



INTERNAL QUALITY ASSURANCE CELL  
MANONMANIAM SUNDARANAR UNIVERSITY,  
TIRUNELVELI – 627012



MINUTES OF THE SECOND IQAC MEETING FOR THE ACADEMIC YEAR 2017 -18

The 2<sup>nd</sup> IQAC Meet for the academic year 2017-18 was held at 1500 Hours on 15<sup>th</sup> Dec 2017. The following IQAC Members attended the meeting:

**MEMBERS PRESENT:**

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

1. Dr. P.Govindaraju, Registrar i/c
2. Thiru.P. Ravichandran, Deputy Registrar
3. Dr. T.R. Rajasekaran, Professor and Head/ Physics
4. Dr. T. Tamilchelvam, Professor/ Mathematics & Director – DDCE
5. Dr. C. Kannan, Professor & Head/ Chemistry
6. Dr. A. Thirumagal, Librarian
7. Dr. A. Palavesam, Professor and Head/ Animal Science
8. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College. Thiruvithancode
9. Dr. V. Balamurugan, Director, IQAC

**MEMBERS IN-ABSENTIA**

1. Thiru. C. Thankaswamy, System Programmer
2. Dr. P. Madhava Soma Sundaram, Professor/ Criminology
3. Dr. B. Rajasekaran, Professor & Head/ Management Studies
4. Dr. P. William Dharma Raja, Asso. Prof./ Education
5. Ms. L. Arputha Victoria Raghini, Vice-Chairperson, Students' Council
6. Dr. K. Senthamarai Kannan, Professor/ Statistics & Director – Research
7. Dr. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli
8. Mr. Vasantha Kumar, MLA, Nanguneri Constituency

**AGENDA**

1. Action Taken Report
2. MHRD'S 17 by 17 plan
3. Planning Automation
4. Establishing Reporting Procedures and Periodic Returns
5. Training on Office Procedures
6. Leadership Training to Directors, Deputy Registrars and Assistant Registrars
7. IQAS Implementation
8. Stock Audit
9. Online Grievance Redressal

**DECISIONS TAKEN:**

**Prof. Dr. K. Baskar**, Chairman, IQAC welcomed the members, IQAC and asked the **Director, IQAC** to present the agenda.

1. The **Director, IQAC** reported the action taken on the minutes of the previous meeting and also the pending actions.



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Sl. No.	Actions Taken
1.	AQAR 15-16 has been submitted to NAAC and the AQAR for the academic year 2016-17 is at the final stage
2.	15 out of 17 CAS applications have been processed. Two applications have been kept in abeyance since the applicants are in the probationary period.
3.	The compilation of Internal Quality Assurance System (IQAS) is in its final stage.
4.	90% of the administrative audit has been completed and the remaining will be carried out within 10 days.
5.	A One day Orientation Programme for the Research Supervisors have been organised with 325 participants on 1 Nov 2017.
6.	The initial process for purchase of two buses are in progress
7.	University has applied for the NIRF Ranking on 8 <sup>th</sup> Dec 2017
8.	The Celebration of World Quality Day on 8 <sup>th</sup> Nov 2017 has not been carried out.

2. The **Director, IQAC** presented a consolidated summary of the administrative audit to the house. The house recorded its appreciations to **Dr. B. Rajasekaran**, Member, IQAC, **Mr. B. Somasundaram**, Assistant Registrar, **Mr. Baskaran**, Deputy Registrar, **Dr. B. Ravichandran**, Professor, **Dr. A. Palavesam**, Member, IQAC, **Mrs. G. Sujitha**, Assistant Registrar and **Dr. A. Loganathan**, Professor for their effective remarks and suggestions in their audit reports.

3. It is observed from the audit summary that many administrative sections do not maintain the distribution registers which is mandatory as per the TN Government's official procedures. As a result the tapals are handed over to the concerned clerical staff for making in the personal registers. Therefore it becomes difficult for the supervisory officers to trace and monitor the progress of the incoming tapals.

Therefore, it is decided to ensure the compliance of maintaining the distribution registers at all the sections and a circular is to be sent to all concerned on this regard.

4. The stock room at the office of the Controller of Examination is small in size and it is not sufficient to hold voluminous records. Further, there are no exclusive staff members available to look after the stock room.

Therefore, it is decided to identify the suitable space for the above purpose and the Director, Centre for Campus Development shall initiate the necessary actions.

5. It is observed from the audit summary that suggestion book and visitors book (for the applicable sections only) are not being maintained at many sections. **Dr. T. Tamilchelvam**, Member-IQAC expressed the hardships in maintaining these registers and requested to evolve the procedures for the maintenance of these registers. The Chairman, IQAC described the importance of maintaining such registers and its usefulness. Hence, it is decided to ensure the compliance regarding the maintenance of suggestion registers at all the sections and the Vistor's book at the needed sections as discussed in the previous IQAC meeting.



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6. The consolidated report of the administrative audit reveals that there is no random check of the TMR done by the supervisory officers during the preparation of the reevaluation mark sheets. **Dr. T. Tamilchelvam** narrated the difficulties in the verification process. The Chairman, IQAC acknowledged the views and asked the IQAC and Controller of Examination to evolve a system for cross verification of the marks.

**It is decided to introduce a random cross verification practice to ensure the correctness of the marks to be done by the supervisory staff members.**

7. Further the audit report reveals that the user information have not been displayed at most of the administrative sections. This leads to confusion among the users and the poor quality outcome of the administrative sections.

**It is decided to issue circular regarding the display of user information at all the sections.**

8. Director, IQAC and **Dr. T. R. Rajesekaran**, Member, IQAC narrated the difficulties such as incompleteness, lack of proof, late submission, etc while scrutinizing the CAS applications.

**It is decided to send Circular containing the necessary instructions on the CAS Application to all the faculty members and to make it available at the IQAC link of University website.**

9. Director, IQAC informed the House that monitoring of teaching learning process by the IQAC has been insisted by the NAAC and the details needed are to be reflected in the AQAR. The Chairman, IQAC asked the IQAC to prepare the report format that is to be collected during the HODs' review meeting.

**It is decided to ask the IQAC to prepare the format for monitoring the teaching - learning process during the HOD meeting.**

10. Director, IQAC expressed the difficulty in collecting the data for the preparation of AQAR, NIRF, etc and insisted the need for the Management Information System (MIS). He suggested that a file server may be installed as an initial process so that the important documents can be stored at the server. **Dr. T.R. Rajesekaran**, Member, IQAC appended that the available Blade Server can be used as a file server and a trained technical staff member may be identified as administrator. The Chairman, IQAC asked the IQAC to initiate the necessary action for installing the file server and to evolve the duties of the technical staff member.

**Therefore, it is decided to ask the IQAC to initialise the proposal for implementing the file server after working out the necessary requirements.**

11. The Director, IQAC reported that the IQAC is unable to document the events organised, minutes of the HOD meetings, etc for the preparation of AQAR as it is not being supplied by the concerned sections. The Chairman, IQAC suggested that the invitations that are received at the Vice Chancellor's secretariat will be marked to the IQAC.

**It is decided to issue necessary instructions to the sections like UDS, Meeting and Election section and BOS to forward a copy of the minutes of the meeting to the IQAC for**



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documentation. Further the invitations of the departmental events will be marked to IQAC by the Vice Chancellor's secretariat.

12. The report on the administrative audit reveals that the lack of administrative and managerial training affects the quality outcome of the sections. Further a committee has been studying the mandatory training requirements for the promotion of the administrative staff members.

**It is decided to identify and finalise the trainers for imparting the training to the administrative staff members and officers.**

13. The MHRD's 17 Point Plan was discussed and the following decisions have been taken:

**It is decided to request Dr. K. Ganesan, Director, Centre for Academic Affairs to initiate necessary steps for approving the credit transfer of SWAYAM courses.**

**It is decided to request Dr. P. Arumugam, Director, Centre for Data Processing to initiate the action for purchasing Dish Antennas for receiving the SWAYAM PRABHA channel.**

**It is decided to organise a Orientation program for teachers of all affiliated colleges related to SWAYAM Courses.**

**It is decided to prepare the future plans of the University after discussing it in the HODs' Meeting.**

14. The quality circle on resource optimization in its minutes insisted to carry out a stock audit for optimizing the resource utilization. Further, the Page No. 21, para 14 (f) of MSU Act 1990 states:

"Ensure that the registers of buildings, land, furniture and equipments are maintained up to date and that **stock checking** is conducted of equipments and other consumable materials in all offices, special centers, specialised laboratories and colleges maintained by the University"

**Therefore it is decided to request the finance officer to initiate necessary action for the conduct of Stock Audit at the earliest.**

15. IQAC members discussed about the enhancement of grievance redressal system through online. The Chairman, IQAC asked the IQAC to collaborate with the Controller of Examination to evolve the procedures for implementing the Online Grievance Redressal System.

**It is decided to implement the Online Grievance Redressal Systems at the earliest.**

The Chairman, IQAC during his concluding speech sought the opinions from the members regarding the outcome of the several initiatives taken by the IQAC in the recent period. **Dr. C. Kannan, Dr. A. Palavesam and Dr. A. Thirumagal** expressed their satisfaction over the academic/administrative audit and also on other initiatives. Finally, the chairman, IQAC concluded his speech by wishing all the members a great success in their future endeavours.

*[Signature]*  
Director - (IQAC)

*[Signature]*  
Registrar

*[Signature]*  
Vice-Chancellor