



Mahatma Gandhi University, Kerala

(Abstract)

Internal Quality Assurance Cell --Meeting of the IQAC held on 07.01.2019—Minutes approved— orders issued

---

**Internal Quality Assurance Cell**

U.O.No.492/1/IQAC/2019

Dated, Priyadarshini Hills, 30/01/2019

---

Read:- 1. Minutes of the meeting of the IQAC held on 07.01.2019 approved by the Professor in-charge of Vice-Chancellor

**ORDER**

The Internal Quality Assurance Cell met at 12.30PM on 07/01/2019 in the IQAC Conference Hall. Dr.Sabu Thomas Professor in-charge of Vice-Chancellor presided over the meeting. The committee resolved to recommend the following.

1. The scope of inviting Sri.Vinod Chandra, I.T expert of Kerala University and to entrust Dr.Sajimon Abraham, Assistant Professor, SMBS to prepare a consult note.
2. To conduct a meeting of the IQAC Teacher members responsible for checking the promotion files and the teacher applicants, on January 17<sup>th</sup>& 18<sup>th</sup>,2019 to finalize the pending promotion files.
3. To organize a workshop on Question setting on 31<sup>st</sup> January & 1<sup>st</sup> February of 2019.
4. To conduct a workshop preferably in the second week of February (date will be decided later) on how to write proposals. Also to include Impress & Imprint in the workshop. The opportunities for University Industry interaction must also be part of the theme.
5. To include Dr.Arup K Chandra, Head (R & D) Special project, Apollo Tyres Ltd for the workshop.
6. To give recommendations from IQAC about instituting Souvenirs.
7. To give recommendations from IQAC to institute Vice-Chancellor's Award for the best college from Aided & Government sector,from Self-Finance sector and from Autonomous sector. Dr.Beena Mathew,Director, School of Chemical Sciences is entrusted to submit a proposal on this with specific criteria.

(contd....2)

8. To fix date & time with the Kramah Software for an online demo of NAAC software.
9. To entrust Dr.C.TAravindakumar, Dr.Robinet Jacob &Dr.M.Hillias to study files related to research awardsfor University faculty members and fix parameters.
10. To recommend & forward the reports of the IQAC on the CAS promotion along with the service files in respect of the following Teachers for required administrative action.

| Sl.No. | Name & Department   | Post to which CAS promotion is recommended. |
|--------|---|---|
| 1      | Dr.Sandhya R.S ,School of Gandhian Thought & Development Studies. | Assistant Professor (Stage III)             |
| 2      | Dr.BaburajP.T ,School of Behavioural Sciences.                    | Lecturer (Selection Grade)                  |

The Professor in-charge of the Vice-Chancellor has approved the above recommendations of the IQAC meeting.

Orders are issued accordingly.

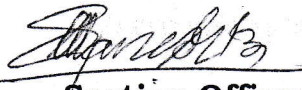
Sd/-

**Sunil Babu K**  
**Deputy Registrar III (Admn.)**

To.

1. P.S to VC/PVC
2. P.A to Registrar/F.O
3. The Teachers/staff concerned
4. All Departments
5. Ad.A II/Ad.A IX (along with files)
6. Director/Joint Director IQAC and all members of IQAC
7. J.R Admin.I/II
8. Fin. I/Audit I/~~Ad.AII/Ad.AIX~~
9. Kerala State Govt. Audit
10. Content Management section/statistics unit
11. Stock file/File copy

**Forwarded By order**

  
**Section Officer**