



Minutes of the 1st IQAC Meet for the Academic Year 2021–22

The 1st IQAC Meet for the academic year 2021–22, was held at Syndicate Hall, Manonmaniam Sundaranar University on 7, March 2022 at 11.00 a.m. The following Members of the IQAC have attended the meeting:

MEMBERS PRESENT:

Prof. Dr. K. Pitchumani, Vice-Chancellor (in the Chair)

1. Prof. R. Maruthakutti, Registrar-in-charge
2. Prof. B. William Dharma Raja, Director, IQAC
3. Prof. R. Kala, Head, Department of Mathematics
4. Prof. G. Annadurai, Head, SPKCEES
5. Prof. B. Sundarakannan, Head, Department of Physics
6. Prof. V. Balamurugan, Department of Computer Science & Engineering
7. Prof. N. Rajalingam, Head, Dept. of Management Studies
8. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports, MSU
9. Dr V. Sabarinathan, Assistant Professor, Department of Physics, MSU
10. Dr P. Balasubramanian, Librarian, MSU
11. Mr M. Chidambaram, Deputy Registrar
12. Mrs S. Kala Devi, Assistant Registrar
13. Dr K. Rajendra Ratnam, M.Ch
14. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
15. Mr N. Suman, Manager, Project Implementation, ICT ACT
16. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology, MSU

Special Invitees:

1. Prof. K. Senthamaraikannan, Senior Professor & Head, Dept of Statistics
2. Prof. P. Madhava Soma Sundaram, Head, Dept of Criminology & Criminal Justice

Member-in-absentia:

1. Prof. V. Samuel Gnana Prakash, Head, CMST, MSU

DISCUSSIONS AND DECISIONS:

Prof. K. Pitchumani, Chairman, IQAC welcomed the members of IQAC and introduced the following reconstituted members:

1. Dr P. Balasubramanian, Librarian, MSU
2. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports, MSU
3. Dr V. Sabarinathan, Assistant Professor, Department of Physics, MSU
4. Mrs S. Kala Devi, Assistant Registrar, UDS, MSU
5. Thiru. S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
6. Mr N. Suman, Manager, Project Implementation, ICT ACT
7. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept. of Biotechnology

The Chairman, IQAC explained about the importance of Governance, Students and Stakeholders in the NAAC accreditation process. He briefed about the need for sustained quality of the University and elaborated the importance of IQAC. He said IQAC is the subsystem which has to work for retaining the quality of the University.

Prof. K. Senthamaraikannan, Special Invitee appreciated the NIRF ranking, Centre for Instrumentation and enhancement of h Index, and these will have positive impact on the upcoming NAAC score.

Prof. B. William Dharma Raja, Director, IQAC presented the following agenda items to the house for discussion and decision:

1. Action taken report
2. Action pending
3. Management Information System (MIS) – Review
4. Administrative Audit Report
5. NIRF 2021 & NIRF 2022
6. Any other items

ITEM 1: ACTION TAKEN REPORT

The **Director, IQAC** elaborated about the Action taken report on the minutes of the previous meeting.

The following actions have been carried out on the minutes of the 4th IQAC Meeting for the academic year 2020-21:

a) Chemical Ethical Committee:

IQAC has communicated Prof. C. Kannan, Convener of Chemical Ethical Committee regarding action taken report on 08.07.2021. The Convener of CEC replied that two external members had been nominated for the CEC.

Decision taken:

1.1. It is decided to request the Convener of the Chemical Ethical Committee to conduct the Chemical Ethical Committee meeting as early as possible and to submit the report.

b) Formulation policies and procedures for curbing the plagiarism:

IQAC has communicated Prof. C. Kannan, then Director, Centre for Research to evaluate the procedure for plagiarism check on 08.07.2021. The Director has informed that the above item was placed before the Syndicate for consideration.

The Syndicate at its meeting held on 16.07.2021 has resolved and approved that the notification given in the Gazette of India No. 287 dated July 31, 2018 by University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 – New Delhi, the 23rd July, 2018.

c) Formulating Standard Operating Procedures:

A communication has been sent to Dr. N. Rajalingam, Convener of Standard Operating Procedures committee regarding the action taken report on 08.07.2021. A Status Report has been submitted by the Convener, Standard Operating Procedure (SOP) Committee stating that it is under process.

The Convenor of SOP said that the University office procedures (Administrative Manual) may include the Standard Operating Procedures also.

Decision Taken:

1.2. It is decided to complete the process of SOP (Administrative Manual) before 31, March 2022 and place it before the Syndicate for approval.

d) CAS:

IQAC sent 'Section Note' to Establishment (Teaching) Section on 08.07.2021. All CAS applications had been received from Establishment section. The CAS

2021 committee has scrutinised all applications and the minutes along with score sheets were forwarded to the Establishment (Teaching) Section.

The actions carried out were:

1. NIRF 2021 data has been successfully uploaded on 18.02.2021
2. CAS – Proforma of Application forms were finalised by a Committee on 03.03.2021
3. Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2021 has successfully submitted on 31.03.2021
4. MIS – Demo Meeting was held on 19.04.2021
5. MIS – Meeting for Administrative Staff Members was held on 14.07.2021
6. MIS – Meeting for Faculty Members was held on 15.07.2021
7. Pre-Administrative Audit Meeting was held on 19.07.2021
8. Administrative Audit 2020-21 was held on 22-23, July 2021
9. AQAR 2020-21 Preparatory Meeting was held on 15.09.2021
10. Administrative Audit Review Meeting was held on 08.10.2021
11. MIS – Phase I - Implementation Meeting was held on 11.11.2021
12. CAS Scrutiny Committee Meetings was held on 29.11.2021 & 01.12.2021
13. Internal Academic Audit 2020-21 was held on 02-03, December 2021
14. MIS – Demo meeting was held on 12.01.2022

Apart from the above, the following trainings were organised for the staff members, teachers and students.

1. A two day RTI Training programme was held on 15-16, April 2021
2. MIS – Hands on Training for the Administrative Staff Members was held on 28-30, July 2021
3. A one day Centenary Remembrance Ceremony for Mahakavi Subramania Bharathiyar was celebrated on 28, October 2021

ITEM 2: ACTIONS PENDING REPORT

The previous decisions on which actions have not been initiated/ completed were reported by the Director, IQAC and they are furnished below:

- ❖ Formation of Biological Ethical Committee
- ❖ Conduct of Stock Audit for 2021-2022
- ❖ Establishing Record Room
- ❖ Three experts opinion on the quality of journals namely *Ungal Noolagam* and *Samooga Vignanam* brining under UGC-CARE list

Prof. K. Senthamaraikannan insists IQAC to ask to expedite the process of formation of Biological Ethical Committee.

Prof. V. Balamurugan, explained the importance of the Record room.

Decisions Taken:

2.1. It is decided to ask the Convener, Biological Ethical Committee to produce the status report of the Biological Ethical Committee to IQAC.

2.2. It is decided to expedite the process and asked to submit the Stock Audit Report from the Finance Section.

2.3. It is decided to form a committee for establishing a Record room with following four members:

1. Prof. V. Balamurugan, Member, IQAC
2. Prof. G. Annadurai, Member, IQAC
3. Mr M. Chidambaram, Member, IQAC / Deputy Registrar, Establishment Section
4. Mrs B. Vallinayagi, Deputy Registrar, Finance Section

2.4. It is decided to request Prof. Stephen, Head, Department of Tamil to urge to submit the experts' opinion on the quality of journal namely *Ungal Noolagam* and *Samooga Vignanam* bringing under UGC-CARE list as early as possible.

ITEM 3: Management Information System (MIS)

Prof. V. Balamurugan, the former Director, IQAC and the Present Director, IQAC explained the progress of Management Information System (MIS).

The Chairman, IQAC said that at least emphasised that 50% of the target and purpose of MIS has to be achieved before the upcoming NAAC visit.

Prof. N. Rajalingam, insisted that the faculty members may upload the application for leave through MIS.

The **Director, IQAC** explained the future plans of MIS.

Decision Taken:

3.1. It is decided to arrange a meeting for the Heads of the Departments to implement the MIS.

ITEM 4: Administrative Audit Report

The **Director, IQAC** said that the Administrative Audit for the academic year 2020-21 and following a review meeting were conducted. In the Review

meet, compliance ratification report was presented by the Section Deputy Registrars / Assistant Registrars concerned. The following sections have not been presented the compliance report:

1. Establishment Section
2. University Department Section
3. RTI Section
4. Legal Section

Prof. N. Rajalingam, Member, IQAC proposed to conduct the following audits, expected in the AQAR.

1. Green Audit
2. Energy Audit
3. Environment Audit

Prof. G. Annadurai, suggested to conduct External Academic Audit with external Members in nearby Universities.

Decision Taken:

4.1. It is decided to form Committee for Green Audit, Energy Audit and Environment Audit including external members.

ITEM 5: NIRF 2021 & NIRF 2022

The **Director, IQAC** acknowledged Dr S. Sethu, Nodal Officer, NIRF 2021 and Prof. P. Madhava Soma Sudaram, Convenor, NIRF 2021 for their contribution to get 70th Rank in India Ranking at University level. The Director, IQAC said that the NIRF 2022 was submitted on 18, February 2022.

Prof. N. Rajalingam, suggested to motivate the PG students of the University Departments to publish their works.

Prof. P. Madhava Soma Sundaram, Special Invitee suggested to nominate a Placement Officer to monitor the placements and graduate outcomes.

Dr S. Sethu, suggested to nominate Department level placement officers to invite and bring at least two institutions for placement by each department every year.

Prof. K. Senthamaraiannan, recommended Dr V. Sundararaman, Assistant Professor of Communication and Dr V. Deneshkumar, Assistant Professor of Statistics to be placed as Placement Officers.

a. Steps to improve NIRF

The Chairman, IQAC suggested for a one day workshop for the University Faculty Members to promote the IPR (patent).

Mrs S. Kala Devi, Assistant Registrar suggested for the University to provide partial amount of patent filing fee for the Faculty members having granted patent.

Decision Taken:

5.1. It is decided to arrange one or two workshops on IPR for the University Faculty members to increase the Patent.

b. Executive Development Programme

Prof. N. Rajalingam suggested that every possible department may start the Executive Development Programmes for working people, especially for the executives through evening classes or weekend classes for one year.

Decision Taken:

5.2. It is decided to start the Executive Development Programmes like diploma / one year evening classes or weekend classes in every possible department. The syllabus for the above programme should be approved by the SCAA.

c. RUSA

The Chairman, IQAC suggested to improve the processes of RUSA 3.0 with one more coordinator for the RUSA.

Decision Taken:

5.3. It is decided to nominate a Coordinator and an Additional Coordinator for the RUSA, having at least 5 years of service to be rendered more.

ITEM 6: Any other items:

a. AQAR

A committee was already constituted for the preparation of AQAR 2020-21. **The Chairman, IQAC** suggested to reconstitute the AQAR committee, if needed.

b. ICT ACT

Mr N. Suman, Member IQAC explained about the Information Communication Technology Academy of Tamil Nadu (ICT ACT). He said that every Education Institution must have a Placement Officer to monitor the Placement activity and Training.

Ms K. Chidambara Priya Dharshini, Member, IQAC suggested to conduct hands on workshop on unfamiliar topics to the Research Scholars for better understanding.

Mr. S. Shankaralingam, Member, IQAC explained the importance of Social and Ethical skills for the Students to get Employment. He suggested to include ethical course in the curriculum.

Decision Taken:


6.1. It is decided that the Faculty Members of the University will be given an awareness program by the ICT ACT with the support of Mr N. Suman, Manager-Project Implementation, ICT Academy, Chennai on 18, March 2022.

The **Director, IQAC** acknowledged Prof. V. Balamurugan, Former Director, IQAC for his contribution to IQAC such as strengthened Administrative and Academic Audits, organised Students Induction Programme, creation of Management Information System, etc.

The **Director, IQAC** concluded the meeting by thanking the members for their vibrant participation and constructive contribution.


10/03/2022
Director, IQAC


Registrar
12/3/2022


Vice-Chancellor
14/3/22