



Minutes of the 1st IQAC Meet for the Academic Year 2019 - 20

The 1st IQAC Meet for the academic year 2018-19, was held at 1500 Hours on 8th January 2020 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. C. Thankaswamy, System Programmer
3. Dr. K. Senthamaraiannan, Sr. Professor/ Statistics & Director, CFR
4. Dr. P. Madhava Soma Sundaram, Director, Centre for Planning & Development
5. Dr. C. Kannan, Professor & Head/Chemistry
6. Dr. B. William Dharma Raja, Professor and Head/ Education
7. Dr. B. Sundarakannan, Professor & Head, Dept. of Physics
8. Dr. A. Thirumagal, Librarian
9. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode
10. Dr. V. Balamurugan, Director, IQAC
11. Ms. M. Angeline Preethi, Chair Person, Students' Council

MEMBERS IN-ABSENTIA

1. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli
2. Dr. K. Rajendra Retnam, Member, Syndicate
3. Dr. A. Palavesam, Professor and Head/ Animal Science
4. Dr. B. Rajasekaran, Professor/ Management Studies & Dean, CDC
5. Mr. M. Chidambaram, Deputy Registrar
6. Dr. R. Kala, Professor & Head, Department of Mathematics

SPECIAL INVITEES IN – ABSENTIA

1. Mr. M. Thavasukani, Finance Officer
2. Dr. N. Rajalingam, Director, D.D.C.E

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 to the house for discussion and decision:

1. Action Taken Report
2. Actions Pending
3. NAAC's Dual Mode University Framework
4. Conduct of Stock Audit
5. Student Satisfaction Survey
6. Establishment of Record Room
7. Administrative Reforms – IQAS Preparation

8. Innovation Eco System at University Campus
9. Any other Agenda

Item 1: Action Taken Report

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

- A 6 - day Student Induction Programme for the new comers of Integrated Programmes – 1-8th July 2019
- A two day Admin Trg on Right To Information Act – 25th & 26th July 2019
- One day seminar on National Education Policy – 26th July 2019
- Academic Audit for the academic year 2019-20 on 4th – 7th Nov 2019
- Pre Academic Audit Meet – 1st Nov 2019
- Post Academic Audit Meet – 8th Nov 2019
- Academic Review – 15th Nov 2019
- Annual Quality Assurance Report submission to NAAC – 15th Nov 2019
- ARIIA Ranking 2020 – 13th Oct 2019
- NIRF Ranking 2020 – 6th Dec 2019
- Administrative Review – 11th July 2019

Dr. P. Madhava Somasundaram, Member, IQAC has suggested the house that a detailed report on the events such as Students' Induction Programme, Seminars and training organised by IQAC shall be prepared with a good quality print outs.

Item 2: Actions Pending Report

The previous decisions on which no actions have been taken are reported by the **Director, IQAC** and it is furnished below:

- The matter regarding the Stock Audit of the University have been discussed in the previous IQAC meetings and the formats have been prepared by the Finance Section. However, the audit is yet to be conducted.
- It was decided to prepare a "Future Strategic Plan of the University" in the previous meeting and the process is still on.
- MIS Implementation – Initiatives are yet to be taken
- Establishing a Record room – A committee has been constituted to identify the space and the work is in progress.
- Compilation of all Procedures that are practiced at administrative Sections – Section heads have been asked to prepare the procedures and forward it to IQAC and the progress is satisfactory.
- Admin Review Follow Up - Compliance Report – 17th June 2019, Reminder I on 9th July 2019 and Reminder II on 24th Sep 2019. Compliance reports have been obtained from few sections and it will be collected within 2 weeks.
- Service Register Verification by all the staff memebers – Schedule has been provided to all the staff members (Jan & Feb 2020).
- It was decided to conduct a monthly Grievance Redressal day for students and it will be planned from the February 2020.

Dr. B. William Dharmaraja, Member, IQAC has suggested that there should be a plan on corrective actions on the pending issues. Therefore it is decided to prepare an execution plan for the pending actions.

Prof. Dr. K. Pitchuman, Chairman, IQAC has informed that a road map for the University will be prepared soon and the Vice Chancellor's Secretariat is in the process of collecting the required details.

Dr. S. Santhosh Baboo, Member, IQAC suggested to prepare a biannual University News letter and it is decided to do so and **Dr.A. Thirumagal**, Member, IQAC shall coordinate the activities.

Dr. B. Sundarakannan, Member, IQAC suggested that the procedure for plagiarism check shall be revamped and the plagiarism checking software "Turn it in" may be used in place of "Urkund". It is decided to ask the Centre for Research to devise a procedure on plagiarism check.

Dr. K. Pitchumani, Chairman, IQAC informed that the procedure of conducting the semester examination needs to be improved and the external evaluation needs to be introduced.

Dr. B. William Dharmaraja, Member, IQAC suggested to improve the remuneration for the external examiners. It is decided to study the feasibility of introducing the external evaluation for the semester examination.

Item 3: NAAC's Dual Mode University Framework

The **Director, IQAC** explained the revised NAAC's Dual Mode University Framework to the members of the house and informed that the University needs to prepare for the reaccreditation. It is decided to study the feasibility for the reaccreditation.

Item 4: Conduct of Stock Audit

The **Director, IQAC** highlighted the importance of stock audit as it reflects the total assets of the University and also helpful in the resource optimisation. It is decided to ask the Finance Officer to expedite the process of stock audit.

Item 5: Student Satisfaction Survey

The **Director, IQAC** reported the recent online survey results to the members, and suggested to create awareness on the survey among the students community and it is decided to do so.

Item 6: Establishment of Record Room

The **Director, IQAC** highlighted the importance of establishing the Record Room at University and informed that a committee has been constituted to identify the space. It is decided to expedite the process.

Item 7: Administrative Reforms through Established Internal Quality Assurance System

The **Director, IQAC** highlighted the importance of Internal Quality Assurance System which comprises of well written Policies, Processes, Procedures, Duties and Responsibilities. It is decided to expedite the process of collecting the existing processes and procedures from all the section heads. Regarding the compilation of procedures **Dr. K. Pitchumani**, Chairman, IQAC has assured that the policy on the IPR will be revamped soon and awareness will be created among the students on IPR related processes. **Dr. C. Kannan, Member, IQAC** suggested to organise a workshop on IPR and to create an awareness regarding the IPR. It is decided to organise a seminar on IPR soon.

Item 8: Innovation Eco System at University

The **Director, IQAC** reported that an Institution's Innovation Cell (IIC) has been created at our University and **Dr. K. Mohanraj**, Assistant Professor/Physics has been nominated as the president of the IIC. Presently the NAAC steering committee office space is allotted for the IIC and the IIC will be responsible for the compilation of Atal Rankig related data. Further, it will be responsible for setting up the innovation eco system at our University. The Director, IQAC suggested that a separate budget provision should be made for the IIC's activities. **Prof. Dr. K. Pitchumani**, Chairman, IQAC suggested that all the University departments should carry out three consultancy works with industries for the innovations to take place. Further, the BoS must have at least one member from relevant industry. It is decided to discuss further on the innovation in the forthcoming meeting.

Item 9: Other Matters

Dr. Ln. H. Mohamed Ali, Member, IQAC suggested to improve the valuation system where the students are facing difficulties. It is decided to ask the Controller of Examination to review the current valuation system for identifying the scope for the improvements.

Dr. A. Thirumagal, Member, IQAC Suggested that the list of journals (Web of Science/ Sopus/ Indian Citation Index) on which the research scholars must publish their work, shall be made available in the web link of centre for research so that it will be useful to the research scholars. It is decided to consult the centre for research regarding the publishing of list of research journals under their web link.

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

Director, IQAC

Registrar

Chairman, IQAC