



Minutes of the 3rd IQAC Meet for the Academic Year 2020 – '21

The 3rd IQAC Meet for the academic year 2020 – '21, was held on 08th April 2021 at 03.00 p.m. at Syndicate Hall, Manonmaniam Sundaranar University. The following Members of IQAC have attended the meeting:

MEMBERS PRESENT:

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

1. Dr. R. Maruthakutti, Registrar- In - Charge
2. Dr. K. Rajendra Retnam, MBBS, Member, Syndicate
3. Dr. A. Palavesam, Professor & Head, Dept. of Animal Science
4. Dr. P. Madhava Soma Sundaram, Professor & Head , Dept. of Criminology
5. Dr. R. Kala, Professor and Head, Department of Mathematics
6. Dr. N. Rajalingam, Professor & Head, Dept. of Management Studies
7. Dr. B. Sundarakannan, Professor and Head, Department of Physics
8. Dr. V. Balamurugan, Professor, Director ,IQAC
9. Dr. A. Thirumagal, Librarian
10. Thiru. M. Chidambaram, Deputy Registrar
11. Thiru. C. Thankaswamy, System Programmer
12. Dr. Ln. H. Mohamed Ali, Secretary, Muslim Arts College, Thiruvithancode.

MEMBERS IN-ABSENTIA

1. Dr. S. Cletus Babu, Chairman, SCAD Group of Institutions, Tirunelveli District
2. Dr. K. Senthamarai Kannan, Senior Professor & Head, Dept. of Statistics
3. Dr. B. William Dharma Raja, Professor & Head, Dept. of Education
4. Dr. C. Kannan, Professor & Head, Department of Chemistry
5. Ms. M. Angeline Preethi , Chairperson, Student's Council

SPECIAL INVITEE

1. Mrs. B. Valli Nayagi, Deputy Registrar, Manonmaniam Sundaranar University

DISCUSSIONS AND DECISIONS:

Prof. Dr. K. Pitchumani, Chairman, IQAC welcomed the members and recorded his appreciation to the staff members of IQAC for the continuous efforts taken to enhance the quality. Then he asked **Dr. V. Balamurugan, Director, IQAC** to present the agenda for discussion.

The **Director, IQAC** presented the following agenda items to the house for discussion and decision:

1. Action taken report on the previous minutes
2. Action pending report
3. NIRF 2021 and ARIIA 2021
4. Management Information System
5. Self plagiarism
6. Inclusion of journal in care list
7. Any other items

ITEM 1: ACTION TAKEN REPORT

The following actions have been carried out on the minutes of the 2nd IQAC Meeting for the academic year 2020-21:

a. Review Meeting on Stock Audit.

Discussions: The Finance Section was asked to organize a review meeting on stock audit that was held in the year 2020. A communication was sent by IQAC in this regard on 10th March 2021 and a reply has been received from the finance Section with out the action taken details.

Dr. P. Madhava Somasundaram, Member, IQAC asked the Director, IQAC to guide them in organizing the said meeting. By quoting the MSU Act [page No. 21, Section 14, paragraph (f)], the **Chairman, IQAC** informed that the stock audit and related activities covered under the purview of the Finance Officer. Further the **Chairman**, IQAC reiterated the importance of the stock maintenance in optimizing the material resources. **Dr. A. Palavesam**, Member, IQAC informed that the procedure for the conduct of stock audit is not uniform and the procedure needs to be strengthened. **Dr. N. Rajalingam**, Member, IQAC suggested that a committee needs to be constituted to devise the formats for the stock registers and a master register needs to be maintained at Finance Section.

Mrs. Vallinayagi, Deputy Registrar explained the difficulty in maintaining the Master Stock Register and requested to maintain the status quo. **Dr P. Madhava Somasundaram** and **Dr. N. Rajalingam**, Members, IQAC insisted the importance of maintaining the Master Stock Register. Dr. Mohamed Ali opined that the stock verification is possible only with the maintenance of the Master Stock Register and it is mandatory. **Dr. R. Maruthakutti**, Member, IQAC suggested that the entry in the stock register can be made by the concerned beneficiary section/ department. **The Chairman**, IQAC suggested to maintain the following three registers.

1. University Expenditure Register
2. Common Register (SAP, FIST, etc.)
3. Individual Project Register

Dr. K. Rajendra Retnam, Member, IQAC shared his expertise on the stock audit process and reiterated the importance of regular annual stock audit.

Decisions Taken:

It is **decided** that the finance section shall maintain the above three registers to ensure the stock at the university.

Further, it is **decided** to ask all the departments and section to prepare the stock registers in the proposed format for the sake of uniformity and to make necessary entries on the physically available stocks with immediate effect.

Further more it is **decided** to ask the Finance Officer to ensure the up keeping of stock registers at the University by conducting the stock audit.

Also, it is **decided** to request the Finance Officer to constitute a committee for verifying the stock for the academic year 2020 –'21.

b) Maintenance of Mentoring Related Record

Discussions: The **Director**, IQAC informed that a communication has been sent to all the departments on 10th March 2021, asking the faculty members to maintain the mentoring related records and also asking the HODs to allot an hour exclusively for mentoring activities. Few departments have responded on this communication. **Dr. R. Kala**, Member, IQAC suggested that the IQAC can supply the format of the mentoring records to maintain the uniformity.

Decision Taken: It is **decided** to issue a format of the mentoring record to all the departments.

c) Constitution of Chemical Ethical Committee

Discussions: The **Director**, IQAC informed that IQAC in receipt of the minutes of the Chemical Ethical Committee on 7th April 2021. However the complete guidelines on the chemical ethical practices are yet to be received. **Dr. P. Madhava Somasundaram**, Member, IQAC suggested to include few external members in the existing committee to prepare the guidelines.

Decision Taken: It is **decided** to reconstitute the Chemical Ethical Committee by nominating two external members.

d) Incorporating Section specific Criteria in audit proforma

Discussions: The IQAC has communicated to all the administrative sections asking them to provide their section specific criteria that are to be included in the existing administrative audit proforma.

Mrs. Vallinayagi, Deputy Registrar and Special Invitee, expressed that the section specific criteria are not essential and the existing common format is enough.

Dr. A. Palavesam, Member, IQAC opined that the existing proforma needs to be improved by incorporating the section specific details for the sake of quality improvement.

Decision Taken: It is **decided** to send a communication to all the sections again to collect the section specific criterions.

e) Need for Examination Reforms

Discussions: The IQAC has forwarded a section note to the CoE and found that a committee has been constituted for the same. A meeting has been organized to decide on the examination reforms and the outcome is yet to arrive.

f) Action Taken on MIS

Discussions: The **Director**, IQAC demonstrated the modules of MIS that have been developed so far. **Dr. B. Sundarakannan**, Member, IQAC recorded his appreciation on IQAC-Management Information Centre for the new initiative. **Dr. R. Kala**, Member, IQAC asked the **Director**, IQAC regarding the current status and the **Director**, IQAC has replied that the MIS is in the testing phase and it will be implemented after the demonstration and training.

g) Informing the HODs regarding SSS, Demand Ratio, Placement and IPR

The University Department Section has informed that the above points were discussed in the HOD meet on 17th March 2021 and the action is completed.

ITEM 2: ACTION PENDING REPORT

a) Formulating Policies and Procedures for curbing the Plagiarism

IQAC has communicated the Centre for Research regarding the formulation of policy and procedures on plagiarism check. **Dr. P. Madhava Somasundaram**, Member, IQAC insisted that the accountability shall be ensured while issuing the Plagiarism report and clear guidelines shall be issued to the staff in-charge who issues the certificate.

Decision Taken: It is **decided** to ask the Director, Centre for Research, to formulate the policies and procedure as per the UGC Regulations at the earliest.

b) Formulating Standard Operating Procedures

A communication has been sent to the convener of the committee **Dr. N. Rajalingam**, Member, IQAC and a reply has been received stating that the frame work has been designed and the SOP will be ready with in a month.

Decision Taken: It is **decided** to finalize the SOP on or before 30th April 2021.

c) Publishing University News Letter

A communication has been sent to the Committee Members and the reply has not been received. **Dr. A. Thirumagal**, Member, IQAC requested the **Chairman**, IQAC to reconstitute the committee with clearly defined responsibilities.

Decision Taken: It is **decided** to reconstitute the editorial committee of the University News Letter.

d) Record Room Establishment

Discussions: A communication has been sent on 15th March 2021 to **Mr. M. Chidambaram**, Deputy Registrar in this regard and the reply has not been received. **Mr. M. Chidambaram**, Member, IQAC replied that the procedures are being evolved and the record room will be established within two months. **Dr. P. Madhava Somasundaram**, Member, IQAC suggested that guidelines should be complete in all aspects starting from depositing the records to record room to retrieving the records.

Decision Taken: It is decided to speed up the process and ask **Mr. M. Chidambaram**, Member, IQAC to submit a status report every month.

e) Approval of Vision and Mission by Syndicate

The **Director**, IQAC informed that a note order has been initiated for the above and the modified Vision and Mission will be placed in the forthcoming meeting of the Syndicate.

f) Framing Guidelines for the Biological Ethical Committee

The **Director**, IQAC informed that a section note has been sent to the **Dr. K. Murugan**, Professor and Convener of the Biological Ethical Committee and a reply has been received stating the work is in progress.

Decision Taken: It is **decided** to include few external experts in the committee so that the work can be speeded up.

ITEM 3: Challenges in ARIIA

The **Director**, IQAC informed that the following challenges have been identified while applying for the ARIIA

- Establishing Incubation Centres
- Start up Initiatives
- Participation in Innovation & Entrepreneurship Initiatives
- Budget for IIC
- Participation in Co-Curricular Activities on Innovation, IPR and Entrepreneurship (National / International Level) by Faculties
- Skill Development Programmes
- Pre Incubation Facilities
- CoE with Advanced Tools

- Mentors for Incubation Activities
- IPR Cell / Technology Transfer Center
- Ventures/ Start Ups/ Small Medium Enterprises

Discussions: **Dr. P. Madhava Somasundaram**, Member, IQAC suggested that a request shall be put up by the President, IIC to allot necessary budget and also suggested to organize a meeting in this regard. **Dr. N. Rajalingam**, Member, IQAC suggested to group the task related to entrepreneurial activities and identify a coordinator to look after these activities as **Dr. B. Rajasekaran**, Professor who was looking after these activities was retired in the last year. The **Director**, IQAC stated that the Government of India, Ministry of Micro Small and Medium Enterprises offers various schemes under which the HEI can avail the fund of 1.5 Crores for technology transfer and incubation. Manonmaniam Sundaranar University needs to apply for this.

Decisions Taken: It is **decided** to ask the President, IIC to organize a meeting to discuss the budget proposal for IIC and also **decided** to identify a coordinator to look after the entrepreneurial activities. Further more, it is **decided** to ask the coordinator to apply for the MSME (Idea Incubation) Project.

ITEM 4: Challenges in NIRF Ranking

The Director, IQAC has reported the following matters related to the NIRF Ranking.

- Conduct of one year Executive Programmes
- Creating awareness on IPR
- Data Collection - Economically Backward Students
- Improving Demand Ratio
- Recruitment of Ph.D. qualified Temporary Faculty in the near future.
- Improvement in Sponsored Projects – Less (2 – 3 C)

Discussions: **Dr. P. Madhava Somasundaram**, Member, IQAC asked **Dr. N. Rajalingam**, Member, IQAC to come out with the proposal to float an executive programme in the management discipline. **Dr. N. Rajalingam**, Member, IQAC elaborated the challenges in conducting the executive programme and informed that he will analyze the feasibilities. The **Director**, IQAC informed the members that the Nodal Officer **Dr. S. Sethu**, Assistant Professor & Director, Centre for Campus Development under the guidance of **Dr. P. Madhava Somasundaram**, Convener, NIRF Data Compilation Committee has effectively compiled the data and uploaded it to the NIRF Portal. The **Chairman**, IQAC recorded the IQAC's appreciation to **Dr. S. Sethu**, Nodal Officer, NIRF 2021 for his active contributions towards the NIRF Data compilation.

Decisions Taken: It is **decided** to appoint Ph.D qualified personnel for the post of contractual Assistant Professors in the coming years. Further it is **decided** to organize programmes on IPR through IIC/ IQAC. Also, it is **decided** to sensitize all the HoDs with regard to sponsored projects.

ITEM 5 : SELF PLAGIARISM

Discussions: The **Director**, IQAC informed the members about the UGC Regulation on Self Plagiarism.

Decision Taken: It is **decided** to issue a circular on the self plagiarism to all the departments and affiliated colleges.

ITEM 6: INCLUSION OF JOURNAL IN CARE LIST

Discussions: A request has been received from **Dr. R. Kala**, Professor & Head, Department of Mathematics and Member, IQAC to recommend the Journal of Applied Discrete Mathematics to the UGC to include it in the CARE LIST based on the decision made at the departmental staff meeting.

The **Director**, IQAC suggested to get more details such as Indexing of Journals, Request to IQAC of other Universities, Review Procedures and Copies of previous transactions.


Decisions Taken: It is **decided** to recommend the Journal of Applied Discrete Mathematics to UGC for the inclusion in CARE List. Further it is **decided** to get the details such as Indexing, Request to other IQACs, Review Procedures and Copies of Previous transactions in future.

ITEM 6: RECREATION CLUB FOR THE STAFF MEMBERS


Discussions: **Dr. P. Madhava Somasundaram**, Member, IQAC opined that the functioning of recreation club is not possible as most of the staff members are away from the University. Once the ongoing construction is completed at Shanthi Nagar Campus the recreation club can be created.

Decision Taken: It is **decided** to bring up the matter again once the building construction at Shanthi Nagar Campus is complete.

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


19/4/21
Director, IQAC


20/4/2021
Registrar


Chairman, IQAC
20/4/21