committee and Budget provisions.

17. Ensuring appointment of adequate number of Contract teachers in new Schools with at least one year duration.

18. It is recommended to ensure 100% automation through Department Management System and making available the screenshots to IQAC with immediate effect. NAAC Criterion 2 committee and IT Cell shall co-ordinate

19. Establishment of an Amphitheatre in between Guest House and SPAP is about to be completed. It is recommended to install solar street lights around the amphitheatre.

20. For ensuring the various objectives of e-governance objectives and providing citizen centric services, as per the earlier decision IP phones must be provided to various Sections and Schools which haven't received

The meeting came to an end at 4:00 PM.



DIRECTOR
INTERNAL QUALITY ASSURANCE CELL



Vice Chancellor