



Minutes of the 4th IQAC Meet for the Academic Year 2020 – '21

The 4th IQAC Meet for the academic year 2020 – '21, was held on 30th June 2021 at 03.00 p.m. at Senate Hall, Manonmaniam Sundaranar University. The following Members of IQAC have attended the meeting:

MEMBERS PRESENT:

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

In Person

1. Dr. R. Maruthakutti, Registrar- In - Charge
2. Dr. R. Kala, Professor and Head, Department of Mathematics
3. Dr. B. Sundarakannan, Professor and Head, Department of Physics
4. Dr. V. Balamurugan, Professor, Director ,IQAC
5. Dr. B. William Dharma Raja, Professor & Head, Dept. of Education
6. Dr. N. Rajalingam, Professor & Head, Dept. of Management Studies
7. Thiru. C. Thankaswamy, System Programmer

Through Online:

1. Dr. K. Rajendra Retnam, MBBS, Member, Syndicate
2. Dr. K. Senthamarai Kannan, Senior Professor & Head, Dept. of Statistics
3. Dr. P. Madhava Soma Sundaram, Professor & Head , Dept. of Criminology
4. Dr. C. Kannan, Professor & Head, Department of Chemistry
5. Dr. A. Thirumagal, Librarian

MEMBERS IN-ABSENTIA

1. Dr. A. Palavesam, Professor & Head, Dept. of Animal Science
2. Thiru. M. Chidambaram, Deputy Registrar
3. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode.
4. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli District
5. Ms. M. Angeline Preethi , Chairperson, Student's Council

DISCUSSIONS AND DECISIONS:

Prof. Dr. V. Balamurugan, Director, IQAC welcomed the members and presented the following agenda items to the house for discussion and decision:

1. Action taken report on the previous minutes
2. Action plan for 2021 – '22
3. Progress on Management Information System
4. Recommendation of Journal for inclusion in UGC CARE List
5. Any other items

Further, he informed that due to COVID19 pandemic, several actions could not be completed as expected.

ITEM 1: ACTION TAKEN REPORT

The following actions have been carried out on the minutes of the 3rd IQAC Meeting for the academic year 2020-'21:

a) Stock Maintenance and Review:

IQAC has communicated the decision on maintenance of stock register and stock audit to Finance Section on 30.04.2021

Decision taken: It is decided to request the Finance Section again on the maintenance of Stock Registers (University Expenditure Register, Common Register (SAP, FIST, etc.) and Individual Project Register) and the conduct of Stock Audit for 2021 – 2022.

b) Constitution of Chemical Ethical Committee:

IQAC has communicated the convener of Chemical Ethical Committee asked action taken report on 28.04.2021.

Decision taken: It is decided to request Dr. C. Kannan, convener of the Chemical Ethical Committee to expedite the process of finalising the chemical ethical committee by nominating two external members at the earliest.

c) Formulating policies and procedures for curbing the Plagiarism:

IQAC has communicated the Director, Centre for Research and asked the action taken report on 28.04.2021.

Decision taken: It is decided to request the Director, Centre for Research again to evaluate the procedure for plagiarism check.

d) 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 28.04.2021. The Convener of SOP committee replied that the SOP is ready and it will be submitted.

Decision taken: It is decided to expedite the process of framing SOP by 15th July 2021.

e) Record Room Establishment:

IQAC has communicated Mr. M. Chidambaram, Member, IQAC and asked about action taken report on 03.05.2021.

Decision taken: It is decided to request the committee members to expedite the process of establishing record room by 31st July 2021.

f) Forming Guidelines for the Biological Ethical Committee:

A communication has been sent to the convener of Biological Ethical Committee on 03.05.2021.

Decision taken: It is decided to request Dr. K. Murugan, Convener of the Biological Ethical Committee to expedite the process and to complete by 31st July 2021.

g) Challenges in ARIIA:

IQAC has sent section note on 15.06.2021 to University Department Section, Establishment (T) Section and Dr. K. Mohanraj, president, IIC.

Decision taken: It is decided to have meeting with IIC members within a month.

ITEM 2: IQAC Annual Plan for 2021 - '22:

The Director, IQAC released the annual planner for IQAC for the academic year 2021 - '22 as mentioned below:

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|----------------------------------|---|----------------------------|
| 1. MIS Demonstration | - | 5 th July 2021 |
| 2. Administrative Pre Audit Meet | - | 8 th July 2021 |
| 3. Administrative Audit | - | 12 th July 2021 |
| 4. Auditor Meet | - | 15 th July 2021 |
| 5. IQAC Meet - I | - | 15 th July 2021 |
| 6. Collection of AQAR Details | - | 30 th July 2021 |

7. Academic Audit	-	5 th August 2021
8. Academic Review	-	16 th August 2021
9. IQAC Meet – II	-	24 th August 2021
10. AQAR Submission	-	25 th August 2021
11. NIRF Preparation	-	20 th September 2021
12. IQAC Meet - III	-	19 th October 2021
13. NIRF Submission	-	25 th October 2021
14. ARIIA Preparation	-	10 th November 2021
15. Administrative Training	-	15 th November 2021
16. ARIIA Submission	-	30 th November 2021
17. IQAC Meet - IV	-	15 th December 2021
18. Administrative Review	-	5 th January 2022

Dr. P. Madhava Soma Sundaram, Member, IQAC sought the clarification on the delay in the action taken on pervious minutes. **Dr. V. Balamurugan**, Director, IQAC clarified that due to COVID19 pandemic, the University was in a lockdown for several days.

ITEM 3: Progress on Management Information System

Dr. V. Balamurugan, Director, IQAC informed that the NAAC peer team report emphasises the complete web based solution for e-governance of the campuses and affiliated colleges of the University. Further he informed that four demonstrations have been made and software is ready for use. Also, he informed that the software will be hosted in our website soon and the users will be able to access the MIS from anywhere.

ITEM 4: Recommendation of Journal for Inclusion of UGC care list

Discussions: The Director, IQAC placed the application to include the journals namely New Century in Ungal Noolagam (Monthly) and Samooga Vignanam (Quarterly) before the committee which has been recommended by the Professor & Head, Department of Tamil for approval.

Dr. N. Rajalingam, Member IQAC reported that the International Standard Serial Number (ISSN) is not available for the Journals.

Dr. K. Senthamarai Kannan, Member, IQAC informed that as there are limited numbers of Journals available in Tamil. So, researches find it difficult to publish their findings. Therefore IQAC can recommend the Journal as the journals are published by reputed publishers.

Dr. A. Thirumagal, Member IQAC is in accord with similar view.

Dr. P. Madhava Soma Sundaram, Member, IQAC suggested that previous transactions of these two journals can be collected from the publishers and its quality may be evaluated by subject experts.

Dr. R. Kala, Member, IQAC suggested that the Professor & Head, Department of Tamil can be asked to get experts opinion on the quality.

Dr. K. Senthamarai Kannan, Member IQAC and **Dr. B. Sundarakannan**, Member, IQAC added that external experts may be included in the evaluation process.

Decisions taken: It is decided to request the Professor & Head, Department of Tamil Studies to collect reports from three experts (including two external experts) on the quality of journal.

ITEM 5: CAS promotion


The Director, IQAC informed that IQAC is in receipt of 13 applications only, for scrutiny.

Dr. P. Madhava Soma Sundaram, Member IQAC opined that CAS promotion process shall be streamlined to avoid the delay.


Dr. K. Senthamarai Kannan, Member IQAC suggested to prioritise the processing of CAS application for level 11 and 12, where there is no need for selection committee.

Decision taken: It is decided to ask Establishment Section to dispatch all applications at the earliest. Further, it is decided to include few more the CAS scrutiny committee members.

The Director, IQAC concluded the meeting by thanking the members for their effective participation.


20/6/2021
Director, IQAC


Registrar
5/7/2021


Vice-Chancellor
6/7/21