

IQAC, Central Sanskrit University Guruvayoor Campus

Minutes

09.09.2024

A meeting of IQAC members held on 6/9/2024 at 11.00 AM under the chairmanship of Prof. KK Shine, Director CSUGC in the Conference Hall.

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|-------------------------------|-------------------------|
| 1. Prof. KK Shine | - Chairman |
| 2. Prof. R Pratibha | - Convenor |
| 3. Prof. Balamurugan | - Co-Ordinator |
| 4. Prof. K Viswanathan, | - Member |
| 5. Dr. O R Vijayaraghavan, | - Member |
| 6. Dr. Radhika PR | - Member |
| 7. Dr. MS Sheeba | - Member |
| 8. Sri KM Ravindran, SO | - Member Secretary |
| 9. Supta A M | - Student Nominee |
| 10. Prof. K T Madhavan, Rted. | - Nominee Local Society |
| 11. Sri. Libi M B | - Member Alumni |

*Members 5 and 9 are on leave

Meeting Agenda

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|------------------------------|----------------------------|
| 1. Academic Excellence | 4. Media & Communication |
| 2. Academic Planning | 5. IQAC meeting with staff |
| 3. Overall campus discipline | |

The following decisions were taken

1. Academic Excellence

The following points were discussed to improve the Academic excellence of our institution

- i. Monthly academic report must be collected from teachers.
- ii. HOD must submit monthly report to the Director.
- iii. Model of monthly report will be shared
- iv. Teachers must conduct monthly test.
- v. Teachers must cover the syllabus on the given credit on time.
- vi. Teachers must communicate with absentee Students.
- vii. In case of digital attendance there could be arising of some technical issues due to the trial launching of the application. So teachers must communicate with office and students on time regarding the shortage of attendance or any other queries.
- viii. Doubts and Queries regarding the Digital Attendance System must be noticed and inform to the HQ. (like editing options, notice medical leave etc...)
- ix. All programmes start with Kulageetam and end with National Song

- x. Compulsory conduction of classes in simple Sanskrit to improve the students to speak and write in traditional shastras. Office order will be issued regarding the same.
- xi. Students and teachers must by heart to sing Kulageetam

2. Academic Planning

- i. IQAC decided to maintain very strict academic planning which will not affect the student's daily routines and classes.
- ii. Extra -curricular activities must be restricted after class time only.
- iii. Department Seminars and Workshops must be conducted
- iv. Teachers must apply for ICPR and other collaborative programmes.
- v. Monthly common VagVardhini sabha will be conducted and Students will organize this programme.
- vi. Monthly department Seminars must be conducted.
- vii. Each committee may conduct activities/meeting and maintain proper reports at least three in an academic year. (in case of no fund local staff can be utilized)

3. Overall campus discipline

The IQAC decided to maintain the overall discipline of the campus with immediate effect. Correspondingly the following decisions were taken

- i. All students & Teachers must be present in the campus before prayer
- ii. Teachers must take attendance at 9.40 AM itself. No excuses will be accepted for students.
- iii. Both girls and boys hostel students must attend the campus in prescribed time.
- iv. Hostel warden should be responsible for the maintenance of time of hostel students
- v. An order will be issued regarding the same as early as possible

4. Media & Communication

- 1. Media and Communication cell should provide adequate information to the social media throughout the academic year
- 2. Take necessary step to popularize our institution and increase the number of students.
- 3. Proper planning must be prepared for the next Academic year.

5. IQAC meeting with staff

An IQAC meeting with staff will be conducted every last working day of every month or along with the monthly staff meeting. The following points will be discussed

- i. Discussion & Submission of monthly report of the activities conducted for month
- ii. Planning and committee formation of up-coming monthly activities.
- iii. All convenors may submit the report of the programme conducted by the concerned department or committee within two days after the programme.

- iv. Other academic topics will be discussed to improve the academic activities
- v. Update NAAC criteria on time and collect adequate data from the teachers and office for the same
- vi. An order will be issued regarding the same as early as possible

The following members were present

1. Prof. KK Shine - Chairman
2. Prof. R Pratibha - Convenor
3. Prof. Balamurugan - Co-Ordinator
4. Prof. K Viswanathan, - Member
5. Dr. O R Vijayaraghavan, - Member
6. Dr. Radhika PR - Member
7. Dr. MS Sheeba - Member
8. Sri KM Ravindran, SO - Member Secretary
9. Supta A M - Student Nominee
10. Prof. K T Madhavan, Rted. - Nominee Local Society
11. Sri. Libi M B - Member Alumni



A handwritten signature in blue ink, appearing to be 'S. M. S.', written over a horizontal line.

DIRECTOR

IQAC, Central Sanskrit University Guruvayoor Campus

Minutes

20.12.2024

A meeting of IQAC members of campus held on 20/12/2024 at 11.00 AM under the Convenorship of Prof. R Pratipha at .

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|----------------------------|--------------------|
| 1. Prof. KK Shine | - Chairman |
| 2. Prof. R Pratibha | - Convenor |
| 3. Prof. Balamurugan | - Co-Ordinator |
| 4. Prof. K Viswanathan, | - Member |
| 5. Dr. O R Vijayaraghavan, | - Member |
| 6. Dr. Radhika PR | - Member |
| 7. Dr. MS Sheeba | - Member |
| 8. Sri KM Ravindran, SO | - Member Secretary |

Meeting Agenda

1. Utilization of IQAC fund
2. Purchase of Cool and Hot water dispenser in campus

The following points were discussed to utilize the IQAC fund of institution

1. Effective utilization of IQAC fund for qualitative quantitative need of staff and students.
2. Immediate purchase of Cool and Hot water dispenser.
3. Number of water dispenser and cost estimated.
4. At least 6 water dispenser needed
 - a. 2 for Main building
 - b. 2 for New building
 - c. 1 for boys hostel
 - d. 1 for girls hostel

The following members were present

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| 3. Prof. Balamurugan | - Co-Ordinator |
| 4. Prof. K Viswanathan, | - Member |
| 5. Dr. O R Vijayaraghavan, | - Member |
| 6. Dr. Radhika PR | - Member |
| 7. Dr. MS Sheeba | - Member |
| 8. Sri KM Ravindran, SO | - Member Secretary |



DIRECTOR

IQAC, Central Sanskrit University Guruvayoor Campus

Minutes

28.04.2025

A meeting of Campus IQAC members held on 28/4/2025 at 4.00 PM under the chairmanship of Prof. KK Shine, Director CSUGC in the Conference Hall.

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|----------------------------|--------------------|
| 1. Prof. KK Shine | - Chairman |
| 2. Prof. R Pratibha | - Convenor |
| 3. Prof. Balamurugan | - Co-Ordinator |
| 4. Prof. K Viswanathan, | - Member |
| 5. Dr. O R Vijayaraghavan, | - Member |
| 6. Dr. Radhika PR | - Member |
| 7. Dr. MS Sheeba | - Member |
| 8. Sri KM Ravindran, SO | - Member Secretary |

*Member 4 was absent

Meeting Agenda

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|------------------------------|------------------------------|
| 1. Academic Review 2024-25 | 3. Campus Promotion Planning |
| 2. Academic Planning 2025-26 | 4. Project Planning |

The following decisions were taken

1. Academic Review 2024-25

It was discussed to Review the Academic Progress of the institution in the year 2024-25

- Department activities conducted
- Seminar, workshop, FDP, RC and Short term courses attended by faculties .
- Update of Samarth Profile of staff.
- Review of outreach programmes by campus.
- Update minutes and reports of the various committees.

2. Academic Planning 2025-26

- IQAC decided to maintain very strict academic planning which will not affect the student's daily routines and classes.
- Extra -curricular activities must be restricted after class time only.
- Department academic planning 2025-26
- Encourage teachers for ICPR, IKS and other collaborative programmes.
- Each committee may conduct activities/meeting and maintain proper reports at least three in an academic year.

3. Campus Promotion Programmes

- Proper planning of outreach programmes which will increase the number of students admission for the future.

2. Proper Public Relation should be maintained through campus promotion committee.

4. Project Planning.

1. As per the instruction of the VC “ One Teacher One Project” planning must be executed.
2. Utilization of Astadasi Projects and IKS are to be encouraged.

5. IQAC meeting with staff.

1. An IQAC meeting with staff will be conducted every last working day of the month or along with the monthly staff meetings.

The following members were present

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|----------------------------|--------------------|
| 1. Prof. KK Shine | - Chairman |
| 2. Prof. R Pratibha | - Convenor |
| 3. Prof. Balamurugan | - Co-Ordinator |
| 4. Prof. K Viswanathan, | - Member |
| 5. Dr. O R Vijayaraghavan, | - Member |
| 6. Dr. Radhika PR | - Member |
| 7. Dr. MS Sheeba | - Member |
| 8. Sri KM Ravindran, SO | - Member Secretary |



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DIRECTOR