

Minutes of the Annual Quality Assurance Report Preparation Committee meeting held on 13.01.2015

Members Present:

1. Dr. D. Pathinettam Padiyan - Director
2. Dr. A. Loganathan - Member

The Committee prepared the Annual Quality Assurance report (sections 7 to 43) for the academic year 2010-2011.

It is also decided to have the next meeting on 20.01.2015 at 11.00 a.m.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. A. Loganathan	

Minutes of the Meeting of PBAS Proforma Preparation Committee held on 03.02.2015

Members Present:

1. Dr. D. Pathinettam Padiyan - Director
2. Dr. A. Loganathan - Member
3. Dr. R. Kala - Member
4. Dr. B. William Dharma Raja - Member

1. The Proforma for Student Evaluation of Teachers has been discussed once again and finalized.
2. It is resolved to conduct the Student Evaluation of Teachers for each paper semesterwise. The Proforma may be printed in 11,000 copies for the academic year 2014-2015.
3. The PBAS Proforma for the year 2013-2014 has been discussed and finalized. It is resolved to upload the proforma in the University website and collect the filled in Proformas from the faculty members along with evidences within three weeks time.
4. It is resolved to convene the next meeting on 10.02.2015.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. A. Loganathan	
3.	Dr. R. Kala	
4.	Dr. B. William Dharama Raja	

**Minutes of the Meeting of PBAS Proforma Preparation Committee
held on 17.02.2015**

Members Present:

1. Dr. D. Pathinettam Padiyan - Director
2. Dr. R. Maruthakutti - Member
3. Dr. R. Kala - Member
4. Dr. B. William Dharma Raja - Member

1. The AQAR for the year 2010-11 has been pruned.
2. The necessary arrangements have been made for the IQAC meeting to be held on 18.02.2015.
3. It is resolved to convene the next meeting on 25.02.2015.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. R. Maruthakutti	
3.	Dr. R. Kala	
4.	Dr. B. William Dharama Raja	

Minutes of the IQAC Meeting at Syndicate Room, Manonmaniam Sundaranar University held on 18.02.2015 11.a.m.

Members Present:

1. Prof. A.K. Kumaraguru, Vice-Chancellor
2. Dr.D. Pathinettam Padiyan, Director, IQAC
3. The Registrar i/c
4. Dr.E.Subramanian, Prof., Head, Dept. of Chemistry
5. Dr.M. Ramakrishnan, Prof., Dept. of Sociology
6. Dr.T.R. Rajasekaran, Prof., Dept. of Physics
7. Dr.A. Loganathan, Prof & Head., Dept. of Statistics
8. Dr.A.Palavesam, Prof & Head, Dept. of Animal Sciences
9. Dr.R. Maruthakutti, Prof., Dept. of Sociology
10. Dr.R.Kala, Prof., Dept. of Mathematics
11. Dr.B. William Dharma Raja, Asst.Prof.& Head i/c.,Dept. of Education
12. Thiru.P. Ravichandran, Asst. Registrar
13. Thiru.R. Hariharasubramanian, Asst. Registrar ‘
14. Dr.S. Ravikumar, Member, Senate, M S.University
15. Mrs. Vijila Sathyanand, Member of Parliament, Rajya Sabha
16. Dr.S. Ganapathi Raman, Member,Senate, M.S.University
17. Thiru.T.E.S. Fathu Rabbani, Secreatary, S.A.College

The IQAC discussed various activities of IQAC held during the last three months as detailed below:

1. The IQAC appreciated the steps initiated by its members for arranging Special Lecture Programme on “**Conduct Rules**” by Dr.C.L.Ramakrishnan, IPS, Former Director of Vigilance and Anti-corruption, Govt: of Tamilnadu for the benefit of the administrative staff of the university on 11.12.2014.

2. The IQAC appreciated its members for conducting the One-day Workshop for the benefit of faculty members on 12.12.2014 to describe them on the preparation of the Annual PBAS Proforma.
3. The PBAS Proformas for the years 2010-11, 2011-12 and 2012-13 prepared by the AQAR-Committee uploaded in the University website were ratified.
4. The PBAS Proforma for the academic year 2013-14 prepared as per the amended regulations of UGC, by the AQAR-Committee was discussed and approved.
5. The Proforma for Student Evaluation of Teachers (2014-15) prepared by the AQAR-Committee was pruned and finalized.
6. The AQAR for the year 2010-11, prepared by the AQAR -Committee, was placed and it is resolved to send the soft copy of the same to all the members of IQAC for possible suggestions and corrections.
7. It is resolved to authorize the Director, IQAC to consolidate and to upload in the university website.
8. It is resolved to constitute a committee consisting of the following members to scrutinize the Annual PBAS Proforma of the faculty members for the years 2010-11, 2011-12, 2012-13 and 2013-14.
 - i) Dr. P. Madhava Somasundaram
 - ii) Dr. G. Stephen
 - iii) Dr. B. Sundarakannan
 - iv) Dr. N. Rajalingam
 - v) Dr.S. Madhavan
9. It is resolved to request the Controller of Examinations to make arrangements for organizing a Workshop on Examination Reforms and to communicate the outcome of the Workshop to UGC for possible implementation.
10. It is resolved to recommend to the authorities of University to make arrangement for fixing CCTV facility in class rooms, laboratories and corridors.

Director, IQAC

Vice-Chancellor

S.No	Name of the Member	Signature
1.	Prof. A.K. Kumaraguru, Vice-Chancellor	
2.	Dr.D. Pathinettam Padiyan	
3.	The Registrar	
4.	Dr.E.Subramanian	
5.	Dr.M. Ramakrishnan	
6.	Dr.T.R. Rajasekaran	
7.	Dr.A. Loganathan	
8.	Dr.A.Palavesam	
9.	Dr.R. Maruthakutti	
10.	Dr.R.Kala	
11.	Dr.B. William Dharma Raja	
12.	Thiru.P. Ravichandran	
13.	Thiru.R. Hariharasubramanian	
14.	Dr.S. Ravikumar	
15.	Mrs. Vijila Sathyanand	
16.	Dr.S. Ganapathi Raman	
17.	Thiru.T.E.S. Fathu Rabbani	
18.	Mr.N.Jegathesan,	

**Minutes of the Meeting to Scrutize the CAS Applications held on
23.02.2015**

Members Present:

1. Dr. D. Pathinettam Padiyan, - Director
2. Dr. M. Ramakrishanan - Member
3. Dr. E. Subramanian - Member
4. Dr.T. R.Rajasekaran - Member
5. Dr. A. Palavesam - Member

1. The Committee prepared the Score Sheet to evaluate the PBAS Proforma of the faculty members.
2. The Committee discussed the procedures and the evidences to be verified in the CAS applications.
3. The Committee resolved to conduct the next meeting on 03.03.2015 and 04.03.2015 to evaluate the CAS applications.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

**Minutes of the Annual Quality Assurance Report Preparation
Committee meeting held on 24.02.2015**

Members Present:

1. Dr. D. Pathinettam Padiyan, - Director
2. Dr. A. Loganathan – Member
3. Dr. R. Marthukutti - Member
4. Dr. R. Kala - Member
5. Dr. B. William Dharma Raja – Member

The Committee discussed the Item No: 10, 25, 30, 32, 33, 34, 39 and 42 of AQAR for the year 2010-11.

It is resolved to request the authorities to convene the meetings of Parent-Teachers Association and Alumni Association at departmental level.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. A. Loganathan	
3.	Dr. R. Maruthakutti	
4.	Dr. R. Kala	
5.	Dr. B. William Dharma Raja	

Minutes of the IQAC Scrutiny Committee Meeting held on 03.03.2015
and 09.03.2015, for Processing of CAS applications

Members Present:

1. Dr. D. Pathinettam Padiyan
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. T.R. Rajasekaran
5. Dr. A. Palavesam

The Committee scrutinized the following applications submitted for promotion under CAS as per the UGC norms by considering the date of joining of the applicants, Participation in Orientation & Refreshers Courses, PBAS Proforma and API Scores.

1. Thiru. K.R. Selvakumar
2. Thiru. C. Saravaperumal
3. Dr.H. Deepa
4. Dr.C. Rexlin Jose
5. Dr.C.Durai
6. Dr.S.Arumugam
7. Dr.K. Mohanraj
8. Mr.V.Sundararaman
9. Dr.K. Kannan
10. Dr. P. Arockia Jansi Rani
11. Dr.S. Senthil Nathan
12. Dr. S. Madhavan

Based on verification, the Committee prepared detailed report and it is enclosed separately. Further details required from the applicants are given in the remarks column for further processing.

It is resolved to conduct the next meeting on 10.03.2015 to scrutinize the remaining applications submitted for promotion under CAS.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

Minutes of the IQAC Scrutiny Committee Meeting held on
10.03.2015 for Processing of CAS applications

Members Present:

1. Dr. D. Pathinettam Padiyan
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. T.R. Rajasekaran
5. Dr. A. Palavesam

The Committee scrutinized the following applications submitted for promotion under CAS as per the UGC norms by considering the date of joining of the applicants, Participation in Orientation & Refreshers Courses, PBAS Proforma and API Scores.

1. Dr. G. Immanuel
2. Dr. M. Michael Babu
3. Dr.S. Uma Maheswari
4. Dr.B. William Dharma Raja
5. Dr.N. Rajalingam
6. Dr.P. Sermakani
7. Dr.K. Murugiah
8. Mr.Y. Srinivas
9. Dr.T. Tamil Chelvam
10. Dr.P. Govindaraju

Based on verification, the Committee prepared detailed report and it is enclosed separately. Further details required from the applicants (3-10) are given in the remarks column for further processing.

The CAS applications of Dr. G. Immanuel and Dr. M. Michel Babu are recommended for further processing (Assistant Professor Stage 1 to 2), since they have obtained the required API scores.

S.No	Name of the Member	Signature
1.	Dr. D. Pathinettam Padiyan	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

Minutes of the IQAC Scrutiny Committee Meeting held on

15.05.2015

Members Present:

1. Dr. R. Kala
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. T.R. Rajasekaran
5. Dr. A. Palavesam

1. All the PBAS Applications received by the IQAC has been sorted out.
2. The following 4 applications received by the IQAC for CAS Promotions are returned to the Establishment – Teaching for the verification and approval to carry out the promotion process.
 - i) Dr. P. Kumar, CITE
 - ii) Dr. R. Selvaraju, DD&CE, B.Ed.,
 - iii) Dr. G. Annadurai, SPKCES
 - iv) Dr. N. Chandrasekar, Geo-Technology
3. Resolved to complete the process of evaluating **23 PBAS** applications by the end of June, 2015.
4. Resolved to complete the promotion application forms submitted to the Registrar before the end of May, 2015.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

Approval of Minutes of IQAC Sub-Committee Meeting held on
28.05.2015

Resolved to approve the minutes of the IQAC Sub-Committee that Scrutinized **4** applications for CAS promotions – **3** faculty members from Stage I – Stage II and **1** faculty member from Stage IV to Stage V.

Co-ordinator

Vice-Chancellor

Approval of Minutes of IQAC Sub-Committee Meetings held on
22.06.2015 and 10.07.2015

Resolved to approve the minutes of the IQAC Sub-Committee meetings held on 22.06.2015 and 10.07.2015 for scrutinizing the application for CAS promotion of one faculty member from Stage IV – Stage V.

Co-ordinator

Vice-Chancellor

Minutes of the IQAC Scrutiny Committee Meeting held on

22.06.2015

Members Present:

1. Dr. R. Kala
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. T.R. Rajasekaran
5. Dr. A. Palavesam

Dr. B. Revathy was promoted as Reader in Commerce, under CAS, w.e.f. 02.01.2006.

As per the UGC regulations, dated 30th June 2010, for promotion from Associate Professor to Professor, i.e., from Stage IV to V, an applicant has to complete three years of service as Associate Professor from the Stage of IV, subject to the fulfillment of other criteria. As per the records available (Service Register), Dr. B. Revathy, as on date, continues to be a Reader only. Hence, she becomes eligible for Professorship, only after completion of three years of service as Associate Professor.

Further, as per the letter of the Registrar, Manonmaniam Sundaranar University, dated 04.06.2015, and addressed to the Co-ordinator-IQAC, the CAS Evaluation Committee of IQAC evaluated the PBAS Proforma submitted by Dr.B. Revathy, for promotion from Stage IV to V. Dr. B. Revathy has secured the minimum API score required for the promotion.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

Minutes of the IQAC Scrutiny Committee Meeting held on

10.07.2015

Members Present:

1. Dr. R. Kala
2. Dr. M. Ramakrishnan
3. Dr. T.R. Rajasekaran
4. Dr. A. Palavesam

Dr. B. Revathy was promoted as Reader in Commerce, under CAS, w.e.f. 02.01.2006.

As per the UGC regulations, dated 30th June 2010, for promotion from Associate Professor to Professor, i.e., from Stage IV to V, an applicant has to complete three years of service as Associate Professor from Stage IV, subject to the fulfillment of other criteria. As per the records available (Service Register), Dr. B. Revathy completed three years of service as Reader on 01.01.2009 and her pay has been fixed as Rs.37,400+AGP Rs.9000/-w.e.f.02.01.2009 (in the scale of pay of Associate Professor). She has also secured the minimum API score required for promotion from Stage IV to V. Hence, she becomes eligible for Professorship w.e.f. 2.01.2012.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. M. Ramakrishnan	
3.	Dr. T.R. Rajasekaran	
4.	Dr. A. Palavesam	

Minutes of the IQAC Scrutiny Committee Meeting held on

22.06.2015

Members Present:

1. Dr. R. Kala
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. T.R. Rajasekaran
5. Dr. A. Palavesam

As per the letter of the Registrar, Manonmaniam Sundaranar University, dated 04.06.2015, and addressed to the Co-ordinator-IQAC, the CAS Evaluation Committee of IQAC evaluated the PBAS Proforma submitted by Dr.B. Revathy, for promotion from Stage IV to V. Dr. B. Revathy has secured the minimum API score required for the promotion.

As the date of eligibility of promotion from Stage III to Stage IV is not mentioned in the Service Register, the committee has decided to obtain the details from the establishment section, and to convene the next Scrutiny Committee meeting on 10.07.2015.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A. Palavesam	

Minutes of the IQAC (Local Members) Meeting held on
01.10.2015

Members Present:

1. Dr. R. Kala
2. Dr. M. Ramakrishnan
3. Dr. E. Subramanian
4. Dr. A. Palavesam
5. Dr. B. William Dharma Raja

In continuation of the letter sent by Deputy Secretary, Higher Education Department regarding the circular from UGC on difficulties faced in implementation of API scores and NET/Ph.D qualifications, a meeting of the local members of IQAC was convened at 2.30 p.m.on 1.10.2015. The members discussed the issues and the duly filled-in proforma based on the discussions is enclosed herewith for approval.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. M. Ramakrishnan	
3.	Dr. E. Subramanian	
4.	Dr. A. Palavesam	
5.	Dr. B. William Dharma Raja	

Minutes of the IQAC (Internal Members) meeting held on 28.07.2016

Members Present:

- | | |
|-------------------------------|----------------|
| 1. Dr. R. Kala | - Co-ordinator |
| 2. Dr. E. Subramanian | - Member |
| 3. Dr. M. Ramakrishnan | - Member |
| 4. Dr. T.R. Rajasekaran | - Member |
| 5. Dr. A. Loganathan | - Member |
| 6. Dr. A. Palavesam | - Member |
| 7. Dr. R. Maruthakutti | - Member |
| 8. Dr. B. William Dharma Raja | - Member |

1. It was resolved to form the following four member teams to complete the preparation the Annual Quality Assurance Reports.
 - (i) Dr. A. Loganathan & Dr. R. Maruthakutti
 - (ii) Dr. A. Palavesam & Dr. M. Ramakrishnan
 - (iii) Dr. E. Subramanian & Dr. T.R. Rajasekaran
 - (iv) Dr. B. William Dharma Raja & Dr. R. Kala
2. It was resolved to conduct the next meeting of IQAC by the end of August 2016.
3. It was resolved to have a review meeting on the AQAR preparation by the middle of August 2016.
4. It was resolved to obtain permission from the University to scrutiny the PBAS proformas of Dr. R. Sasikumar, Department of Statistics by Dr. R. Kala and Dr. A. Palavesam.
5. It was resolved to purchase the following copier and utilizing IQAC funds, 12th plan fund and University fund.
 - (i) Computer and Printer with copier and Scanner

- (ii) C.D. File
- (iii) File racks to display.
- (iv) Round Table with Chairs
- (v) 2 Steel Almirchs
- (vi) CD Box
- (vii) Plastic files - 50

6. It was resolved to partition the existing IQAC room for the Co-ordinator and office with a provision of AC with false roof.
7. It was resolved to send circulars to departments, requesting them to mark a copy of all their activities (organizing seminars/ Conferences/ Workshops etc.,) to IQAC.

S.No	Name of the Member	Signature
1.	Dr. R. Kala	
2.	Dr. E. Subramanian	
3.	Dr. M. Ramakrishnan	
4.	Dr. T.R. Rajasekaran	
5.	Dr. A.Loganathan	
6.	Dr. A. Palavesam	
7.	Dr. R. Maruthakutti	
8.	Dr. B. William Dharma Raja	

Minutes of the IQAC Sub-Committee Meeting

The sub-committee of the Internal Quality Assurance Cell (IQAC) consisting of the following members met on 03.03.2015, 04.03.2015, 28.04.2015, 29.04.2015, 12.05.2015 and 13.05.2015 for a period of six days.

1. Dr. R. Kala - Co-ordinator
2. Dr. M. Ramakrishnan - Member
3. Dr. E. Subramanian - Member
4. Dr.T. R.Rajasekaran - Member
5. Dr. A. Palavesam - Member

The Sub-Committee scrutinized the Self Appraisal Reports of 27 Faculty Members who had submitted their PBAS Proformas for Promotion under CAS in different categories as mentioned below.

1. A. Assistant Professor: (Stage 1 to Stage 2)

The Proforma received from the following Assistant Professors were assessed and they are found to be eligible for consideration to be placed at stages and date as mentioned against their names. The IQAC clears their files and recommends submitting their files to the Screening Cum Evaluation Committee.

S.No	Name	Stage	API	Date of Eligibility of Promotion / Comments
1	Thiru.K.R. Selvakumar	1 to 2	Secured Minimum requirement	27.08.2013
2	Thiru.C. Saravanaperumal	1 to 2	"	25.08.2013
3	Dr. H. Deepa	1 to 2	"	20.08.2013
4	Dr. C. Rexlin Jose	1 to 2	"	06.10.2013
5	Dr. C. Durai	1 to 2	"	03.09.2012
6	Dr. S. Arumugam	1 to 2	"	05.03.2013
7	Dr. K. Mohanraj	1 to 2	"	30.12.2013
8	Mr.V. Sundararaman	1 to 2	"	30.08.2012
9	Dr. G. Immanuel	1 to 2	"	29.08.2011
10	Dr. M. Michael Babu	1 to 2	"	29.08.2011
11	Dr.K. Kannan	1to 2	"	21.12.2013
12	Dr. S. Monikandan	1 to 2	"	02.12.2010

B. Assistant Professor: (Stage 2 to Stage 3)

The Proforma received from the following Assistant Professors were assessed and they are found to be eligible for consideration to be placed at stages and date as mentioned against their names. The IQAC clears their files and recommends submitting their files to the Screening Cum Evaluation Committee.

S.No	Name	Stage	API	Date of Eligibility of Promotion / Comments
1	Dr. P. Arockia Jansi Rani	2 to 3	Secured Minimum requirement	04.12.2013
2	Dr. S. Senthil Nathan	2 to 3	"	31.10.2012
3	Dr. S. Madhavan	2 to 3	"	18.08.2009
4	Mr. Vinod Vincent Rajesh	2 to 3	"	02.01.2015

C. Assistant Professor: (Stage 3 to Stage 4)

The Proforma received from the following Assistant Professors were assessed and they are found to be eligible for consideration to be placed at stages and date as mentioned against their names. The IQAC clears their files and recommends submitting their files to the Selection Committee.

S.No	Name	Stage	API	Date of Eligibility of Promotion / Comments
1	Dr. S. Uma Maheswari	3 to 4	Secured Minimum requirement	03.01.2014
2	Dr. B. William Dharma Raja	3 to 4	"	28.02.2014
3	Dr. N. Rajalingam	3 to 4	"	03.06.2014
4	Dr. P. Ravi	3 to 4	"	01.10.2014
5	Dr. S. Madhavan	3 to 4	"	18.08.2012
6	Dr. K. Jaishankar	3 to 4	"	01.07.2015

2. Associate Professors: (Stage 4 to Stage 5)

The Proforma received from the following Associate Professors were assessed and they are found to be eligible for consideration to be placed at stages and date as mentioned against their names. The IQAC clears their files and recommends submitting their files to the Selection Committee.

S.No	Name	Stage	API	Date of Eligibility of Promotion / Comments
1	Dr. P. Sermakani	4 to 5	Secured Minimum requirement	29.01.2012
2	Dr.K. Murugiah	4 to 5	"	06.01.2014
3	Dr. Y. Srinivas	4 to 5	"	08.03.2014

3. Professor (Stage 5 to Stage 6, HAG)

Filled in Proforma were received from Professor Dr. T. Tamizh Chelvam, and Professor Dr. P. Govindaraju. The Committee assessed the proforma and the following Professors have secured the eligible API Score to be placed at Stage 6, on dates mentioned against their names. The IQAC clears their files and recommends submitting their files to the Expert Committee.

S.No	Name	Date of Eligibility of Promotion (Stage 5 to Stage 6 HAG)
1	Dr. T. Tamizh Chelvam	03.12.2013
2	Dr. P. Govindaraju	10.3.2014

The API Scores for the respective Faculty Members have been verified and the remarks on their eligibility for promotion under CAS are mentioned against their names in separate sheets.

Members Present:

1. Dr. R. Kala _____ sd_____
2. Dr. M. Ramakrishanan _____ sd_____
3. Dr. E. Subramanian _____ sd_____
4. Dr.T. R.Rajasekaran _____ sd_____
5. Dr. A. Palavesam _____ sd_____

