Minutes of the Third IQAC Meet for the Academic Year 2023-24

The Third IQAC Meet for the academic year 2023-24 took place in the Syndicate Room, Manonmaniam Sundaranar University, on 29th February 2024 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. Dr B. Maheswari, Assistant Professor, Department of Business Administration, Ayya Nadar Janaki Ammal College, Sivakasi
5. Prof. V. Samuel Gnana Prakash, Head, CMST
6. Prof. N. Rajalingam, Dept. of Management Studies
7. Dr P. Balasubramanian, Librarian
8. Dr S. Sethu, Assistant Professor, Department of Phy. Edu. & Sports
9. Mrs B. Vallinayagi, Deputy Registrar
10. Mrs S. Kala Devi, Assistant Registrar
11. Dr S. Saravanan, Alumnus, Department of Geo-technology
12. Mr N. Suman, Manager, Project Implementation, ICT ACT
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. G. Annadurai, SPKCEES
2. Prof. A. Suruliandi, Head, Department of Computer Science and Engineering
3. Prof. B. Sundarakannan, Head, Department of Physics
4. Dr V. Sabarinathan, Assistant Professor, Department of Physics
5. Mr S. Shangaralingam, Chairman & MD, Menaka Card (P) Ltd.

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.   To be discussed
         a)   Discussion on SWOC by Previous NAAC-PTV
         b)   Feedback Analysis
         c)   Strengthening Institutional LMS and Online Education
         d)   Internationalizing higher education programmes
   III.   Reporting the Activities

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 first IQAC meeting minutes for the AY 2023-24 were:

a] Recommendation of Journal for Inclusion in the UGC-CARE list:

The Director, IQAC informed that a communication was sent to St. Xavier's College, about the recommendation of the journal "XIBA Business Review" by the IQAC of the University for the inclusion of UGC-CARE list.

b] LED lights:

The Director, IQAC said that a section note was given to the PR&EM section in connection with the replacement of Bulb/tube lights with LED bulbs/LED tube/battens.

c] Translatable Research Projects to benefit the Society:

The Director, IQAC informed that the details have been received from Prof. C. Kannan and Prof. S. Sudhakar.

d] Seed money projects and National / International fellowships

The Director, IQAC said that Prof. B. Sundarakannan, Prof. S. Senthil Nathan, and Dr S. Nagarajan have submitted the details in connection with seed money projects and National / International fellowships.

ITEM II (a): Discussion on SWOC by Previous NAAC-PTV

The Director IQAC has explained the Strengths, Weakness, Opportunities and Challenges of the University in the previous NAAC peer team visit.

The Director, IQAC has requested Prof. S. Madhavan, Dept. of Management Studies (Special Invitee) to describe the preparation of the previous report in this regard.

Prof. S. Madhavan has explained that, based on the 2nd cycle review, all the activities pertaining to those things were compiled by Dr.Mahesh Kuttalam and they have prepared and submitted a profile. Remedial measures have been taken to overcome the shortcomings which were identified in the previous NAAC. Along with photographs and other evidences they have created a report and submitted.

The Director, IQAC has explained the following challenges and the house have discussed one by one.

The Chairman, IQAC said that all the faculty members should improve and strengthen their research activities for the grant of National / International Centres of Excellence.

The Chairman, IQAC suggested conducting a programme with the Programme Manager of Micro, Small & Medium Enterprises (MSME), Tirunelveli.

Prof. N. Rajalingam, Member, IQAC suggested that every student shall gain extra credits by completing vocational skill development courses to increase the employability potential of the students. The Chairman, IQAC informed that the skill development courses are to be placed in the SCAA (Standing Committee on Academic Affairs) for approval.

Decision taken:

1.1.   It is decided that the Department of Management Studies may be asked to conduct a programme by inviting Programme Manager Micro, Small & Medium Enterprises (MSME), Tirunelveli .

In the case of streamlining the form and processes of admission of foreign students through help of ICT, Mr N. Suman, Member, IQAC informed that ICT ACT conducts skill-based training programmes with certificates. The Heads of the Departments, especially the Department of Computer Science & Engineering, and the Centre for Information Technology & Engineering can approach the ICT ACT to avail the same.

On the other hand, to attract eminent researchers and academicians, the Chairman, IQAC said that every Department can have the Eminent Researchers / Eminent Professors as honorary basis and it should be approved by the Syndicate. The interested Departments can make use of the Order of the Syndicate.

Decision taken:

1.2 It is decided to initiate a file to obtain the approval of the Syndicate regarding the number of Professors of Eminence on honorary basis to be invited/retained by the interested Departments.

ITEM II (b): Feedback analysis

The Director, IQAC informed that feedbacks have been received from various stakeholders such as Students, Teachers, Employers, Alumni, and Parents.

The Chairman, IQAC insisted that all the teaching faculty members shall help to increase their respective Department's feedback responses.

The Director, IQAC suggested to frame a Committee for analysing all feedback.

Decision taken:

2.1 It is decided to send a report to the Heads of the Departments on the feedback received in each category and to take necessary steps to enhance the count.

2.2 It is decided that a Committee shall be formed for analysing all feedback and to give the report.

ITEM II (C): Strengthening Institutional LMS and Online Education

The Director, IQAC described that Teaching faculty members may develop their e-content in the institutional LMS and to give summary of the e-content developed.

ITEM II (D): Internationalizing higher education programmes – UGC Guidelines

The Chairman, IQAC insisted to conduct more Online courses through DD&CE and to streamline the form and processes of admission of foreign students through help of ICT

REPORTING

The Director, IQAC has reported on the following Programmes conducted during the AY 2023-24

1. RTI Awareness programme was celebrated on October 12, 2023
2. Department of Library and Information Science conducted One-Day National Workshop on Art of Writing Bibliography based On Reference Tools on 15th December **2023**
3. Department of Education conducted the programme on Research Methodology on 10th January 2024
4. Department of Statistics conducted the programme on Introduction to SPSS on 05th January 2024
5. Department of English conducted the programme on English for Young Teachers on **27th** February 2024

The Director, IQAC added that the Centre for Marine Science & Technology plans to host an Online Seminar on Innovation, Start-up & Quality Publications on June 2024 and an offline programme in July 2024.

The Director, IQAC proudly said that the Audit Report format has been pruned as per the AQAR metrics and the Common Audit Report format and Section Specific Audit Report format were also prepared and the Internal Academic Audit (2022-23) & the Internal Administrative Audit have been conducted on 21-22, August 2023 & 15-16, November 2023.

Prof. S. Madhavan thanked the members for their valuable presence and input.

Director, IQAC   **Registrar**   **Vice-Chancellor**