Minutes of the meeting of Reconstituted IQAC, CU Kerala held at Conference Hall, Tejaswini Hills, at 3 pm. On 24/06/2019

The First Meeting of the Reconstituted IQAC was held on 24/06/2019 at 3 pm at Conference Hall, Gangotri. The following members were present.

Members Present:

1. **Prof. Dr. G. Gopa Kumar**, Honorable Vice-Chancellor, CU Kerala (chairman)
2. **Prof. K. Jayaprasad**, Pro-VC, CU Kerala
3. **Dr. Radhakrishnan Niar**, Registrar, CU Kerala
4. **Dr. M. Muralidharan Nambiar**, Controller of Examination, CU Kerala
5. **Dr. B. R Prasanna Kumar,** Finance Officer, CUK
6. **Dr. Gireesh Kumar** T.K., Assistant Librarian, CUK
7. **Dr. Rajendra Pilankatta**, Dean, SMPH, CUK
8. **Dr. Arun Kumar .K**, Head & Associate Professor, Dept. of Plant Science, CUK
9. **Dr. A. Shakthivel**, Associate Professor, Dept. of Chemistry, CUK
10. **Dr. Satheesh Kumar R.**, Associate Professor, Dept. of Economics, St. Pius Xth College, Rajapuram, Kasaragod
11. **Dr. Jayaprasad Kodoth**, (Former Principal, Dental College, Pariyaram), Kanhangad
12. **Dr. T.J. Joseph**, Assistant Professor, Dept. of Economics, CUK
13. **Dr. Ajay Kumar**, Asst. Professor, Dept. of Plant Science, CUK
14. **Dr. Reinhart Philip**, Asst. Professor, Dept. of International Relations, CUK
15. **Dr. Vellikkeel Raghavan**, Asst. Professor, Dept. of English and CL, CUK
16. **Dr. Renjith. N, Kumavath**, Asst. Professor, Dept. Genomic Science, CUK
17. **Dr. V.P. Joshith**, Asst. Professor, Dept. Education, CUK
18. **Shri. Sureshan Kandathil**, Asst. Registrar, Academic, CUK
19. **Shri. Jayakrishnan. K**, Asst. Registrar, Admin & Estt. , CUK
20. **Dr. Thasleema T.M**, Asst. Professor, Dept. of Computer Science, CUK
21. **Dr. Shaini. P**, Asst. Professor, Dept. Mathematics, CUK
22. **Dr. Jayashankar**, Asst. Professor, Dept. of Law
23. **Dr. Rajesh R.**, Head, Dept. of Computer Science, CUK
24. **Prof. (Dr). Pratapachandra Kurup**, Head, Dept. of Chemistry, CUK
25. **Dr. M.R. Biju**, Head, Dept. of Public Administration and Policy Studies, CUK
26. **Dr. Mohamedunni Alias Musthafa**, Director, IQAC, CU Kerala

Honorable Vice Chancellor welcomed the meeting and gave the presidential address. He stressed the need for strengthening the activities of IQAC in the context that CU Kerala has to start preparation for the next cycle of NAAC accreditation. Reflecting upon the experience of the first accreditation, Honorable vice chancellor stressed the need for projecting the strength of the university and to empower the weak aspects. The Vice-Chancellor stressed the need for vitalizing international collaboration, placements, consultancy and patent in this regard. He concluded his remarks by motivating the members to work for getting A++ in the light of the faculty recruitment and the remarkable infrastructure development and utilizing the ambiance of being converted into a single campus by removing all the handicaps of running in different scattered rented buildings.

Following VC's address, Pro-Vice chancellor also stressed the need for equipping for the next cycle of accreditation. Then the Registrar pointed out the need for SWOT analysis at present and stressed the need for transforming the different activities of each department. The Controller of Examinations and Finance Officer also made some remarks pertaining to admission and financial aspects respectively.

Then the Vice-Chancellor invited the Director IQAC for his remarks. The Director explained the different components of the NAAC accreditation and their respective weightage and requested the Vice-Chancellor to convene a meeting of HOD's and Deans to sensitize them for the parameters of NAAC. He also suggested to nominate a member from each departments to co-ordinate the NAAC activities of their respective departments.

Dr. Rajendra Pilankatta, Dean, SMPH, CUK, also in-charge of NIRF, emphasized to strengthen the research activities and publications of the university. He stressed the need to create a research culture among the students and teachers.

Dr. Satheesh, Associate Professor, Dept. of Economics, St. Pius Xth College, Rajapuram, Kasaragod, the representative from the community stressed the need for a reverse engineering mechanism and suggested to develop a final template to be circulated to each department to facilitate the data documentation process.

Dr. Jayaprasad Kodoth, (Former Principal, Dental College, Pariyaram), Kanhangad, suggested that the IQAC must open a NAAC office that will speed up the preparation for accreditation and convene departmental meetings per week. There must be data flow till the end.

At this juncture the Pro- Vice-Chancellor joined in the discussion and highlighted the importance of spreading the activities across the entire period and the need for collegiality.

Dr. Biju, Head, Dept. of Public Administration and Policy Studies, CUK, stressed the need for raising the quantum of publication of journals with high quality and also the articles and papers by the faculty. There should be systematic documentation of events. To facilitate this there must be flow of funds not in the last stage but in early stage itself. He also emphasized the need for strengthening the CUK website.

Dr. Jayashankar, Asst. Professor, Dept. of Law opined for SWOT analysis of each department and stressed the need for visit to each Department by the Vice-Chancellor and a team of IQAC. He also suggested for strengthening the Alumni in each department and publishing journals by each department.

Dr. Vellikkeel Raghavan, Asst. Professor, Dept. of English and CL, CUK, raised the scope for evolving a centralized system for monitoring the journals. After six months of publications of the Journal, the journal has to be uploaded in the website. To facilitate the activities at each department the IQAC member faculty is to be provided with a printer.

Prof. (Dr). Pratapachandra Kurup, Head, Dept. of Chemistry, CUK, the faculty members have to speed up the process of filing for patent. A more active mechanism is to be accelerated for speeding up both patent licensing and placement.

Dr. A. Shakthivel, Associate Professor, Dept. of Chemistry, CUK suggested IQAC for seeking data pertaining to the progress of the department during the post accreditation at par

with the NAAC criterion. Those department labs where there is shortage of lab benches/ work benches has to be provided.

Dr. Arun Kumar .K, Head & Associate Professor, Dept. of Plant Science, CUK, stressed on two important aspects i.e. Lab waste management and rain water harvesting. He promised for instituting a botanical garden under the auspicious Department of Plant Science. He requested for a circular inviting the students to enroll in the PG MOOC through SWAYAM.

Dr. Joshith, Asst. Professor, Dept. of Education, stressed the need for empowering the facilities for international students and he emphatically suggested for the need for Academic Administrative Audit to be completed.

Dr. Rajesh R., Head, Dept. of Computer Science, CUK, suggested for connecting the departmental activities in tune with the 34 components of NAAC accreditation under the seven fold criteria.

Dr. T.J. Joseph, Assistant Professor, Dept. of Economics, CUK, suggested the compiling of documents at the end of every month and to revitalize the journals of the university.

Dr. Thasleema T.M, Asst. Professor, Dept. of Computer Science, CUK, expressed the view on strengthening the consultancy and extension process. She mentioned that the NSS is doing remarkably, but it has to be documented properly. There should be some awareness programme on the parents.
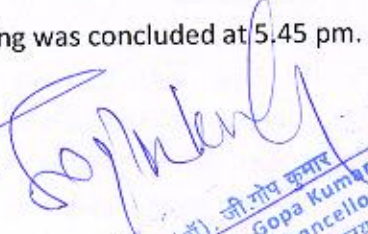
Dr. Renjith. N, Kumavath, Asst. Professor, Dept. Genomic Science, CUK, suggested for providing fund publication.

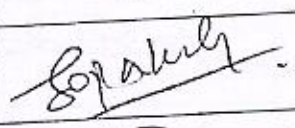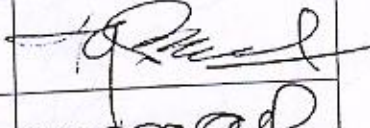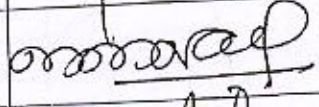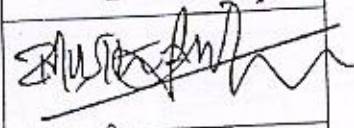All the suggestion were consolidated and the following decisions were taken:
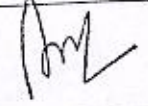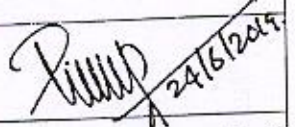
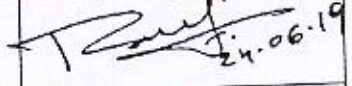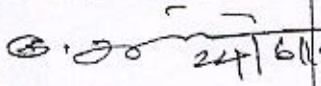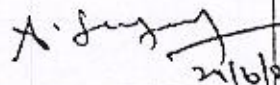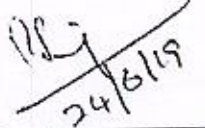1. To convene a meeting of the HoD's and Deans to sensitize towards the process of NAAC reaccreditation
2. To entrust faculty members in each department to co-ordinate the different activities to be made available for IQAC.
3. To conduct visit to each department by Pro-Vice-Chancellor, Registrar, and Director IQAC to take a stock of each department
4. To prepare and circulate a template for documentation
5. To put up a proposal for AAA (Academic Administrative Audit) by the Director, IQAC
6. To work out strategy by the IQAC for minimizing the financial hurdles and for augmenting the department for preparing for NAAC reaccreditation as proposed by Finance Officer.
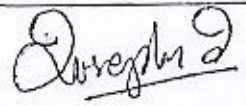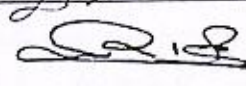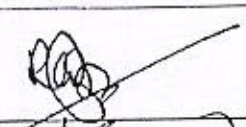7. The University will financially support requests by faculty for patent registration.
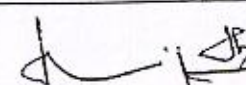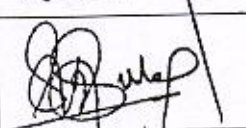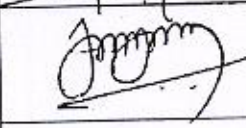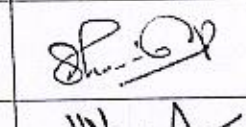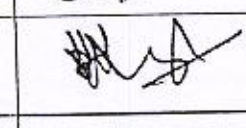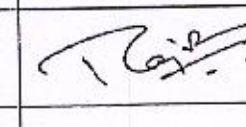
The meeting was concluded at 5.45 pm.

Chairman

Attendance sheet for the meeting of IQAC Committee at 3.00 p.m. on 24.06.2019 at the Conference Hall, Gangothri Block, CUK

Sl.No.	Name and Designation	Signature
1.	Vice Chancellor, Central University of Kerala	
2.	Finance Officer	
3.	Controller of Examinations	
4.	Dr. Mohamedunni Alias Musthafa, Associate Professor, Dept. of Education, CUK (Director, IQAC)	
5.	Prof. (Dr.). K. Jayaprasad, Pro-Vice Chancellor, Central University of Kerala	
6.	Dr. Padmesh .P, Dy. Registrar (i/c), Purchase & Associate Professor, Dept. of Genomic Science	
7.	Dr. Gireesh Kumar .T.K, Assistant Librarian, CUK	24/6/2019
8.	Dr. Rajendra Pilankatta, Dean, SMPH	24.06.19
9.	Prof. V. Gopinathan, Principal, Model College (IHRD), Madikai & Dy. Director of Collegiate Education (Rtd.), CC32, 'Sreeragam', Chinmaya Colony, Vidya Nagar, Kasaragod- 671123	
10.	Dr. Arun Kumar .K, Head & Associate Professor, Dept. of Plant Science	24/6/19
11.	Dr. A. Sakthivel, Associate Professor, Dept. of Chemistry	21/6/2019
12.	Dr. Satheesh, Associate Professor, Dept. of Economics, St. Pius Xth College, Rajapuram, Kasaragod- 671532	24/6/19
13.	Dr. C. Balan, Director, (Rtd.), Dept. of History & Heritage Studies, Kannur University, Kerala, 'Saketham', Bellikoth, Ajanur, Kasaragod- 671531	
14.	Shri. Damodaran Architect, Near Vyapara Bhavan, Kanhangad, Kasaragod- 671315	

15.	Dr. T.J. Joseph, Assistant Professor, Dept. of Economics	*(signature)*
16.	Dr. Ajay Kumar, Asst. Professor, Dept. of Plant Science	*(signature)*
17.	Dr. Reinhart Philip, Asst. professor, Dept. of International Relations	*(signature)*
18.	Dr. Vellikkeel Raghavan, Asst. Professor, Dept. of English and CL	*(signature)*
19.	Dr. Renjith .N. Kumavath, Asst. Professor, Dept. of Genomic Science	*(signature)* 24/6/2019
20.	Dr. V.P. Joshith, Asst. Professor, Dept. of Education	*(signature)*
21.	Shri. Sureshan Kandathil, Assistant Registrar, Academic	*(signature)*
22.	Shri. Jayakrishnan .K, Assistant Registrar, Admn & Estt.	*(signature)*
23.	Shri. Sarath .N, 'Anugraha', Kayalode, Mambaram, Kannur- 670741 (Alumni)	
24.	Dr. Jayaprasad Kodoth, (Former Principal, Dental College, Pariyaram), Kanhangad	*(signature)*
25.	Dr. Thasleema T.M, Asst. Professor, Dept. of Computer Science	*(signature)*
26.	Dr. Shaini .P, Asst. Professor, Dept. of Mathematics	*(signature)*
27.	Dr. Jayasankar, Asst. Professor, Dept. of Law	*(signature)*
28.	Dr. Rajesh. R., Head, Dept. of Computer Science	*(signature)*
29.	President, Students Council	
30.	Prof. (Dr.) Prathapachandra Kurup, Head, Dept. of Chemistry	*(signature)*
31.	Dr. M.R. Biju, Head, Dept. of Public Administration and Policy Studies	*(signature)*
32.	Dr. A.K. Mohan, Head, Dept. of Social Work	
33.		

Minutes of the meeting of IQAC, CU Kerala held at Conference Hall, Gangothri Block, Tejaswini Hills, at 2:30 pm. on 09/06/20220

A Meeting of the IQAC- CENTRAL UNIVERSITY OF KERALA was held on 09/06/2020 at 2:30 pm at Conference Hall, Gangotri Block, Tejaswini Hills, Periye. The following members were present.

Members Present: Off line

1. **Prof. Dr. G. Gopa Kumar**, Honorable Vice-Chancellor, CU Kerala (Chairman)
2. **Dr. A. Radhakrishnan Niar**, Registrar, CU Kerala
3. **Prof. (Dr). Pratapachandra Kurup,** Dept. of Chemistry, CUK
4. **Prof. (Dr). A. Shakthivel**, Professor & Head, Dept. of Chemistry, CUK
5. **Prof. (Dr) Sudha. K** Head, Dept. of Zoology, CUK
6. **Prof. (Dr). M.R. Biju,** Head, Dept. of Public Administration and Policy Studies, CUK
7. **Dr. T.J. Joseph**, Assistant Professor, Dept. of Economics, CUK
8. **Dr K Thiyagu,** Asst. Professor, Department of Education, CUK.
9. **Dr Senthil Kumaran,** Deputy Librarian, CUK.
10. **Shri. Sureshan Kandathil**, Asst. Registrar, Academic, CUK
11. **Prof. (Dr). Mohamedunni Alias Musthafa,** Director, IQAC, CU Kerala

Members Present: Online

1. **Prof. V Gopinathan . Prinicipal Model College (IHRD) Madikai.**
2. **Prof. Vincent Mathew.** Professor, Dept. of Physics, CUK.
3. **Prof. (Dr). Arun Kumar .K**, Head & Associate Professor, Dept. of Plant Science, CUK
4. **Dr. Rajendra Pilankatta**, Dean, SMPH, CUK
5. **Dr. A K Mohan,** Associate Professor and Dean School of Social Sciences.
6. **Dr. Rajesh R.**, Head, Dept. of Computer Science, CUK
7. **Dr. Padmesh P Pillai**, Associate Professor, Dept. Genomic Science, CUK
8. **Dr. Renjith. N, Kumavath**, Asst. Professor, Dept. Genomic Science, CUK
9. **Shri. Jayakrishnan**. K, Asst. Registrar, Admin & Est. , CUK
10. **Dr. Vellikkeel Raghavan**, Asst. Professor, Dept. of English and CL, CUK
11 **Dr. Jayashankar,** Asst. Professor, Dept. of Law, CUK
12. **Dr. Shaini. P**, Asst. Professor, Dept. Mathematics, CUK
13. **Dr. Thasleema T.M**, Asst. Professor, Dept. of Computer Science, CUK
14. **Dr. Ajay Kumar**, Asst. Professor, Dept. of Plant Science, CUK

Honorable Vice Chancellor welcomed the members and gave the presidential address. He stressed the need for strengthening the activities of IQAC in the context that CU Kerala has to start preparation for the next cycle of NAAC accreditation. Honorable Vice Chancellor narrated on the academic, administrative and infrastructural advancement that CU Kerala had attained for the last five years and stressed that scenario has changed in a significant manner. Recollecting the poor infrastructure that the university had at the time of first NAAC accreditation and in spite of the limitation we had then, we could able to obtain B++. He reminded the members the need for sustained work and the systematic documentation needed for aspiring high grade in the next cycle. As conclusion to his introductory remark, Hon. Vice Chancellor sought the wholehearted involvement of all the IQAC members coupled with sincere hard work.

Registrar in his remarks stressed the importance of the functioning of IQAC. He stressed for the visibility in the functions of each department towards quality enhancement. Every department has to nominate one person to facilitate and coordinate the activities of the department pertinent to the documentation process.

He mentioned that compared to the scenario of 2015 -2016 academic year responsibility of IQAC is vital and important. He stressed the need for convening the meeting of Heads in the immediate future. The accreditation process is tough considering the new parameters. We have to make the Physical and academic visibility of the University much stronger. We should go for immediate face lifting of each departments for this and in the next budget we have to set up special budget.

Then the Chair welcomed the opinion of external members.

Prof. Gopinathan – Our campus can be made into an evergreen campus. Department of Geology, Department of Plant Science and Department of Zoology have to work as a team for this. A Biodiversity Park has to be established. Likewise a rare collection of medicinal plants can also be collected and a herbal garden may be set up. Geology department can institute museum of different rocks and soils. There are nearby area to Kasaragod where the students can visit keeping social distance and these kinds of activities are important.

Then Vice Chancellor briefed the efforts taken by the University for greening the campus but a lot has to do for materializing as envisaged. Following this the Vice Chancellor invited the Director IQAC for his remarks.

Director IQAC briefed that this is the right time for visible and pro-active intervention in all dimensions in accordance with the criteria suggested by NAAC.

He expressed his optimism that with the wholehearted involvement of all the members we will be able to do. Then The Director presented a synoptic profile of the functions of IQAC. Enabling the CAS promotion of the faculty members was the top priority up to this stage and he expressed that IQAC could able to do that in an optimum manner in spite of the poor resources.

Director, IQAC expressed his expectation that this house shall select seven coordinators and entrust them to lead the ensuing activities criterion wise and to record them systematically. He also requested for a team for the secretarial work of IQAC as a workable platform. Coordinating the preparation of Template and Day to day functioning –working – online learning tools and uploading of AQAR – NAAC are few among them.

Then the Chair reiterated the Directors' remarks and stressed the need for perfect documentation and projection as per the NAAC procedure. Vice Chancellor appreciated the effort taken by IQAC for facilitating CAS promotion of teachers.

Prof. M.R Biju shared the meeting that the since the starting of department of Public Administration and Policy Studies has been conducting many programmes and it will start the documentation soon.

Registrar briefed about University Newsletter. It was started from 2016. Annual Report and foundation day reports can also be used as good source of data collection. Vice Chancellor also extended all supports for collecting the data.

Dr. Jayasankar, Asst. Professor, Dept. of Law described about the situation in Thiruvalla Campus. He informed that documentation is going on. As far as the campus is expecting a shift from the present campus to the permanent campus. He also pointed out the situation facing due to the unfilled vacancies.

Dr. Ranjith N Kumavath described about online submission of AQAR on NAAC portal. He requested for the preparation of Planner by IQAC and highlighted the need for automation of all the data submission process, need to improve in quality

research publication, patenting. Website upgradation and Alumni engagement, patenting .

Then Vice Chancellor stressed the need for strengthening Alumni and reminded Dr. Rajendra in charge of Alumni to expedite the process.

Dr. V. Raghavan, HoD, Department of English and Comparative Literature briefed about two areas underutilized in their department; i.e 1) Language lab and 2) Evening classes for students. He stressed the idea that Language lab can be converted to MOOC lab and suggested for making the evening class by engaging communicative English for the community members. He also stressed the need for Academic Administrative and extension programmes and online examinations.

Vice Chancellor at this point made it clear that the effort for realizing the 20% credit transfer provision from MOOCs had already started. For student supports in terms of office and stationery will be ready when new admin block is constructed.

At this juncture Dr. Thiyagu Assistant Professor, Department of Education briefed about online examination for the students and he suggested that for the time being the internal examinations can be made online and it can be done simultaneously in all the departments.

Prof. Vincent Mathew, Department of Physics – stressed the need for online data portal to avoid difficulties of compilation. He illustrated the advantages of installing Google form repository for all these purposes together.

Dr. Ranjith N Kumavath briefed about compiling the information through our new e- learning platform.

Prof. Sakthivel stressed the need for proper documentation and he recollected the difficulty felt during previous NAAC Visit. To avoid that we have to start now itself. Files maintained in the departments related to the equipment and chemicals were not in a proper condition. Similar is the case of removal of wastes chemical and biological wastes. Equipment utilization register (Lab logbook) should be properly maintained. Rainwater harvesting and solar energy utilization are the two other areas to be focused.

At this time Vice Chancellor interfered and explained the experiences of the last NAAC visit. Learning from those experiences, he stressed the need for proper maintenance and utilization of chemicals and equipment in convincing and effective manner. It is the responsibility of the departments concerned. Waste

disposal is the concern of administration and immediately we have to implement a sustainable practice. He strongly suggested for the meeting of Board of Studies - at least twice in a year to ensure the updating of curriculum. Regarding Rain Water harvesting much were discussed but nothing happened. Steps should be taken and to implement   with immediate effect. At this point Registrar suggested the appointment of a Campus Development Officer. This idea has been well appreciated by the house.

Prof. Arun Kumar, Department of Botany highlighted the efforts taken by the department for greening the campus. He focused on the activities conducted related to this efforts. Also he mentioned about the plan of a botanical garden. At this time Registrar briefed about the significance of Biodiversity Park – Botanical garden and Plant survey and the need for calibrating our efforts in this regard.

Dr. Padmesh P Pillai briefed about responsibility of the departments that each equipment is placed in proper place and it is being properly utilized. Display board of University with proper ambience is also very important, he added. The visibility with appropriate name boards are not satisfactory as of now.

Vice Chancellor also pointed out that Security room attached to the new gate is not functional and sought the attention of the Security Officer in this regard. Vice Chancellor informed that University guest house is nearing completion and it can be inaugurated soon.

Dr. Rajendra Pilankatta – briefed the mechanism for Waste Management and the tie up with IMAGE system. He added that he is ready to have further discussion in this regard to make it effective. He expressed the expectation that Instrumentation – Common Instrumentation System for equipment will be materialized soon. At this time in continuation of the Registrar's remark on the need for forming a team for auditing the laboratory equipment in the university, it is suggested to form a committee in this regard.

Prof. Prathapa Chandra Kurup also highlighted the need for maintaining a Log book and to make the maintenance in a more effective way.

Dr. Senthil Kumaran recollected that last NAAC Team appreciated the functioning of the library during their visit. He narrated the different facilities and services given to students, faculties and other stake holders. The meeting appreciated these and suggested to strengthen with e resources and more visibility. It is suggested to have a corner in the library to display the publications of

the faculty members. It is suggested to upload the PG dissertation also in e-resources.

Prof. Sudha K highlighted the significance of strengthening the student's services especially to the girl students in terms of resting room, sick room and other amenities. She added that most of the departments are not having a separate girl's room. The available ones are not functional. It should be functional. Museum is a must for Department of Zoology and it need financial support to establish. The display of the digital boards are also important.

Dr. Shaini P stressed the need to make sure that each department should have a functional girl's room and she mentioned that Department of Mathematics is having the same.

Dr. K. Thiyagu at this point suggested to install a Digital board in the front gate.

Dr. A.K Mohan, Dean, School of Social Sciences suggested to form different committees under the coordinator ship of one member from IQAC. Sub committees have to be formed for effective documentation and action. Further it will facilitate the cross checking of data by the department, IQAC and other different sources. He illustrated efficient implementation of rainwater harvesting project in the social work department. He stressed need for installing Boards to be displayed with numbers for rooms and gates. He suggested for developing university you tube account in which the activities can be projected. Waste management is another area which need our immediate attention.

Dr. Rajesh, HoD, Department of Computer Science opined that with the advancements happen in the university for the last five years if we unitedly worked we can achieve the target. It is better to form an IQAC subcommittee for each department helping each to understand the bottle neck exist of each departments and solve it immediately.

He suggested the need for a Post office, Child Care Centre and Kendriya Vidyalaya in the campus. These facilities inside the campus are very crucial as far as the students and other stake holders. University automation process should be hastened. IQAC team has to support the IT wing of the University in identifying the template needed and gaps existing in the e-learning platform now available. Online submission of AQAR, The AQAR data, student feedback data and all other data should be submitted to online mode. IQAC team has to monitor all these constantly. Another area which is lagging is utilization of solar energy.

Dr. Thasleema, Assistant professor, Dept. of Computer Science stressed that the Extension Activities, Alumni and PTA of the university has to be strengthened.

Registrar at this point told that university had initiated Alumni. But regular activity has not been conducted. This is the case in PTA also.

Dr. Ajay Kumar, Assistant Professor, Dept. of Plant Sciences CUK, suggested for e-filing system for Documentation and management. There should be Website for each department. It is suggested to have a Railway station counter in the University. Internal Information portal for each department is to be facilitated.

At this point Registrar communicated that the automation process of the university is going in a satisfactory manner and we will be successful in an optimum way within 2/3 months. The outline for any support system has to be provided by the IQAC team.

Dr. T.J Joseph, Assistant Professor Dept. of Economics, CUK stressed the need for proper documenting system and concerted effort in this regard from the part of IQAC.

Prof. Gopinath pointed out that the University has to document all the support service rendered in connection with the COVID 19.

Dr. Ranjith N Kumavath raised the need for Open Stadium and Health village.

Vice Chancellor intimated that this will be actualized as and when we are completing the next phase of construction.

Prof. Sudha K — need for Training to be given to the newly appointed non-teaching staffs and to this Registrar already told that steps have already been taken by university in this regard.

Sri. Sureshan Kandathil, Assistant Registrar Academic raised some hurdles related to International Collaboration and Vice Chancellor stressed the need for convincing UGC and MHRD to overcome the same.

Vice Chancellor concluded the meeting appreciating all the members for expressing their suggestions which truly made to take a stock of the present system and to set up a road map.

He suggested that IQAC has to prepare an action plan and time line prioritizing the points evolved in the discussion. Following that the Vice Chancellor announced the suggestion regarding the conveners of different subcommittees as

per the dimensions of the NAAC assessment criteria. The meeting unanimously approved the same. Following this the Vice Chancellor again appreciated the involvement of all the members and invited the Director IQAC for extending formal vote of thanks.

Director, IQAC extended vote of thanks.

The meeting concluded by 5:30 pm.

All the suggestions were consolidated and the following decisions/recommendations were made:

1. Meeting decided to the following members as the conveners of different subcommittees as per the dimensions of the NAAC assessment criteria as given:-

Sl. No.	Criteria	IQAC member in Charge	Maximum marks
1	Curricular Aspects	Prof. (Dr.) Vincent Mathew, Professor, Department of Physics, CUK	150
2	Teaching - Learning and Evaluation	Dr. Rajesh R., Associate Professor & Head, Department of Computer Science, CUK	200
3	Research Innovations and Extension	Prof. (Dr.) A. Sakthivel, Professor, Department of Chemistry, CUK	250
4	Infrastructure and Learning Resources	Dr. A.K Mohan, Associate Professor & Head, Department of Social Work, CUK	100
5	Student Support and progression	Dr. Sudha Kappali., Professor and Head, Department of Animal Science, CUK	100
6	Governance, Leadership and Management	Prof. (Dr.) M.R Biju, Professor & Head, Department of Public Administration and Policy Studies, CUK	100
7	Institutional Values and Best Practices	Dr. Padmesh P Pillai, Associate Professor, Department of Genomic Science, CUK	100

2. To entrust a faculty member in each department to facilitate the Head of the Departments in documenting and coordinating the activities and to be made available to the IQAC.

3. This faculty member may facilitate the strengthening of SWAYAM – MOOC in the department.

4. The faculty council of the department can suggest the name of the concerned faculty member for the above purpose.

5. To constitute a workable committee from the IQAC it will perform as the functional secretariat of the IQAC.

   The name of the suggested members is given below:

   Dr. K. Thiyagu – Asst. Prof., Dept. of Edu., CUK

   Dr. Reinhart Philip - Asst. Prof., Dept. of I.R & P.S

   Dr. Ranjith N Kumavath - Asst. Prof., Dept. of Genomic Science
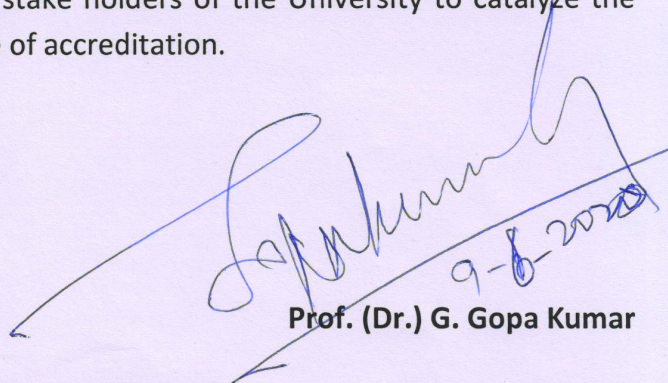
   Dr. T.J Joseph – Asst. Prof., Dept. of Economics

   Dr. Shaini P. - Asst. Prof., Dept. of Mathematics

   Dr. Thasleema T - Asst. Prof., Dept. of Computer Science

6. To prepare and circulate a template for documentation – Action to be taken by IQAC

7. To authorize the Department of Geology to conduct a study on soil types and document the same and submit the report to the University

8. To entrust a faculty member from Department of Environmental Science/Plant Science or Geology as the Coordinator for the rain water harvesting

9. To entrust one of the faculty for preparing plan of action to set up a solar energy system in coordination with Engineering wing

10. To entrust a faculty member preparing plan of action to set up a waste disposal management system

11. To authorize the Department of Plant Science to setup the biodiversity park and to complete the study on biodiversity of the University and submit the report

12. To constitute a committee to conduct Academic Audit of the labs of the University

13. To entrust a senior faculty member as the coordinator of extension activities of CU Kerala to coordinate with all the Departments/Centres/Cells of the University

14. To authorize the IT department of CU Kerala to upgrade the website and update the same on regular basis and to create a menu for each department enabling the departments to update the information

15. To entrust one of the faculty members for documenting the activities of CU Kerala in connection with Covid-19

16. To provide intensive training for the faculty members on using online tools – action may be taken by IQAC

17. To expedite the envisaged training programme for the newly appointed non-teaching staff

18. To recommend the University to have a special allocation in the next budget for the preparedness for the next cycle of accreditation

19. To get a feedback from the students on the e-learning curriculum transaction – action to be taken by the IQAC in association with DSW

20. To strengthen the activities of the alumni of CU Kerala

21. To entrust one faculty member to assist Dr. Rajendra Pilankatta who is in charge of CU Kerala Alumni Association

22. To strengthen the CU Kerala PTA activities – Dr. Shaini P is requested to take appropriate measures in this regard

23. To sensitize the faculty members regarding the patent register – Action to be taken by IQAC in association with the Director of Research

24. Further it is resolved to formulate an action plan and time plan in consultation with all the stake holders of the University to catalyze the preparation for next cycle of accreditation.

9-8-2020

Prof. (Dr.) G. Gopa Kumar

Vice Chancellor, Central University of Kerala
Chairman (IQAC - CU Kerala)