

Minutes

Special Meeting of IQAC
Held on 27.05.2022



University of Kerala

Minutes
Special Meeting of IQAC, University of Kerala

Date: 27.05.2022 Day: Friday Time:4.00 p.m. Venue: Senate Chamber

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. Sri. Madhu V. T., Director, Computer Centre
8. Dr. K. S. Chandrasekhar, Professor and Head, Institute of Management in Kerala
9. Dr. B. Hariharan, Professor, Institute of English
10. Dr. Jayachandran R., Professor, Department of Hindi
11. Dr. R. B. Binoj Kumar, Professor, Department of Geology
12. Dr. S. Mini, Professor, Department of Bio-Chemistry
13. Dr. S. R. Sheeja, Professor, Department of Economics
14. Dr. E. Shaji, Associate Professor and Head, Department of Geology (Joint Director, IQAC)
15. Dr. Gabriel Simon Thattil, Director, IQAC

Absent:

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

Special Invitee:

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

Item No. 01: NAAC Peer Team Visit –Plan of Action

The Peer Team Visit to the University, as part of the NAAC accreditation process, is scheduled from 13/06/2022 to 15/06/2022. The Plan of action to be chalked out.

---IQAC Decision---: Discussed the Constitution, functions and reorganization of the following Committees constituted for the NAAC Peer Team Visit. The Committees identified were as follows:

1. Reception Committee
2. Transportation Committee
3. Food Committee
4. Printing Stationery and Logistics
5. Documentation Committee, Centralized Documentation
6. Visit Plan execution
7. Venue arrangements
8. DSS and Students Union, Interactions with Students and Alumni
9. Committee for interaction with Teachers, Non-teaching staff, and Parents
10. Common Visit Points
11. Cultural Programme Committee

Resolved to have a Core Committee for the NAAC Peer Team Visit with the following members:

1. Dr. Prof. V. P. Mahadevan Pillai, Vice - Chancellor (Chairman)
2. Prof. P. P. Ajayakumar, Pro-Vice-Chancellor (Convener)
3. Dr. S. Nazeeb, Member, Syndicate (Coordinator)
4. Dr. K. G. Gopchandran, Member, Syndicate (Coordinator)
5. Dr. K. S. Anil Kumar, Registrar
6. Sri. R. Mahadevan, Finance Officer
7. Dr. Gabriel Simon Thattil, Director, IQAC

- The Core Committee would entrust separate Professional teams to manage food services and Transportation services.
- Separate Toyota Innova Crystacar for each member of NAAC Peer Team along with adequate vehicles for the support team to be hired.
- Food and Transport services would be fixed considering approved quotations in this regard.

The Support Food Committee would consist of the following members:

1. Dr. Pramod Kiran R. B.
2. Dr. Vasanthagopal R.
3. Dr. Arun A. Rauf
4. Dr. Appu Jacob John.
5. Dr. Leena B. L.
6. Shri. Shijo I. Thomas (AO, Dept. of AQBF)
7. Teacher 1
8. Teacher 2
9. Teacher 3
10. Administrative staff 1
11. Administrative staff 2
12. Administrative staff 3
13. Administrative staff 4
14. Administrative staff 5

The Support Transportation Committee would consist of the following members:

1. Dr. Sreejith P.

2. Dr. Biju A. V.
3. Mr. Suchith Babu
4. Dr. Vishnu Narayanan
5. Dr. Noushad V.
6. Teacher 1
7. Teacher 2
8. Teacher 3
9. Administrative staff 1
10. Administrative staff 2
11. Administrative staff 3
12. Administrative staff 4
13. Administrative staff 5

The Reception Committee would consist of the following members:

1. Dr. Shaji A.
2. Dr. Mini Dejo Kappen,
3. Dr. S. Mini
4. Dr. S. R. Sheeja
5. Dr. Resia Beegam
6. Public Relations Officer
7. Reception Officer
8. Teacher 1
9. Teacher 2
10. Teacher 3
11. Administrative staff 1
12. Administrative staff 2
13. Administrative staff 3
14. Administrative staff 4
15. Administrative staff 5

Other decisions:

1. Office with IT support to be provided at the Hotel as well as the Senate House Campus and Kariavattom campus. The Registrar to identify suitable staff to support the NAAC Peer Team.
2. The venue for lunch and dinner for Day 1 would be at Senate House Campus and for Day 2 would be at Kariavattom campus, Day 3 lunch would be at S.H. Campus.
3. Prof. R. B. Binoj Kumar, Prof. Vinod Chandra S. S. and Director, Computer Centre would visit teaching departments to examine suitability of presentation points.
4. Dr. Sreejith P., Department of Zoology to coordinate on installation of common boards in the Kariavattom campus
5. Videography and Photography to be arranged at all visit points as per NAAC guidelines.
6. The venue for Vice-Chancellor's presentation would be the Syndicate Room, S.H. campus. IQAC presentation would also be in the Syndicate Room, if agreed to by the Peer Team members, or else the same would be in the IQAC board room.
7. Sufficient number of umbrellas and drinking water pots to be kept ready in the vehicles arranged for the Peer Team members.
8. A business visit kit with the SSR and all necessary materials to be made available to all the Peer Team members.

Reporting

1. Released an amount of Rs.5,78,500/- to the following departments for the preparation of name boards and display boards as on 27.05.2022:
 - i. Aquatic Biology & Fisheries

- ii. Arabic
- iii. Archaeology
- iv. Futures Studies
- v. Geology
- vi. Islamic Studies
- vii. Kerala Studies
- viii. Library & Information Science
- ix. Malayalam
- x. Nanoscience & Nanotechnology
- xi. Physics
- xii. Psychology
- xiii. Sociology
- xiv. Physical Education
- xv. Health Centre
- xvi. Hostel for Men
- xvii. Centre-Zoology

2. Released an amount of Rs.12,57,233/- to the following departments for the NAAC Visit related maintenance and preparatory works as on 27.05.2022:

- i. Archaeology
- ii. Botany
- iii. Commerce
- iv. Demography
- v. Futures Studies
- vi. Geology
- vii. Hindi
- viii. History
- ix. Islamic Studies
- x. Music
- xi. Oriental Research Institute & Manuscripts Library
- xii. Political Science
- xiii. Sanskrit
- xiv. Sociology
- xv. Statistics
- xvi. Tamil
- xvii. Zoology
- xviii. Engineering Unit
- xix. Social Science Block
- xx. School of Business Management and Legal studies- ground leveling
- xxi. Health Centre
- xxii. Hostel for Men
- xxiii. Centre-Zoology
- xxiv. School of Indian Languages - ONV block

3. The first Orientation Programme for students as part of the NAAC Peer Team Visit is scheduled for 1st June 2022 (Wednesday) at 2.00 PM, Venue: C.V. Raman Hall, CLIF, Kariavattom.

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