



CHINMAYA VISHWAVIDYAPEETH
MINUTES OF THE MEETING OF IQAC Dated 24 January 2020 at 2:30 pm
Venue: Chinmayam, Sankaram I
Ernakulam Campus

No: CVV/IQAC/2019-20/003

Members present

SI 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
10		Saurabh Singanapalli	Assistant Professor, CKS	Member
11		Senior Administrative Officers	Dr. Soumya S	Registrar
12	Mr. K R Lal		Deputy Director - IT	Member
13	Mr. Krishna Kumaran Thampi		Controller of Examination	Member
14	Ms. Jayalakshmi Nanda		Chief of Staff of Vice Chancellor &	Member

			IT Coordinator for Compliance	
15		Arun Krishnadas	Manager - Administration	Member, Secretary to the Committee
16	One/two nominees from local society, Students and Alumni	Ms. Blessy Benjamin	MSc Applied Psychology	Member (Student)
17		Ms. Deekshita Muthukumar	BA Sanskrit	Member (Student)
18		Mr. S R Nair	Corporate Executive - Marketing & Entrepreneurship, Founder & Directors of 4 IT Companies	Member (Local Society Representative)
19	Director/ Coordinator of IQAC	Dr. Sreeevalsa Kumar	HOS, PPSH	Director

* Attended by proxy

Members absent

1. Shri K. K. Rajan, Executive Council Member & Chief Sevak, Chinmaya International Foundation
2. Dr Ramakrishna Pejathaya Assistant Professor, EGCS
3. Ms Anupama Vijaykumar, Manager - Accounts
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. Ms Gayathri Devi, Artist (Actress)
8. Dr Shankar Venugopal

Agenda

1. Approval of minutes of meeting held on 22-11-19
2. Action Taken Report IQAC meeting dated 22-11-19
3. Recommendation of Media Usage Consent Form
4. Discussion and Deadline for AQAR
5. Review of Revised NAAC Metrics

Preliminaries to the meeting

The Vice Chancellor called the meeting to order with a prayer and welcomed the attendees to the 3rd IQAC meeting. The Vice Chancellor asserted about maintaining the attendance of the members to maintain the quorum (Two-Third of the total number), as per NAAC guidelines. The Vice Chancellor advised the Director, IQAC to forward an e-mail to the absentees about the importance of maintaining the quorum, since IQAC has action items. He further added that the NAAC officials will monitor IQAC activities hence it is imperative to maintain quorum.

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 22nd November 2019

Director – IQAC presented the minutes of the 2nd IQAC meeting, held on 22nd 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: - Action Taken Report further to the decisions taken in the meeting on 22nd November 2019.

Director – IQAC presented the Action Taken Report subject to the decisions taken in the 3rd IQAC meeting.

Discussion: -

The Action Taken Report was discussed in detail by the members if the team

Resolution: -

The actions taken was unanimously approved by the team.

III. Agenda Point: - Recommendation of Media Usage Consent Form.

Media usage consent form was presented before the IQAC team. It was informed to the team that the form is applicable for students, guest faculty,

seminar presentations. In addition, its scope is also extended to all university programmes like NFSI which comes under university media coverage.

Discussion: -

The particulars of the form were discussed in detail by the team. Team members suggested that the form is generic, and it needs to be made to specific programmes. The Director, IQAC suggested that such customisation can be done on individual basis since there are many programmes co-ordinated by and/ or participated by the students/ staff/ faculty of the University.

Resolution: -

The form was recommended by the team and submitted to the VC's office for approval. VC further suggested to forward the same to the Legal consultant of the University for verification on legal aspects of the same.

IV. Agenda Point: - Discussion and Deadline for AQAR

The VC imparted on the relevancy about fixing deadlines for each activity to be completed pertaining to the completion of AQAR.

Discussion: -

The VC recommended that all criteria team captains must have meeting for the discussions on their respective criteria. Preferably fortnightly. Vice Chancellor recommended the template to be produced by Ms. Jayalakshmi Nanda. The VC instructed all team leaders to review template created and VC will monitor the same.

Resolution: -

New deadline is for March 5. One week to create the template. One week for the completion of template for the team leads.

V. Agenda Point: - Review of Revised NAAC Metrics

The Director, IQAV invited Ms. Jayalakshmi Nanda to provide primary insights into the changes in the matrices revised by the NAAC central committee.

It was explained to the team that there is more precision in the revision done by the central committee and the reason for such changes is to streamline the evaluation process by the inspection teams. She described the areas in all criteria where the changes have been applied. It was also implied that the data is more specific, and points were clubbed from previous manual.

Discussion: -

It was discussed in detail by the team. Asst. Prof. Saurabh requested for detailed discussion regarding the changes. JN recommended to have these discussions with team leads in fortnightly meeting. VC recommended to include all faculty members after the first fortnightly meeting.

Resolution: -

It was agreed that, the tentative date for the faculty meet shall be scheduled for January 31st, 2020.



AOB- Any Other Business

1. ATR and ATR Template

The Director IQAC informed the team that a new ATR template was created for the purpose of retorting the actions taken, consequent of the last meeting of IQAC. Further he requested the members to take a look at the template developed and examine whether this template can be used until a new template is developed and approved by the University.

Discussion: -

The team scrutinised the template in detail.

Resolution: -

The ATR template which is used for the current meeting would be used for the forthcoming meetings until a new ATR template is developed and approved by the VC's Office.

2. Inclusion of Mr. Jayakrishnan Jayakumar – Accounts Manager into the IQAC

Ms. Jalalakshmi informed the team that, due to various personal reasons, Ms. Anupama Vijayakumar have not been able to attend IQAC meetings. She further informed that; the Finance Office suggested Ms. Anupama to be replaced by Mr. Jayakrishnan Jayakumar (Accounts Manager).

Discussion: -

It was enquired and discussed in detail about the reasons to replace member from accounts department.

Resolution: -

It was unanimously decided to replace the Ms. Anupama Vijayakumar and subsequently Mr. Jayakrishnan Jayakumar was selected as the nominee member for IQAC.

3. Introduction of Content writer

The Vice Chancellor informed that a new content writer Ms. Rukma Sadekar – Chief editor of Chinmaya Utghosh was appointed as the language editor who would language edit all contents uploaded in the university portals.

4. Workflow of Policy approvals

Mr. Raghavan stressed on the importance of developing a workflow for all the policies and SOP's of the University.

Discussion: -

The matter was discussed in detail by the team.

Resolution: -

The Vice Chancellor informed that it will be included as an item in the next Cabinet meeting.



5. Regularising NAAC meeting

The Director, IQAC proposed to have regular IQAC meetings on all 4th Saturday in each calendar month.

Discussion: -

All team members welcomed the proposal. Dr. Vinayak suggested that it is imperative to have regularity in the IQAC meetings and requested all team members to adjust their work accordingly. Vice Chancellor stressed on the importance of such meetings to be held in an orderly fashion and that ZOOM call, upon request, can be arranged for the members not present, though not on a regular basis for the meeting.

Resolution: -

It was unanimously decided that from 22nd February 2020 onwards, IQAC would meet on the fourth Saturday of every calendar month from 2:30pm to 5:00 pm. Accordingly the next IQAC meeting is scheduled for **22nd February 2020**.

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



Director, IQAC.



Secretary, IQAC