INTERNAL QUALITY ASSURANCE CELL
MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI – 627012

Minutes of the 1ST IQAC Meet for the Academic Year 2018-19

The 1st IQAC Meet for the academic year 2018-19 was held at 1400 Hours on 22nd November 2018 at Syndicate Hall, Manonmaniam Sundaranar University. The following Members of IQAC attended the meeting:

MEMBERS PRESENT:

Prof. Dr. K. Baskar, 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. T. Tamizh Chelvam, Professor / Mathematics & Director - DDCE
5. Dr. T.R. Rajasekaran, Professor and Head/ Renewable Energy Science
6. Dr. P. Madhava Soma Sundaram, Director, Centre for Planning & Development
7. Dr. K. Senthamaraikannan, Professor/Statistics & Director, Centre for Research
8. Dr. C. Kannan, Professor & Head/Chemistry
9. Dr. B. William Dharma Raja, Professor and Head/ Education
10. Dr. A. Thirumagal, Librarian
11. Dr. A. Palavesam, Professor and Head/ Animal Science
12. Ms. L. Arputha Victoria Raghini, Vice Chairperson, University Students' Council
13. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode
14. Dr. V. Balamurugan, Director, IQAC

MEMBERS IN-ABSENTIA

1. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli
2. Mr. H. Vasantha Kumar, MLA, Nanguneri Constituency

Discussions and Decisions:

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

IQAC Director briefed the agenda and also summarised the initiatives taken by IQAC during the academic year 2017-18.

Item 1: Recent Activities carried out by IQAC.

The following activities were carried out during the past quarter.

- Internal Academic Audit has been completed in the month of June 2018. During the NAAC peer team visit, the committee members have gone through the audit reports at several departments including SPKCES.

- A one day seminar on "E- Procurement" have been organised on 21.08.2018 along with 100 participants including Head of the Departments, Directors and other officers.

- Proforma for data collection on AQAR and NIRF have been designed and uploaded in website and the data have been received from all the departments.

- Departmental Data have been collected from all the departments for the compilation of AQAR.

- The following committee for compiling NIRF data has been constituted and the compilation work is on progress and the last date for the submission of application is 30th Nov 2018:

  NIRF Data Compilation Committee:

  1. Dr. P. Madhava Somasundaram, Convener
  2. Dr. P. Arumugam, Nodal Officer
  3. Dr. V. Balamurugan , Director, IQAC, Member
  4. Dr. P. Arockia Jansi Rani , Member
  5. Dr. K. Mohanraj, Member
  6. Dr. K. Rajamannar, Member

- The following Committee for compiling data for ARIIA Ranking and QS I-Gauge Ranking have been constituted.
  ARIIA Data Compilation Committee:

  1. Dr. B. Rajasekaran, Professor, Dept of Management Studies, Convener
  2. Dr. P. Ravichandran, Professor & Head, Dept of Plant Science, Member
  3. Dr. V. Balamurugan, Director, IQAC – Nodal Officer
  4. Dr. P. Arumugam, Professor & Head, Dept of Statistics, Member
  5. Dr. G. Murugeswari, Assistant Professor, Dept of CSE, Member

  QS- I GAUGE Data Compilation Committee:
  1. Dr. B. William Dharma Raja, Professor & Head, Dept of Education , Convener
  2. Dr. V. Balamurugan, Director, IQAC, Member
  3. Dr. P. Arumugam, Professor & Head, Dept of Statistics, Member
  4. Dr. V. Sundararaman, Assistant Professor , Dept of Communication, Member
  5. Dr. H. Deepa, Assistant Professor, B.Ed. (D.D&C.E), Member

- Proforma for PBAS 2016 Regulations has been designed and uploaded in the website.
- Applications from 38 faculty members have been received under the Career Advancement Scheme and they have been scrutinized. Out of the 38 applications 28 have been submitted for further evaluation/ selection/ review/expert committee and the remaining ten applications have been rejected due to some reasons mentioned against their names in the minutes.

Item 2: Action Plan for the Academic Year 2018-19

The following action plan have been designed by IQAC for the current academic year.

- IQAC Meet – Nov 2018, Jan 2019, Mar 2019, June 2019 (3rd Week)
- CAS – July 2018 Cycle and January 2018 Cycle
- NIRF 2019 – 25th NOV 2018

- Administrative Audit – December 1st Week 2018
- ARIIA Ranking – 15th Dec 2018
- Submission of AQAR – 15th Dec 2018
- QS Ranking – 25th Jan 2018
- Quality related Training - January , February, March and April 2019
  - Administrative Training – Department Assistants , Establishment (Teaching), On spot training on filing procedure
  - Technical – MIS Administration
  - Managerial – Leadership Training for Officers
  - Faculty Members – UGC Regulation on CAS
- Awareness Programme – NAAC – For affiliated colleges – Jan 2019
- Record Room Creation – Dec 2018
- Academic Review – Dec 2018
- Administrative Review – Dec 2018
- Academic Audit – April 2019

Item 3: Status Report on the Decisions taken during the Previous Meetings

Minutes of Meeting	Decisions Taken – Details	Action Taken
2nd IQAC Meet	To ensure the compliance of Maintaining the Tappal distribution registers at all the sections.	Tappal procedures have been framed
2nd IQAC Meet 3rd IQAC Meet	Maintenance of Suggestion Registers at all sections and visitors' book at those sections where visitors are more.	Partially Implemented and it will be verified in next administrative audit.
2nd IQAC Meet	Circular to all regarding display of user related information.	Circular sent to departments on 13.3.2018 and it will be verified in next audit. Most of the sections have already implemented.
2nd IQAC Meet 2017 - 18	To ensure the compliance of Maintaining the distribution registers at all the sections.	It will be verified in the next administrative audit.
2nd IQAC Meet 17-18 3rd IQAC Meet (16-17)	Maintenance of Suggestion Registers at all sections and visitors' book at those sections where visitors are more.	It will be verified in next audit.
2nd IQAC Meet 17-18	Sending circular to all the teaching staff members regarding the instructions on filling CAS Applications and make it available on website.	Made available in website
2nd IQAC Meet 17-18	Preparation of Format for monitoring the teaching learning process during HOD Meeting.	As it is decided to document the minutes of the HOD meeting at IQAC, the need does not arise.
2nd IQAC Meet 17-18	To initialise the proposal for file server.	Kept in abeyance due to MIS implementation
2nd IQAC Meet 17-18	Documentation of all minutes by getting it from UDS, BOS and M&E. Also documentation of Events conducted by Departments.	HOD Meeting Minutes are not sent automatically. Events' details are not forwarded to IQAC properly.

2nd IQAC Meet	Initiating steps to include SWAYAM Courses for credit transfer.	Discussed in the HOD Meet and decided to implement the credit transfer upto 20%.
2nd IQAC Meet	Installation of Dish Antenna for SWAYAM Prabha Channel	Installed at VC's Reception Hall
2nd IQAC Meet	Organising orientation program for teachers of affiliated colleges related to SWAYAM courses	Organised on 19th November 2018.
2nd IQAC Meet	Preparation of future plans of University after discussing in HOD Meet	Yet to be done. Chairman, IQAC asked the Director, IQAC to prepare draft.
2nd IQAC Meet	Conduct of Stock Audit	FO has replied that revised circular has been issued and 18 Depts/ Sections have submitted the details.
2nd IQAC Meet	Online Grievance Redressal	Will be available once the MIS is installed.
1st IQAC Meet	Bus Facility from Tenkasi and Tirunelveli	Reminder has been sent to PRO.
1st IQAC Meet	External Academic Audit	MOCK audit was considered as External Audit for 2018-19.
1st IQAC Meet 17-18	Installation of Management Information System Software	Specifications have been prepared.
1st IQAC Meet 17-18	Departmental Rating Criterions	Committee yet to be formed.
1st IQAC Meet 17-18	IQAS Compilation	Details have been collected and process is on.
3rd IQAC Meet 17-18	Coordinating the IQACs of Affiliated Colleges	SPOC details have been sent to NAAC.

Item 4: SPOC for Various Programs.

The following faculty members are nominated as Single Point Of Contact for the programmes mentioned against their names..

- SWAYAM – Dr. P. Arockia Jansi Rani
- NAD – Dr. A. Suruliandi
- NKN – Dr. P. Arockia Jansi Rani
- NPTEL – Dr. P. Arockia jansi Rani
- NIRF – Dr. P. Arumugam
- ARIIA – Dr. V. Balamurugan
- QS IGUAGE – Dr. B. William Dharma Raja
- NAAC – Dr. V. Balamurugan (for creating awareness among Affiliated Colleges)

Item 5: Stock Verification

Director, IQAC insisted that the conduct of stock audit is essential for ensuring the quality maintenance of assets. **Dr.S.Santhosh Baboo, Registrar and Member, IQAC** informed that stock checking will be effective after the implementation of MIS as the asset management module will be a part in it.

Item 6: NIRF & AQAR Compilation

As the submission of AQAR is mandatory for the future accreditation process, the preparation and submission of AQAR needs attention. Therefore AQAR Compilation Committee is constituted with the following members:

1. Dr. P. Madhava Soma Sundaram, Convener
2. Dr. V. Balamurugan, Director, IQAC, Member
3. Dr. G. Murugeswari, Member
4. Dr. K. Mohanraj, Member

Item 7: Formation of IQAC at Affiliated Colleges

The Director, IQAC informed that the NAAC has insisted to organise a sensitisation programme on IQAC at affiliated colleges. The Chairman, IQAC asked the Director, IQAC to fix the date of the program and to intimate to NAAC. **Dr. Ln. H. Mohammed Ali, Member, IQAC** has suggested that a criterion related to the availability of IQAC may be included in the application for affiliation. It is decided that **Dr. B. Rajasekaran, Dean CDC** and member, IQAC will initiate necessary action in this regard.

Item 8: PBAS Proforma – 2018 Design Committee

A committee with the following members is to be constituted to design the PBAS proforma -2018

1. Dr. A. Palavesam, Convener
2. Dr. S. Monikandan, Member
3. Dr. B. Radha, Member
4. Dr. V. Sabarinathan, Member

Item 9: Reconstitution of Committee
The under mentioned committees are reconstituted with the following members:

IQAS Compilation Committee –

1. Dr. T.R.Rajasekaran, Convener
2. Dr. P. Madhava Soma Sundaram , Member
3. Dr. G.Balasubramania Raja, Member
4. Dr. P. Arockia Jansi Rani, Member

Editorial Committee
1. Dr. G.Stephen, Convener
2. Dr. G. Balasubramania Raja, Member
3. Dr. A. Thirumagal, Member
4. Dr. R. Vasuhi , Member

The **Chairman, IQAC** expressed his concern about the non publication of magazines regularly.
Dr. A. Thirumagal, Member, IQAC assured that the magazines will be published regularly.

Item 10: UGC Regulation 2018

Dr. P. Madhava Soma Sundaram, Member, IQAC suggested that the CAS for HAG may be implemented using 2018 norms as it provides much clarity related to the constitution of selection committee and the selection criterions. The **Chairman, IQAC** asked the IQAC to take necessary steps for the implementation of UGC Regulations on 18th July 2018 and also to implement the positive aspects of the regulations 2018 with retrospective effect if it is permissible and beneficial.

Item 11: Uniform Time Table Format

The **Director, IQAC** expressed that the time table needs uniformity across all the departments as it plays a major role in the API Score Evaluation. Further time table shall contain the details like Subject Name, Credits, Lecture Hours (60 minutes) Allotted, Name of Handling Staff Members, Semester, Academic Year, Tutorial Hours (60 Minutes), Practical Hours (60 Minutes) and HOD's Sign. The **Chairman, IQAC** asked the IQAC to prepare the same and to circulate.

Item 12: Management Information System (MIS)

The Director, IQAC informed that the AQAR will be the one year Self Study Report and its preparation needs an effective MIS. Further the following factors are to be considered while implementing the MIS.

- ✓ Infrastructures Requirement
- ✓ Sustenance of MIS
- ✓ Identifying administrator
- ✓ Implementation and Maintenance plan
- ✓ Training the staff members

Item 13: Feedback Registers

As the Feedback at several levels enhances the quality, maintenance of Complaint/Suggestion/Grievances/ Visitors/ Feedback Registers is essential. Therefore, it is decided to send a circular on this regard

Item 14: Website Content Maintenance

The **Chairman, IQAC** informed that the contents of our University Websites are not updated regularly and the IQAC must look after the updates. **Dr.T.Tamil Chelvam**, Member, IQAC responded that the main difficulties in updating the website is the lack of expertise of the various maintenance incharges and insisted that there should be a single Website Coordinator who can look after all the updates. The **Chairman, IQAC** asked the **Director, IQAC** to monitor the updation so that the web site is up to date always.

Item 15: Reporting Events

The reports regarding the conduct of academic events are not being forwarded to the IQAC for documentation. Therefore it is decided to insist all the HODS to forward the details.

Item 16: Managerial Training to Officers

Training on Tamilnadu Office Procedures has been imparted to all the administrative staff members up to the level of superintendent. For the effective administration, a managerial training is needed to be imparted to the Deputy Registrars and Assistant Registrars at regular intervals. Therefore it is planned to impart the training to the officers.

Item 17: Record Room Establishment

As an exclusive record room for administrative section is essential, it is decided to constitute a committee for the establishment of record room with the following members:

1. Mr. M. Chidambaram, Convener
2. Mrs. S. Kaladevi, Member
3. Mrs. A.P. Jayalatha, Member
4. Mrs. S.R. Vijaya, Member

Item 18: Implementation of Regulations 2016 for M.Phil Programmes

Regarding the UGC Regulation on Ph.D/ M.Phil 2016, Dr. K. Senthamaraikannan, Member of IQAC and Director, Centre for Researh informed that Manonmaniam Sundaranar University is implementing the Ph.D regulation meticulously. Regarding the M.Phil. programmes, it is decided to send a circular to all the departments to implement the regulations 2016 promptly.

Item 19: Time Table for B.Ed DDCE

As the present time table of B.Ed, D.D&.CE programme do not possess necessary details regarding the name of the faculty members, subject name, number of hours handled by the faculty member, etc it is decided to incorporate all the details. IQAC will prepare the model time tables and forward it to the HOD/Education (DDCE). Dr. T.R. Rajasekaran suggested that the services of the faculty members of B.Ed(D.D&C.E) can be utilized at other departments if possible as this will be useful in the CAS process.

Item 20: MOODLE

The Director, IQAC requested that a MOODLE server is to be installed at the university for the better teaching learning experience . It is decided to conduct a feasibility study in this regard.

Item 21: Counting of Past Services

The Director, IQAC narrated the difficulty of processing the CAS Applications for various stages which are received with a request to consider the past services. It is decided that the request for counting of past services will be considered only if the candidate has worked as a research associate in the projects sponsored by Indian government funding agencies such as DST, CSIR, DRDO, DAE, AYUSH, DBT, etc., (after Ph.D. qualification) along with teaching experience.

Director – IQAC   **Registrar**   **Vice-Chancellor**