

# Minutes

## Special Meeting of IQAC

Held on 31.03.2022



**University of Kerala**

**Minutes**  
**Special Meeting of IQAC, University of Kerala**

**Date: 31.03.2022    Day: Thursday    Time: 4.00 p.m.    Venue: CLIF, Kariavattom Campus**

**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. Dr. A. Bijukumar, Professor and Head, Dept. of Aquatic Biology and Fisheries
7. Sri. Thanzeel, Chairman, Department Students' Union
8. Dr. B. Hariharan, Professor, Institute of English
9. Dr. Jayachandran R., Professor and Head, Department of Hindi
10. Dr. R. B. Binoj Kumar, Professor, Department of Geology
11. Dr. S. Mini, Professor, Department of Bio-Chemistry
12. Dr. S. R. Sheeja, Professor, Department of Economics, SDE
13. Dr. S. Aji, Associate Professor, Department of Computer Science
14. Dr. E. Shaji, Associate Professor and Head, Department of Geology (Joint Director, IQAC)
15. Dr. Gabriel Simon Thattil, Director, IQAC

**Absent:**

1. The Finance Officer
2. The Director, Computer Centre
3. The Chairman, Research Students' Union
4. Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd, Poojappura.
5. Dr. Biveesh U. C., Research Officer & Nodal Officer, RUSA State Office
6. Dr. A. K. Prasad, Professor, Department of Economics
7. Dr. K. S. Chandrasekhar, Professor and Head, Institute of Management in Kerala

**Special Invitee:**

1. Prof. N. Gopakumar, Controller of Examinations
2. Dr. Mini Dejo Kappen, Director, Planning & Development

### Item No. 01: NAAC Mock Peer Team Visit - Plan of Action

In order to seek inputs on the preparations made by the University prior to the NAAC Peer Team visit, a **committee of professional experts** is being constituted to visit the University and its departments and perform a **fully fledged mock team visit during 7, 8 and 9 April 2022**. The team visit would cover Vice-Chancellor's presentation, IQAC presentations, visit to major departments and Centres as well as interaction with stakeholders as it happens in the NAAC visit. The process could be completed in three days.

The Committee includes

1. Dr. M. Krishnan (**Chairperson**)  
Vice-Chancellor  
Central University of Tamil Nadu
2. Prof. P. Manisankar (*Member Coordinator*)  
Former Vice-Chancellor  
Bharathidasan University
3. Prof. Malabika Deo (*Member Coordinator*)  
Professor. Department of Commerce  
Pondicherry University
4. Dr. B. S. Madhukar (*Member Coordinator*)  
Former Adviser  
NAAC, Bangalore
5. Prof. Tulasi Brindha (*Member Coordinator*)  
Professor of Economics (formerly)  
Madurai Kamaraj University, Madurai
6. Dr. P. Geetha  
Professor (Retd), School of Letters, M. G. University

**---IQAC Decision---: The plan of action as presented by the Director, IQAC was approved. Various committee were constituted as detailed in Appendix 1.**

**The meeting also resolved:**

- 1. to approve the committee of professional experts being constituted to visit the University and to include 1-2 other professional experts based on availability.**
- 2. to permit all experts to travel by air and being paid eligible TA/DA including actual air fare and taxi fare.**
- 3. to hire 8 vehicles for transportation of the professional experts as well as the University team during the visit**
- 4. to arrange for accommodation of the professional experts in KTDC Grand Chaithram**

### Item No. 02: NAAC Peer Team Visit - Preparations

As part of the accreditation process, clarifications sought for DVV were submitted to NAAC on 19-02-2022 and the NAAC Peer Team is anticipated to visit our Campus during May 2022.

**---IQAC Decision---: The meeting discussed the preparation to be undertaken for the actual Peer Team Visit (PTV) based on the feedback of Mock Peer Team Visit.**

The meeting came to an end by 5.30 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  
04.04.2022



# University of Kerala

## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



**Day 0 – 6<sup>th</sup> April 2022 (Wednesday)**

Event	Action Plan
Arrival of the NAAC Team members	Each member shall be received at the Airport by two teachers.

Event	Time & Duration	Venue	Members participating	Convenor in Charge
<ul style="list-style-type: none"> <li>Approving PTV Schedule</li> </ul>	Time -8 p.m. 60 minutes	Hotel / KU Campus	PT members, VC, PVC, IQAC Director	IQAC Director
<ul style="list-style-type: none"> <li>Dinner</li> </ul>	Time – 8.30 p.m.	Hotel Grand Chaithram	PT members, VC, PVC, IQAC Director	Food and Logistics Committee
<ul style="list-style-type: none"> <li>Handover the visit plan prepared by IQAC and explain the fact that the visit plan has been prepared considering the convenience for travelling and for completing the visit within the allotted time schedule.</li> <li>Enquire about alterations. Give a general picture of the University and try to understand the special interests and general outlook of the team members.</li> <li>Handover copies of SSR, writing pad, pen, sanitizer etc.</li> </ul>				

Team A -Sciences	Team B – Social Sciences	Team C -Languages
Prof. M. Krishnan Vice-Chancellor, Central University of Tamil Nadu Mob: 9443998251, 9629480500	Prof. Malabika Deo Professor, Pondicherry University Mob: 9442140745	Dr. B. S. Madhukar Former Adviser, NAAC, Bangalore Mob: 9448373681
Prof. P. Manisankar Former Vice-Chancellor, Bharathidasan University Mob: 9385909081	Dr. Dhulasi Birundha Varadarajan Senior Professor, Former Chair Person, Madurai Kamaraj university Email: <a href="mailto:dhulasibirundha@yahoo.com">dhulasibirundha@yahoo.com</a> Mobile :+919443050517	<i>One more member to be included based on availability</i>



# University of Kerala

## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



#### Day 1 (7<sup>th</sup> April 2022 - Thursday)

Time	Event	Duration	Venue	Members participating	Convenor in Charge
09.00 A.M.	Reception at the campus	5 min	Entrance, Administrative Block	Team under the reception committee	Reception Committee
09:15 AM	Welcome tea at the VCs office	15 min	VCs Office	VC, PVC, IQAC Director, PT members, Representatives of the Governing Board	Food and Logistics Committee
09:30 AM	Presentation of the Vice Chancellor	45 min	Syndicate Room	VC, PVC, IQAC Director, PT Members, Deans of Faculty, Representatives of the Governing Board	Convenor of PPT Drafting Committee
10:20 AM	Presentation of the IQAC Director	30 min	Syndicate Room	VC, IQAC Members, PT Members	IQAC Director
<b>Tea Break</b>					
11:30 AM-12.30 P.M	Presentation of Controller of Exam & CSS Vice Chairman	20 min	Syndicate Room	Team A	Controller of Exam & CSS Vice Chairman, Finance Officer and Registrar
	Presentation of Finance Officer	20 min			
	Presentation of Registrar	20 min			
11:30 AM-12.30 P.M	Department Visits	60 min	Concerned Departments	Team B and concerned departments	Committee for Department Visit
11:30 AM-12.30 P.M	Department Visits	60 min	Concerned Departments	Team C and concerned departments	Committee for Department Visit
<b>Lunch Break</b>					
01:00 PM	Lunch	60 min	Amenity Centre/	PT members, PVC, IQAC Director and members, Members of the Governing Board, Registrar	Food and Logistics Committee



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## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



			CLIF		
02:00 PM	Department Visits	120 min	Concerned Departments	Teachers of the Department	Committee for Department Visit
04:00 PM	Tea Break	30 min	At CLIF	PT Members and Designated IQAC members	Food and Logistics Committee
04:30 PM	Visit of ORI Library	45 min	ORI	All PT Members	HOD ORI
05:15 PM	Visit of Engineering Wing	15 min	Engineering Unit	All PT Members	University Engineer
05:30 PM	Visit to Green Field Stadium	30 min	Green Field Stadium	All PT members, Director, Physical Education	Director, Physical Education

#### **Day 1 (07/04/2022 - Thursday)**

<b><u>Time</u></b>	<b><u>Team A (Science)</u></b>	<b><u>Duration</u></b>	<b><u>Time</u></b>	<b><u>Team B (Social Science)</u></b>	<b><u>Duration</u></b>	<b><u>Time</u></b>	<b><u>Team C (Language)</u></b>	<b><u>Duration</u></b>
11:30 AM	Presentation of CE and CSS Vice-Chairman	20 min	11:30 AM	Education	20 min	11:30 AM	Institute of English	30 min
11:50 AM	Presentation of FO	20 min	12:00 PM	Music	20 min	12:00 PM	Russian	20 min
12:10 PM	Presentation of Registrar	20 min	12:30 PM	Library Science	20 min	12:20 PM	German	20 min
<b>Lunch Break</b>								
02:00 PM	Central Laboratory For Instrumentation and Facilitation (CLIF)	30 min	02:00 PM	Political Science	30 min	02:00 PM	Malayalam	30 min
02:30 PM	Optoelectronics	30 min	02:30 PM	Sociology	30 min	02:30 PM	Hindi	30 min
03:00 PM	Aquatic Biology & Fisheries	20 min	03:00 PM	Economics	20 min	03:00 PM	Tamil	20 min
03:20 PM	Futures Studies	20 min	03:20 PM	History	20 min	03:20 PM	Sanskrit	20 min
03:40 PM	Environmental Sciences	20 min	03:40 PM	Archaeology	20 min	03:40 PM	Linguistics	20 min
<b>Tea Break</b>								





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## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



#### Day 2 (8<sup>th</sup> April 2022 - Friday)

Time	Event	Duration	Venue	Members participating	Convenor in Charge
09:00 AM	Visit to Physical Education Department	30 min	Physical Education Department	All PT members, Director, Physical Education	Director, Physical Education
10:00 AM	Department Visits	180 min	Departments	Teachers of the Department	Committee for Department Visit
<b>Lunch Break at CLIF</b>					
01:00 PM	Lunch at CLIF	60 min	CLIF	PT members, all members of the Governing Board ,PVC, IQAC Director and members	Food and Logistics Committee
02:00 PM	Visits continues (Team A,B & C) and Interaction with parents & Interaction with Employees (Team C)	120 min	Interaction with parents Interaction with Employees Departments, Hostels, Quarters, Creche, Solar Station, Harithalayam	PT members, designated IQAC members and Campus Director/ Teachers of the Department/ Parents/ Employees	Warden/ Asst.Exe.Engineer/ Nodal Officer, Harithalayam/ Director HRDC/Campus JR
04:00 PM	Tea Break	30 min	CLIF	PT Members and Designated IQAC members	Food and Logistics Committee
04:30 PM	Interaction with students	20 min	CV Raman Hall, CLIF	All PT Members, invited students	Director, Student Services
04:50 PM	Interaction with Alumni	20 min	CV Raman Hall, CLIF	All PT Members, invited Alumni	Director, UKAA
05:10 PM	Interaction with Teachers	20 min	CV Raman Hall, CLIF	All PT Members, invited teachers	Campus Director
05:30 PM	Visit to Campus Library	30 min	Campus Library	PT Members and Designated IQAC members	Campus Librarian



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## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

April 7 - 9, 2022



### Day 2 (8<sup>th</sup> April 2022 - Friday)

<u>Time</u>	<u>Team A</u>	<u>Duration</u>	<u>Time</u>	<u>Team B</u>	<u>Duration</u>	<u>Time</u>	<u>Team C</u>	<u>Duration</u>
10:00 AM	Geology	20 min	10.00 AM	Commerce	30 min	10.00 AM	Arabic	25 min
10:25 AM	Computer Science	20 min	10.30 AM	IMK	30 min	10:30 AM	Kerala Studies	25 min
10:50 AM	Biochemistry	20 min	11.00 AM	Law	30 min	11.00 AM	Islamic Studies	25 min
11.15 AM	Physics	20 min	11.30 AM	Demography	30 min	11.30 AM	Men’s Hostel	10 min
11.40 AM	Chemistry	20 min	12:00 PM	UGC-HRDC Centre	30 min	11:45 AM	Women’s Hostel	10 min
12.05 AM	Biotechnology	20 min	12:30 PM	Philosophy	30 min	12:00 PM	Staff Quarters	20 min
12:30 PM	NanoScience and Nanotechnology	20 min				12:30 PM	Creche and Solar Stations	20 min
Lunch Break								
02:00 PM	Computational Biology	20 min	02:00 PM	Communication & Journalism	30 min	02:00 PM	Harithalayam	30 min
02:20 PM	Zoology	20 min	02:30 PM	University Guest House	30 min	02:40 PM	Interaction with parents	30 min
02:40 PM	Botany	20 min	03:00 PM	University Health Centre	30 min	03:20 PM	Interaction with Employees	30 min
03:00 PM	Mathematics	20 min						
03:20 PM	Statistics	20 min						
03:40 PM	Psychology	20 min	03:30 PM	Kariavattom Canteens	10 min each			
Tea Break								





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## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



#### Day 3 (9<sup>th</sup> April 2022- Saturday)

Time	Event	Duration	Venue	Members participating	Convenor in Charge
09:30 AM	Visit to Observatory	30 min	Observatory	All team members	Director, Observatory
10:15 AM	Visit to Central Library	30 min	Central Library	All team members	University Librarian
11:00 AM	Visit to: <ul style="list-style-type: none"> <li>• University Employment Information and Guidance Bureau, PMG</li> <li>• Computer Centre</li> <li>• Employees Co. Societies</li> <li>• Canteen</li> <li>• Recreation Club</li> <li>• University Press</li> <li>• CE's Office</li> <li>• IQAC Office</li> <li>• FO's Office</li> <li>• Registrar's Office</li> </ul>	30 min	University Employment Information and Guidance Bureau, Computer Centre, Kerala University Employees Corporative Society, Canteen, Recreation Club, University Press	All team members	Committee for Department Visit
11:30 AM	Examination of documents	15 min	Syndicate Room	All team members	Registrar
12:00 PM	Interaction with Vice-Chancellor and Exit Meeting	60 min	Syndicate Room	All team members	Director, IQAC

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# University of Kerala

## NAAC Peer Team Visit (MOCK)

### Schedule and Plan of Action

#### April 7 - 9, 2022



#### Committees

*[The Committee convener may co-opt other members to the committee, if required]*

Name of the Committee	Members			Remarks
1. Reception Committee	<b>Dr. Mini Dejo Kappen, Director, (P&amp;D) (Convener)</b> Dr. S. Mini, Dept. of Biochemistry Dr. S. R. Sheeja, Dept. of Economics Public Relations Officer Reception Officer			<ul style="list-style-type: none"><li>Receive the team handing over bouquet at the entrance; Lead the team members to the VC's chamber.</li><li>Staff members who received the team at the Airport shall be part of the reception committee.</li></ul>
2. Transportation Committee And Committee for Department Visit (Team A, Team B and Team C)	<b>Dr. Siddik R., Dept of Economics (Convener)</b> <b>Joint Registrar, Campus Administration - Department Visit at Kariavattom campus</b>			
	<b>Team A</b> Dr. Sreejith P. Dr. Jayakrishnan R. Dr. Krishnakumar	<b>Team B</b> Dr. M. S. Jayakumar Dr. Biju A. V. Mr. Suchith Babu	<b>Team C</b> Dr. Noushad S. Dr. Vishnu Narayanan Dr. Noushad V.	
3. Food and Logistics	<b>Dr. Pramod Kiran R. B. (Convener)</b> Dr. Arun A. Rauf, Dr. Appu Jacob John. Dr. Leena B. L. Shri. Shijo I. Thomas (AO, Dept. of AQBF) for book keeping			
4. Support Services for the team	<b>Dr. K. S. Chandrasekhar (Convener)</b> Dr. A. K. Prasad Dr. Vinod Chandra S.S.			Technical support from Computer Centre
5. Committee to inspect preparedness of Venues	<b>Dr. A. Bijukumar(Convener)</b>			
	Dr. B. Hariharan Dr. R. B. Binoj Kumar Dr. Jayachandran R.	Dr. Suneesh C. V. Dr. Anil Chandran Dr. Divya C. Senan Dr. Deepa K. G.		
6. Preparation of PPTs	<b>Dr. Vinod Chandra S. S. (Convener)</b> Dr. Shaji E.			