



Minutes of the First IQAC Meet for the Academic Year 2022–23

The First IQAC Meet for the academic year 2022–23 took place in the Syndicate Hall, Manonmaniam Sundaranar University, on 18th October 2022 at 2.30 p.m. The following Members of the IQAC attended the meeting:

Members Present:

Prof. Dr N. Chandrasekar, Vice-Chancellor (in the Chair)

1. Prof. K. Senthamarai Kannan, Registrar-in-charge, MSU
2. Prof. B. William Dharma Raja, Director, IQAC, MSU
3. Prof. R. Kala, Head, Department of Mathematics, MSU
4. Prof. V. Samuel Gnana Prakash, Head, CMST, MSU
5. Prof. B. Sundarakannan, Head, Department of Physics, MSU
6. Prof. V. Balamurugan, Department of Computer Science & Engg., MSU
7. Prof. N. Rajalingam, Head, Dept. of Management Studies, MSU
8. Dr V. Sabarinathan, Assistant Professor, Department of Physics, MSU
9. Dr P. Balasubramanian, Librarian, MSU
10. Dr K. Mohanraj, Deputy Director, IQAC, MSU
11. Mr M. Chidambaram, Deputy Registrar, MSU
12. Mrs S. Kala Devi, Assistant Registrar, MSU
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. Prof. P. Madhava Soma Sundaram, Head, Dept of Criminology & Criminal Justice, MSU (Special Invitee)

Member-in-absentia:

1. Prof. G. Annadurai, Head, SPKCEES, MSU
2. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports, MSU
3. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology, MSU

Prof. Dr N. Chandrasekar, Chairman, IQAC welcomed the IQAC members, and asked Prof. B. William Dharma Raja, Director, IQAC to present the agenda for discussion.

Discussions and Decisions:

Prof. B. William Dharma Raja, Director, IQAC greeted the members of the IQAC and presented the following agenda items to the house for taking a decision:

1. Action taken report
2. IT Policy (AQAR Criterion 4.3.2)
3. Strengthening Alumni Association
4. Creation of various clubs
5. Newsletter (AQAR Criterion 3.4.2)
6. Steps to be taken for the improvement of AQAR

Item 1: ACTION TAKEN REPORT

The **Director of IQAC** elaborated on the action taken report on the minutes of the previous meeting.

The following actions were performed on minutes of the second IQAC Meeting for the academic year 2021-22.

a) Standard Operating Procedures (SOP):

Communication was sent to **Prof. N. Rajalingam**, Convenor, SOP Committee, to finalise the SOP process on 07.10.2022. The Convenor, SOP, produced the draft copy of the SOP for the Tapal and PRO Sections for discussion & implementation.

The Chairman IQAC said that each section has duties and responsibilities, which should reflect in the governance of the University. Every University has a set of Duties and Responsibilities.

Prof. N. Rajalingam stated that initially, SOP Committee had analysed the Tapal Section and PRO section. The Committee has prepared the Procedures and Guidelines for the section concerned.

The Director IQAC displayed the draft copy of the SOP of the Tapal section and PRO Section.

Decision Taken:

1.1. It is decided that the guidelines should be evaluated by any one of the faculty members and it should be well defined.

Dr K. Rajendra Ratnam, Member, IQAC, asked about the procedure of receiving Complaints / Tapals.

In response, **Prof. P. Madhava Soma Sundaram**, Special Invitee, IQAC, said that the Management Information System (MIS) had been properly implemented, and it is possible to reply tapals in an easy way.

Prof. N. Rajalingam suggested that a reply has to be given to the letter received from the candidate.

Mr S. Shangaralingam, Member, IQAC, has also insisted on the above-said matter and replied that if any letter is received from the candidate, they should be given an acknowledgement.

Decision Taken:

1.2. It is decided that the Tapal sections have to give the acknowledgement to those who are coming directly to submit tapals.

b) Establishing Record Room:

IQAC has communicated with **Prof. V. Balamurugan**, Convenor, Establishing Record Room Committee, on 06.07.2022. The Committee has recommended allocating the first floor of the old commerce building to establish the Record Room. He also informed that the Examinations Section has its Record Room and the Centre for Distance and Online Education (CDOE) has its own record room.

Decision Taken:

1.3. It is decided to make arrangements to partition the identified old Commerce building for the administrative record room.

c) Coordinator and Additional Coordinator for RUSA:

A communication was sent to the Establishment Section on 06.07.2022.

Professor S. Sudhakar (Biotechnology) and Assistant Professor V. Sabarinathan (Physics) have been positioned as the Coordinators and the Addl. Coordinator of RUSA, respectively.

d) Curriculum Development Cell:

Communication has been sent to the Establishment (Admn) Section on 06.07.2022.

Prof. N. Rajalingam was given additional Charge as the Director Centre for Academic Affairs and Centre for Curriculum and Faculty Development.

e) MIS training programme for the Establishment Section

The MIS Demo meeting for Establishment Section (Administration, Teaching and Bills) was conducted on 14th July 2022, and 13 Staff members participated. A detailed estimate regarding the initial requirements of the MIS was submitted by the System Programmer (T), MIS.

Prof. K. Senthamarai Kannan, Special Invitee, IQAC, said that the budget head should be allocated and the proposal also has to be submitted, and the Committee should justify the requirements.

f) Biological Ethical Committee

The Chairman IQAC said that the Departments have all the infrastructure and that it should be approved by the Environment Committee.

Prof. K. Senthamarai Kannan said that the Committee should approach the Medical college.

Decision Taken:

1.5. It is decided to expedite the Committee to finalise the report.

ITEM 2: IT Policy

The Chairman IQAC said that University has Research Policy. **Prof. V. Balamurugan**, Member, IQAC, has said that he has reviewed the research policy's draft guidelines. And also to confirm the availability of the Guidelines of Research draft policy in the Research Section.

Prof. P. Madhava Soma Sundaram informed that the consultancy Policy has already been framed by the Planning and Development Section, and the Syndicate approved it.

The Chairman IQAC said that the Reservation Policy is being followed as per the Government of Tamil Nadu.

The Chairman IQAC suggested visiting the websites of IIT & IIC regarding the IT policy.

Mr N. Suman, Member, IQAC, said that he would contact the Head of Kerala University in the IT Department, and he will send the policy of Kerala University.

Decision Taken:

2.1. It is decided to formulate our University's IT Policy referring to the Policies of IIT, IIS & Kerala University.

ITEM 3: Strengthening Alumni Association

The Director of IQAC explained the importance of the Alumni Association.

Prof. P. Madhava Soma Sundaram said that the Alumni Coordinator and other members should assemble in the IQAC office to take action on the above matter.

The Chairman IQAC insisted that there are nearly one lakh alumni in the University, and a minimum of 25% of alum should meet in a year; also suggested arranging alumni meetings twice a year and asking the Alumni to contribute Rs.50,000/- for ICT lab.

Prof. N. Rajalingam said that the Department of Management Studies is conducting graduation day, collecting Rs.1,000/- for refreshments.

Decision Taken:

3.1. The Alumni Coordinator and other members should assemble in the IQAC office to take action on the above matter.

Mr S. Shangaralingam said the main task of the University is to bring out students with quality. He has suggested that if the students have more knowledge, many companies will pick them up, and they will be helpful to society.

ITEM 4: Creation of various clubs:

The Director IQAC reminded the details asked of the Government regarding the available clubs in the University and their functions.

Dr K. Rajendra Ratnam informed that being the President of a Rotary Club, he would help to form a Rotary Club on the University campus.

Prof. N. Rajalingam said that Red Ribbon Club is attached to NSS. And also he said that there are six clubs in the Department where he associates.

The Chairman IQAC noted many clubs, such as adventure club, Eco club, Fine arts club etc., to be considered.

Decision taken:

4.1. Possible number of clubs may be created.

ITEM 5: Newsletter (AQAR Criterion 3.4.2)

The Director IQAC showed the previous Newsletters and explained the significant places of Newsletters in the Annual Quality Assurance Report (AQAR).

The Chairman IQAC has suggested sending a circular to get the details of awards received by the faculty members since 16th August 2018 for honouring them on the Teachers Day providing Mano Award.

Decision Taken:

5.1. It is decided that IQAC send a circular to get the details of awards received by the faculty members for honouring them on Teachers' day, providing the Mano Award.

ITEM 6: Steps to be taken for the improvement of AQAR

In the IQAC meeting, there was a discussion on some metrics of AQAR 2020-21 to get suggestions for bettering the report, and accordingly, some modifications have been made before re-submitting the report.

Mr S. Shangaralingam said that he would provide bicycles to the University students. And also he focused on the clubs such as soft skill development, speaking skills, and personality development.

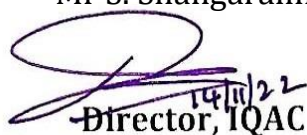
Decision Taken:

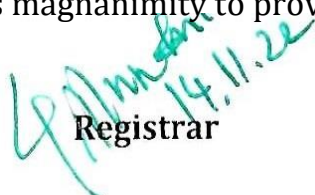
6.1. It is decided to look after and activate the clubs through the Department of Communication, MSU.

Dr K. Rajendra Ratnam said that we would invite Tmt. Jayanthi Balakrishna to deliver a speech about Women's Empowerment.

The Chairman, IQAC, said that a Science Exhibition would be organised in the University campus to avenue the people outside the University and students of affiliated colleges, to attract the HEI-aspiring students.

The **Director of IQAC** concluded the meeting by thanking the members for their vibrant participation and constructive contribution; and acknowledging Mr S. Shangaralingam for his magnanimity to provide bicycles to our students.


14/11/22
-Director, IQAC


14.11.22
Registrar


14/11/22
Vice-Chancellor