



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012, TAMILNADU INDIA
(ACCREDITED WITH B GRADE BY NAAC)



MINUTES OF THE 3rd IQAC MEETING

15th JUNE 2017

Members Present:

- Prof. Dr. K. Baskar, Vice-Chancellor (in the Chair)
1. Dr. A. John De Britto, Registrar
 2. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College. Thiruvithancode
 3. Dr. T. Tamizh Chelvam, Professor/ Mathematics & Director – DDCE
 4. Dr. K. SenthamaraiKannan, Professor/ Statistics & Director - Research
 5. Dr. T.R. Rajasekaran, Professor and Head/ Physics
 6. Dr. A. Palavesam, Professor and Head/ Animal Science
 7. Dr. C. Kannan, Professor & Head/ Chemistry
 8. Dr. V. Balamurugan, Director - IQAC
 9. Dr. P. William Dharma Raja. Associate Professor & Head / Education
 10. Dr. A. Thirumagal, Librarian
 11. Thiru.P. Ravichandran, Deputy Registrar
 12. Thiru. C. Thankaswamy, System Programmer
 13. Ms. L. Arputha Victoria Raghini, Vice-Chairperson, Students' Council

Members in-absentia

1. Thiru. H. Vasanthakumar. Member of Legislative Assembly
2. Dr. S. Cletus Babu. Chairman, SCAD Group or institutions
3. Dr. B. Rajasekaran, Professor & Head/ Management Studies
4. Dr. P. Madhava Soma Sundaram. Prof. & Head /Criminology & criminal Justice

Agenda

Item No	Item
1	Action taken on previous minutes of the meeting
2	Effective Data Capturing
3	IQAC Meeting with Stakeholders
4	Alumni Association Activities
5	Academic & Administrative Review
6.	Extension Activities
7.	Parent Teacher Association Activities
8.	Availability of Suggestion Book at all the Departments/Sections
9.	Implementation of Bio Metric System
10.	Quality Improvements in Research Activities
11.	Effective Use of Library
12.	Strengthening of IQAC

Minutes of the Meetings

The **Vice Chancellor** welcomed the members and asked the Director – IQAC to present the agenda for discussion.

Item 1: Action taken on previous minutes.

The **Director – IQAC** informed that an internal academic audit is planned on 6th and 7th July 2017 based on the indicative list of files approved by the subcommittee for Academic Audit. A circular has been circulated to the concerned auditors and auditee in this regard.

A duty leave (On Duty) regulation committee has been constituted for the regularization of OD and to study the UGC measures for the maintenance of standards in Higher Education 2010. The committee is expected to submit its report by 10th July 2017.

Dr. D. William Dharma Raja, Associate Professor & Head/ Education has informed that a faculty development programme is planned to be organized on 7th July 2017 for the benefit of faculty members of Assistant Professor cadre.

It is decided to organize a rejuvenation programme on office automation for the administrative staff members in the week ends of Jun 2017. The computing resources, available at the department of Statistics, Mathematics and CSE departments can be utilized for this purpose. **Thiru. C. Thankasamy**, System Programmer along with **Thiru.P.Ravichandran**, Deputy Registrar, Establishment Section are to take necessary initiatives. A circular in this regard is to be circulated immediately. Further it is decided that the compensatory leave and remuneration for the resource persons and the refreshments for the participants are to be approved by the Registrar.

The **Vice Chancellor** suggested that an individual computer system along with a table may be provided to each administrative staff members so that the work efficiency can be improved. It is decided to study the feasibility of providing the resources.

Regarding the establishment of Quality Management System (QMS) at Manonmaniam Sundaranar University, the **Director – IQAC** informed that IQAC is taking necessary initiatives for the preparation of QMS. The outline of the Quality Procedure (as shown in annexure – I) was reviewed by the members. **Dr. T. Tamizh Chelvam**, Director - DDCE asked to include the missing details such as affiliation procedures and distance education system in the QMS. It is decided to distribute the responsibilities of preparing the quality procedure to the concerned functional heads as mentioned in the said annexure, by sending a circular.

Regarding the preparation of news letter, the **Director – IQAC** informed that the minutes of the subcommittee meeting have been received and the work will be commenced soon. **Dr. T.R. Raja Sekaran**, Professor & Head/ Physics has opined that the editorial board may be revamped since Dr. Kalyani, Professor/ English is about to be retired on 30th Jun 2017. The suggestion is agreed by the members.

Regarding the students' grievance cell it is decided to create awareness among the students by displaying the posters related to the Grievance Redressal Procedure at several points. The **Vice Chancellor** suggested that there must be a trained psychological student counselor available at University for mitigating the students' problems. Therefore it is decided to appoint a trained student counselor.

Item 2: Effective Data Capturing

The **Director – IQAC** narrated the difficulties in getting the required data for the preparation of AQAR. He insisted the need for a Management Information System (MIS)

that fulfils the data needs. It is decided to continue with the current procedure until the MIS Requirements are finalized by the quality circle for Office Automation .

Item 3: IQAC Meeting with Stakeholders

As a part of the Annual Quality Assurance a quality initiative meeting is needed to be organized among the faculty members. **Dr. T. Tamizh Chelvam**, Director - DDCE suggested that a brainstorming may be conducted with the help of external experts and the suggestion is agreed by all the members.

The **Director – IQAC** suggested that a periodical meeting may be conducted with the administrative staff members for creating the awareness about the quality. The **Vice Chancellor** asked **Thiru.P Ravichandran**, Deputy Registrar to organize the meeting at 4.45 pm on the first Monday of every month. Therefore it is decided to organize a quality initiative meeting with the administrative staff members during 04.45 – 05.45 pm on the first Monday (or Tuesday in case Monday happen to be holiday) of every month. The agenda and minutes of the meeting may be forwarded to IQAC for documentation.

Item 4: Alumni Association Meeting

The IQAC face difficulty in capturing the Alumni Association related details from the departments. Therefore it is decided to request the Director – Student Affairs to collect the required information once a semester and to forward the consolidated report on the alumni association activities carried out in various departments. Further it is decided to register for a common alumni association for the University and the Director – Center for Student Affairs may take necessary initiatives for it.

Item 5: Academic & Administrative Review

To maintain the quality in the day to day activities each department/ sections need to have specific objectives at the commencement of the academic year and the outcomes are to be reviewed at the end of every semester. Therefore it is decided to collect the action plan along with quality objectives at the commencement of the semester and to review the outcomes at the end of the semester. The quality procedure for the conduct of academic and administrative review was discussed and finalized at the meeting. (ref. annexure - II).

The **Vice Chancellor** suggested to organize a two day orientation program on 3rd and 4th July 2017. Members suggested the contents of the programme viz. 1. Parent Teachers Meet, 2. Collection of Know Your Students form. 3. Inaugural Meeting 4. Orientation to MSU 5. Students related facilities and information 6. Orientation to specific post graduate program and career opportunities. Therefore, it is decided to send a circular to all the departments in this regard. Further the Vice Chancellor

suggested that there must be a cultural day for exhibiting the students caliber and all these programs must be reflected in the departmental academic calendar. It is decided to send a circular to all the departments in this regard.

Item 6: Extension Activities

To fulfill the Institutional Social Responsibility the extension activities are to be carried out every year. Therefore it is decided to ask the departments to prepare the plan for the extension activities.

Item 7: Parent Teacher Association Activities

It is decided to collect the details regarding the parent teacher association activities that were carried out recently and to send a circular to all the departments to conduct such meeting in the near future. It is decided to have a common Parent Teacher Association for the University in the near future.

Item 8: Availability of Suggestion Book at all the Departments/Sections

The availability suggestion book at all the departments and sections to get the feedback / suggestions will be useful to improve the quality in the work place. Further it is suggested that the information related to the availability of the suggestion book must be displayed in the notice board/ poster. The suggestion book can be perused by the functional heads once a week and it can be forwarded to the IQAC at the end of the semester for the perusal of the Registrar. It is decided to issue a suggestion book to all the departments and sections.

Item 9: Implementation of Bio Metric System

It is decided to implement the Bio Metric System with effect from 3rd July 2017 and also to install CCTV at the place of Bio Metric System.

Item 10: Quality Improvements in Research Activities

Dr. K. Senthamarai Kannan, Director – Center for Research narrated the steps taken for the improvement research activities in the recent past. He informed that a two day orientation program is planned in the second week of July 2017 for the research supervisors. **Dr. P. William Dharma Raja**, Associate Prof & Head/Education suggested that the overall H-Index of the University is to be improved by motivating the faculty members and scholars. **Dr. T. Tamizh Chelvam**, Director – DDCE suggested that the faculty members are to be motivated to publish research articles in the high impact factored journals. **Dr. C. Kannan**, Professor & Head/Chemistry suggested that the faculty members must publish their papers in the journals that has impact factor more than two. **Dr. T. Tamilchelvam**, Director- DDCE and **Dr. A. Palavesam**, Professor &

Head/Animal Science expressed the difficulties in maintaining the uniform scale for all the disciplines as the level of impact factor varies among the disciplines. **Dr. T.R. Rajasekaran**, Prof &Head/Physics suggested that the faculty members are to be encouraged to get funded projects from funding agencies. Finally, it is decided to organize a Research Orientation workshop for the Research Supervisors during the 2nd week of July 2017, with the help of renowned professors, working in leading higher educational institutions such as NUS, Singapore, Anna University and other leading Industries.


Item: 11: Effective Use of Library

Dr. A. Thirumagal, Librarian suggested that the library hours must be the early hours of a day and the students are to be encouraged to use the central library. It is decided not to allot the last hours of the day for the library usage.

Item 12: Strengthening of IQAC

The Director – IQAC requested for a staff member in the superintendent cadre so that various activities can be easily managed. It is decided to utilize the service of the superintendant available at NAAC office.

The Vice Chancellor informed the members about the next IQAC meeting which will be held in the second week of Sep 2017 and concluded the meeting.


05/07/17

(Chairman – IQAC)


27/17