



**Minutes of the Fourth IQAC Meet for the Academic Year 2023-24**

The Fourth IQAC Meet for the Academic year 2023-24 took place in the Sundaranar Hall, Manonmaniam Sundaranar University on 15<sup>th</sup> May 2024 at 11.00 a.m.

**Members Present:**

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

1. Prof. J. Sacratees, Registrar
2. Prof. R. Kala, Department of Mathematics
3. Prof. G. Annadurai, SPKCEES
4. Prof. A. Suruliandi, Head, Department of Computer Science and Engineering
5. Prof. N. Rajalingam, Dept. of Management Studies
6. Dr P. Balasubramanian, Librarian
7. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports
8. Dr V. Sabarinathan, Assistant Professor, Department of Physics
9. Dr B. Maheswari, Assistant Professor, Department of Business Administration, Ayya Nadar Janaki Ammal College, Sivakasi
10. Mrs S. Kala Devi, Assistant Registrar
11. Dr S. Saravanan, Alumnus, Department of Geo-technology
12. Prof. B. William Dharma Raja, Director, IQAC
13. Prof. C. Kannan, Head, Department of Pharmaceutical Chemistry (Special Invitee)
14. Prof. S. Madhavan, Dept. of Management Studies (Special Invitee)

**Members-in-absentia:**

1. Prof. V. Samuel Gnana Prakash, Head, CMST
2. Prof. B. Sundarakannan, Head, Department of Physics
3. Mrs B. Vallinayagi, Deputy Registrar
4. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
5. Mr N. Suman, Manager, Project Implementation, ICT ACT

**Prof. Dr N. Chandrasekar, Chairman of IQAC** greeted the IQAC members and asked Prof. B. William Dharma Raja, Director, IQAC to present the agenda for discussion.

### ***Discussions and Decisions:***

The Director, IQAC presented the following agenda items to the house for taking decision:

- I. Action Taken Report
- II. University Alumni Meet
- III. Training for Administrative Staff
  - Basic English Grammar by Dept of English / Training on District Office Manual
- IV. IQAC Annual Plan for the AY 2024-25
- V. Future plan – Submitted to Higher Education (K2) Dept
  - a) Mobilizing financial aid from various sectors of State and Central Governments
  - b) Developing new programmes according to global needs
  - c) Strengthening the R&D, including extramural research project funds from various funding agencies
  - d) Increasing the Gross Enrollment Ratio
- VI. Reporting the Activities
- VII. Other items – with the approval of the Hon'ble Vice-Chancellor

#### **ITEM 1: Action taken report**

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

The actions performed on the third IQAC meeting minutes for the AY 2023-24 were:

##### **a] Discussion on SWOC by Previous NAAC-PTV**

Communication has been sent to Prof. P. Ravi, Head, Dept. of Management Studies, on 29.04.2024 to conduct a programme by inviting Programme Manager Micro, Small & Medium Enterprises (MSME), Tirunelveli .

##### **b] Feedback Analysis:**

The Director, IQAC said that the feedback count enhanced as follows:  
Students – 1002, Teachers – 86 [P (52) & T (34)], Parents – 675, Alumni – 244  
Employers – 34

The Director, IQAC said that a file has been initiated on 24.04.2024 to constitute a feedback analysis committee with the following members:

1. ***Dr A. Chenthilnathan - Convenor***
2. ***Dr S. Sethu - Member***
3. ***Dr T. Yuvaraj - Member***

c] The Director, IQAC informed that the action of obtaining the approval of the Syndicate regarding the number of Professors of Eminence on honorary basis to be invited/retained by the interested Departments is pending.

The Chairman, IQAC said that it was approved in the last Syndicate and only the Professors have to be identified.

#### **ITEM II: University Alumni Meet**

The Director, IQAC has explained the importance of conducting an Alumni Meet as it is also fetching scores and added that the Department of Education has spent more than 3.5 lakh to the welfare of the society from the Department level Alumni's contribution.

Prof. N. Rajalingam, Dept. of Management Studies has said that Rs.500/- have been collected towards Alumni Association Fee from students at the time of admission itself.

Prof. A. Suruliandi, Head, Department of Computer Science and Engineering has explained that after Convocation Day, Graduation Day is celebrated on the next day for the students (Alumni) of the University Departments in a grand manner.

Prof. S. Madhavan, Dept. of Management Studies (Special Invitee) has said that Graduation Day is celebrated for the Mano Colleges also on the 2<sup>nd</sup> day after the Convocation, till 2019. And due to the Corona pandemic and other reasons, it couldn't be continued.

The Chairman, IQAC said that Graduation Day as well as the Alumni Association Meet may be held from the 2023 Convocation onwards.

#### **ITEM III: Training for Administrative Staff - Basic English Grammar by Dept of English / Training on District Office Manual**

The Chairman, IQAC suggested that instead of the above, all staff should know the Standard Operating Procedure (SOP) of this University and hence the approved SOP manual should be given to all the sections.

##### **Decision 3.1**

It is decided to give a Training on the Standard Operating Procedure (SOP) for the administrative staff.

#### **ITEM IV: IQAC Annual Plan for the AY 2024-25**

The Director, IQAC has explained the IQAC Annual Plan for the AY 2024-25 and the tentative dates for the various activities to be carried on.

Regarding Students Induction Programme (SIP), the Chairman, IQAC suggested that the HOD concerned of each and every Department has to introduce about their Departments in the SIP, apart from other inputs.

##### **Decision 4.1**

It is decided to conduct SIP for the Students of Integrated Programmes for 5 days and PG Programmes for one or two days.



#### Decision 4.2

It is decided to give a Training on the content connected with Research and Intellectual Property Rights (IPR) for the **Teaching Staff**.

#### Decision 4.3

It is decided to give Training on the Excel, Computing Skills and Fundamental Rules on Establishment & TN GOs for the **Administrative Staff**.

#### Decision 4.4

It is decided to give Training on the Paper I for UGC NET, SET for the **Research Scholars**.

#### ITEM V: Future plan – Submitted to Higher Education (K2) Dept

The Director, IQAC has explained the following future plans of this University which were submitted to Higher Education (K2) Department.

- a) Mobilizing financial aid from various sectors of State and Central Governments
- b) Developing new programmes according to global needs
- c) Strengthening the R&D, including extramural research project funds from various funding agencies
- d) Increasing the Gross Enrollment Ratio

#### ITEM VI: Reporting the Activities

The Director, IQAC has reported that

1. The payment was made towards Institutional Information for Quality Assessment (IIQA) fee on 14.05.2024 and the IIQA will be submitted shortly. After submitting the IIQA. The University may be allowed to proceed the submission of SSR in the next two months probably in the middle of July 2024.
2. 19 Meetings in connection with NAAC 4<sup>th</sup> Cycle have been conducted so far.
3. Criterion wise budget estimate have been submitted by the Convenors of Criterion I, II, IV, V & VI to plan for the NAAC 4<sup>th</sup> Cycle.

The Director, IQAC has pointed out the following other works to be completed for the NAAC Visit:

1. Newsletter
2. Complete Report for the previous NAAC PTV
3. Website updation
4. Gender Audit Report, etc.
5. Internet Speed

The Chairman, IQAC and the members of the IQAC have discussed about them keenly considering the forthcoming NAAC 4<sup>th</sup> Cycle

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

  
Director, IQAC

  
Registrar

  
Vice-Chancellor

Vice-Chancellor's Secretariat  
File Received on  
24 MAY 2024