



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

The Fourth IQAC Meet for the academic year 2022-23 took place in the Syndicate Room, Manonmaniam Sundaranar University, on 19th April 2023 at 3.00 p.m.

Members Present:

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

1. Prof. P. Madhava Soma Sundaram, 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. Dr V. Sabarinathan, Assistant Professor, Department of Physics
6. Dr P. Balasubramanian, Librarian
7. Mr M. Chidambaram, Deputy Registrar
8. Mrs S. Kala Devi, Assistant Registrar
9. Dr K. Rajendra Ratnam, M. Ch, Medical Doctor
10. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.
11. Ms K. Chidambara Priya Dharshini, Ph.D. Scholar, Dept of Biotechnology
12. Mr N. Suman, Manager, Project Implementation, ICT ACT
13. Prof. K. Senthamaraikannan, Senior Professor & Head, Dept of Statistics (Special Invitee)

Member-in-absentia:

1. Prof. R. Kala, Department of Mathematics
2. Prof. G. Annadurai, SPKCEES
3. Prof. B. Sundarakannan, Head, Department of Physics
4. Prof. N. Rajalingam, Dept. of Management Studies
5. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports

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) Action Pending Report
- 3) IQAC Annual Plan for AY 2023-24
- 4) Submission of AQAR (2021-22) - Criterion-wise status
- 5) Recommendation of Journal for Inclusion in the UGC CARE list

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 third IQAC meeting for the academic year 2022-23.

a) Standard Operating Procedures (SOP):

a) Administrative Training Feedback

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. 36 out of 123 participants (29%) have sent their feedback. The feedbacks were analysed and the impacts are mentioned as follows:

1. Participants were satisfied with "Organisation of the Event"
2. Satisfied with "Theme interaction doubt clarification, punctuality and hospitality"
3. Comparatively less satisfied with "Knowledge gained"

Themes for forthcoming training(s) suggested by the participants:

1. RTI related training
2. Creation of and arranging files
3. Service related Government Orders
4. Initiation and Maintenance of Office Files by retired Tamil Nadu Government Officials
5. Basic English Grammar

Participants' suggestions for betterment:

Meeting registration process may be conducted through online

b) Revised Bloom's Taxonomy based question papers

The Director, IQAC said that a letter has been sent to the Controller of Examinations on 10.03.2023 requesting to take necessary steps to collect all the second internal question papers of the University Departments for evaluation.

c) Training on Interview skills by Placement Cell

The Director, IQAC said that letter has been sent to Prof. N. Rajalingam on 08.03.2023 requesting to lead and select any five departments. The Director, IQAC also said that Prof. N. Rajalingam has assured to do it shortly.

d) Career Counselling and Guidance for Competitive Examinations

The Director, IQAC informed that Section Note has been sent to the UDS on 08.03.2023 to add a new component "Students Development Activities Fund" in the fee structure.

Mrs S. Kala Devi, Member, IQAC informed that "Students Welfare Fund" has been collected from the students.

Prof. P. Madhava Soma Sundaram, Special Invitee suggested to place it before the Fee Restructure Committee.

The Chairman, IQAC has suggested that "Development Fee" should not exceed the fee collected in any other Universities, and the same may be collected from the students from the forthcoming academic year along with the other fees at the time of admission itself.

e) Active Social Media Platforms

The Director, IQAC informed that the following members of the Committee have been issued Orders along with the responsibilities.

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|---------------------------------|------------|
| 1. Prof. G. Balasubramania Raja | - Convenor |
| 2. Dr Gnana D Hans | - Member |
| 3. Dr S. Sethu | - Member |

Prof. K. Senthamarai Kannan, Special Invitee has suggested that IQAC has to contact the Convenor of the Committee for arranging a meeting on a convenient date at IQAC for further action.

Decision taken:

1.1. It is decided that the Convenor of the Social Media Platform Committee may be contacted to convene the meeting at IQAC on a suitable date for further necessary action in this regard.

f) Internal Academic Audit

The Director, IQAC said that the Internal Academic Audit for the Academic Year 2021-22 scheduled on 28-29, March 2023 was conducted and 23 reports out of 28 Departments were received.

g) Standard Operating Procedure

The Director, IQAC said that the draft of the Standard Operating Procedure (SOP) was submitted by the Convenor, SOP Committee for scrutiny.

Decision taken:

1.2. It is decided that Prof. N. Rajalingam, Convenor of the SOP Committee may be contacted to convene the meeting at IQAC on a suitable date for scrutinizing the draft *Standard Operating Procedure (SOP)* and to finalise the SOP for the approval of the Vice-Chancellor.

ITEM 2: Action Pending Report

- Biological Ethical Committee
- Blooms Taxonomy Based Internal & Semester Exam Questions papers
- Administrative Record Room

The Director, IQAC elaborated on the above pending actions.

The Chairman, IQAC has suggested having an agreement between a Government Medical College in the jurisdiction of the University and the University for the Biological Ethical Committee. This Committee constituted by Tirunelveli Government Medical College or Tuticorin Medical College may be utilized for the approval of the biological ethical issues of our University.

Regarding the Administrative Record Room, it is suggested to accelerate the partition work in the identified old commerce building, before the forthcoming NAAC visit.

ITEM 3: IQAC Annual Plan for the AY 2023-24

The Chairman, IQAC has suggested any two training programmes have to be arranged from the following categories:

Training for Teaching Staff

1. Statistics for Teachers & Scholars by Dept. of Statistics
2. English for Young Teachers by Dept. of English
3. Bibliometrics of the Publications by Dept. of Library & Information Science
4. Innovation, Start-up & Quality Publications by CMST
5. Research Methodology by Dept. of Education

Training for Administrative Staff

1. RTI Training by Anna Institute of Management
2. Basic English Grammar by Dept. of English
3. Govt. Office Procedures - District Office Manual

The Director, IQAC released the annual planner for IQAC for the academic year 2023-24 as mentioned below:

S. No.	Activity	Tentative Month
I	Student Induction Programme (SIP)	Aug 1 st week, 2023
II	<i>IQAC Meeting 2023-24</i>	
1	First Meeting (July – September)	Jul 3 rd week, 2023
2	Second Meeting (October – December)	Oct 3 rd week, 2023
3	Third Meeting (January – March)	Jan 3 rd week, 2024
4	Fourth Meeting (April – June)	Apr 3 rd week, 2024
III	<i>Internal Academic Audit 2022-23</i>	
1	Pre-Academic Audit meet	Jul 1 st week, 2023
2	Academic Audit	Jul 2 nd week, 2023
3	Academic Audit Review meet	Jul 4 th week, 2023
IV	Training for Teaching Staff	
1	Training 1 (Statistics for Teachers & Scholars by Dept. of Statistics / English for Young Teachers by Dept. of English / Bibliometrics of the Publications by Dept. of Library & Information Science / Innovation, Start-up & Quality Publications by CMST / Research Methodology by Dept. of Education)	Aug 4 th week, 2023

2	<u>Training 2</u> (Statistics for Teachers & Scholars by Dept. of Statistics / English for Young Teachers by Dept. of English / Bibliometrics of the Publications by Dept. of Library & Information Science / Innovation, Start-up & Quality Publications by CMST / Research Methodology by Dept. of Education)	Feb 4 th week, 2024
V	<i>Training for Administrative Staff</i>	
1	<u>Training 1</u> (RTI Training by Anna Institute of Management / Basic English Grammar by Dept. of English / Training on District Office Manual)	Sep 3 rd week, 2023
2	<u>Training 2</u> (RTI Training by Anna Institute of Management / Basic English Grammar by Dept. of English / Training on District Office Manual)	Mar 3 rd week, 2024
VI	<i>Internal Administrative Audit</i>	
1	Pre-Administrative Audit meet	Sep 1 st week, 2023
2	Administrative Audit	Sep 2 nd week, 2023
3	Administrative Audit Review meet	Oct 3 rd week, 2023
VII	<i>NIRF 2024</i>	
1	Pre-Registration	Oct 2023
2	Meetings for preparation	Nov - Dec 2023
3	Submission	Jan 2024
VIII	<i>AQAR 2022-23</i>	
1	Committee formation / extension	Jul 1 st week, 2023
2	Submission	Aug 1 st week, 2023
IX	<i>ARIIA 2023</i>	
1	Pre-Qualifier Stage	Jul 2023
2	Preparation	Sep 2023
3	Submission	Nov 2023
X	University Alumni Meet	Oct 1 st week, 2023
XI	Submission of Activity Reports by various clubs	Jul 3 rd week, 2023

XII	Newsletter	
	Half yearly	Aug 2023 Feb 2024

ITEM 4: AQAR 2021-22 Criterion-wise status

The Director, IQAC informed that all the seven Convenors of the Annual Quality Assurance Report (AQAR) Criteria will submit the required data (in the Excel sheet & the Qualitative Metrics with supportive PDF documents) as scheduled below:

Criteria I, III to VII	-	20.04.2023
Criterion II	-	21.04.2023

ITEM 5: Recommendation of Journal for Inclusion in the UGC CARE list

The Director, IQAC said that a letter was received from Ms. Renish Winston, Founder and Chairman, i-manager Publications on 12.04.2023 to evaluate their journals and recommend them for inclusion in the UGC CARE list.

The Chairman, IQAC said that such evaluations are to be made only with the publications by the affiliated colleges and University Departments.

Decision taken:

- 5.1 It is decided** to defer the recommendation of the Journals of the i-manager Publications.

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


8/5/23
Director, IQAC


8/5/23
Registrar


11/5/23
Vice-Chancellor