INTERNAL QUALITY ASSURANCE CELL
MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI – 627012

Minutes of the 2nd IQAC Meet for the Academic Year 2018-19

The 2nd IQAC Meet for the academic year 2018-19, was held at 1500 Hours on 8th March 2019 at Syndicate Hall, Manonmaniam Sundaranar University. The following Members of IQAC attended the meeting:

MEMBERS PRESENT:

Prof. Dr. K. Pitchumani, Vice-Chancellor **(in the Chair)**

1. Dr. S. Santhosh Baboo, Registrar
2. Mr. M. Chidambaram, Deputy Registrar
3. Mr. C. Thankaswamy, System Programmer
4. Dr. T. Tamizh Chelvam, Senior Professor / Mathematics
5. Dr. K. Senthamaraikannan, Senior Professor/Statistics & Director, Centre for Research
6. Dr. T.R. Rajasekaran, Professor and Head/ Renewable Energy Science
7. Dr. B. Rajasekaran, Professor/ Management Studies & Dean, CDC
8. Dr. A. Palavesam, Professor and Head/ Animal Science
9. Dr. C. Kannan, Professor & Head/Chemistry
10. Dr. B. William Dharma Raja, Professor and Head/ Education
11. Dr. A. Thirumagal, Librarian
12. Mrs. L. Arputha Victoria Raghini
13. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode
14. Dr. V. Balamurugan, Director, IQAC

MEMBERS IN-ABSENTIA

1. Dr. P. Madhava Soma Sundaram, Director, Centre for Planning & Development
2. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli
3. Mr. H. Vasantha Kumar, MLA, Nanguneri Constituency

Discussions and Decisions:

Prof. **Dr. K. Pitchumani, Chairman, IQAC** welcomed the members and asked the Director, IQAC to present the agenda items for discussion.

The **Director**, IQAC briefed the following agenda items and presented it for discussion:

Item 1: Welcoming Prof. Dr. K. Pitchumani, Chairman, IQAC.

All the members, IQAC welcomed **Prof. Dr. K. Pitchumani, Chairman, IQAC** and wished him all success in his future endeavours especially in the aspects of quality assurance. All the members, IQAC introduced themselves to the Chairman, IQAC.

Item 2: Record of Appreciation to **Prof. Dr. K. Baskar, former Chairman, IQAC.**

The IQAC expressed its sincere appreciation to **Prof. Dr. K. Baskar, former Chairman**, IQAC for the following quality initiatives made during his tenure:

1. Academic Audit
2. Administrative Audit
3. Academic Review
4. Administrative Review
5. Orientation Programme for freshers
6. Induction Training for Faculty Members
7. Training for Administrative Staff
8. Faculty Development Programmes
9. Research Orientation Programme
10. Quality Procedures, Organisation Chart, Quality Processes, Internal Quality Assurance System

Item 3: Presentation on IQAC

The **Director**, IQAC explained the NAAC Guidelines, functionalities, composition, list of members, List of sub-committees and quality circles of IQAC. He also presented the below mentioned list of training programmes, organised by IQAC during the past two years:

1. Faculty Development Programme on "High Impact Teaching Skills"
2. Training on Office Automation to all the administrative staff members
3. Faculty Development Programme on "Effective Utilization of E- Resources"
4. Orientation Programme for Freshers as quality enhancement initiative
5. Orientation Programme for Research Supervisors
6. Administrative Training Programme on "Office Procedure"
7. Training Programme on "e – Procurement"
8. Sensitization programme on "NAAC Accreditation"

Item 4: Reconstitution of IQAC

The **Director**, IQAC reported that all the members of IQAC have completed two years on … March 2019. It is decided to reconstitute the IQAC in two months without disturbing the normal routines. The **Chairman**, IQAC suggested to include a member from Industry for the better functioning of IQAC. **Dr. S. Santhosh Baboo** proposed to include a member in the category of alumni who is an employee in industry or entrepreneur. Therefore it is decided to reconstitute the IQAC accordingly.

Item 5: Action Taken Report

The **Director**, IQAC reported the following actions, taken on the action plan for the academic year 2018-19:

Sl. No.	Action Planned	Current Status
1.	Four IQAC Meetings are to be conducted in Nov 2018, Jan 2019, Mar 2019 and June 2019	2nd Meeting is conducted on 9th March 2019. (Delayed)
2.	Career Advancement Scheme is to be conducted in two cycles viz. July 2018 and January 2019.	July Cycle has been completed in the month of December 2019
3.	Uploading of Data to the NIRF is to be completed on 25th November 2019.	Data Uploaded
4.	Administrative Audit is to be completed by 1st Week of December 2018.	Audit is being conducted and it will be completed on 11th March 2019
5.	Uploading of Dat to the ARIIA is to be completed by 15th Dec 2018	Data Uploaded
6.	Annual Quality Assurance Report is to be submitted by	Data Uploaded within the NAAC

		15th Dec 2018	prescribed deadline.
7.		Preparation for QS I-Guage Ranking is to be done on or before 25th Jan 2018	Yet to be initiated
8.		The following Quality related Training are to be organised in the month of January , February, March and April 2019	
		– Administrative Training – Department Assistants , Establishment (Teaching),	To be Conducted
		– Training on Office Procedure	2 Days training is planned on 9th March 2019 and 16th March 2019
		– Technical Training on MIS Administration	To be planned after MIS implementation
		– Managerial & Leadership Trg for Officers	To be planned in May 2019
		– Faculty Development Programme on UGC Regulations	To be planned in April 2019
9.		Awareness Programme on NAAC Accreditation for the benefit of affiliated colleges.	Organised on 29th Dec 2019
10.		Establishment of Record Room by December 2018.	A committee has been constituted and a meeting has been conducted. Room allocation is to be finalised after the completion of Integrated block.
11.		Conduct of Academic Review in the month of December 2018	Will be conducted in the month of April 2019
12.		Conduct of Academic Audit for the academic year 2018-19 by April 2019	Will be conducted in April 2019
13.		Conduct of Administrative Review in the month of December 2018	Will be conducted in the month March 2019

Action Taken on the Minutes of the previous IQAC Meeting for the academic year 2018-19.

Sl. No.	Decisions Taken – Details	Action Taken
14.	Maintenance of Suggestion Registers at all sections and visitors' book at those sections where visitors are more.	Being verified in the administrative audit
15.	Display of user related information and other statistics.	Being verified in the administrative audit
16.	To ensure the compliance of Maintaining the distribution registers at all the sections.	Being verified in the administrative audit
17.	Adapting UGC Regulations 2016 in the M.Phil programmes in letter and spirit.	Circular has been sent to all the departments in this regard

18.	Conduct of Stock Verification	Finance Section is taking necessary steps for the conduct of Stock Verification.
19.	Implementation of MIS	The members of the automation committee have visited the Sathakathulla Appa College on 11th January 2019 and studied the implementation and submitted a report.
20.	Preparation of future plans of University after discussing in HOD Meet	To be carried out
21.	Documentation of all minutes by getting it from UDS, BOS and M&E. Also documentation of Events conducted by Departments.	IQAC is not in receipt of the minutes even after the repeated instructions.

Regarding the UGC Regulations 2016 on M.Phil programmes, **Dr. T. Tamilchelvam**, Member, IQAC informed that though the regulation 2016 is being adapted in all the departments of Manonmaniam Sundaranar University meticulously the strength in the M.Phil. programmes is plummeting in the recent years. He suggested to have the discussion with **Director**, **Centre for Academic Affairs** in this regard so as to take necessary steps to increase the strength. The **Chairman**, IQAC insisted that the quality in the research programme must be upheld in all the aspects in all the research programmes as the quality research is the need of the hour. **Dr. K. Senthamaraikannan**, Member, IQAC and the Director, Centre for Research assured that the quality in the research programmes will be monitored continuously. It is decided to have discussion with Director, Centre for Academic Affairs to ensure the high quality research in M.Phil. programme.

Item 6: Administrative Audit & Review

The **Director, IQAC** informed that an administrative audit is being organised and the last date for submission of audit reports is 11th March 2019. The administrative review will be conducted after the completion of audit. It is decided to conduct an administrative review in the 4th week of March 2019.

Item 7: Conduct of Stock Audit

The **Director**, IQAC informed that a stock audit is to be conducted to assess the stock availability. **Dr. T.Tamilchelvam** suggested that there should be an uniformity in the maintenance of stock registers and the register shall contain the details such as sl. No., Item Description, quantity, Unit Price, Invoice details and supplier information, etc. **Dr. K. Senthamaraikannan**, Member, IQAC suggested to have a meeting with the Finanace Officer in this regard. **Dr. S. Santhosh Baboo**, Member, IQAC suggested to constitute a stock audit committee to discuss the issues in the stock audit and to evolve the procedures related to it. Therefore, it is decided to constitute a stock audit committee.

Item 8: Establishment of Record Room

It is decided to identify the space for the record room after studying the detailed requirements and also after the completion of the integrated block.

Item 9: Implementation of Management Information System (MIS)

The **Director**, IQAC expressed his concern over the difficulties in capturing the data for various ranking and accreditation purpose and reiterated the importance of implementing MIS. **Dr. T. Tamilchelvam,** Member, IQAC stated that the non availability of clerical staff at the departments affects the data compilation process. Also, he explained the difficulty of developing software with our own resources and suggested to go for a customized software.   The **chairman**, IQAC asked the members to find the feasibility of developing the software in-house. **Dr. K. Senthamaraikannan**, Member, IQAC proposed an idea of implementing the software in a phased manner. **Dr.S.Santhosh Baboo**, member, IQAC informed that the budget provision is to be made for the purchase of MIS. Till then, IQAC shall collect the data manually. Therefore, it is decided to continue the existing process of data collection in an effective manner.

Item 10: Expanding the IQAC

The **Chairman**, IQAC revealed that IQAC shall play a major role in the following areas:

1. To enforce the quality of the research programmes offered at the University

2. Regular documentation and updating of faculty profile

3. Data Collection and Analysis

4. Feedback Collection and analysis

Therefore it is decided to merge the statistical cell and the NAAC office with the IQAC.

Item 11: Nominating the Departmental Liaison Officer for IQAC

The **Chairman**, IQAC proposed that a liaison officer from each department is to be identified to coordinate with the IQAC for the purpose of collecting data. **Dr. Willian Dharma Raja**, Member, IQAC suggested to design a model profile and event reports that contains the minimum necessary components. Therefore it is decided to nominate the liaison officers and to conduct the meeting of liaison officers. Also, it is decided to design a model profile and model event report for the sake of uniformity.

Item 12: Strengthening Alumni Association

Mr. Thangaswamy suggested to strengthen the Alumni Assoication so that the maximum benefits can be tapped from them. **Dr. Ln. H. Mohamed Ali** also reiterated the importance of the Alumni Association and its role in the curriculum development and other developmental activities. The **Chairman**, IQAC supported their views and suggested that a complete list of students must be made available at all the departments. Therefore it is decided to strengthen the Alumni Association by collecting all the details regarding our alumni who passed out since the inception of the University and also to conduct the alumni meeting regularly.

Item 13: Placement Initiative

Mrs. L. Arputha Victoria Raghini, Member, IQAC requested to take necessary steps to promote the career opportunities by conducting the more number of campus interviews. The **Chairman,** IQAC asked the IQAC to liaise with the Placement Officer in this regard. **Dr. B.Rajasekaran**, Member, IQAC informed the house that there are two centres involved in the career development viz. Placement Cell and Centre for Entrepreneurship and he suggested to merge both. It is decided to have a single centre for the career development activities.

Item 14: Library Shuttle

Dr. A. Thirumagal. Member, IQAC requested to revive the shuttle services to the library for the benefit of students. **Dr. S. Santhosh Baboo**, Member, IQAC informed that due to the poor response from the students the shuttle services are not successful and he suggested that the librarian can make a phone call to the transport section requesting the shuttle services if required. It is decided to have the shuttle services based on the request from the University Library.

Item 15: Automation at Establishment Section

Mr. Chidhambaram, Member, IQAC requested to automate the processes of Establishment Section and **Mr. Thangaswamy**, Member, IQAC requested to automate the Finance Section. **Dr. T.R Rajasekaran,** Member, IQAC opined that the programmers at EDP section can initiate the process. The **Chairman**, IQAC asked the IQAC to go for a preliminary study at the government offices where the automation is successfully implemented. It is decided to go for a preliminary study at the government offices where the automation has been successfully implemented.

Director – IQAC   **Registrar**   **Vice-Chancellor**