

**INTERNAL QUALITY ASSURANCE CELL  
MANONMANIAM SUNDARANAR UNIVERSITY  
TIRUNELVELI – 627 012**

**Minutes of the Third IQAC Meet for the Academic Year 2022–23**

The Third IQAC Meet for the academic year 2022-23 took place in the Syndicate Hall, Manonmaniam Sundaranar University, on 14<sup>th</sup> February 2023 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. V. Balamurugan, Department of Computer Science & Engg.
5. Prof. N. Rajalingam, Department of Management Studies
6. Prof. R. Kala, Department of Mathematics
7. Dr V. Sabarinathan, Assistant Professor, Department of Physics
8. Dr P. Balasubramanian, Librarian
9. Mr N. Suman, Manager, Project Implementation, ICT ACT
10. Mrs S. Kala Devi, Assistant Registrar
11. Dr K. Rajendra Ratnam, M. Ch, Medical Doctor
12. Prof. K. Senthamaraikannan,  
Senior Professor & Head, Department of Statistics (Special Invitee)
13. Prof. P. Madhava Soma Sundaram,  
Head, Department of Criminology & Criminal Justice (Special Invitee)

**Member-in-absentia:**

1. Prof. B. Sundarakannan, Head, Department of Physics
2. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports
3. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
4. Mr M. Chidambaram, Deputy Registrar
5. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology

**Prof. Dr N. Chandrasekar, Chairman of IQAC** welcomed the IQAC members and asked the 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. Department webpage update
3. Training on Interview skills by Placement Cell
4. Campus Interviews solely for our Students
5. Career Counseling and Guidance for Competitive Examinations
6. E-content Development
7. Active Social Media platforms

### **ITEM 1: Action Taken Report**

The Director, IQAC elaborated on the action taken report on the minutes of the second IQAC meeting for the academic year 2022-23.

#### **a) One-day Training for the Administrative Staff of the University**

The Director, IQAC informed that the One-day Training on 'Initiation and Maintenance of Office Files' for the Administrative Staff of the University was conducted on 19.01.2023 by inviting Mr A. Paulpandi (Retd. Deputy Registrar) as the Resource Person.

The Director, IQAC displayed a copy of the Certificates issued to the participants.

The Chairman, IQAC desired to know the analysed report of the feedback.

#### **Decision Taken:**

**1.1** It is decided to analyse the feedback from the participants in the One-day Training on 19.01.2023 and to find out the impact of the training.

#### **b) MIS**

The Director, IQAC said that as per the suggestions of Prof. V. Balamurugan and Dr G. Murugeswari, circulars have been sent to all the Heads of the Departments to enter the data regarding the academic activities for the last five academic years from 2018-19 to 2022-23.

The Director, IQAC added that Training was conducted in connection with Tapal entry and circular uploading at MIS Office on 08.02.2023 for the following five Sections.

1. Tapal Section
2. Registrar's Section
3. CM Cell & RTI Section
4. Centre for Distance and Online Education
5. Exam Wing

**c) LMS**

The Director, IQAC said that Prof. V. Balamurugan and Dr G. Murugeswari have insisted in their reply that as it is not easy to do the CO, PO mapping process manually, a software may be purchased to perform the CO, PO mapping process.

**d) One-day Training programme for the Teaching staff**

The Director, IQAC informed that the One-day Training on the preparation of Revised Bloom's Taxonomy-based Internal and Semester Exam Question Papers for the Teaching Staff of the University was conducted on 24.01.2023 by inviting Prof.G.Rajakumar, COE, FX Engineering College as Resource Person.

The Director, IQAC added that the Controller of Examinations has sent a circular along with a Model question paper requesting all the Heads of the Departments to follow Bloom's Taxonomy guidelines while preparing Internal and Semester Exam Question Papers.

**Decision Taken:**

**1.2** It is decided to invite the Resource Person in the One-day Training for the Teaching Staff Prof. G. Rajakumar (COE, FX Engg. College) and to analyse the 2<sup>nd</sup> internal question papers prepared by the Departments and know to what extent the University teachers set the Question Papers in accordance with the Revised Bloom's Taxonomy.

**e) Workshop on "Intellectual Property Rights" for University Teaching Staff**

The Director, IQAC informed that arrangements have been made to conduct a One-day workshop on 15.02.2023 by inviting the following Resource Persons:

1. Prof. S. Joe Patrick Gnanaraj  
St. Mother Theresa Engineering College
2. Prof. N. Muthukumaran  
Francis Xavier Engg. College

**f) Feedback Forms**

The Director, IQAC explained and displayed the Structured Feedback Forms submitted by the Committee on Curricular aspects for the following category:

1. Student
2. Teacher
3. Employer
4. Alumni

**g) Final Reminder for AQAR submission**

The Director, IQAC informed that Final Reminder was sent to submit the AQAR 2021-22 (Soft Copy as well as Hard Copy) on or before 10.12.2022 as decided.

## **ITEM 2: Department Webpage Update**

The Director, IQAC explained that our webpage and gallery are outdated. The photos available are untitled and could not be understood by anyone. To enhance the perception of the University, it is a need to update the webpage.

Prof. N. Rajalingam, a member of IQAC said that all the Departments have individual users and passwords and they can upload. Even though the Internet Centre has control, they have some limitations. He added that, if a new pdf is added, it is updated only on the webpage and the old and new updates are available on the server. It is not under our control but with the outsource (Server of Sathya Agencies)

The Chairman, IQAC suggested analysing the database of S.A. College, Karaikudi University and European University.

The Chairman, IQAC has also suggested that Prof. K. Senthamaraikannan, Prof. P. Madhava Soma Sundaram and Prof. N. Rajalingam to have a discussion with Sathya Agencies and also with another agency according to our requirement of design, database etc., Constant monitoring for once in every 15 days is also important.

## **ITEM 3: Training on Interview skills by Placement Cell**

Prof. P. Madhava Soma Sundaram, Special Invitee has suggested to identify 10 to 15 teachers from University departments and divide them into four groups to deal with the four modules namely soft skills, computer skills, communication skills and aptitude skills. If a training manual is prepared, any teacher can train. The willing students can be trained.

Mr N. Suman, Manager, Project Implementation, ICT ACT explained that awareness may be given for an hour for giving exposure to the students.

The Chairman, IQAC said that responsibility may be with Prof. N. Rajalingam and implementation may be with the trained teachers of various Departments.

Prof. P. Madhava Soma Sundaram, suggested that one teacher from one department may be trained and they may manage year by year.

### ***Decision taken:***

**3.1** It is decided that Prof. N. Rajalingam has to lead and select any five Departments initially and the willing teachers can be trained using a training module on soft skills, computer skills, communication skills and aptitude skills to give Training on Interview skills to the students.

#### **ITEM 4: Campus Interviews solely for our Students**

The Chairman, IQAC said that it should not be solely for our Department Students but also for the students of the affiliated colleges as the strength of our Department Students is only meagre.

Mr N. Suman, elaborated that students are not willing with job Fare, but interviews are conducted online by giving google form and the company selects suitable persons after scrutiny and he added that five companies are in connectivity in Chennai, and Bangalore locations. He also explained that 10000 employees are wanted covering all departments. 50 % Communication skill is necessary and the companies may give training with Stipend Rs.20,000/- and he would give the data with contact number.

Prof. K. Senthamaraikannan, Special Invitee has insisted Mr N. Suman to collect all the details and fix the date for further process in order to avoid unnecessary delay.

It is decided to have a joint sitting with Mr N. Suman, and the Committee on a suitable day.

#### **ITEM 5: Career Counseling and Guidance for Competitive Examinations**

The Director, IQAC explained the role of the Equal Opportunity Cell in this regard.

Dr P. Balasubramanian, Librarian told that he has conducted NET / SLET coaching.

Prof. K. Senthamaraikannan asked Dr P. Balasubramanian to submit the evidence of the events to the IQAC office.

The Chairman, IQAC said, as there is no fund provision, the Chairman suggested to collect some charges from the students at the time of admission itself and to create Corpus Fund.

Mrs S. Kala Devi, Assistant Registrar pointed out that as the total course fee is Rs.4,000/- only per annum, it is not so easy to collect fees of Rs.300/- (per student) in addition as career counselling charges.

#### **Decision taken:**

**5.1.** It is decided to give a note to UDS Section to add a new component “**Students Development Activities Fund**” in the fee structure.

## **ITEM 6: E-content Development**

Prof. K. Senthamaraiannan suggested to identify the content maker and to develop for the year 2021-22.

Prof. V. Balamurugan suggested that our University can get points under the head 'MOOCs platform' and 'any other Government Initiatives' by offering online courses through DD&CE.

The Chairman, IQAC said that from this year onwards online programmes are possible by giving online study materials, conducting online exams and online results.

Prof. R. Kala, enquired whether exam monitoring is possible in online exams.

The Chairman, IQAC has explained that the Server as well as the control will be available with us and nothing should be in the hands of the out-party. Every individual may be provided with apps. Once the student receives the hard copy after putting their signature and uploaded online at once, his/her apps will be closed. Science courses can't be conducted online.

## **ITEM 7: Active Social Media Platforms**

The Director, IQAC explained that it is very much needed for NIRF Ranking. It enhances the perception of University. He added that only six contents are available on our YouTube and out of 6, 5 contents belong to 2018 and before. Uploading a five-minute bit of every conference / programme will increase the perception.

The Chairman, IQAC suggested that valid information about admission, PhD entrance exam, industrial training, MOUs will be posted on Facebook after getting the approval of the Registrar as Admin.

The Director, IQAC thanked Dr.V.Sabarinathan & Mr Sudharson as followers of Twitter.

The Chairman, IQAC suggested that YouTube and Facebook are enough.

Prof. N. Rajalingam explained that Comments will be scrutinized before posting by the admin of the Facebook.

### **Decision taken:**

7.1. It is decided to constitute a Committee to take responsibility on the Social Media Platforms of our University.

**8.1 It is also decided to conduct the internal academic audit immediately.**

The Director, IQAC proudly said that three IQAC meetings for the year 2022-23 are conducted so far with the support of the Vice-Chancellor, and the 4<sup>th</sup> and final meeting will be conducted in April 2023.

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

  
05/05/2023  
Director, IQAC

  
6.3.23  
Registrar i/c

  
8/3/23  
Vice-Chancellor