



**Minutes of the First IQAC Meet for the Academic Year 2023–24**

The First IQAC Meet for the academic year 2023-24 took place in the Syndicate Room, Manonmaniam Sundaranar University, on 30<sup>th</sup> August 2023 at 3.00 p.m.

**Members Present:**

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

1. Prof. J. Sacratees, Registrar
2. Prof. B. William Dharma Raja, Director, IQAC
3. Prof. R. Kala, Department of Mathematics
4. Prof. G. Annadurai, Controller of Examinations i/c.,
5. Prof. A. Suruliandi, Head, Department of Computer Science and Engineering
6. Prof. B. Sundarakannan, Head, Department of Physics
7. Prof. N. Rajalingam, Dept. of Management Studies
8. Dr P. Balasubramanian, Librarian
9. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports
10. Dr V. Sabarinathan, Assistant Professor, Department of Physics
11. Dr B. Maheswari, Assistant Professor, Department of Business Administration,  
Ayya Nadar Janaki Ammal College, Sivakasi
12. Mrs B. Vallinayagi, Deputy Registrar
13. Mrs S. Kala Devi, Assistant Registrar
14. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
15. Dr S. Saravanan, Alumnus, Department of Geo-technology
16. Mr N. Suman, Manager, Project Implementation, ICT ACT
17. Prof. C. Kannan, Head, Department of Pharmaceutical Chemistry (Special Invitee)
18. Prof. S. Madhavan, Dept. of Management Studies (Special Invitee)

**Member-in-absentia:**

1. Prof. V. Samuel Gnana Prakash, Head, CMST

**Prof. Dr N. Chandrasekar, Chairman of IQAC**, welcomed all the members of the IQAC, especially the new 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. Policies of Research & Consultancy including revenue sharing (AQAR 3.1.1 & 3.5.1)
3. Policy details of systems and procedures for maintaining and utilising physical, academic and support facilities (AQAR 4.4.2)
4. Creation of an eco-system for innovations, including the Incubation Centre (AQAR 3.3.1)
5. Internet connectivity status, bandwidth details (Working status) – (AQAR 4.3.4)
6. Performance appraisal system, promotional, avenues, welfare measures (AQAR 6.3.1)
7. Financial assistance to teachers for attending conferences/workshops (AQAR 6.3.2)
8. Areas to be concentrated/enhanced for the NAAC visit
9. Recommendation of Journal for Inclusion in the UGC CARE list
10. Other items – with the approval of the Hon'ble Vice-Chancellor

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

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

The actions performed on the fourth IQAC meeting minutes for the AY 2022-23 were:

##### **a] Active Social Media Platforms**

The Director IQAC informed that a letter had been sent to the Committee on 17.08.2023 to convene the meeting at IQAC and to furnish the status of the action taken on the communication.

The Chairman, IQAC, suggested that the Committee submit the action taken report on time.

##### **b] Standard Operating Procedures (SOP):**

The Director, IQAC informed that an Order has been issued to the Convener/Members for the Scrutinizing Committee. The Committee members are requested to convene the meeting on a suitable date and submit the SOP after scrutiny.

Prof. N. Rajalingam, Convenor of the SOP Committee, has explained that it will take another two months to prepare and finalise the various application formats and submit the SOP after scrutiny.

#### **Decision taken:**

- 1.1 It is decided to send communication to the SOP Committee to convene the meeting for scrutinising and submitting the SOP at the earliest.

c] Recommendation of Journal for Inclusion in the UGC CARE list

The Director, IQAC said that Communication has been sent to i-manager Publications on 18.08.2023 stating that such evaluations are to be made only with the publications by the affiliated colleges and University Departments.

**ITEM 2: Policies of Research & Consultancy including revenue sharing (AQAR 3.1.1 & 3.5.1)**

The Director, IQAC, has explained the importance of the various policies to be accepted by the Syndicate for the expectation of NAAC.

Prof. B. Sundarakannan, Member, IQAC, said that the Syndicate has already prepared and approved consultancy policy but not posted on the University website.

The Chairman IQAC has suggested that the policies of Research of the top-ranked Universities may be referred for pruning the existing draft of our University. For this, a Committee may be constituted to prepare and to place it before the Syndicate.

**Decision taken:**

**2.1** It is decided to constitute a Committee consisting of the following members for the preparation of Policies of Research and to place it before the Syndicate;

1. Prof. B. Sundarakannan
2. Prof. C. Kannan
3. The Director, Research
4. The Director, P & D

**ITEM 3: Policy details of systems and procedures for maintaining and utilising physical, academic and support facilities (AQAR 4.4.2)**

Prof. Rajalingam has said that the IT policy includes the details of systems and procedures in connection with the above policy.

**Decision taken:**

**3.1** It is decided to constitute a Committee for framing the policy details of systems and procedures for maintaining and utilising physical, academic and support facilities.

**ITEM 4: Creation of an eco-system for innovations, including Incubation Centre (AQAR 3.3.1)**

The Chairman IQAC explained that it is nothing but technology sharing with industry and academy.

Mr N. Suman, Manager, Project Implementation, ICT ACT, member IQAC, said that fifteen Tamilnadu companies are willing to agree if space is provided. He also assured the Committee to provide all the details regarding their expectation.

The Chairman IQAC has suggested that land will be provided in the city, and construction may be on the part of the companies.

**ITEM 5:** Internet connectivity status, bandwidth details (Working status) – AQAR 4.3.4

The Director of IQAC explained that the University can score more if the internet bandwidth is above 1GBPS.

Mr N. Suman said an MOU may be made between the University and DP Solar firm interested in a unit in Tirunelveli District.

The Chairman, IQAC, suggested that the responsibility to collect all details from DP Solar firm is placed with Mr N. Suman.

The Chairman, IQAC, also suggested that, after consultation with the Placement Cell, Mr.Suman has to address it to the Registrar. And he added to collect the details of bandwidth for the previous five years with evidence.

**ITEM 6:** Performance appraisal system, promotional avenues, welfare measures (AQAR 6.3.1)

The Chairman, IQAC, explained that the annual appraisal system has been followed in CAS for faculties and Annual increments for both Teaching and Administrative staff.

The Chairman IQAC has added that Welfare measures, namely, Periodical health camps (Eye Camp, General Check-up), have been organised every year for the welfare of the staff. DD&CE Fee concession and Priority for the wards of staff in admission are also provided for the interest of the staff.

**ITEM 7:** Financial assistance to teachers for attending conferences/workshops (AQAR 6.3.2)

One portion of the Budget allotment for equipment/consumables may be divided among the staff and may be used for attending the Conference.

Prof. S. Madhavan said that a travel grant for attending international seminars was provided long ago.

The Chairman IQAC insisted the Department itself should plan and decide the amount to be allotted from the budget head of the Department towards travel grants for attending the Seminars / Conferences.

The Chairman of IQAC also said that support will be extended in this regard.

**ITEM 8:** Areas to be concentrated/enhanced for the NAAC visit

The Director IQAC explained the action taken report sent to the Higher Education Department concerning the steps proposed to improve NAAC accreditation.

1. Mobilising financial aid from various sectors of state and central governments, including Annual Plan Grant
2. Enhancement of infrastructure such as a Library, Research Laboratories, and Classrooms with the latest ICT facilities
3. Honing up of Innovation, Incubation and entrepreneur Cells (IPR Cell)
4. Establishing Intellectual Property Cell



5. Strengthening the R&D, including extramural research project funds from various funding agencies
6. Establishing National and International academic collaboration for research and exchange
7. Developing new programmes according to global needs
8. Increasing the cross-enrolment ratio every year
9. Provision for the enrolment of International students in Post-graduate and research programmes

The Chairman, IQAC, suggested that all efforts should be taken in all the areas mentioned above for the NAAC Visit, probably in March 2024.

**ITEM 9:** Recommendation of a Journal for inclusion in the UGC CARE list

Letter from Dr R. Azhaguraj, Director IQAC, St. Xavier's College (Autonomous), Palayamkottai (Name of the Publisher: Publishing India Group)

The Chairman, IQAC, has suggested sending the journals for evaluation.

**Decision taken:**

**9.1** It is decided to send the journals for evaluation by the Department of Management Studies.

The Chairman IQAC concluded the meeting by praising the members for their valuable presence and input.

  
13/8/23  
Director, IQAC

  
13/8/23  
Registrar

  
14/9/23  
Vice-Chancellor

  
13/8/23