



Minutes of the 2nd IQAC Meet for the Academic Year 2020 – '21

The 2nd IQAC Meet for the academic year 2020 – '21, was held on 10th Feb 2021 at 03.00 p.m. at Senate Hall, Manonmaniam Sundaranar University. The following Members of IQAC have attended the meeting:

MEMBERS PRESENT:

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

1. Dr. Dr. R. Maruthakutti, Registrar- In - Charge
2. Dr. K. Rajendra Retnam, MBBS, Member, Syndicate
3. Dr. K. Senthamarai Kannan, Senior Professor & Head, Dept. of Statistics
4. Dr. A. Palavesam, Professor & Head, Dept. of Animal Science
5. Dr. P. Madhava Soma Sundaram, Professor & Head , Dept. of Criminology
6. Dr. R. Kala, Professor and Head, Department of Mathematics
7. Dr. N. Rajalingam, Professor & Head, Dept. of Management Studies
8. Dr. B. Sundarakannan, Professor and Head, Department of Physics
9. Dr. V. Balamurugan, Professor, Director ,IQAC
10. Dr. B. William Dharma Raja, Professor & Head, Dept. of Education
11. Dr. A. Thirumagal, Librarian
12. Thiru. M. Chidambaram, Deputy Registrar
13. Thiru. C. Thankaswamy, System Programmer
14. Ms. M. Angeline Preethi , Chairperson, Student's Council
15. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode.

MEMBERS IN-ABSENTIA

1. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli District
2. Dr. C. Kannan, Professor & Head, Department of Chemistry

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 presented the following agenda items to the house for discussion and decision:

1. Action taken report
2. Action pending
3. Academic audit report
4. Administrative audit report
5. Management Information System (MIS)

6. Road map 2030
7. Annual Quality Assurance Report 2019 – '20
8. Any other items

Item 1: Action taken report

The actions have been carried out in the following matters:

- Grievance Committee Meeting on 5th Mar 2020
- ARIIA Prequalifier data Upload – 17th Oct 2020
- Administrative Audit 2019-'20 (5th and 6th Nov 2020)
- Internal Academic Audit 2019-'20 (9th& 10th Nov 2020)
- AQAR Compilation committee was constituted and AQAR was uploaded on 16th Nov 2020
- Internal Administrative Audit Review – 24th Nov 2020
- Internal Academic Audit Review – 30th Nov 2020
- NIRF Pre Qualifier Data Upload – 16th Dec 2020
- Annual Stock Audit have been completed and the review reports are yet to be prepared.
- Road Map 2030 have been submitted to His Excellency Governor, Tamilnadu.

Apart from the above, the following administrative trainings/ Seminars/ Webinars have been imparted to the staff members, teachers and students:

- Student Induction Programme 2020-21 (21st to 26th Sep 2020)
- PFMS Training (19 to 23rd Oct 2020)
- PFMS Webinar on 21st Oct 2020
- National Education Policy 2020 Webinar (12th Nov 2020)
- NAAC Accreditation Process – Webinar (11th Aug 2020)

Decision Taken:

It is decided to ask the finance officer to organize a review meeting on Stock Audit.

Item 2: Actions Pending Report

The previous decisions on which actions have not been initiated/ completed were reported by Director, IQAC and it is furnished below:

- ❖ A circular for maintaining mentoring record at the departments and allotting an hour in the time table
- ❖ MIS Implementation
- ❖ Establishment of Record room
- ❖ Monthly grievance day for students
- ❖ Preparation of execution plan for the pending action
- ❖ Publishing Bi annual University News Letter
- ❖ Devising a procedure for Plagiarism Check (by Research Section)
- ❖ Introducing External Evaluation in the semester examinations
- ❖ Review the current valuation system and identifying the scope for improvements

- ❖ Incorporation of section specific parameters in the audit proforma
- ❖ Preparation of Standard Operating Procedures/ Ordinance for the University
- ❖ Constitution of Biological and Chemical Ethical Committee
- ❖ Compliance Report on the Administrative Audit has not been submitted

The **Director, IQAC** informed the house that the existing procedures for the plagiarism check needs to be revised by taking the UGC Regulations on Academic Integrity 2019 into consideration. The said regulation asks the Universities to constitute a Department and Institution level Academic Integrity Panel to curb the plagiarism in all the levels of project/ research. **Ms. M. Angeline Preethi**, Member, IQAC suggested to introduce an award for the best PG Project based on the novelty.

The **Director, IQAC** insisted on the transparency in the administration especially in the case of the display of procedures related to the financial Claims. **Dr. P. Madhava Somasundaram and Dr. K. Senthamarai Kannan**, Members, IQAC asked the Director, IQAC to train the staff members in this regard.

The **Director, IQAC** requested the **Dr. A. Palavesam**, Dean, CDC & Member, IQAC to describe the duties and responsibilities of University Representatives and also to train them on the Private College Regulation Act (PCRA). **Dr. A. Palavesam**, Member, IQAC replied that the duties and responsibilities are mentioned in the nomination order and the training will be imparted on PCRA.

Decisions taken:

It is decided to ask the Director, Centre for Research to initiate the necessary steps to revise the policy and procedures related to plagiarism at Ph.D. / M.Phil. levels. Also to ask the Heads of the Departments to enforce the plagiarism check at PG levels.

It is decided to ask the Committee, Record Room Establishment to complete the process by 15th March 2021.

It is decided to ask the Biological and Chemical Ethical committee to finalize the procedures by 15th March 2021.

It is decided to ask the Controller of Examinations to constitute a committee for examination reforms related to the valuation.

It is decided to ask the Deputy Registrars/ Assistant Registrars to provide the information related to the documents handled by their staff members so that the section specific criteria can be incorporated in the audit proforma.

It is decided to ask the committee for SOP implementation to speed up the process and to submit the initial version of the SOP by 15th March 2021, so that it can be placed in the Syndicate as ordinance.

It is decided to organize a meeting to discuss the progress in the administrative processes in which observations have been made in the previous audit processes.

It is decided to ask **Dr. A. Thirumagal**, Member, IQAC to coordinate with other members and to ensure the publication of Biannual Newsletter.

Item 3: Academic Audit Report

The **Director, IQAC** informed that due to shortage of time the pre audit meet was not conducted in the last audit and he assured that the future Internal Academic Audit will be carried out with the trained auditors to maintain the uniformity. Further, the **Director, IQAC** highlighted the following observations in the Internal Academic Audit 2019-'20:

- Overall pass % 98.1
- Poor response for SSS
- Structured feedback – not available
- Demand Ratio – Needs improvement
- E-Governance – Weak
- Research Quality – Needs improvement
- Programme Outcomes – Needs improvement
- Placement activities – Poor
- Alumni Association – not active
- Nil award to teachers
- No IPR related workshops/ seminars
- Patents 2 published
- Consultancy work – Nil (Physics – Extension activity)
- NSS Activities- Good
- Mentoring Records – Need Improvements

Regarding the Overall pass percentage **Dr. R. Kala**, Member, IQAC opined that the reasons for high pass % is due to the COVID 19 Scenario.

The **Director, IQAC** expressed his concern over the poor response from the students on the Students Satisfaction Survey during the COVID 19 situation. Further he insisted on the incorporation of Bloom's Taxonomy in the Question paper settings and also the compliance of UGC regulations related to Contact hours of a subject. **Dr. B. Sundara Kannan**, Member, IQAC stated that the contact hours for the language related subjects are allotted based on the TN Government Order.

Decisions Taken:

It is decided to discuss the SSS matter in the HOD's Meet and to insist them to encourage the students regarding the Students Satisfaction Survey (SSS) process.

It is decided to ask the HODs to forward the list of programmes in which the demand ratio is poor and also the future plans for improving the demand ratio.

It is decided to ask the HODs to create an awareness on IPR by organizing seminar/workshops related to IPR, so that there will be an increase in the number of IPRs in the future.

It is decided to ask the HODs to concentrate on the placements, alumni activities, mentoring and consultancy works.

Item 4: Administrative Audit Report

The Director, IQAC highlighted the following observations in the Administrative Audit 2019-'20:

- No **handing over/ taking over procedure** is existing in the sections.
- Organisation chart is not displayed in many sections.
- Role of directors at several administrative sections – not clear.
- Tappal Distribution registers – not available and loosely stapled computerised print out is available.
- No pending monitoring mechanism is available.
- Circulars can be treated as tappal or a Separate registers can be maintained.
- Pending reports can be prepared by the section superintendent and submitted to the Higher officials monthly.
- Personal Registers – Maintenance Poor
- File Disposal (1 year/ 3 years/ Ten years/ Permanent) Policies need to be framed
- Action Plans – Not available at sections
- On Job Training

Dr. B. William Dharma Raja, Member, IQAC suggested to propose a concrete measures and plan to improve the administrative quality. **Director, IQAC** informed that a committee to draft the Standard Operating Procedures (SOP), has been constituted and the committee members are on task.

Decision Taken: It is decided to discuss the progress in the next compliance meeting.

Item 5: Management Information System (MIS)

The Director, IQAC highlighted a programmer has been identified through the interview conducted on 22nd Jan 2021 and the University NAAC Office has been allotted for MIS Development activities. **Dr. K. Rajendra Retnam**, Member, IQAC reiterated the importance of having an effective MIS and asked the Director, IQAC to speed up the process..

Decision Taken: It is decided to speed up the implementation process of MIS.

Item 6: Road map 2030

The Director, IQAC informed the house that a Road Map has been submitted to **His Excellency Governor** of TN in April 2020 by the **Honourable Vice Chancellor Dr. K. Pitchumani, Chairman, IQAC** and the Chairman, IQAC briefed its contents to the Members.

Dr. P. Madhava Somasundaram, Member, IQAC sought clarification regarding the modified Vision and Mission and its approval by the Syndicate. **Dr. B. William Dharma Raja**, Member, IQAC asked the IQAC to prepare a progress report at every 6 Months intervals and to submit in the meeting.

Decision Taken:

It is decided that the Vision and Mission of the Road Map 2030 will be placed in the forthcoming Syndicate meeting. Further, it is decided to constitute a committee to prepare the progress report.

Item 7: Annual Quality Assurance Report 2019 – '20

The Director, IQAC informed that the AQAR has been submitted to NAAC on 16th Nov 2020 and remarks on corrections have been received on the next day. The corrections have been carried out.

Decision Taken: It is decided to place the AQAR 2019-20 in the Syndicate Meeting.

Item 8: IQAC calendar for the year 2021.


The Director, IQAC presented the activity chart for the year 2021 which is furnished below:

Activities	Proposed Dates
SR Book Perusal	Mar 2021
NEP Implementation Seminar	Mar 2021
3 rd IQAC Meet	31 st March 2021
Administrative Audit –	2 nd Week of April 21
ACADEMIC AUDIT –	3 rd Week of April 21
Administrative Review –	3 rd Week of April 21
Student Satisfaction Survey –	3 rd Week of April 21
Academic Audit Review –	4 th Week of April 21
4 th IQAC Meet –	29 th April 21
Administrative Compliance Report –	1 st Week of May 21
AQAR Compilation –	4 th Week of July 21
NIRF Prequalifier data compilation –	1 st Week of Aug 21
AQAR Upload –	1 st Week of Aug 21
Administrative Training on SR Book Maintenance, Record Room Maintenance, Disciplinary Procedures, Tender Transparency act, GEM, PFMS, MIS will be planned one each in July to Dec 2021.	
Administrative reviews will be held in every quarters at the last week.	


Item No. 9: Career Advancement Scheme

Dr. R. Kala, Member, IQAC brought the above matter to the knowledge of the Chairman. The item was not discussed due to shortage of time.

The meeting ended with vote of thanks by the Director, IQAC.


10/2/2021
Director, IQAC


15/2/21
Registrar


15/2/21
Chairman, IQAC