

CHINMAYA VISHWAVIDYAPEETH
MINUTES OF THE MEETING OF IQAC Dated 24 July 2020 at 3:30 pm
Venue: Vice-Chancellor's Office Via Zoom
CEG, Ernakulam Campus

No: CVV/IQAC/2019-20/006

Members present

Sl No	IQAC Functionary	Member Name	University Designation	IQAC Role
1	Chairperson	Dr. Nagaraj Neerchal	Vice Chancellor	Chairperson
2	Faculty	Dr. Gauri Mahulikar	Dean of Faculty	Member
3		Dr. Ramakrishna Pejathaya	Associate Professor, EGCS	Member*
4		Dr. Vinayak Rajat Bhat	HOS, VKS	Member
5		Dr. Sathish M	Assistant Professor, CKS	Member
6		Dr. Vinod R R	Assistant Professor, CKS	Member
7		Mr. Saurabh Singanapalli	Assistant Professor, LLS	Member
8		Dr. Satheesh Varma	Assistant Professor, PPSH	Member
9		Dr. Venkata Raghavan	Assistant Professor, PPSH	Member
10		Dr. Ajay Kumar	Assistant Professor, PPSH	Member
11		Senior Administrative Officers	Dr. Soumya S	Registrar I/c
12	Mr. K R Lal		Director I/c - IT	Member
13	Mr. Krishna Kumaran Thampi		Controller of Examination I/c	Member

14		Ms. Jayalakshmi Nanda	Chief of Staff of Vice Chancellor & IT Coordinator for Compliance	Member
15		Mr. Arun Krishnadas	Manager - Administration	Member - Secretary
16		Mr. Jayakrishnan Jayakumar	Manager - Accounts	Member*
17	One/two nominees from local society, Students and Alumni	Ms. Deekshita Muthukumar	BA Sanskrit	Member (Student)
18		Ms. Blessy Benjamin	M.Sc. Applied Psychology	Member (Student)
19	Director/ Coordinator of IQAC	Dr. Sreeevalsa Kumar	HOS, PPSH	Director

* Attended by proxy

Members absent

1. Mr Vinay Hejjaji Amarnath, Member (Student)
2. Ms Gayathri Devi, Member (Parent)
3. Dr Shankar Venugopal, Nominee, Member (Employer)
4. Ms Rupal Shukla, Member (Student)
5. Ms Sivapriya G Kamath, Member (Student)
6. Mr. S R Nair, Nominee, Member (Industrialist)
7. Shri. K K Rajan, Executive Council Member & Chief Sevak, Chinmaya International Foundation, Member

Agenda

- I. Approval of Minutes of the Meeting of IQAC held on 30/05/2020
- II. Recommendation of Policies
 - a. Policy on MOU with Industry/Academia
 - b. Policy for Seed Money
 - c. Student Exchange Policy
- III. Policy Repository – Briefing by Ms. Jayalakshmi Nanda
- IV. NAAC preparations progress report by Ms. Jayalakshmi Nanda
- V. AOB with the permission of Chair.

Preliminaries to the meeting

The Vice Chancellor called the meeting to order with a prayer and welcomed the attendees to the 6th IQAC meeting. The Vice-Chancellor suggested, to the IQAC members, to refrain from the page by page explanation of the policies during the meeting since the drafted policies are already sent to the members, days in advance. The Vice-Chancellor advised that it is mandatory for all members to review such drafts prior to the meeting and members be ready with their comments/suggestions during the meetings. The Vice-Chancellor also imparted on the importance of streamlining the processes within IQAC.

Agenda Points

Dr. Sreevalsa Kumar read the Agenda Points to be discussed and finalized in the meeting.

I. Agenda Point: - Approval of Minutes of the Meeting of IQAC held on 30/05/2020

Director – IQAC presented the minutes of the 5th IQAC meeting, held on 30th May 2020, and sought approval from the committee. The ATR associated with the same was also submitted for the update of the actionable items since last meeting.

Discussion: -

During the discussion, a correction was identified by the members regarding the faculty member's corresponding school/department name in the attendee list.

Resolution: -

The minutes of the meeting was unanimously approved with minor changes mentioned in the discussion.

II. Agenda Point: - Recommendation of Policies

a. Policy on MOU with Industry/Academia

The Director of IQAC gave an introductory outline about the policy and its scope.

Discussion: -

The policy matters were discussed in detail by the members. The following observations were made by the members during the deliberation

1. IPR regarding the projects/research undertaken in collaboration with external party needs to be addressed.



2. For projects/research undertaken by the University with external agencies/parties that yields monetary benefits, money distribution among faculty involved in such projects/research needs to be reassessed with the involvement of Accounts Department.
3. Dr. Venkata Raghavan informed that the inputs from accounts department were not received while the policy was circulated earlier.

Resolution

It was resolved that after including the suggestions from the Accounts Department the policy shall be submitted to the Vice-Chancellor's office for approval by the IQAC.

b. Policy for Seed Money

The Director, IQAC gave a brief explanation regarding the policy and its scope


Discussion: -

The Policy matters were discussed in detail by the members. There was a suggestion to include faculty having a PhD degree to be made as principal investigator for the research undertaken with the seed money. Since the policy is mainly targeting Assistant Professors, of whom several of them are undergoing research work for their Doctoral degree, the Vice Chancellor suggested that it may not be a necessity. The following suggestions were also made during the discussions: -

1. Evaluation for the grant of seed money shall be done by the committee constituted by the University authorities.
2. If the investigator/faculty withdraw from the research/ project in between, provisions should be made for the retrieval of the grant from such beneficiaries. However, the physical purchases made for the project/research shall not be levied upon the withdrawer since proprietary rights for such items belong to the University and such shall be surrendered to the University beforehand.
3. In point no: -4.8 of the policy, it is mentioned that no faculty can have more than 3 projects/research at any point in time. If any faculty withdraws from a project, additional task will fall upon another faculty who may have 3 projects currently running under him/her. During such occasions, the committee for the Seed Money shall make individual decisions with the approval from the Vice-Chancellor.
4. It was also suggested to include the audit undertaken by the Accounts Department and the seed money settlement shall be audited on half early basis by the Accounts department for the same.
5. Ms. Jayalakshmi Nanda suggested that she will meet with the Finance Officer regarding the same and proceedings can be undertaken afterwards.

Resolution: -

It was resolved that the Policy shall be modified by the author and shall be subsequently submitted to the Vice-Chancellor's office for further approval.



c. Student Exchange Policy

Director, IQAC briefed the policy regarding its scope and general guidelines

Discussion: -

Dr. Saurabh raised the concern regarding the repetition of procedures for the internal student candidates of the University. Deliberations were made, regarding the pros and cons of the policy, by the members including the provision for an extension for internal candidates. The Vice Chancellor suggested that for internal candidates the exchange shall only for a period of single semester and for external candidates there shall not be any restrictions on the time period/duration. However, for internal candidates there shall be a provision for extension subject to the recommendation by the committee formed for such matters. In addition, for lateral entry to the programmes, for the external students during and /or the exchange period, lateral entry student policy shall be in force. Dr. Soumya suggested that credit transfer for CVV students from outside universities/institutions falling under this policy may be placed before the Academic Council of CVV and approval be secured.

Resolution: -

It was resolved that modifications shall be made by the author and subsequently submitted to the VC's office for the approval.

II. Agenda Point: - Policy Repository

The Director IQAC invited Ms. Jayalakshmi Nanda to brief about the repository created for the approved policies of the University. It was brought to the notice of the members that 25 approved policies have been moved to the repository created and will be circulated among the IQAC members. In addition, relevant policies shall be updated/made available for viewing in ZOHO as well.

Discussion

It was suggested that policies shall also be made available to the public in the University website and MOU forms shall also be made in a downloadable format. The Vice Chancellor suggested that not all policies be made available to public directly, however with login and registration access, such policies shall be made available for the public.

Resolution



It was resolved that all approved policies shall be made available in the repository and further additions will be made accordingly in the University websites.

III. NAAC Preparedness

Director, IQAC invited Ms. Jayalakshmi Nanda to give inputs regarding the progress on NAAC preparations so far.

Discussions: -

Upon the recommendation made by Dr. Jayasankaranji (NAAC Consultant), Dr. Bindiya M Varghese, (Dean-Computer Science, RCSS) has extended her support to the University NAAC team and will be guiding at micro-level towards the NAAC accreditation work. It was also informed to the IQAC team that a 16-member core



team will be created by the University authorities for a meeting with Dr. Bindiya and subsequently process progression will be initiated.

The Vice Chancellor imparted upon the importance of Workshops conducted by Dr. Vinod and Dr. Sandhya in regard to the exit orientation Programme - "Campus to Corporate" for the graduating students from the University, which is designed to make the outgoing students Industry ready. The Vice Chancellor also asserted on the importance of providing Skill Enhancement Programme for the students as well.

IV. Agenda Point: - Any Other Business

1. Workflow for Policies

Dr. Raghavan reminded all members regarding the creation of workflow for the policies and a uniform course code to be made and recommended.

Discussion: -

It was discussed in detail by the members and Ms. Jayalakshmi Nanda informed that it is a work-in-progress and will be finalised accordingly.

2. Schedule of NAAC criterion meetings

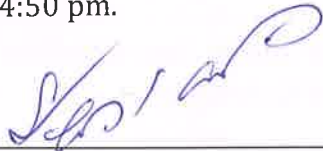
Dr. Saurabh informed that criterion meetings are not functioning in full attendance and hence some provisions to be made at micro level.

Discussion: -

The matter was discussed in detail by the team. The Vice Chancellor suggested that the CoE may include a slot in the Academic timetable so as to facilitate meetings of various NAAC criteria teams during such time. He also added to make that time slot free for all faculty members so that all may attend the meeting regularly without fail.

The Dean of Faculty invited all team members for the valedictory ceremony of the 5-day crash course on "Sandhi" conducted as apart of Sanskrit month celebrations. The Vice Chancellor also invited all members, according to their availability, to attend the "Campus to Corporate" programme commencing on 27th July 2020.

To conclude, the Director, IQAC extended a vote of thanks. The meeting was adjourned at 04:50 pm.



Director, IQAC.



Secretary, IQAC