

UNIVERSITY OF KERALA

(Abstract)

Internal Quality Assurance Cell (IQAC) - Setting up of "Kerala University Archives" in IQAC Office- Sanctioned – Orders issued.

INTERNAL QUALITY ASSURANCE CELL

U.O No. IQAC/35/2017

Thiruvananthapuram dt. 04/12/2017

Read : 1. IQAC minutes dated:18-09-2017 (Item No.3-17.04)

ORDER

The University of Kerala is the oldest University in the State with a heritage of 80 years. Its history is scattered around in hundreds of documents available in various libraries and official collections. The need for a common University Archives is felt by researchers, media and the University community for a long time. Such an archive is also important for planning, quality studies, gauging progress, and evaluating inherent strengths and weaknesses.

The office of the IQAC has informally collected a number of valuable documents including Souvenirs, Magazines, Newsletters, Bulletins, Directories, Reports, Diaries, Manuals, Proposals, Plans, Budget, Calendars, Books, Photographs etc. Some of these have been contributed from the personal collections of Dr. Achuthsankar S. Nair, the present IQAC Director. The collection has achieved a critical mass and consequently need for securing it and prescribing terms of use has arisen.

The IQAC meeting on 18-09-2017 resolved to setup an Archive in the IQAC Office and sanction has been accorded by the Vice-Chancellor to set up the same with the following working instructions.

1. The Archive shall be named as "Kerala University Archives" and the Director, IQAC, shall be the custodian of the Archives.
2. The Records/documents now available in the IQAC shall be entered in a Stock Register to be maintained for the purpose and shelved with proper indexing.
3. These documents shall be made available to the interested Scholars who do research work in line area, for reference only, on written request.
4. No books/documents/records of the Archive shall be allowed to be taken out of the IQAC Office under any circumstances.
5. All the interested parties including teaching and non-teaching staff of the University are free to donate books and records of rare nature and importance related to the University. Current documents also are welcome, so that the Archive also grows forward. All Heads of Teaching Departments and Branch Heads may deposit copies of any document that may be of relevance in future for a student of history of the University. University Engineer may deposit copies of plan drawings of all buildings of the University. Estate Officer may deposit of copies of land deeds.
6. Donors of the documents shall be free to refer any of the documents in the Archive with the permission of the Director, IQAC. In the case of others, a nominal fee of **Rs. 25/- (Rupees Twenty five Only)** per day shall be charged for referring the archives. In the case of teachers and employees of the University of Kerala, there will be no fee for reference.

7. Copies of the documents shall be given on demand on Payment of **Rs. 2/- (Rupees Two Only)** per page. However, the donors shall be given copies free of cost in respect of documents donated by them (fee shall be charged for the other items as above).
8. The fee shall be collected against receipts and the amounts collected shall be deposited in a fund called 'IQAC Development Fund' operated by the Director, IQAC. The guidelines issued by the University on DDF shall *mutatis mutandis* be applicable to IQAC DDF.
9. The Administrative Officer, IQAC shall be responsible for the day-to-day activities such as issue of documents for reference, collection of fee, remittance of fee to DDF, upkeep of accounts etc.
10. The details of documents/records available in the IQAC Archive shall be published electronically every year, latest by 15th of January.

Affiliated Colleges of the University of Kerala are requested to contribute their 10th year/Silver Jubilee/Golden Jubilee/Centenary Souvenirs to the University Archives.

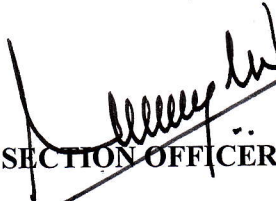
Orders are issued accordingly.

Sd/-
Registrar

To

1. PS to VC/PVC
2. PAs to Registrar/Controller of Examinations/Finance Officer
3. Head of Departments/School Directors
4. The PRO, to hoist in the University website and to give wide publicity.
5. IQAC website
6. All Teachers and Employees in the University. They have requested to donate valuable collections to the IQAC Archive.
7. File-S/F

Forwarded/By order


SECTION OFFICER