



# MINUTES

## 8<sup>th</sup> MEETING OF IQAC

*Held on 10-04-2019*



UNIVERSITY OF KERALA

## Minutes

### 8<sup>th</sup> Meeting of IQAC, University of Kerala

Date: 10.04.2019      Day: Wednesday      Time: 2.00 pm      Venue: Conference Hall,  
Dept. of Botany

#### INDEX

Item No.	Item	Page No.
<b>Items for Consideration</b>		
VIII.01	Approval of the minutes of 7 <sup>th</sup> IQAC meeting held on 13-02-2019	1
VIII.02	Action Taken Report on decisions of the previous meeting	1
VIII.03	University Citizen's Charter	3
VIII.04	NAAC Directorate review meeting - points of action	3
VIII.05	Sub-Committee on Documentation and Uploading	3
VIII.06	Reconstitution of Research Council and Centre for Academic and Industrial Collaboration	3
VIII.07	Waste Management: Proposal from Dr. E Shaji:	4
VIII.08	Proposal for new IQAC office and Boardroom	4
VIII.09	Advisory body for NAAC accreditation	4
<b>Items for Reporting</b>		
VIII.10	Interaction with Eminent Scholar- Proposals from various teaching Departments	4
VIII.11	New MA Degree Course in West Asian Studies – Proposal for workshop from Dr. A.K Ampotti	5
VIII.12	K-DISC YIP	5
VIII.13	Additional Items	5

## **Members: Present**

1. Dr. V. P. Mahadevan Pillai, Vice - Chancellor (Chairman)
2. Dr. Ajayakumar P. P., Pro -Vice - Chancellor (Vice-Chairman)
3. Dr. S. Nazeeb, Convener, Standing Committee of the Syndicate on Academics & Research
4. Dr. C.R. Prasad, Registrar (i/c)
5. Sri. Shimjil Kannan, Chairman, Departments' Union
6. Sri. Stalin R., Chairman, Researchers' Union
7. Dr. A.K. Prasad, Associate Professor, Department of Economics
8. Dr. B. Hariharan, Professor, Institute of English
9. Dr. K.G. Gopchandran, Associate Professor & Head, Dept. of Optoelectronics
10. Dr. Joseph Antony, Professor, Dept. of Political Science
11. Dr. S. Mini, Associate Professor & Head, Dept. of Biochemistry
12. Dr. E. Shaji, Assistant Professor, Dept. of Geology
13. Dr. S. R. Sheeja, Assistant Professor of Economics, School of Distance Education
14. Dr. S. Aji, Assistant Professor & Head, Dept. of Computer Science
15. Dr. Gabriel Simon Thattil, Director, IQAC

## **Members: Absent**

1. Dr. P. Rajesh Kumar, Convener, Standing Committee of the Syndicate on Examinations
2. Smt. Leju Bose, Finance Officer (i/c)
3. Dr. P. Mohanachandran Nair, Vice -Chairman, Credit and Semester System
4. Dr. Vinod Chandra S. S., Director, Computer Centre
5. Sri. Anoop. M. Ambika, CEO & Managing Director, Cognub-Decision Solutions Pvt. Ltd, T4, 7<sup>th</sup> Floor, Thejaswini Building, Technopark, Thiruvananthapuram
6. Dr. Bivesh U.C., RO & Nodal Officer, RUSA, State Office, Thiruvananthapuram
7. Dr. K.S. Chandrasekar, Professor & Head, Institute of Management in Kerala

## **Special Invitee**

1. Dr. Sabu Joseph, Professor & Head, Dept. of Environment Science

### Items for Consideration

**Item No. VIII.01: Approval of the minutes of 7<sup>th</sup> IQAC meeting held on 13-02-2019:**  
The minutes of the meeting was circulated via email through IQAC office and the members have confirmed the same.

**Item No.VIII.02: Action Taken Report (ATR) on meeting held on 13-02-2019:**

Decision	Action Taken
<p><b>Item No.VII.03: Interaction with Eminent Scholar-Proposals from various teaching Departments:</b> Proposals were received from various teaching Departments.</p> <p><b>—IQAC Decision—:</b> Resolved to recommend the proposals for action under the scheme.</p>	<p>All the proposed interactive sessions with eminent scholars completed successfully.</p>
<p><b>Item No.VII.04: Graduate Attributes (GAs) and Undergraduate Learning Outcomes:</b> The Governing body and Executive body meetings of the KSHEC approved the appended GAs and Undergraduate Learning Outcomes and urged all the Universities to finalize GAs and notify them in the University website. The appended GAs and Undergraduate Learning outcomes are duly approved by Joint Registrar (Academic) and Vice-Chairman, Credit &amp; Semester System</p> <p><b>—IQAC Decision—:</b> Resolved to notify the GAs in the University website. The Honorable Vice Chancellor noted the request from KSHEC to train teachers on Outcome Based Curriculum design and Teaching Methods. The BOS members trained by KSHEC need to act as trainers for other teachers in the University, this recommendation was approved. There was reference to low participation and involvement of members of BOS in the Board activities.</p>	<p>In progress. HoDs are requested to review the Graduate Attributes of our University.</p>
<p><b>Item No. VII.05: Constitution of Counseling and Legal Clinic for students and teachers:</b> The CSS academic committee in its meeting dated 07-01-2019referred the Constitution of Counseling and Legal Clinic for students and teachers to IQAC for implementation.</p> <p><b>—IQAC Decision—:</b> Resolved to recommend the constitution of a Counseling and Legal Clinic for students and teachers. The Counseling Centre to function under the Health Centre. The University Syndicate to take appropriate action in this regard.</p>	<p>In progress.</p>
<p><b>Item No. VII.06: Celebration of Science Day:</b> Dr. A. Biju Kumar, Dean, Faculty of Science vide his letter No. DFS/Science Day/IQAC/Pro/1 dated 1<sup>st</sup> February 2019 informed that the Syndicate has decided to celebrate National Science Day with a week -long celebration including all the Departments on the last week of February 2019. He has also informed that the Hon'ble Vice-Chancellor directed him to submit a proposal to IQAC in this regard.</p> <p>Accordingly, Dr A. Biju Kumar has submitted a proposal to IQAC for the conduct of a Science week celebrations.</p>	<p>The Science Week celebration of University of Kerala, organized by IQAC, was conducted successfully. Science Day celebrations were also organized by</p>

<p>The proposal has two levels of programmes: Department-level programmes including open-houses, public lecture, workshops etc. Common programmes including inauguration and competition workshops etc. <b>—IQAC Decision—:</b> <i>Resolved to approve the Science Day celebration proposal put forward, the common program to take place on February 27 and 28, 2019.</i></p>	<p>various teaching departments of our University. Report appended. <b>Appendix I</b></p>
<p><b>Item No.VII.07:Annual Interdisciplinary Academic Meet (AIAM 2K19):</b> As discussed in the Research Council meeting held on 28.01.2019, IQAC proposes to initiate a School-level Academic meet "AIAM- 2K19". The appended guidelines were sent to School Directors with a request to forward proposals, IQAC would provide financial assistance up to Rs 25 000 for a School under the scheme <b>—IQAC Decision—:</b> <i>Resolved to approve the proposal for action. Hon'ble Member of the Syndicate, Dr. P. Rajesh Kumar suggested the need to specify the guidelines on Interdisciplinary element under a Faculty.</i></p>	<p>AIAM-2K19 was conducted in six schools of our University. Proposal received from School of Indian Languages to conduct AIAM on 11<sup>th</sup> April 2019.</p>
<p><b>Item No.VII.08: Convene meeting of 'Centre for Academic and Industrial Collaboration':</b> A meeting of Centre for Academic &amp; Industrial Collaboration is to be convened to initiate action on the same <b>—IQAC Decision—:</b> <i>Resolved to convene the meeting of the Centre. Also, resolved to examine the possibilities for student skill enhancement through short term training and internship programs. The Honorable Vice Chancellor suggested the need for training on software applications like SAP. The Centre to examine areas for action in this regard.</i></p>	<p>IQAC decision intimated to Dr. Annie Abraham, Director, Research.</p>
<p><b>Item No.VII.09: Mobile App for teachers:</b> A mobile app for teachers is to be developed. <b>—IQAC Decision—:</b> <i>Dr. Aji. S., Assistant Professor &amp; Head, Dept. of Computer Science, put up a proposal on a Mobile App for teachers to record data on Publications, Seminar presentations, Awards, PhDs and so on . The App would have Linkage to the University website and would facilitate centralized capturing of data for compilation purposes. The App would be developed by our Alumni from the Computer Science Department and would be made available at concessional rate. The quoted cost was Rs. 83, 000/- (Rupees Eighty three Thousand Only), a lower rate need to be negotiated. Resolved to approve the same</i></p>	<p>Revised proposal of Rs.47, 500/- received for developing "Aacharya: The Teacher's App", mobile app for teachers. 25% of the quoted amount (Rs.11,875/-) was released for developing the first phase of App to Richardson V Johnson Managing Director and CEO, Vaniyathans Software Solutions Pvt. Ltd</p>

**Item No.VIII.03: University Citizen's Charter** – University has entrusted Dr. Joseph Antony the responsibility to take initiative to draft University Citizen's Charter and

sanction an amount of Rs. 1,00,000 for the purpose vide U.O No. Ad. Misc./BIC-UCC/2017-18 dated: 25.05.2018. Now, Dr. Joseph Antony has requested to postpone the framing of University Citizen's Charter till the amendment is made by the state government in the basic law. He has also requested to allow him to refund the amount sanctioned (Rs. 1,00,000) for the purpose as he is retiring from the service.

**—IQAC Decision—:** Resolved to authorize Dr. Joseph Antony, Professor, Dept. of Political Science to conduct an awareness workshop regarding University Citizen's Charter on 25<sup>th</sup> April 2019 at Dept. of Political Science, Kariavattom.

**Item No.VIII.04: NAAC Directorate review meeting - points of action:** The following points were discussed in the NAAC Directorate meeting held on 05.04.2019.

- Alumni Coordination
- NBA Accreditation
- Academic Audit
- PTA
- Waste Management and E-Waste Management
- Student Satisfaction Survey and Parent Satisfaction Survey
- Workshop on Research Outcomes
- SWAYAM workshop
- Workshop on Learning Outcomes
- Infrastructure development
- Outcome based Curriculum workshop

These matters need to be reviewed.

**—IQAC Decision—:** Workshops to be arranged in consultation with the SWAYAM coordinator and CSS Vice – Chairman.

**Item No.VIII.05: Sub-Committee on Documentation and Uploading - A** subcommittee on documentation and uploading is to be constituted for data compilation. The proposed members of the Committee are:

1. Dr. A.P. Pradeep Kumar, Professor, Department of Geology
2. Dr. Anil Chandran, Assistant Professor, Department of Demography
3. Dr. Jayasree E.G, Assistant Professor, Department of Chemistry
4. Ms. Thara Prabhakaran, Assistant Professor, Department of Futures Studies.
5. Dr. R. Vasanthagopal, Professor of Commerce, SDE
6. Dr. S. N Kumar, Professor, Department of Geology
7. A Computer Programmer

**—IQAC Decision—:** Resolved to approve the same.

Resolved to constitute a committee with following members.

1. Dr. A.P. Pradeep Kumar, Professor, Department of Geology
2. Dr. Anil Chandran, Assistant Professor, Department of Demography
3. Dr. Jayasree E.G, Assistant Professor, Department of Chemistry
4. Ms. Thara Prabhakaran, Assistant Professor, Department of Futures Studies.
5. Dr. R. Vasanthagopal, Professor of Commerce, SDE
6. Dr. S. N Kumar, Professor, Department of Geology
7. Dr. Shaji. A, Associate Professor, SDE
8. A Computer Programmer

Computer Programmer to be included in consultation with Dr. Vinod Chandra, Director, Computer Centre as nominated by Computer Centre Director.

**Item No.VIII.06: Reconstitution of Research Council and Centre for Academic and Industrial Collaboration:** Dr. Annie Abraham, Director, Research has expressed her desire to relinquish the charge of Director, Research. Dr. Annie Abraham has also requested to reconstitute 'Centre for Academic and Industrial Collaboration' with new Director.

**—IQAC Decision—:** Resolved to recommend Dr. A.P Pradeep Kumar, Professor, Dept. of Geology as Joint Director and Dr. Subodh G., Assistant Professor & HoD, Dept. of Physics as Assistant Director of Research Council as well as Centre for Academic and Industrial Collaboration.

**Item No.VIII.07: Waste Management: Proposal from Dr. E Shaji**

Progress to be evaluated.

Prof. Sabu Joseph presented the detailed waste management plan in the meeting. It is proposed to install dustbins as shown in the figure in all the departments through a centralized purchase. Funding to be through DDF of respective departments.



Shuchithwa Mission or Corporation for collection of waste until the proposal is worked out.

**—IQAC Decision—:** Resolved to entrust Dr.E.Shaji, Assistant Professor, Dept. of Geology and Dr. Sabu Joseph, Professor and Head, Dept. of Environmental Sciences to pursue a detailed project report on the integrated solid waste management in Kariavattom Campus.

**Item No.VIII.08: Proposal for new IQAC office and Boardroom:** IQAC seeks an office with better space and facility of a board room with audio-visual facilities to accommodate 24 members. The space should be centrally located with due visibility and accessibility.

**—IQAC Decision—:** Resolved to recommend to llocate new office and board room for IQAC in the Student Amenity Centre as and when the construction is completed.

**Item No.VIII.09: External Advisory body for NAAC accreditation:** An External Advisory body including retired Professors of our University is to be constituted for advice and review of our NAAC accreditation activities. The suggested members are:

1. Prof. J Prabhash
2. Prof. K. Sasikumar
3. Prof. Jacob John Kattakkayam
4. Prof. P. R. Sudhakaram
5. Prof. S. Kevin



**—IQAC Decision—:** Resolved to approve the same. Resolved to constitute a committee with the following members.

1. Prof. J Prabhash
2. Prof. K. Sasikumar
3. Prof. Jacob John Kattakkayam
4. Prof. P. R. Sudhakaram
5. Prof. S. Kevin
6. Dr.G.M Nair
7. Dr.A.Jayakrishnan (Former VC)
8. Dr. J. Rajan
9. Dr.S.V Sudheer

### Items for Reporting

**Item No.VIII.10: Interaction with Eminent Scholar - Proposals from various teaching Departments.** The following proposals were received from various teaching Departments.

Sl. No	Department/Teacher	Name of Scholar	Proposed Date for Pgm	Amount (Rs.)	Amount approved by evaluation committee
1	Dr.Manoj Changat Dept. of Future Studies	Professor Subir Kumar Ghosh, Dr. Subir Kumar Ghosh, Professor, Department of Computer Science, School of Mathematical Sciences, Ramakrishna Mission Vivekananda University, Belur Math, Howrah 711202, West Bengal	18-21, March, 2019.	59000.00	59000.00
		Dr. Randolph Stephen Duran, Director, LSU Office of Research Engagement, Office of Research and Economic Development, Louisiana State, University (LSU), Baton Rouge, LA 70803, USA	March 24 to March 31, 2019.	227000.00	208000.00
2	Dr. A. Biju Kumar, Dept. of Aquatic Biology & Fisheries	Prof. Tin-Yam Chan Director General, Centre of Excellence for the Oceans, National, Taiwan Ocean University, Keelung, TAIWAN.	25-30, March 2019	220200.00	159000.00
		Prof. GAVIN NAYLOR Director of the Florida Program for Shark Research, University of Florida,	1-7, March 2019	189400.00	118000.00
3	Dr. B Mini Devi Library and Information science	Dr. Jagdish Arora, Advisor, National Board of Accreditation, NBCC Place, New Delhi 110003,	21, and 22 March 2019.	178000.00	77000.00



The above proposals were evaluated by the Sub-committee and the remarks of the evaluation committee are appended. Provisional advance was released for the conduct of the programme. **(Appendix II)**

**---IQAC Decision---: Noted**

**Item No.VIII.11: Proposal for workshop from Dr. A.K Ampotti - New MA Degree Course in West Asian Studies** -: A Proposal for organizing a workshop for formulating the scheme and syllabus for the new MA Degree Course in West Asian Studies was submitted by Dr. A.K. Ampotti, Head of the Department, Department of Islamic and West Asian Studies. An amount of Rs.25,000 (Twenty five thousand only) was released for the conduct of the workshop. **Appendix III**

**---IQAC Decision---: Noted**

**Item No.VIII.12: K-DISC YIP** - Dr. E Shaji, Assistant Professor, Department of Geology was nominated to attend Young Innovators Programme (YIP) designed by Kerala Development and Innovation Strategic Council (K-DISC). YIP 2018-2021 is planned for future implementation.

Dr. E. Shaji attended the meeting and accordingly University has to create a cell for Young Innovators to invite research ideas from students and mentor. University of Kerala has to nominate two teachers as facilitators. IQAC recommended the following teachers as facilitators under YIP under K – DISC.

- 1) Dr. E. Shaji., Assistant Professor, Department of Geology.
- 2) Dr. K. S. Chandrasekar, Professor, Institute of Management in Kerala

**---IQAC Decision---: Resolved to conduct an awareness class for students of teaching departments to discuss the promotion of Idea Generation as per Young Innovators Program (YIP) of Kerala Development and Innovation Strategic Council (K-DISC) guidelines.**

**Additional Items:**

**Item No.VIII.13: Water Harvesting- Proposal from Dr. E Shaji:**

The water harvesting methods adopted in the University campus has to be monitored and documented. A report has to be prepared and kept in IQAC for NAAC purpose. Permission may be given to make detailed report on water resources, actual expenditure of this may be reimbursed by IQAC.

**---IQAC Decision---: Resolved to entrust Dr. E.Shaji, Assistant Professor, Dept. of Geology to prepare and submit report regarding the water harvesting methods adopted in University.**

Approved the minutes of the 8<sup>th</sup> meeting of IQAC.

Sd/-  
**DIRECTOR**  
Internal Quality Assurance Cell  
University of Kerala

Sd/-  
**CHAIRMAN**  
Internal Quality Assurance Cell  
University of Kerala

## SCIENCE WEEK CELEBRATIONS

The Science Week celebrations of University of Kerala, organized by IQAC was inaugurated by Dr. V. P. Mahadevan Pillai, Vice Chancellor and Shri. M. C. Dathan, Scientific Advisor, Government of Kerala delivered the key-note address. In the inaugural day public lectures were delivered by Dr. Murukeshan Vadakke Matham (Director, Centre for Optical and Laser Engineering (COLE), Nanyang Technological University, Singapore) and Dr. Jatin Rath, Professor, Department of Physics, Indian Institute of Technology Madras, Chennai.



The Science Week celebrations, organized for the first time in University of Kerala, with a week-long programmes involving public lectures and open house days concluded with the workshop on popular science writing. For the first time in Kerala, a unique programme titled “Three Minutes Thesis” was organized for all the research scholars of the University of Kerala. The major purpose of this competition is to equip the scholars, to communicate the topic of their research and findings of their study and their benefits to society or knowledge domain effectively to the public, in simple language. This will also help the young researchers to explain their findings to potential employers, funders and policymakers, besides improving their communication and presentation skills in front of a discerning audience.

The University level winners of the Three Minutes Thesis competition are the following:

First Prize: AMEEN SHA M (Department of Chemistry)

Second Prize: NAJEEB S (Department of Zoology)

Third Prize: SWETHA, S. (Department of Aquatic Biology & Fisheries)

In the Arts stream, the prize was won by SANGEETHA UNNITHAN (Department of Communication and Journalism) and in Social Science stream VIJAYASREE R M (Department of Economics).

Separate Science week celebrations were organized by various teaching departments of the University.

**MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON  
INTERACTION WITH EMINENT SCHOLARS**

Venue: Dept of Chemistry, Date: 26.02.2019, Time : 11.30 am.

**Members Present:**

Prof. T S Anirudhan

Dr. E. Shaji

Director, IQAC.

Proposals from Two departments were scrutinized. The details of recommendations are given below

- (1) The committee evaluated the proposal received from **Dr Manoj Changat, Professor & Head, The Department of Futures Studies** and recommended to approve the proposal as shown below:

Name of the Eminent Scholars :

**Professor Subir Kumar Ghosh, Department of Computer Science, School of Mathematical Sciences, Ramakrishna Mission Vivekananda Educational & Research Institute, Belur Matt, Howrah, West Bengal, India during 18-21, March, 2019.**

Date of completion: Before March 25, 2019

Recommended budget:

Travel (Kolkata to Thiruvananthapuram & back--approximately)	: 9,000
Honorarium @ 5000 for four days	: 20,000
Accommodation (Hotel @ 3000 per day for five days - approximately)	: 15,000
Living expenses @ 3000 per day for five days-approximately)	: 15,000
<b>Total</b>	<b>: 59,000</b>

***(Rupees fifty nine thousand only)***

- (2) The committee evaluated the two proposals received from **Dr. A. Biju Kumar, Dean, Faculty of Science and Professor, Dept. of Aquatic Biology & Fisheries**, and recommended to approve the proposal as shown below

- (a) Name of the Eminent scholar : **Prof. Tin-Yam CHAN, Director General, Centre of Excellence for the Oceans, National Taiwan Ocean University, Keelung, TAIWAN. During March 1 to 7, 2019**

Date of completion : Before March 25, 2019

Air fare (Economy class)	45,000 INR
Local travel (as per govt. rate)	5000 INR
Honorarium (Rs 5000/ day)	35000 INR (actual lecture days only)
Food & Accommodation - for short term prog. Only	28000 INR or actual
Office Expenses	5000 INR
<b>Total</b>	<b>1,18,000 INR</b>

***(Rupees one lakh eighteen thousand only)***

(b) **Prof. GAVIN NAYLOR, Director of the Florida Program for Shark Research, University of Florida, Gainesville Dickinson Hall, 1659 Museum Road, Gainesville, FL 32611**

Date of completion: Before March 30, 2019

Recommended budget

Air fare (Economy class)	95,000 INR
Local travel (as per govt. rate)	5000 INR
Honorarium Rs 5000/ day - 6 days	30000 INR
Food & Accommodation –6 days	24,000 INR ( actual)
Office Expenses	5000 INR
Total	1,59,000 INR

***(Rupees one lakh Fifty nine thousand only)***

The committee evaluated the bio-data of the above said Professor/Scholars and observed that scholars occupy high standards and will be useful to the different departments of the University as mentioned by the respective coordinators.

The committee evaluated the budget and recommending to approve the tentative budgets submitted to the coordinators, subject to allowing the actual of airfare (economy), local travel, food and accommodation and the honorarium may be restricted to Rs.5000/ per day.

The committee recommends the above proposals subject to the reporting to the Syndicate with the following suggestions.

1. Explore the possibility to build a linkage through MOU with the foreign universities
2. List out clearly the number of participants and departments who can actively participate in the lecture series.
3. Explore the possibility of initiating exchange programmes with the concerned universities
4. The foreign scholar may be advised to come on conference/business visa only.
5. Wide publicity may be given through PRO and other web sources
6. All the programmes need to be documented and recorded.
7. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 1.00 pm.

### **MINUTES OF THE MEETING OF THE EVALUATION OF THE PROPOSALS ON INTERACTION WITH EMINENT SCHOLARS**

Venue: Dept of Chemistry, Date :14.03.2019, Time : 11.30 am.

#### **Members Present:**

Prof. T S Anirudhan  
Dr. E. Shaji  
Director, IQAC.

Proposals from Two departments were scrutinized. The details of recommendations are given below

- (2) The committee evaluated the proposal received from **Dr Manoj Changat, Professor & Head, Department of Futures Studies** and recommended to approve the proposal as shown below:

Name of the Eminent Scholar :

**Dr. Randolph Stephen Duran, Director, LSU Office of Research Engagement, Office of Research and Economic Development, Louisiana State University, Baton Rouge, USA during 24-29, March, 2019.**

Date of completion: Before March 30, 2019

Recommended budget:

Travel (Baton Rouge, Louisiana, USA to TVM & back)	: 1,60,000 (actual)
Honorarium @ 5000 for four days	: 20,000
Accommodation (Hotel @ 2500 per day for six days )	: 15,000
Living expenses @ 2000 per day	: 10,000
Taxi fare	: 3000
Total	: 2,08,000/-

***(Rupees Two lakhs and eight thousand only)***

- (3) The committee evaluated the proposal received from **Dr. B. Mini Devi, Assistant Professor & Head, Department of Library and Information Science** and recommended to approve the proposal as shown below:

- (a) Name of the Eminent Scholar : **Dr. Jagdish Arora, Advisor, National Board of Accreditation, NBCC Place, New Delhi 110003. During 21, and 22 March 2019.**

Date of completion : Before March 25, 2019

Sl. No.	Particulars	Amount
1	Air Travel (Delhi to TVM) & (TVM to Delhi) (actual)	20,000/-
2	Local Travel	4,000/-
3	Organization Expenses	5000/-
4	Food and Refreshment during the programme	15,000/-
5	Lodging and others for 3 days (actual )	9000/-
6	Publicity and others	5,000/-
7	Honorarium per day (or as per the rules)	10000/-
8	Certificates, Mementos to Guests	4,000/-
9	Contingency and Logistic Assistance	5000/-
	<b>Total</b>	<b>77,000/-</b>

***(Rupees seventy seven thousand only)***

The committee evaluated the bio-data of the above said Professor/Scholars and observed that scholars occupy high standards and will be useful to the different departments of the University as mentioned by the respective coordinators.

The committee evaluated the budget and recommending to approve the tentative budgets submitted to the coordinators, subject to allowing the actual of airfare (economy), local travel, food and accommodation and the honorarium may be restricted to Rs.5000/ per day.

The committee recommends the above proposals subject to the reporting to the Syndicate with the following suggestions.

1. Explore the possibility to build a linkage through MOU with the foreign universities
2. List out clearly the number of participants and departments who can actively participate in the lecture series.
3. Explore the possibility of initiating exchange programmes with the concerned universities
4. The foreign scholar may be advised to come on conference/business visa only.
5. Wide publicity may be given through PRO and other web sources
6. All the programmes need to be documented and recorded.
7. Detailed report of the programme with video files may be submitted to IQAC immediately after completion of the programme.

The meeting ended at 1.00 pm.



## DEPARTMENT OF ISLAMIC & WEST ASIAN STUDIES UNIVERSITY OF KERALA

*(Established as University of Travancore by the Travancore University Act, in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act, 1974 passed by the Kerala State Legislative Assembly)*

**Re- accredited by NAAC with 'A' Grade**

**Dr. A.K. Ampotti**  
**Head of the Department**  
++91 94952 31737  
No. DIS.01/T/2018-19



**Kariavattom**  
**Thiruvananthapuram- 695 581**  
**Phone: 0471 2308115**  
**E-mail: islhist.univkerala@gmail.com**

20..03..2019

To

**The Director**  
**I Q A C**  
**University of Kerala**  
**Senate House Campus**  
**Thiruvananthapuram.**

Sir,

Sub: Islamic Studies Department – Additional MA Degree in West Asian Studies – workshop on syllabus formulation – intimation and request for allocation of fund – reg.

Ref: (1) Budget speech of the University for the year 2019 – 2020.  
(2) Our earlier letter No. DIS.01/T/2018-19 Dated 21..02..2019

As per the Budget Speech of the University for the year 2019 – 2020, cited under reference, and subsequent steps for starting additional MA Degree Course in West Asian Studies, the Department of Islamic Studies, University of Kerala, Kariavattom was organized a Workshop for formulating the Scheme and Syllabus for the new MA Degree Course in West Asian Studies, and a series of Lectures by Eminent Scholars. We have already requested to allot an amount vide letter cited under reference (2).

In this circumstance, I request that an amount of Rs. 35,000/- may be sanctioned to the Department of Islamic Studies, for the smooth conduct of the Workshop/Programme.

## DEPARTMENT OF ISLAMIC & WEST ASIAN STUDIES UNIVERSITY OF KERALA

(Established as University of Travancore by the Travancore University Act, in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act, 1974 passed by the Kerala State Legislative Assembly)

*Re- accredited by NAAC with 'A' Grade*

Dr. A.K. Ampotti  
Head of the Department  
++91 94952 31737  
No. DIS.01/T/2018-19



Kariavattom  
Thiruvananthapuram- 695 581  
Phone: 0471 2308115  
E-mail: islhist.univkerala@gmail.com

The expenditure statement in this regard is given below:

Sl. No.	Particulars	Amount .
1.	TA/DA for Resource persons and participants	10,000/-
2.	Remuneration for Resource Persons	5,000/-
3.	Printing, Photocopying etc.	5,000/-
4.	Stationery Charges	3,000/-
5.	Food, Refreshments and Accommodation	10,000/-
6.	Miscellaneous Expenses	2,000/-
	<b>TOTAL</b>	<b>35,000/-</b>

Kindly treat this matter as most urgent and take necessary urgent steps for allotting the fund, at the earliest.

Yours faithfully,



Dr. A. K. AMPOTTI  
Head, Dept. of Islamic Studies  
Head, University of Kerala, Kariavattom  
Department of Islamic Studies, Thiruvananthapuram-695 581

Sanction Rs: 25000 for Workshop.

Director  
Internal Quality Assurance Cell  
University of Kerala  
Thiruvananthapuram 695 034