

# Meeting of the Internal Quality Assurance Cell held on 23.06.2023, at 02:30 PM in the Vice Chancellor's Mini Conference Hall

## Members Present

1. Prof. Dr. C T Aravindakumar, Vice Chancellor
2. Dr. C M Sreejith, Controller of Examinations
3. Sri. Biju Mathew, Finance Officer
4. Dr. Robinet Jacob, Director, IQAC
5. Dr. Sylas V P, Joint Director, IQAC
6. Dr. Beena Mathew, Professor & Member Syndicate, School of Chemical Sciences
7. Dr. R. Harikumar Nair, Professor, School of Biosciences
8. Dr. Sajimon Abraham, Professor, School of Management and Business Studies
9. Dr. Bismi Gopalakrishnan, Professor, School of Indian Legal Thought
10. Dr. Toney K Thomas, Assistant Professor, School of Tourism Studies
11. Dr. Sibuh Netto, Assistant Professor, School of Pedagogical Sciences

The Vice Chancellor extended his warm welcome towards all the members. Dr. Robinet Jacob congratulated Dr. C T Aravindakumar, for chairing his first IQAC meeting after assuming charge as Vice Chancellor. The Director presented the Action Taken Report of the previous IQAC meeting. Detailed discussions on the following agenda ensued. Decisions were made as follows

## Agenda 1- CAS Promotion of Teachers

1. Dr. Robinet Jacob presented the details of teachers who have applied for promotion, as given below

Sl No.	Name	School	Current Post	Post to which CAS promotion sought	Recommended Date of promotion	IQAC Resolution
1	Dr. Mahesh Mohan	School of Environmental Sciences	Assistant Professor (Academic Level 12)	Associate Professor (13A)	23.01.2023 FN	Resolved to Recommend for promotion
2	Dr. Sylas V.P	School of Environmental Sciences	Assistant Professor (Academic Level 12)	Associate Professor (13A)	27.01.2023 FN	Resolved to Recommend for promotion
3	Dr. Harikumar S.	School of Letters	Assistant Professor (Academic Level 12)	Associate Professor (13A)	22.01.2022 FN	Resolved to Recommend for promotion

4	Dr. Bijulal M.V	School of International Relations and Politics	Assistant Professor (Academic Level 10)	Assistant Professor (Academic Level 11)	16.09.2014 FN	Resolved to direct Dr. Bijulal M V to resubmit his application for promotion in accordance with "UGC Regulations 2010"
5	Dr. Muhammed K.V.	School of Pedagogical Sciences	Assistant Professor (Academic Level 10)	Assistant Professor (Academic Level 11)	01.06.2021 FN	Resolved to Recommend for promotion

#### Agenda 2- Submission of Self Study Report (SSR)

2. Dr. Robinet Jacob presented the clarifications sought by NAAC, regarding the IIQA submitted earlier and the draft answers prepared for submission to NAAC. It was resolved to go ahead with the draft clarification prepared and to submit the same to NAAC by the end of June.

#### Agenda 3- Other NAAC related matters

3. It is resolved to update the University/Teaching School/Centre websites as early as possible. For the same, it was decided to conduct a meeting of HoDs, persons dealing with Departmental Websites with IT Director on 04.07.2023. Further, it is resolved to recommend to change the Templates of old Websites of Statutory Teaching Schools (16 Nos.) to the new one, used in the websites of Inter University/School Centres, so as to avail all the properties of University Main Website.

4. The Vice Chancellor stated that the urgent civil works, proposed, which are to be finished before the Peer Team visit, shall be completed in a time bound manner. Further it is resolved to constitute various committees for timely monitor and smooth completion of these works.

5. It was resolved recommend to take urgent actions towards filling up of vacant teaching posts including the newly added vacancies due to retirement.

6. It was resolved to recommend reconstitution of the Library Advisory Committee and to entrust the task of coordinating the same with Prof. (Dr.) Beena Mathew, School of Chemical Sciences & Member, IQAC.

#### Agenda 4- Any other item permitted by Chair

7. It was decided to recommend for appointment of a "Lady Instructor" at the Ladies' Fitness Centre.

8. It was resolved to beautify the New Pareeksha Bhavan in the backdrop of NAAC visit. Further it

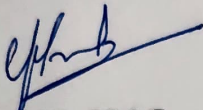
is authorised the Controller of Examinations to submit a detailed proposal in this regard.

9. Discussion was held on incorporation of automation in the conduct of University Examinations and Issuance of Certificates. The Controller of Examination reported that the Examinations Branch is in the process of reforming the examination system with the support of IT wing.

10. It was resolved to include the activities of the NSS Unit of the University campus in the SSR.

11. It was resolved to recommend for the formation of a dedicated 'Repository of Orders'. It shall contain all orders issued from the University from 01.01.2023 onwards. Directions should be issued to all sections to deposit a digital copy of the orders issued from them, in this Repository as and when it was documented. The Section Officers concerned has to monitor the timely uploading of the same.

The meeting concluded at 05:00 PM.



**DIRECTOR, IQAC**



**VICE CHANCELLOR**

