

Members Present

1. Prof. (Dr) C.T. Aravindakumar, Vice Chancellor (Chairman)
2. Prof. (Dr) Nandakumar Kalarikkal, SPAP, Member Syndicate (In online)
3. Prof. (Dr) Beena Mathew, SCS, Member Syndicate.
4. Prof. (Dr) Robinet Jacob, Director, IQAC.
5. Shri. Biju Mathew, Finance Officer.
6. Dr. Sulas V.P, Joint Director, IQAC.
7. Prof. (Dr) Santhosh P Thampi, Professor, SMBS.
8. Prof. (Dr) Harikumaran Nair, Professor, SBS
9. Dr. Saji Mathew, Associate Professor, SOL.
10. Dr. Tony K Thomas, Assistant Professor, STS.
11. Dr. Josmin P Jose, Assistant Professor, Dept of Chemistry, Mar Thoma College, Tiruvalla.
12. Shri. Akhil P, Chairman DSU.

The meeting commenced at 02:00 PM in hybrid mode. The Vice chancellor welcomed all participants to the meeting. Detailed discussions were held as per the Agenda and the following decisions were made.

Item No.1 - CAS Promotion of Teachers

CAS promotion files were verified by IQAC and it was resolved to recommend the following teachers for promotion as described below.

Sl No.	Name of Faculty	School	Current Post	Post to which CAS promotion sought	Recommended date of promotion
1	Dr.Bijulal M.	School of International Relations & Politics	Assistant Professor (Academic Level 11)	Assistant Professor (Academic Level 12)	16.09.2014 FN
2	Dr.Anie Y	School of Biosciences	Associate Professor (13A)	Professor (14)	25.06.2022 FN
3	Dr.Saji Mathew	School of Letters	Associate Professor (13A)	Professor (14)	13.01.2018 FN
4	Dr. Biju M.K	School of Management & Business Studies	Assistant Professor (Academic Level 11)	Assistant Professor (Academic Level 12)	13.09.2022 FN
5	Dr. Siburo Netto	School of Pedagogical Science	Assistant Professor (Academic Level 12)	Associate Professor (Academic Level 13A)	25.05.2023 FN

Item No.2 - Evaluation of SSR and DVV Process

Director IQAC has made a detailed evaluation of Self Study Report (SSR) and also examined the Data Validation and Verification (DVV) process and the following decisions were made;

- To provide a detailed about different steps involved in NAAC accreditation process and also about the current status of the University to multiple stakeholders. Meetings shall be organized involving students, teachers and staff in this regard.
- To rejuvenate the functioning of Teacher-Student Associations in all schools and centres.
- To arrange meetings with the Vice Chancellor, students, teachers and staff from different schools and centres in clusters.

Item No. 3 - Quantitative Matrices and forthcoming NAAC Peer Team Visit

- To get familiarised with the Peer Team Visit, multiple mock visits (at least 3) to all schools and centres shall be organised after November 15, 2023. Service of external experts have to be availed for these mock visits.
- HoD's meeting shall be organised to discuss about department wise presentations to be showcased before the NAAC Peer Team.
- Since having a good Student-Computer ratio is a matter of utmost importance in NAAC accreditation process, additional 20 computers have to be installed in University Library exclusively for students' use. Purchase section is entrusted to purchase 20 computers for the library as early as possible.

Item No. 4 - Other NAAC Related Matters

- All the infrastructure developmental activities shall be completed within November 2023 itself.
- Measures are to be taken to brief the students and teachers about Outcome Based Education (OBE), Vidyamrutham (University's own LMS), Departmental Automation (DMS) and Massive Open Online Courses.
- Since the implementation of Department Management System is pivotal with respect to NAAC Criterion 2, IT Cell Director is entrusted with the responsibility of implementation of Department Management System and also the Preparation of Manual and Documentation for Department Management System as early as possible.
- Prominent Alumni of the University shall be invited to the campus during the NAAC Peer Team Visit and Dr. Biju M.K., Secretary, MGUAA is entrusted for the same.

Item No. 5 – Functioning of U3A – fixing of modalities - report of committee

- A Syndicate Sub-Committee shall be constituted to devise a frame work for the functioning of University of 3rd Age (U3A) in the institution.

Item No. 6 – Recommendation of journals to UGC CARE List

- It is resolved to recommend "Rajagiri Journal of Social Development" to the UGC CARE List by considering the report of the Dean, Faculty of Social Sciences.

Item No. 7 - Kerala Institutional Ranking Framework (KIRF) Manual - discussion

- It is resolved to participate in "Kerala Institutional Ranking Framework" (KIRF) ranking process and Prof. (Dr.) Santhosh P. Thampi, HoD, SMBS is entrusted with the task.

Item No. 8 - Any other item permitted by the chair

- To ensure campus cleanliness, posters, flex boards and banners of different organisations are to be placed only at the dedicated areas/notice boards. A circular shall be issued in this regard from the section concerned.
- It is essential to renovate the "Ashtadalam" prior to NAAC Peer Team Visit and University Engineering Unit is entrusted to carry out the work.
- For the purpose of having basic life saving devices, 3 numbers of Automatic Defibrillator Machines have to be purchased and each can be installed in Administration, Examination and Library block. Purchase section is entrusted for this. The security staff have to be imparted with basic life saving techniques such as providing CPR etc.
- An ambulance service is essential in case of an emergency situation in the University. Hence, a letter can be sent to the Secretary, MGU Employees Co-operative Society requesting to donate an Ambulance to the University.
- It is recommended to sanction an amount of Rs.20,000/- (Rupees Twenty thousand only) as price money to Architect Raji Vipin, the winner of the University main arch competition held by the IQAC and to provide the amount from the Permanent Advance of IQAC.
- It is recommend to engage a trained Guest House Manager specialised in hospitality management for the smooth administration and day to day management of the University Guest House.
- More Wi-Fi routers have to be installed in different locations including the Students' Hostels in order to comply with "Fully Wi-Fi Covered Campus" objective and IT Cell is entrusted to implement this urgently.
- it is recommended to allocate the space between the School of Letters and School of Biosciences as Students Recreation Zone.
- It is essential to establish a "Plant Kiosk" where teachers, students and staff can contribute plant saplings to ameliorate the greenery of the campus and a circular shall be issued by section concerned for establishing a "Plant Kiosk" in the campus
- As IQAC office visit is a part of NAAC Peer Team Visit, IQAC office shall be renovated and furnished before the 4th cycle NAAC peer team visit.
- All the common facilities such as Health Centre, Fitness Centres, Crèche, Faculty Club, Canteens etc. have to be renovated & maintained properly and the Estate Officer shall be entrusted to monitor the above.
- Prof.(Dr.) Kirti Menon (Grand-Daughter of Mahatma Gandhi), University of Johannesburg, South Africa will be delivering a talk and panel discussion on "Global Higher Education Quality Standards with other eminent academics in Kerala" has to be scheduled tentatively on 18.12.2023 at the University Senate Hall. The programme is meant for the students, faculty members and staff of the

University. It is resolved to entrust Dr.Rajesh M, Assistant Professor, SGTDS to co-ordinate the event with the support of IQAC.

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

Sd/-
Director, IQAC



VICE CHANCELLOR

