



**INTERNAL QUALITY ASSURANCE CELL
MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI – 627012**



Minutes of the 3rd IQAC Meet for the Academic Year 2018-19

The 3rd IQAC Meet for the academic year 2018-19, was held at 1500 Hours on 26th June 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. K. Senthamaraikannan, Senior Professor/Statistics & Director, Centre for Research
5. Dr. P. Madhava Soma Sundaram, Director, Centre for Planning & Development
6. Dr. A. Palavesam, Professor and Head/ Animal Science
7. Dr. C. Kannan, Professor & Head/Chemistry
8. Dr. B. William Dharma Raja, Professor and Head/ Education
9. Dr. A. Thirumagal, Librarian
10. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode
11. Dr. V. Balamurugan, Director, IQAC

MEMBERS IN-ABSENTIA

1. Dr. T. Tamizh Chelvam, Professor, Department of Mathematics
2. Dr. T. R. Rajasekaran, Professor, Department of Renewable Energy
3. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli
4. Mr. H. Vasantha Kumar, MLA, Nanguneri Constituency
5. Dr. B. Rajasekaran, Professor/ Management Studies & Dean, CDC
6. Mrs. Arputha Victoria Raghini

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 and decision:

1. Activities of IQAC
2. Action taken report
3. Annual stock audit
4. Quality initiative plan – 2019-20
5. Monthly Grievance Day
6. Student Induction Programme
7. Annual Academic Audit
8. Administrative Quality Review
9. SR Book Verification

Item 1: Reporting the activities of IQAC.

The following activities which were carried out during the previous quarter are reported by the Director, IQAC

- I. A Two Day Training Programme on “**Tamilnadu Office Procedures**” and “**University Practices**” has been conducted for the newly inducted administrative staff members on 9th March 2019 and 14th March 2019.
- II. An **Administrative Quality Review** meeting was conducted on 3rd April 2019
- III. A Meeting with Departmental **IQAC Liaison Officers** was conducted on 23rd April 2019
- IV. A one day **Capacity Building Programme for Academic Leaders on ICT Enablement for Effective Institutional E-Governance** was conducted in association with Master Soft ERP Solutions for the benefit of affiliated colleges on 24th June 2019.
- V. Director, IQAC participated in a 3 day UGC sponsored Training on **Student Induction Programme** at IIIT, Hyderabad on 17, 18 and 19 May 2019.
- VI. A seminar funding proposal for Rs. 1 Lakh have been submitted to NAAC for the conduct of sensitization programme to the benefit of affiliated colleges

Item 2: Presenting Action taken report

Director, IQAC reported the status of the action taken on the minutes of the 2nd IQAC Meet:

1. Preparation for QS I-Gauge Ranking – Not done
2. Administrative Training – Conducted for 2 days to the newly inducted staff members
3. Managerial and Leadership Training was planned and it was not conducted
4. FDP on UGC Regulations was planned and not conducted
5. Stock room– after construction of integrated block it will be established.
6. Academic audit was planned in Apr 2019 and not conducted due to nonavailability of departmental AQAR.
7. Admin Review was planned and conducted. A compliance review is planned in the 2nd week of July 2019
8. Preparation of future strategic plan for the university after discussing with HOD– Not done
9. Stock Audit: The committee has submitted the minutes for the conduct of stock audit.
10. Management Information System – Till the budget provisions are made manual work is to be continued
11. IQAC Extension Activities like ensuring quality research, updating staff profile, feedback analysis – Not done
12. IQAC Liaison Officers – Nominated and a meeting have been conducted
13. Strengthening Alumni Association – Circular is yet to be sent to all the departments.
14. Merging of Centres : Placement and Career Development & IQAC, Data Processing, NAAC - Section note have been sent
15. Automating Establishment Section – Preliminary study was planned and execution not carried out.

Item 3: Annual Stock Audit

The committee for the Annual Stock Audit has submitted the minutes of the meeting and the audit is yet to be carried out. It is decided to ensure the conduct of annual stock audit at the earliest.

Item 4: Quality Initiative Plans for the academic year 2019-20

It is decided to initiate the following activities for the improvement of institutional quality and also to enhance the perception of the University.

▶ **Monthly Grievance Day**

It is decided to organise a monthly grievance day on every 4th Wednesday for the benefit of the stakeholders. The procedures as mentioned in the item 5 shall be followed:

▶ **Annual SR Book Checking by staff members**

At present the staff members are not aware of the entries made in their service registers. Permitting the staff members to view their service records will be useful in improving the quality.

▶ **6 Day - Student Induction Programme:**

To familiarize the newcomers of Integrated Programme, it is decided to comply with the UGC's notice on the conduct of 6 day student induction programme for the new comers of the integrated programme.

▶ **NAAC - Sensitisation Programme for Affiliated Colleges**

Dr. H. Mohammed Ali, Member, IQAC suggested that the non accredited affiliated colleges are to be sensitised about the NAAC Accreditation Process. It is decided to organise a sensitization programme on NAAC Accreditation for the affiliated colleges.

▶ **AQAR 2018-19 - Submission**

It is decided to submit the AQAR for the academic year 2018-19 after the compilation of data from all the departments and within a deadline.

▶ **NIRF Compilation**

As the NIRF related data compilation is a tedious task Dr. S. Santhosh Baboo suggested to constitute an exclusive committee for each faculties i.e. science, languages and arts. Prof. **Dr. K. Pitchumani, Chairman, IQAC** has asked the Director, IQAC to look into the aspects of perception keenly. **Dr. A. Palavesam**, Professor & Head, Department of Animal Science suggested to alert the UDS regarding the NIRF Data Compilation well in advance. It is decided to constitute a committee well in advance for the compilation of NIRF related data.

▶ **ARIIA Ranking preparation**

It is decided to permit the Director, IQAC to attend the orientation programme at St. Mariams Engineering College, Thiruvananthapuram on 7th August 2019.

▶ **QS I-Guage Preparation**

The It is decided to constitute a committee to study the feasibilities of participating in QS Ranking.

▶ **Training to Staff Members:**

One FDP, Leadership Programme, Automation Training, Financial Accounting Training, Public Financial Management System, etc. It is decided to organise atleast one training programme in each of the above categories.

▶ **Preparation of Internal Quality Assurance System**

It is decided to obtain the improved version of Quality Policies, Procedures and Processes from all the administrative sections and to vet it by the committee before finalizing.

Item 5: Monthly Grievance Day:

The following procedures shall be followed for the conduct of Monthly Grievance Day:

- i. The information regarding the "Monthly Grievance Day" shall be disseminated as news in the news paper as well as through the University Website.
- ii. The students and the staff members can represent their individual (R) individual grievances by submitting their applications in the prescribed format (only through online mode) on or before the 2nd Wednesday of the concerned month. An online portal/ google forms shall be designed by the IQAC by constituting a grievance committee.
- iii. The coordinator of the grievance committee shall be responsible for receiving the applications and forward it to the concerned Departments/Sections within a day and the same may be processed and the final status shall be obtained on or before 3rd Tuesday. The service of the IQAC staff members may be availed for this purpose and suitable registers shall be maintained. Further all the communications shall be acknowledged by the receiving staff members.

- iv. On receipt of the final status the same shall be communicated to applicant through registered mail id with in two days.
- v. In case of applicant's dissatisfaction on the reply, the applicant can send the mail to the appropriate mail id expressing his willingness to participate in the grievance redressal meeting on or before the 4th Monday of the month. The coordinator shall ensure that the registration number is communicated to the registered mail id/ mobile number along with venue and time.

Dr. S. Santhosh Baboo, Registrar suggested to design a online form for receiving the grievances and he asked the director, IQAC to discuss the same with the Director, Centre for Computing.

Item 6: Student Induction Programme

It is decided to organise a 6 day student induction programme, as recommended by UGC for the benefit of new comers of Integrated Programmes: strength 307). Further it is decided to include the following

- ▶ First day – Inauguration, Mentor Allocation, University Familiarisation - Common Programme
- ▶ 2nd to 6th Day – Motivational Talk, Personality Development, Yoga, Life skills, Goal Setting, etc
- ▶ 6th Day – Evening Valediction

Item 7: Annual Academic Audit

As IQAC is in the process of collecting the departmental AQAR, it is decided to conduct the annual academic audit after the receipt and scrutiny of AQAR.

Item 8: Administrative Quality Review

IQAC has conducted the administrative audit during the academic year 2018-19 and conducted a review in the month of April 2019. As the reports from several sections are yet to be received, It is decided to conduct the administrative compliance review in the 2nd week of July 2019.

Item 9: SR Book Verification

It is decided to permit the staff members to peruse their service registers once a year and dates will be disseminated through the circular.

Item 10: Training to the Liaison Officer

Prof. **Dr. K. Pitchumani**, Chairman, IQAC asked the Director, IQAC to provide training to the departmental liaison officers so that they are well acquainted with IQAC procedures. It is decided to organise a training programme on IQAC procedures.

Item 11: Utilization of Blade Server

Dr. K. SenthamaraiKannan, Member, IQAC and **Dr. P. Madhava Somasundaram**, Member, IQAC suggested that the unutilized Blade Server which is available at Internet Centre should be utilized and the necessary actions are needed to be initiated. The Director, IQAC reported that the efforts were made to utilize the server in the last year and the suitable human resources could not be identified. Therefore it is decided to take the initiatives after discussing with Dr. R.S. Rajesh, Director, Centre for Computing.

Director – IQAC

Registrar