

CHINMAYA VISHWAVIDYAPEETH
MINUTES OF THE MEETING OF IQAC Dated 30 May 2020 at 2:30 pm
Venue: Vice-Chancellor's Office Via Zoom
CEG, Ernakulam Campus

No: CVV/IQAC/2019-20/005

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. Saurabh Singanapalli	Assistant Professor, LLS	Member
8		Dr Ramakrishna Pejathaya	Associate Professor, EGCS	Member
9		Senior Administrative Officers	Dr. Soumya S	Registrar
10	Mr. K R Lal		Deputy Director - IT	Member
11	Mr. Krishna Kumaran Thampi		Controller of Examination	Member
12	Ms. Jayalakshmi Nanda		Chief of Staff of Vice Chancellor & IT Coordinator for Compliance	Member
13	Mr. Jayakrishnan Jayakumar		Manager - Accounts	Member

14	One/two nominees from local society, Students and Alumni	Ms. Deekshita Muthukumar	BA Sanskrit	Member (Student)
15		Ms Rupal Shukla	IM Advaita Vedanta	Member (Student)
16		Ms Sivapriya G Kamath	B Com	Member (Student)
17		Mr. S R Nair	Corporate Executive - Marketing & Entrepreneurship, Founder & Directors of 4 IT Companies	Member (Local Society Representative)
18		Shri K. K. Rajan	Executive Council Member & Chief Sevak, Chinmaya International Foundation	
19	Director/ Coordinator of IQAC	Dr. Sreeevalsa Kumar	HOS, PPSH	Director

Members absent

1. Mr Vinay Hejjaji Amarnath, Student - MA Sanskrit
2. Ms Gayathri Devi, Artist (Actress)
3. Dr Shankar Venugopal
4. Dr. Satheesh Varma, Assistant Professor, PPSH
5. Dr. Ajay Kumar. Assistant Professor, PPSH
6. Ms. Blessy Benjamin, Student - MSc. Applied Psychology
7. Mr. Arun Krishnadas, Manager - Administration




Agenda

1. Recommendation of policies
 - a. International Student Cell Policy
 - b. Faculty Exchange Policy
 - c. Corporate Training Policy
2. Recommendation of Templates
 - a. Course Outline Template
 - b. Faculty Performance Appraisal Template
 - c. Non-Teaching staff Performance Appraisal Template
3. Status report on policies, SOPs and templates development by Criteria Team Leads
4. NAAC preparations progress report by Ms. Jayalakshmi Nanda
5. Re-Structuring of Criteria teams for faster NAAC preparedness
6. 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 5th IQAC meeting. The Vice-Chancellor briefed about the feedback from the IQAC consultant, Dr. Jayashankarnji, that IQAC members needs to be more active in terms of documentation of the activities conducted by the University. In addition, the Vice-Chancellor congratulated the faculty for their support and diligence in completing the courses and conducting the examination in time during this pandemic situation. The Vice-Chancellor also congratulated Ms. Jayalakshmi Nanda for her support in coordinating NAAC activities.

Agenda Points

Ms. Jayalakshmi Nanda read the Agenda Points to be discussed and finalized in the meeting.

I. **Agenda Point: - Recommendation of Policies**

a. International Students' Cell Policy



Asst. Prof. Saurabh Singanapalli was invited to brief about the policy created by Criteria-5 Team. He explained about the definitions of International Students and the range and restrictions on the same.

Discussion: -

The policy terms were discussed in detail by the members. The Vice-Chancellor recommended to exclude "Mitras" from the cell since there is a confidentiality issue involved. Dr. Soumya S recommended on bringing clarity about composition of members incorporated in the cell.

Resolution: -

It was resolved that the policy needs to be revised and modified as per the discussion made. The modified policy will be submitted to the Vice-Chancellors office for further approval.



b. Faculty Exchange Policy

Ms. Jayalakshmi Nanda invited Dr. Vinod to brief about the policy created by Criteria-3 Team. Dr. Vinod asserted that the FEP (Faculty Exchange Policy) is to upskill the knowledge base and skill base of Faculty, University and Students.

Discussion: -

The members deliberated on the various variables associated with the policies such as timeline, faculties under sabbatical designation of the faculties visiting the University etc.

Resolution: -

The policy was unanimously recommended by the team and submitted to the Vice-Chancellor's office for further proceedings.

c. Corporate Training Policy

Dr. Vinod was invited to explain the policy created by the Criteria-3 Team.

Discussion: -

The particulars of the Policy were discussed in detail by the team. The members discussed in detail regarding the monetary factors and bifurcations regarding the policy. Dr. Soumya S recommended to include Staff members as well into this policy. Dr. Sreevalsa Kumar recommended to have different policies for faculty and Staff since their working pattern and policies are different.

Resolution: -

The team members decided to send it back to the Criteria-3 team for further review and incorporating the recommendations by the NAAC team.

II. Agenda Point: - Recommendation of Templates

a. Course Outline Template

Dr. Sathish M was invited to brief about the template drafted by the Criteria-1 Team.

Discussion: -

Asst. Prof. Venkata Raghavan requested to include Foundation courses into the template and inclusion of Course File Name (format and other) in the definition part of the template. The Vice-Chancellor asserted on the fact that all faculty members needs to review the template again and a conservative approach is required for the same. Dr. Sreevalsa Kumar recommended on forming a committee

Resolution: -

The Members recommended on sending the template back to the Criteria team/ committee and Dr. Sreevalsa Kumar will be sending it to the faculty with a deadline for the revision.

b. Agenda Point: - Faculty Performance Appraisal



Dr. Soumya S was invited to brief about the template created. Dr. Soumya S explained the variables involved in the evaluation and API scoring.

Discussion: -

It was discussed in detail by the team.

Resolution: -

It was resolved that after further modifications on the template it may be submitted to the IQAC team for further review.

c. Non-Teaching staff Performance Appraisal Template

Dr. Soumya S explained the variables associated with the performance indicators for the Non -Teaching Staff.

Discussion: -

It was discussed in detail by the team.

Resolution: -

It was resolved that after further modifications on the template it may be submitted to the IQAC team for further review.

The Remaining agenda Points (3, 4, 5, 6) was rescheduled to the next IQAC meeting due to the time limitations. The Vice-Chancellor also instructed the Dr. Sreevalsa Kumar to include AOB in the forthcoming schedule. Asst. Prof. Venkata Raghavan informed that the following policies will be complete by the next IQAC meeting.

1. Student exchange policy
2. MOU policy Industry/Academia

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



Director, IQAC.



Secretary, IQAC