



Minutes of the Second IQAC Meet for the Academic Year 2022-23

The Second IQAC Meet for the academic year 2022-23 took place in the Syndicate Hall, Manonmaniam Sundaranar University, on 2nd December 2022 at 3.00 p.m.

Members Present:

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

1. Prof. G. Annadurai, Registrar-in-charge
2. Prof. B. William Dharma Raja, Director, IQAC
3. Prof. V. Samuel Gnana Prakash, Head, CMST
4. Prof. B. Sundarakannan, Head, Department of Physics
5. Prof. V. Balamurugan, Department of Computer Science & Engg
6. Prof. N. Rajalingam, Dept. of Management Studies
7. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports
8. Dr V. Sabarinathan, Assistant Professor, Department of Physics
9. Dr P. Balasubramanian, Librarian
10. Mrs S. Kala Devi, Assistant Registrar
11. Dr K. Rajendra Ratnam, M. Ch, Medical Doctor
12. Prof. P. Madhava Soma Sundaram, Head, Dept of Criminology & Criminal Justice (Special Invitee)
13. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology

Member-in-absentia:

1. Prof. R. Kala, Department of Mathematics
2. Mr M. Chidambaram, Deputy Registrar
3. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
4. Mr N. Suman, Manager, Project Implementation, ICT ACT
5. Prof. K. Senthamarai Kannan, Senior Professor & Head, Dept of Statistics (Special Invitee)

Prof. Dr N. Chandrasekar, Chairman of 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 decision:

- 1) Action taken report
- 2) Mapping of Course Outcomes (COs), Programme Outcomes (POs)
- 3) Revised Bloom's Taxonomy-based Semester Questions
- 4) One-day training on "Initiation and Maintenance of Office Files" for the Junior Assistants of MSU.
- 5) One-day Workshop on "Intellectual Property" for University teaching faculty members
- 6) Structured feedback from Students, Teachers, Employers and Alumni
- 7) Other items
 - a) AQAR 2021-22 Data Collection
 - b) Student Satisfaction Survey – 2021-22

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 first IQAC meeting for the academic year 2022-23.

a) Standard Operating Procedures (SOP):

A letter was sent to **Prof. N. Rajalingam**, Convenor, SOP Committee on 18.11.2022. The Convenor, SOP Committee has suggested formulating a Scrutinising Committee on 24.11.2022. In this regard, a Scrutinising Committee for SOP has formed with the following members:

1. Prof. N. Rajalingam, Dept of Management Studies
2. Prof. V. Balamurugan, Dept of Computer Science and Engg
3. Dr S. Sethu, Assistant Professor, Dept of Phy. Edu & Sports

b) Acknowledgement for Tapals

The Director, IQAC displayed the copy of the acknowledgement form issued by the Centre for Distance and Online Education (CDOE) and the Examination Wing.

The Chairman, IQAC said that Tapal, regarding the information sought, is not a grievance. Hence, acknowledgement for Grievance Redressal Form in CDOE shall not be used as acknowledgement for information sought.

All tapals should, according to Special Invitee **Prof. P. Madhava Soma Sundaram**, be addressed to the Registrar. **Mrs S. Kala Devi**, a member of the IQAC, told it would cause unnecessary delay.

Prof. N. Rajalingam, a member of IQAC recommended that a decentralised system of Tapals is acceptable for the quick redressal of grievances.

Prof. V. Balamurugan, a member of IQAC and **Dr S. Sethu**, a member of IQAC said, if a Centralised System is followed, Department wise / Year wise data can be prepared easily. They insisted on the importance of the Management Information System (MIS). They stressed that Personal Register (PR) would be automatically generated if the MIS data was updated.

Decision Taken:

1.1. It is decided to conduct a One day workshop on 'Initiation and Maintenance of Office Files' for the Junior Assistants, Assistants, Superintendents and Senior Superintendents including NMRs.

1.2. It is decided that Prof. V. Balamurugan and Dr G. Murugeswari should have a Joint sitting for updating the MIS programmes within 31.12.2022.

c) Creation of Various Clubs

The Director, IQAC informed that necessary steps had been taken to create five clubs namely Adventure club, Eco club, Fine arts club, Youth Red Cross and Quiz club.

The Director, IQAC added that the following five departments had sent the details of the functioning clubs.

Sl. No.	Name of the Department	Name of the Club
1.	Tamil Studies	பரணிச்சாரல்
2.	Computer Science and Engineering	Gardening Club
3.	Biotechnology	Biotechnology Association
4.	Centre for Marine Science and Technology	CMST Research Forum (CRF)
5.	Criminology & Criminal Justice	1. Indian Society of Criminology (ISC) – Tirunelveli Branch 2. Criminal Justice Forum (CJF)

ITEM 2: Mapping of Course Outcomes (COs), Programme Outcomes (POs)

The Chairman IQAC has suggested that Programme Outcomes (POs) and Course Outcomes (COs) be affixed in all classrooms.

Prof. V. Balamurugan said there are two kinds of Mapping i.e., Static and Dynamic. And he added that the Learning Management System's (LMS) software should be full-fledged. The approximate cost of Master Software comes to Rs.110/- per student.

Prof. P. Madhava Soma Sundaram said that the software cost of Rs.110/- per student might be collected at the time of admission itself.

Decision taken:

2.1. It is decided that Prof. V. Balamurugan and Dr G. Murugeswari shall have a Joint sitting to improve the Learning Management System.

ITEM 3: Revised Bloom's Taxonomy-based Semester Questions

The Director, IQAC explained the importance of Bloom's Taxonomy-based question setting and its role in mapping the Programme Outcomes (POs) and Course Outcomes (COs).

The Chairman, IQAC said that if the Board of Studies approved the curriculum once, the question paper setting should also be as per the decision taken by the BOS.

Dr S. Sethu said that weightage is given in the National Institutional Ranking Framework (NIRF) for these components.

The Director, IQAC said that the Physics, Physical Education & Sports and Education Departments have already implemented Bloom's Taxonomy-based question setting.

The Chairman, IQAC said that all teaching faculties should know how to frame questions and suggested that they should have been refreshed/ further refined by training.

Decision taken:

3.1. It is decided to conduct a One day training programme for the teaching faculty members to prepare Revised Bloom's Taxonomy-based Internal and Semester Exam question papers.

3.2. It is decided that the Controller of Examinations to send a detailed circular about Revised Bloom's Taxonomy-based question setting along with a model question paper to the University Departments.

ITEM 4: One-day Training on "Initiation and Maintenance of Office Files" for the Junior Assistants of MSU.

The Chairman, IQAC suggested cadre-wise training for all Administrative staff members may be given by using the retired administrative staff.

Prof. P. Madhava Soma Sundaram said that some experts come with their own and may be invited for giving training.

Decision Taken:

4.1. It is decided to invite the retired Administrative Staff of MSU to give Training on 'Initiation and Maintenance of Office Files' to the Administrative Staff.

ITEM 5: One-day Workshop on "Intellectual Property" for University Teaching Faculty Members

The Chairman, IQAC has suggested getting more service from IPR Resource persons and mentioned that Francis Xavier Engineering College is the South zone Coordinating Centre. It has to be discussed with the State Council Director.

Prof. V. Samuel Gnana Prakash, a member of IQAC asked to define IPR cells.

Dr S. Sethu remarked that the Patent right in the name of the Individual despite the University is not considered for the National Institutional Ranking Framework (NIRF).

The Chairman, IQAC insisted that the institution's name i.e., Manonmaniam Sundaranar University shall be included along with the applicant's name to achieve a score in NIRF.

Decision taken:

5.1. It is decided that, after discussing with the IQAC Chairman and Director, the workshop on "Intellectual Property" for University Teaching faculty members will be conducted by inviting an Expert / Resource Person.

ITEM 6: Structured Feedback from Students, Teachers, Employers & Alumni

Prof. N. Rajalingam said the Structured Feedback Form was available on University Website – Google Form for practice.

The Director, IQAC said that the Department of Education has analysed their students' feedback.

Prof. P. Madhava Soma Sundaram suggested an Integrated Format for Student Feedback.

Decision Taken:

6.1. It is decided that the Feedback form should be finalised with the following components:

1. The format for Students, Teachers, Employers & Alumni should be finalised with 10 (Ten) questions, each.
2. Format should be in Tamil for Parents.

The link should be sent to the HoDs WhatsApp group.

ITEM 7:

a. AQAR 2021-22 Data Collection

The Director, IQAC screened the Departments that have sent their AQAR 2021-22, and also recollected the reminders sent so for the AQAR submission.

The Chairman, IQAC suggested sending a Final Reminder stating that the last date is 10.12.2022 for receiving AQAR 2021-22.

Decision Taken:

7.1. The Departments which have not submitted the data till 02.12.2022 should be given a Final Reminder stating that 10.12.2022 is the last date for AQAR submission and informing that “Non-submission of AQAR may lead to categorise your Department as Non-Performing Department and will lead to non consideration of your request for special funds in Departmental Budget.”

b. Student Satisfaction Survey

The Director, IQAC proudly said that there are 993 responses received towards the Student Satisfaction Survey (SSS) as of the date of the meeting, and the percentage of responses increased from 18.80% (2020-21) to 39.15% (2021-22)

The Director, IQAC concluded the meeting by thanking the members for their valuable presence and inputs.


Director, IQAC 13/12/2022


Registrar 13/12/22


Vice-Chancellor 14/12/22