



## Minutes of the Second IQAC Meet for the Academic Year 2021-22

The Second IQAC Meet for the academic year 2021-22, was held at the Syndicate Hall, Manonmaniam Sundaranar University on 16<sup>th</sup> June 2022 at 2.30 p.m. The following Members of the IQAC have attended the meeting:

### MEMBERS PRESENT:

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

1. Prof. G. Annadurai, Registrar-in-charge
2. Prof. B. William Dharma Raja, Director, IQAC
3. Prof. R. Kala, Head, Department of Mathematics
4. Prof. V. Samuel Gnana Prakash, Head, CMST, MSU
5. Prof. G. Annadurai, Head, SPKCEES
6. Prof. B. Sundarakannan, Head, Department of Physics
7. Prof. V. Balamurugan, Department of Computer Science & Engineering
8. Prof. N. Rajalingam, Head, Dept. of Management Studies
9. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports, MSU
10. Dr V. Sabarinathan, Assistant Professor, Department of Physics, MSU
11. Dr P. Balasubramanian, Librarian, MSU
12. Mrs S. Kala Devi, Assistant Registrar
13. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology, MSU

### Member-in-absentia:

1. Mr M. Chidambaram, Deputy Registrar
2. Dr K. Rajendra Ratnam, M.Ch
3. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
4. Mr N. Suman, Manager, Project Implementation, ICT ACT
5. Prof. K. Senthamaraikannan, Senior Professor & Head, Dept of Statistics (Special Invitee)
6. Prof. P. Madhava Soma Sundaram, Head, Dept of Criminology & Criminal Justice (Special Invitee)

## **DISCUSSIONS AND DECISIONS:**

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

1. Action taken report
2. Action Pending report
3. Management Information System (MIS)
4. Internal Academic Audit Report 2020-21
5. Status of Uploading AQAR details (2020-21)
6. Requirements for IQAC-MIS

### **ITEM 1: ACTION TAKEN REPORT**

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

The following actions have been carried out on the minutes of the first IQAC Meeting for the academic year 2021-22:

#### **a) Chemical Ethical Committee:**

IQAC has communicated Prof. C. Kannan, Convenor, Chemical Ethical Committee (CEC) regarding action taken report on 07.04.2022. The Convenor, CEC replied that the Chemical Ethical Committee meeting has been conducted on 12.04.2022. The Convenor of the CEC has submitted the Resolution of the CEC, Procedure for safety handling of laboratory chemicals and glasswares, Procedure for safe disposal of chemical and Setting up of chemical waste treatment methods.

#### **b) Biological Ethical Committee:**

IQAC has communicated Prof. K. Murugan, Convenor, Biological Ethical Committee (BEC) on 07.04.2022. The Convenor, BEC replied that the rough draft has been prepared and circulated among the Members of BEC for correction.

#### ***Decision Taken:***

**1.1. It is decided** to ask Prof. K. Murugan, Convenor, Biological Ethical Committee to produce the final Minutes copy of the Biological Ethical Committee meeting to IQAC.

### **c) UGC-CARE list - Journal:**

A communication has been sent to Prof. G. Stephen, HOD, Department of Tamil Studies regarding the action taken report on 07.04.2022. A letter has been received from Prof. G. Stephen and he recommended the journals namely, உங்கள் நூலகம் (*Ungal Noolagam*) and சமூக விஞ்ஞானம் (*Samooga Vignanam*). He also said that “உங்கள் நூலகம், சமூக விஞ்ஞானம் ஆகிய இரு இதழ்களும் தொடர்ந்து பல ஆண்டுகளாக வெளிவருகின்றன. இவ்விதழ்களில் தமிழகத்தின் இன்றியமையாத ஆய்வறிஞர்கள் கட்டுரைகள் எழுதி வருகின்றனர். இவ்விரு இதழ்களும் தரமானவை. இவ்விதழ்கள் கட்டுரைகளை வெளியிடுவதற்காக பணம் வாங்குவதில்லை. தரமான கட்டுரைகளை வல்லுநர் குழுவின் ஒப்புதலோடு வெளியிட்டு வருகின்றன. எனவே, இவ்விதழ்களைப் பல்கலைக்கழக நிதி நல்கை குழுவின் இதழ்களின் பட்டியலில் இணைக்கப்பட்டிருப்பதை நம் பல்கலைக்கழகமும் ஏற்கலாம் எனப் பரிந்துரைக்கப்படுகிறது.”

### **d) MIS Demo Meeting for HODs:**

A demo meeting on Management Information System (MIS) has been conducted for the Heads of the Departments on 31<sup>st</sup> May 2022 and the HODs have given their feedback and also suggested to incorporate more data.

### **e) Green Audit, Energy Audit, Environment Audit Committee:**

Members have been identified for the Green Audit, Energy Audit and Environment Audit Committee.

### **f) Executive Development Programmes:**

Circular has been sent to all Head of the Departments of the M. S. University on 13.04.2022 to start the Executive Development Programmes in every possible department.

### **f) Nomination of Placement Officers:**

A communication has been sent to the Establishment Section on 20.04.2022 to nominate Placement Officers. Dr V. Sundararamanan, Assistant Professor, Department of Communication and Dr V. Deneshkumar, Assistant Professor, Department of Statistics have been placed as Placement Officers to monitor Placement, Graduate Outcomes, Training and related other activities.

### **g) Standard Operating Procedures (SOP):**

A Communication has been sent to **Prof. N. Rajalingam**, Convenor, SOP Committee to finalise the process of SOP on 07.04.2022. The Convenor, SOP produced the draft copy of SOP for the University Department Section.

**Prof. N. Rajalingam**, Member IQAC / Convenor, SOP Committee stated that initially SOP Committee has analysed the University Departments Section (UDS) and the Committee has prepared the Procedures and Guidelines of the section concerned. While framing the procedures, it has been noticed that some works are repeated in another section.

**Prof. V. Balamurugan**, Member, IQAC said that the draft copy of SOP has the process of the Section and the SOP should have the Procedure & Format of the section concerned. He also insists that the duties and responsibilities should be framed to the staff of the section. He said that each section has the unique identity and also he insists that the responsibilities for the Deputy Registrar/ Assistant Registrar, Senior Superintendent/ Superintendent, Assistant, Junior Assistant shall be framed by the Committee and also they are well versed in the particular section.

#### ***Decision Taken:***

**1.2. It is decided** to incorporate the Procedure and Format in the Standard Operating Procedure (SOP) and the duties and responsibilities shall be framed to the staff of the section.

### **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:

- ❖ Establishing Record Room
- ❖ Nominate Coordinator & Addl. Coordinator for RUSA
- ❖ ICT ACT – Awareness programme for University Faculty Members

**Prof. V. Balamurugan**, Member, IQAC suggested that the Record Room should be treated with the anti-termite and new racks may be procured for the record room. He suggested that forthcoming new records shall be separated proper manner and the old records may be stored into the Record Room without separation due to the safety of the official records.

**The Chairman**, IQAC said that the Record Room is very essential and the Record Room Establishment Committee will identify the room as early as possible.

**Prof. V. Balamurugan**, Member, IQAC/ Convenor, Record Room Establishment Committee replied that legal litigation will be reduced. The record room can create the morality. He identifies the Purchase godown in 'ஆவண அறைக்கட்டடம்'. In the first floor of the 'ஆவண அறைக்கட்டடம்' occupied by the Centre for Research related documents.

**Dr S. Sethu**, Member, IQAC suggested to Digitise the records of the Centre for Research to avoid the occupancy of unnecessary storage in the Record Room.

***Decision Taken:***

**2.1. It is decided** that the Record Room Establishment Committee shall identify the place for the Record Room at the earliest.

**The Chairman**, IQAC said that the Coordinator and Additional Coordinator for RUSA are very important requirements.

***Decision Taken:***

**2.2. It is decided** that Prof. S. Senthil Nathan, Head, Sri Paramakalyani Centre of Excellence in Environmental Science and Dr V. Sabarinathan, Assistant Professor, Department of Physics to be placed as Coordinator and Additional Coordinator of RUSA respectively.

**2.3. Further It is decided** to formulate Curriculum Development Cell and place a Director for that cell.

**ITEM 3: MANAGEMENT INFORMATION SYSTEM**

**The Director**, IQAC explained the following predominant remarks in the feedback of the MIS Demo meeting for the HODs.

- Faculties' personal data such as date of Joining, current designation, etc. may be entered by the Establishment Section
- Uploading of supporting documents
- Uploading Curricula and Time tables

**ITEM 4: INTERNAL ACADEMIC AUDIT 2020-21**

**The Director**, IQAC explained the status of Internal Academic Audit for the academic year 2020-21.

**The Chairman**, IQAC suggested that to conduct External Academic Audit for the year 2021-22. The Auditors may be nominated from various disciplines such as Science, Arts, Education, Management, Humanities etc.

**Prof. N. Rajalingam**, Member, IQAC suggested that the Academic Audit proforma should be separated for Science, Arts, Education, Management, Humanities etc.

**Dr S. Sethu** suggested that the Online Score sheet may be preferred for the External Academic Audit.

***Decision Taken:***

**4.1. It is decided** that to conduct External Academic Audit for the academic year 2021-22.

**ITEM 5: Status of Uploading AQAR details (2020-21)**

**The Director, IQAC** elaborated the current status of AQAR 2020-21.

**ITEM 6: Requirements to IQAC-MIS**

**The Director, IQAC** briefly explained the progress of the Management Information System.

**Mr. S. Ramesh Kumar**, System Programmer (T) explained the status of Management Information System (MIS). He said that the MIS Demo meeting was conducted for the Heads of the Departments of MSU on 31<sup>st</sup> May 2022 and MIS hands on training programme was conducted for Administrative Staff members on 28<sup>th</sup> July 2021. He also said that a separate menu for MIS is added in the M. S. University website and in future, training programme will be conducted to the Establishment Section, RTI, DD&CE and COE section and the uploading option for supporting documents will be provided.

***Decision Taken:***

**6.1. It is decided** to conduct MIS training programme for the Establishment Section.

The System Programmer (T) informed that the Research Automation System (RAS) is partially developed and System Architecture & Modules were

designed and Data Insert & Updating Modules were created for the RAS. He also said that a separate training programme to be conducted for the Centre for Research.

The System Programmer (T) said the initial requirements for MIS as follows:

MIS-Phase I requirements:

1. Speed – RAM, Processor range	0.40 L
2. Auto backup – Data base, Software and Related Documents	15.00 L
3. Disk – Internal and External Hard disk capacity	0.25 L
4. Replacing the existing PCs - 2: (Software Development Process Software Training Software Testing)	2.00 L
5. Laptop (Demo and Training purpose)	0.75 L
6. Battery Backup (Improve Battery backup capacity)	0.40 L
7. Air Conditioner – 2 Ton	0.75 L
Total =	<b>19.55 L</b>

MIS-Phase II requirements:

Additional Server:

Software Maintenance	}	<b>20 L</b>
Breakdown Prevention		
Software Installation Testing		

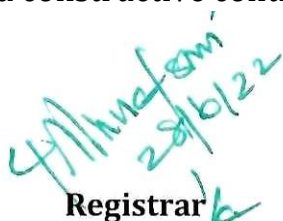
Expenditure for the above said items comes nearly 40 lakhs approximately.

**Decision Taken:**

**6.1. It is decided** to purchase the initial requirements of the MIS as phase I stage with the amount of 20 lakhs.

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

  
Director, IQAC

  
Registrar

  
Vice-Chancellor  
28/6/22