

Minutes

Special Meeting of IQAC Held on 11.06.2022



University of Kerala

Minutes
Special Meeting of IQAC, University of Kerala

Date: 11.06.2022 Day: Saturday Time: 4.00 p.m. Venue: Syndicate Room

Members Present:

1. Prof. V. P. Mahadevan Pillai, Vice - Chancellor (*Chairman*)
2. Prof. P. P. Ajayakumar, Pro Vice - Chancellor (*Vice-Chairman*)
3. Dr. S. Nazeeb, Member, Syndicate
4. Dr. K.G. Gopchandran, Member, Syndicate
5. Dr. K. S. Anil Kumar, Registrar
6. Sri. R. Mahadevan, Finance Officer
7. Dr. A. Bijukumar, Vice -Chairman, Credit and Semester System
8. Sri. Madhu V. T., Director, Computer Centre
9. Dr. K.S. Chandrasekhar, Professor & Head, Institute of Management in Kerala
10. Dr. B. Hariharan, Professor and Head, Institute of English
11. Dr. Jayachandran R., Professor, Department of Hindi
12. Dr. R. B. Binoj Kumar, Professor, Dept. of Geology
13. Dr. S. Mini, Professor, Dept. of Biochemistry
14. Dr. S. R. Sheeja, Professor, Dept. of Economics.
15. Dr. E. Shaji, Associate Professor and Head, Dept. of Geology (*Joint Director, IQAC*)
16. Dr. Gabriel Simon Thattil, Director, IQAC
17. Prof. N. Gopakumar, Controller of Examinations (*Special Invitee*)
18. Dr. Mini Dejo Kappen, Director, Planning & Development (*Special Invitee*)

Members Absent:

1. The Chairman, Departments' Union
2. The Chairman, Researchers' Union
3. Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd, Poojappura
4. Mr. Jagan Sebastian George, State Nodal Officer and Research Officer, RUSA
5. Dr. A. K. Prasad, Professor, Dept. of Economics
6. Dr. S. Aji, Associate Professor, Dept. of Computer Science

Items for Consideration

Item No. 01: NAAC Peer Team Visit

The Peer Team Visit to the University, as part of the NAAC accreditation process, is scheduled from 13/06/2022 to 15/06/2022. Various professional services related to the visit such as Catering, Illumination, Transportation services etc. to be discussed.

---IQAC Decision---

1. The IQAC Director presented the preparations made for the NAAC Peer Team Visit. The proposed draft schedule (**Appendix I**) for the team visit was presented. **Resolved to approve the same.**
2. Expression of Interest for professional services for Catering and Transportation were sought. Two EOIs were posted for catering and venue illumination, however they did not turn up for discussion before the food committee, since the quality standards prescribed were not compatible. The Food Committee subsequently identified an agency that could deliver the demanding standards. The food committee recommended the quotation submitted by Mr. Prasanth Kumar, M/s Q-Nine Restaurant.

The above recommendation of the Food Committee was discussed. Accordingly, the quotation from Mr. Prasanth Kumar for M/s. Q-Nine Restaurant for catering and illumination on the following terms was accepted:

Details of food service:

Date	Event	Venue	Rate
13.06.2022	Forenoon- High Tea	Senate House Campus	50 pax @ Rs. 200/-
13.06.2022	Afternoon- High Tea	Kariavattom Campus	50 pax @ Rs. 200/-
13.06.2022	Dinner	Senate House Campus	100 pax @ Rs. 1750/-
14.06.2022	Forenoon- High Tea	Kariavattom Campus	50 pax @ Rs. 200/-
14.06.2022	Lunch	Kariavattom Campus	150 pax @ Rs. 650/-
14.06.2022	Afternoon- High Tea	Kariavattom Campus	50 pax @ Rs. 200/-
14.06.2022	Dinner	Kariavattom Campus	150 pax @ Rs. 1750/-
15.06.2022	Forenoon- High Tea	Senate House Campus	50 pax @ Rs. 200/-

*The quotation for catering for a total amount of **Rs. 6,92,725/- (Rupees Six Lakh Ninety Two Thousand Seven Hundred and Twenty Five only)** was approved,*

considering the demanding quality and services in terms of venue and nature of catering.

Details on Illumination of the two campuses:

Lighting and other arrangements – Rs. 5,40,263/-

The quotation for Lighting and other arrangements for a total amount of Rs. 5,40,263/- (Rupees Five Lakh Forty Thousand Two Hundred and Sixty Three only) was approved.

The meeting resolved to approve the same.

3. With regard to transportation, out of the six EOIs, the quotation submitted by Mr. Mujeeb Rahman, Kalkodakkal, Vadakkekara, Ashtamudy P.O., Kollam-691602, with the following details was approved, it being the lowest.

- For 13 hours- Rs. 4,000/-
- For each additional hour- Rs. 250/- extra
- For each additional kilometer- Rs. 20/- extra
- Driver Bata- Rs. 200/-

The quotation for transportation service was approved. A total amount of **Rs. 4 lakh** is expected as expenditure for the same.

The meeting resolved to approve the same. Also resolved to hire 10 (ten) Innova Crysta vehicles for five days, from 12.06.2022 (Sunday) to 16.06.2022 (Thursday).

4. With regard to the Cultural Programme in connection with NAAC PTV, it has been decided to serve food packets to all the participants including Students, Teaching and Non-Teaching Staff etc. The Kerala University Employees Cooperative Society has been entrusted to deliver the food packets (900 Nos.). **Resolved to approve the same.**
5. The IQAC Director expressed inability to meet the entire amount on Catering, Illumination and Transportation as discussed above from the amount already released along with the guest expenses at Mascot Hotel and the payment towards common 'University Brochure' and other brochures & mementos from M/s. Godfrey's Graphics.

An estimated additional amount of Rs. 20,00,000/- (Rupees Twenty Lakh only) would be necessary for the event. Request for additional funds in this regard would be placed on getting details of actual expenditure.

Resolved to approve the same.

The meeting came to an end by 6.00 p.m.

Dr. Gabriel Simon Thattil
Director
Internal Quality Assurance Cell
University of Kerala

Dr. V. P. Mahadevan Pillai
Chairman
Internal Quality Assurance Cell
University of Kerala



APPENDIX I



University of Kerala

**NAAC Peer Team Visit
Schedule and Plan of Action**

June 13-15, 2022



Day 0 – 12th June 2022 (Sunday)

Arrival of the NAAC Team members

Time	Event	Duration	Venue
19.00 hrs	Approving PTV Schedule	60 minutes	Mascot Hotel
20.00 hrs	Dinner		Mascot Hotel



Day 1 (13th June 2022 - Monday)

Time	Event	Duration	Venue
09.00 hrs	Reception at the campus	5 min	Entrance, Administrative Block
09:15 hrs to 09:30 hrs	Welcome at the Vice-Chancellor’s office	15 min	Vice-Chancellor’s Office
09:30 hrs to 10:30 hrs	Presentation of the Hon’ble Vice Chancellor followed by High Tea	60 min	Syndicate Room
10.30 hrs to 11.00 hrs	Interaction with IQAC	30 min	Syndicate Room/ IQAC Board Room
11:00 hrs to 11.45 hrs	Interaction with 1. Controller of Exam & CSS Vice Chairman 2. Finance Officer 3. Registrar	45 min	Syndicate Room
11.45 hrs to 12:30 hrs	Visit to Central Library and Solar Station	45 min	Central Library
12.30 hrs to 13.00 hrs	Visit to Kerala University Computer Centre (TEAM A)	30 min	Computer Centre (KUCC)
	Visit to Institute of English & Malayalam Lexicon (TEAM B)		Institute of English
Lunch Break			
13.00 hrs to 14:30 hrs	Luncheon and Interaction with Governing Board members	90 min	Mascot Hotel
15:00 hrs to 15:30 hrs	Interaction with Deans / Chairman Board of Studies (BoS)/ Department Heads	30 min	C.V. Raman Seminar Hall
15:30 hrs to 16:00 hrs	Central Laboratory For Instrumentation and Facilitation (CLIF)	30 min	CLIF
16.00 hrs to 16.15 hrs	High Tea at CLIF	15 min	CLIF
16:15 hrs to 16:45 hrs	Visit of ORI Library	30 min	ORI
16:45 hrs to 17.00 hrs	Visit to Campus Library	15 min	Campus Library
17:00 hrs to 17:20 hrs	Visit to Harithalayam	20 min	Harithalayam
17:20 hrs to 17:30 hrs	Visit to Green Field Stadium	10 min	Green Field Stadium
18:00 hrs to 18:30 hrs	Sports facility and GV Raja Stadium (Department of Physical Education)	30 min	GV Raja Stadium
18:30 hrs to 19:00 hrs	Visit to Astronomical Observatory	30 min	Astronomical Observatory
19.00 hrs to 19:45 hrs	Cultural Programme	45 min	Senate Hall
19:45 hrs	Dinner		SH Campus



Day 2 (14th June 2022 - Tuesday)

09:30 A.M. Department Visits				
Time	Team A	Team B	Team C	Duration
09:30 hrs to10:00 hrs	Department 1	Department 8	Department 15	30 min
10:00 hrs to10:30 hrs	Department 2	Department 9	Department 16	30 min
10:30 hrs to11:00 hrs	Department 3	Department 10	Department 17	30 min
11:00 hrs to11:30 hrs	Department 4	Department 11	Department 18	30 min
11:30 hrs to 12:00 hrs	Department 5	Department 12	Department 19	30 min
12:00 hrs to 12:30 hrs	Department 6	Department 13	Department 20	30 min
12:30 hrs to 13:00 hrs	Department 7	Department 14	Department 21	30 min
Lunch Break				
Time	Event		Duration	Venue
13:00 hrs to 14:00 hrs	Lunch		60 min	CLIF
14:00 hrs to 15:00 hrs	Visit of Physical facilities Common Room, Legal aid Cell, UGC-HRDC Centre & Solar Stations, KUBIIC, University Health Centre & Yoga Centre, Quarters, Crèche, Men’s Hostel, Research Hostel, Ladies Hostels, Kariavattom Canteens (ICH), Bank, Medicinal Garden. Miyawaki Forest, Engineering wing, Post office		60 min	Concerned Centres
15.00 hrs to15.30 hrs	Population Research Centre		30 min	PRC
Interaction with Stakeholders				
15.30 hrs to 16.00 hrs	Students		30 min	C.V. Raman Hall, CLIF
16.00 hrs to 16.30 hrs	Alumni & Parents		30 min	E.K. Janakiyammal Hall, CLIF
16.30 hrs to 17.00 hrs	Non-Teaching Staff		30 min	C.V. Raman Hall, CLIF
17.00 hrs to 17.30 hrs	High Tea		30 min	CLIF
17.30 hrs to 18.00 hrs	Faculty		30 min	C.V. Raman Hall, CLIF
18:00 hrs to 19:00 hrs	Meeting and Interaction with Various Committees/ Cells/ Schools- Consultancy Cell, Students Grievance Cell, ICC, Centre for Industrial Academic Collaboration, Placement Cell, OBC Cell, Minority Cell, Finishing School, CACEE, Centre for Global Academics, Centre for Women Studies, Centre for Gandhian Studies		60 min	Ramanujan Hall, CLIF
19:00 hrs to 19:30 hrs	Campus Buggy Ride		30 min	Kariavattom South Campus
20:00 hrs	Dinner			ONV Block



Day 3(15th June 2022- Wednesday)

Time	Event		Duration	Venue
09:00 hrs to 10:15 hrs	Examination of Documents		75 min	IQAC Board Room
10:15 hrs to 10.45 hrs	Review of Best Practices		30 min	Senate Chamber
10:45 hrs to 11.00 hrs	High Tea		15 min	Syndicate Room
11:00 hrs to 13:00 hrs	Team A	Team B	120 min	
	Visit of Physical facilities S.H. Campus <ul style="list-style-type: none"> • Pro-Vice-Chancellor's Office • Planning wing • Registrar's Office (Academic & Administrative wings) • IQAC Office • Controller of Examination Office • Bank • Guest House • University Press • Employees Co. Societies • Women's Club & Common Room • Canteen • Finance Officer's Office • Heritage Museum • Department of Publications 	Visit of Physical facilities PMG Campus <ul style="list-style-type: none"> • University Employment Information and Guidance Bureau, PMG • Dept. of Student Services 		Concerned Office, Centres
13:00 hrs to 14:00 hrs	Lunch		60 min	Mascot Hotel
14:00 hrs to 15:00 hrs	Report writing		60 min	
15:00 hrs to 15.30 hrs	Sharing the Peer Team Report with Head of the Institution		30 min	
15:30 hrs to 16.30 hrs	Finalizing the Peer Team Report		60 min	
16:30 hrs to 17.15 hrs	Exit Meeting		45 min	Senate Hall
