



CHINMAYA VISHWAVIDYAPEETH

MINUTES OF THE MEETING OF IQAC Dated 22-NOV-2019 at 2:30 pm

**Venue: Chinmayam, Sankaram I
Ernakulam Campus**

No: CVV/IQAC/2019-20/002

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. Vinayak Rajat Bhat	HOS, VKS	Member
4		Mr. Venkata Raghavan	Assistant Professor, PPSH	Member
5		Dr. Sathish M	Assistant Professor, CKS	Member
6		Dr. Vinod R R	Assistant Professor, CKS	Member
7		Mr. Ajay Kumar	Assistant Professor, PPSH	Member
8		Dr. Satheesh Varma	Assistant Professor, PPSH	Member
9		Dr Ramakrishna Pejathaya	Assistant Professor, EGCS	Member
10		Senior Administrative Officers	Dr. Soumya S	Registrar

11		Mr. K R Lal	Deputy Director - IT	Member
12		Mr. Krishna Kumaran Thampi	Controller of Examination	Member
13		Ms. Jayalakshmi Nanda	Chief of Staff of Vice Chancellor & IT Coordinator for Compliance	Member
14	One/two nominees from local society, Students and Alumni	Ms. Blessy Benjamin	MSc Applied Psychology	Member (Student)
15	One/two nominees from local society, Students and Alumni	Dr Balchand	Retired Senior Principal & Educationist, Ex-Director of IQAC, CUSAT	Member (Local Society Representative)
16	Director/ Coordinator of IQAC	Dr. Sreeevalsa Kumar	HOS, PPSH	Director
17	Faculty	Saurabh Singanapalli	Assistant Professor, CKS	Member*
18	Senior Administrative Officer	Arun Krishnadas	Manager - Administration	Member*

* Attended by proxy

Members absent

1. Shri K. K. Rajan, Executive Council Member & Chief Sevak, Chinmaya International Foundation
2. Ms Anupama Vijaykumar, Manager - Accounts
3. Ms Deekshita Muthukumar, Student - BA Sanskrit
4. Ms Rupal Shukla, Student - IM Advaita Vedanta
5. Ms Sivapriya G Kamath, Student - B Com




6. Mr Vinay Hejjaji Amarnath, Student - MA Sanskrit
7. Mr S R Nair, Corporate Executive - Marketing & Entrepreneurship, Founder & Directors of 4 IT Companies
8. Ms Gayathri Devi, Artist (Actress)
9. Dr Shankar Venugopal,

Agenda

1. Approval of minutes of meeting held on 29th October 2019
2. Matters arising from the minutes of the meeting of IQAC dated 29-10-19
3. Recommendation of Research Policy
4. Recommendation of policy on duty leave for students who participate in festivals
5. Recommendation of Research support policy
6. Recommendation for constitution of committee for Template and SOS drafting

Preliminaries to the meeting

The Vice Chancellor called the meeting to order with a prayer and welcomed the attendees to the 2nd IQAC meeting. The Vice Chancellor invited Director, IQAC to brief about the agenda points for the meeting.

Agenda Points

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

I. Agenda Point: - Approval of minutes of meeting held on 29th October 2019

Director - IQAC presented the minutes of the 1st IQAC meeting, held on 29th October 2019, and sought approval from the committee.

Discussion: -

The Agenda matter was discussed in detail by the members of the team.

Resolution: -

The minutes of the meeting was approved unanimously.

II. Agenda Point: - Matters arising from the minutes of the meeting of IQAC dated 29-10-19




Director - IQAC presented the matters that required action based on the minutes of the 1st meeting.

Discussion: -

Policy for Student Club: Further to the initial discussion during the 1st IQAC meeting, the student club policy was redirected to Mr. Venkata Raghavan for incorporating the changes recommended during the 1st IQAC meeting. Subsequent to the changes made for the Student Club policy by Mr. Venkata Raghavan the policy was placed before the committee. It was suggested that political influence should not arise during the formation of student clubs in the campus. It was further clarified by Mr. Venkata Raghavan that the definition of the club explicitly mentions that it should not be used for political purposes. The committee also recommended that provisions should be made for such policies to be amended from time to time by the concerned authorities.

Action Taken Report: During the course of discussion, Dr. Balchand recommended that the minutes of IQAC meeting should include details about the actions that have been carried out with respect to the decisions and matters arising out of the earlier meeting. This was suggested in order to include a provision for feedback to the IQAC, Dr. Balchand suggested to include the Action Taken Report along with minutes of the every IQAC meeting.

Resolution:

Policy for Student Club: IQAC recommended the policy to be submitted to the Office of the Vice Chancellor for the final approval. It was resolved that amendments shall also be made in such student club policies with final approval from the Office of Vice Chancellor.

Action Taken Report: It was resolved that the IQAC minutes will have an Action Taken Report as well.

III. Agenda Point: - Recommendation of Research Policy

Mr. Venkata Raghavan presented the Research Policy to IQAC on behalf of the NAAC Criteria 3 team.

Discussion: -



The policy was discussed extensively and various suggestions were provided by the IQAC members.

- 1) Dr. Balchand asserted on the usage of the term "etc" and recommended that the word etc should be avoided by all means. This is to avoid disparity in future. He also suggested that we should convert new research to new innovative research.
- 2) Members also raised their concerns regarding the NAAC criteria point 3.2 and suggested that clarity is required on the matter of preparing a new course/material. It was also a matter of concern that such preparation will fall under category of research or not.
- 3) Dr. Balchand also recommended for extended time period is required on research: 3.1 - inclusion of UGC norm-based research contact hours like projects, other innovative research, 3.4 - research & teaching

Resolution: -

It was unanimously resolved that the term "etc" shall be used sparingly in all further policy documents. Based on the discussions, Vice Chancellor directed the Criteria 3 team members to have further deliberations on this policy and to cater modifications in the document. He also suggested that this policy should be presented in the faculty meeting for review.

IV. Agenda Point: - Recommendation of policy on duty leave for students who participate in festivals

Mr. Venkat Raghavan presented the policy before the committee.

Discussion: -

Further to the extensive discussions team members suggested that the current 3-day capping on duty leave may not be feasible in future. Hence a greater number of days shall be included in the policy. It was also recommended that the final call on the matter shall be directed from the Office of the Vice Chancellor.

Resolution: -

IQAC recommended the policy to be submitted to the Office of the Vice Chancellor for the final approval.

V. Agenda Point: - Recommendation of Research support policy




Dr. Satheesh Varma presented the Research Support Policy before the committee.

Discussion: -

The policy was discussed extensively and various suggestions were provided by the IQAC members. Dr. Balchand suggested to modify certain points in the policy such as provision in the policy for students from the masters programmes to join as research assistants, awarding of grade based on merit. Vice chancellor recommended to remove the % concept from the policy. Dean of Faculties recommended to change the wording from "UGC Recognized University" to "Recognized University" while evaluating eligibility criteria for qualification.

Resolution: -

It was resolved that policy needs further review and it was directed to Dr. Satheesh for making further amendments and corrections in the policy before the next submission to IQAC.

VI. Agenda Point: - Recommendation for constitution of committee for Template and SOS drafting

Dr. Sreevalsa Kumar made the recommendation for constitution of a template committee.

Discussion: -

It was discussed that we could form a campus wide template committee comprising of all the NAAC team leads and chaired by Mr. Neeraj Bhai.

Resolution: -

IQAC recommended the Vice Chancellor to constitute the template committee formally.

AOB – Any Other Business

1. Workflow for Policy Approval

Mr. Venkata Raghavan raised the need for a workflow for approval of policies.



Discussion: -

It was discussed and unanimously suggested to create a workflow for policy approval in future.

Resolution: -

IQAC members suggested the need for further discussions regarding creation of the workflow for policy approval.

2. Data Structures Team

Mr. K R Lal raised a query about the creation of Data Structures team that will be responsible for collection and managing of data required for various matrices.

Discussion: -

It was discussed among the team members and suggested to form a Data Structures team.

Resolution: -

IQAC recommended the Vice Chancellor to form a Data Structures team.

3. Language Editing of Policies and Other Documents

Dr. Sreevalsa Kumar suggested that all policies and documents formulated may be submitted for a review for their language correction and the final documents could be forwarded to Mrs. Neethu for a review for language editing, not the content, before it is formalized.

Discussion: -

The members expressed the importance of maintaining a high quality of University policies and documents and recommended as under:

Resolution: -

University policies and other SOPs would be sent to Mrs. Neethu S. Kumar for language editing before it is finally approved by the VC.

Schedule of Next IQAC Meeting

It was unanimously decided to schedule the next IQAC meeting on 24th January 2020.

To conclude, the Director, IQAC extended a vote of thanks. The meeting was adjourned at 5:00 pm.



Director, IQAC.



Secretary, IQAC