

PERIYAR MANIAMMAI UNIVERSITY

(Under Sec.3 of UGC Act, 1956)

Periyar Nagar, Vallam Thanjavur - 613 403.

Agenda for 82<sup>nd</sup> Internal Quality Assurance Cell (IQAC) Meeting

Date: 02.06.2016

Time: 3.00 P.M.

Venue: Marie Curie Hall  
(TB - I)

A. Actions taken on the last meeting Minutes dated: 30.04.2016

S.No.	Details of Minutes	Action Taken
1	The PMU Staff Club and Centre for VMCQLER should take necessary steps for the regular health checkup of all the faculty and staff.	In order to fix hospitals for regular yearly health check up for faculty and staff members in nominal rate, hospitals in Thanjavur and Tiruchirappalli are being approached. Since all hospitals have only their regular package tariff, they requested time to confirm concession rate by management authorities. Waiting for their response.
2	Every department has to organize refresher course for a minimum days (7 days) for teaching and non-teaching staff. Separately outside resource persons may be invited and industrial visits may also be arranged.	<p><b>EEE:</b> Organized Faculty Recharge Programme for six days during 17.05.2016 to 22.05.2016 by inviting external resource person. Industrial visit to 110KV SS - Thanjavur and 230KV SS Thirukanurpatti has been undertaken.</p> <p><b>Mechanical Engg:</b> Department of Mechanical Engineering has conducted a Faculty Recharge Program "Design &amp; Manufacturing" from 16/05.2016 to 23/05/2016.</p> <p><b>BioTech:</b> Organized a 7 days refresher course on "Instrumental Methods of Analysis - Part I: AFM and SEM" from 16.05.2016 to 22.05.2016. One day visit to Proteomic Laboratory at Centre of Advanced Study in Marine Biology (Annamalai University) was arranged on 20.5.2016 to have demo on MALDI-TOF/TOF sample preparation and analysis of protein sequences.</p> <p><b>Departments of M.B.A, Education, Library, Physical Education, English and Social Work</b> Planned to organize refresher course for teaching and non-teaching staff on 13.06.2016 to 18.06.2016 (Six Days).</p>

		<p><b>Mathematics:</b> Six Day Faculty Refresher Course on 'Algebraic and Number Theoretic Aspects in Graphs and Networks' was organized during 17 - 22, May 2016.</p> <p><b>CSE:</b> Organized one week workshop on Android App Development from 17.05.2016 to 22.05.2016.</p> <p><b>IT, MCA, M.Sc S/w Engineering</b> Organised Faculty Recharge Programme on "Web Application Development Using PHP and Android" under CSI Thanjavur Chapter from 17.05.2016 to 22.05.2016.</p>
3	Some of the scholars registered under Science (₹ 12,500) are paying the fee applicable to Humanities (₹ 10,000). The balance amount should be recovered from the students by the respective Heads	Fees posting is done by Finance Section according to the classification given in the BRAIN software at the time of Admission. If Research Office identifies the scholars and reclassify them, then the fees postings will be changed accordingly.
4	Internal Audit was scheduled from 25th-28th, April 2016. The trained Internal Auditors were assigned to carry out the audit.	Internal Audit was completed.
5	Stock Verification is scheduled from 9th May to 14th May 2016. All Deans, Directors, HODs and Section Heads to ensure that the stock register is updated and available during the stock verification. [Pending till date is the Library Stock Verification].	Stock Verification for 2015-2016 completed.
6	Updation of PMU QMS Manual into e-manual (Clause 4 to Clause 8) Note: Progress towards ISO 9001:2015	Initiative taken.

## B. Agenda for the Present Meeting

### 1. Dean Academic i/c

- (i) Parent teachers meeting to be organized on 25.06.2016 for second, third and fourth year students. The progress report along with the PTA meeting letter should be sent to parents in the first week of June 2016.
- (ii) Course plans are to be circulated to the students from the first day of their class itself.

- (iii) Roaming committee by each department is to be framed by the Heads on circulation for those who don't have the class in the First, third and fifth hour. Deans and Heads should monitor and ensure the discipline of their school.
- (iv) Practical record notebooks are to be distributed to the students in the first day of the practical classes. Heads should ensure and send the compliance report to the School Deans.
- (v) Every day attendance has to be entered by the course teacher before 5.00 P.M. in the BRAIN software. Heads should monitor and weekly attendance report to be submitted to the Dean Academic office. Weekly attendance report should be sent to parents by SMS.
- (vi) Second and fourth Saturday formative assessment review will be conducted by the concerned school Dean .The formative assessment marks to be posted in notice board after verification by the School Deans and a copy to be submitted to Dean Academic Office.
- (vii) Academic activity calendar to be prepared by each department considering the following on or before 10.06.2016. Department should adhere to the academic calendar. Any deviation may properly be approved by the competent authority.
  - Guest lectures.
  - Industrial visits/Local visits.
  - Seminars/Symposium/Conference/Workshop.
  - Value added courses.
  - Coaching classes for supplementary /current.
  - Makeup classes for genuine cases (sports/NSS/NCC/Medical).
- (viii) Details of the advanced learners those who are willing to take up one additional course in each 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> semesters to be submitted to Dean Academics Office on or before 23.06.2016.
- (ix) Presentation for open elective will be held on 20.06.2016. Registration forms duly filled by the students should reach the Dean Academics Office on or before 23.06.2016.
- (x) Faculty recharge programme conducted from 17.05.2016 to 22.05.2016 as planned by each department. Report on FRP completed and submitted to UQMS.

## 2. Dean Research:

- (i) Dean (Research) wants to have department wise interaction with the faculty in the presence of the concerned Heads and Deans in their departments to discuss about the progress of project proposal / paper publications / organizing programmes etc. from 15-06.2016 to 29.06.2016. Schedule will be sent to departments.
- (ii) Monthly report in the prescribed format to be submitted by the HoDs before sending Reminder.**
- (iii) Industrial R&D experts **with Ph.D degrees** may be included in the DC panel for the new scholars.
- (iv) The norms for providing HTTA for Research scholars to be strictly followed
  - First class with distinction in PG.
  - Valid GATE/SLET/NET Score.
  - Atleast one publication in International refereed journal.
  - Capacity to write project proposals.
  - Handling academic load of atleast 12 hrs./week at UG level teaching.

## 3.MR UQMS:

- (i) Root Cause Analyse Workshop for all Directors and HODs.
- (ii) Internal Audit Planned for June/July 2016.
- (iii) ISO Audit Compliance Training for all LAB Technicians.

#### 4. Dean of Schools:

Copies of the monthly performance appraisal report of the schools are appended for review.  
( Annexure A)

#### 5. Director/VMCQLER

- a. Regarding the health insurance, the complete detailed content documents are collected from 1) IOB health care plus, 2) Appollo Munich (Exclusive for IOB customers), 3) Star Health Plus. Yet to collect two more insurance agency's details and comparison statement have to be performed before a call for discussion (planning to finish within 84<sup>th</sup> IQAC meeting).
- b. The certificates are partially ready (need to get signatures from concern authority) for participants of seminar on "Language of Health and Mind" which is conducted on April 18, 2016.
- c. International Yoga Day will be celebrated on 21<sup>st</sup> June 2016. We are planning to invite public old age home people to participate in training session on that day.

#### 6. Director/CETAT:

- (i) MoU signed between Indian Airforce Thanjavur and PMU on 10.05.2016 (Tuesday) regarding to fabricate POEMS and PIT by CETAT.
- (ii) 35 students of first year Mechanical and 10 students of first year Aerospace are undergoing IPT in our CETAT for 15 days from 23.05.2016 to 10.06.2016.

#### 7. Finance :

<b>Fees arrears for the academic year 2015 -2016 (as on 31.05.2016)</b>		
Amount in Lakhs		
Year	26.04.2016	31.05.2016
I Year (2015-16)	20.2	11.04
II year (2014-15)	22.4	15.55
III year (2013-14)	6.15	5.25
IV year (2012-13)	2.38	1.9
V year (2011-12)	0.72	0.22
Ph.D	11.15	8.35
Course Completed	7.10	7.05
<b>Total</b>	<b>70.10</b>	<b>49.36</b>
<b>Hostel Fees (Amount in Lakhs )</b>		
Chakravarthi Hostel	1.8	0.6
Annai Nagammaiyar Hostel	7.65	6.64
<b>Total</b>	<b>9.45</b>	<b>7.24</b>

#### (C) Any other points

- Major Achievements by departments to be furnished for every IQAC.
- Energy Audit.
- Environmental Audit.

**Registrar**

## Annexure - A

### Monthly Performance of Departments - School Wise

#### Architecture – (May 2016)

1.	Ongoing research projects in this quarter.	Nil
2.	Completed research projects in this quarter. (Funded by National / International Agencies)	Nil
3.	Coordinated/Collaborative Projects (National and International) in this quarter.	Nil
4.	National recognitions for faculty for Teaching / Research/Consultancy / Extension (by reputed / recognized bodies) in this quarter.	Nil
5.	No. of Patents filed in this quarter.	Nil
6.	M.Phil. & Ph.D. completed in this quarter.	Nil
7.	Revenue generated from consultancy in this quarter.	Nil
8.	Number of MoUs with International recognized bodies in this quarter.	Nil
9.	Total number of publications of the University in this quarter	1 Ar.C.Sivapriya (IJIRSET)
10.	No. of National / International conferences / workshops organized in this quarter.	Nil
11.	Student passed NET/SLET/GATE/GMAT/ CAT/ GRE/ TOEFL, Civil Services etc. in this quarter.	NA

12.	Outstanding Achievements / Recognition by faculty / alumni in this quarter.	Nil
13.	Outstanding performance of students in sports / cultural activities in the quarter.	Nil
14	Percentage of faculty availing international fellowship for advance studies in this quarter.	Nil
15	Average students placement percentage in this quarter.	20%
16	Donations received for institution of Chairs, endowments, seminars, and lecture series in Crores of INR in the quarter and in the last 5 years.	Nil
17	Contribution of Alumni / parents in the quarter and also in the (last 5 years) for development of University in Lakhs.	Nil
18	Number of programmes attended / organized for professional development of staff in this quarter.	FDP – Organized -1  Attended -1 No.Of participants - 11
19	Projection of successful innovative practices in this quarter.	

## School of Engineering and Technology

S.No	parameters	Aero	Bio	Che	Civil	ECE	EEE	Mech
1	Ongoing research projects in this quarter.	-	-	2	-	-	-	-
2	Completed research projects in this quarter. (Funded by National / International Agencies)	-	-	-	-	-	-	-
3	Coordinated/Collaborative Projects (National and International) in this quarter	-	-	-	-	-	-	-
4	National recognitions for faculty for Teaching /Research/Consultancy / Extension (by reputed / recognized bodies) in this quarter.	-	-	1	-	-	-	-
5	No. of Patents filed in this quarter.	-	-	-	-	-	-	-
6	M.Phil. & Ph.D. completed in this quarter	-	-	Not applicable	-	-	<b>01</b> Mrs. P. Avirajamanjula AP (SS) / EEE, completed her Ph.D on 29-04-2016	-
7	Revenue generated from consultancy in this quarter.	-	-	-	Projects-13 Income- Rs.1,02,300	-	-	-
8	Number of MoUs with International recognized bodies in this quarter.	1 with Airforce Station, Thanjavur	-	-	-	MoU is signed with REACH foundation, Chennai for the Reach axshaya TB project for spreading the TB awareness message through community radio on 03.05.2016	-	-

9	Total number of publications of the University in this quarter	1 paper published in International Conference	-	1+1(Under process)	-	-	-	-
10	No. of National / International conferences / workshops organized in this quarter.		-	-	-		-	-
11	Student passed NET/SLET/GATE/GMAT/ CAT/ GRE/ TOEFL, Civil Services etc. in this quarter.	-	-	-	-	-	-	-
12	Outstanding Achievements / Recognition by faculty / alumni in this quarter.	-	-	-	01( Mr.P.Lenin ,AP)	-	-	Award - 4 (Best Library User Award")
13	Outstanding performance of students in sports / cultural activities in the quarter.	-	-	-	-	-	-	-
14	Percentage of faculty availing international fellowship for advance studies in this quarter.	-	-	-	-	-	-	-
15	Average students placement percentage in this quarter.	30%	-	-	-	-	-	8% - 12 students placed (10-Numann,,2-M/s HGS, Chennai )
16	Donations received for institution of Chairs, endowments, seminars, and lecture series in Crores of INR in the quarter and in the last 5 years.	-	-	-	-	-	-	-
17	Contribution of Alumni / parents in the quarter and also in the (last 5 years) for development of University in	-	-	-	-	-	-	-

	Lakhs.							
18	Number of programmes attended / organized for professional development of staff in this quarter.	FDP attended – 6 members Faculty training programme attended-1 Faculty chaired as chief guest in International Conference - 1	-	2 / -	No.of Programmes- <b>01</b> (FDP - 17.5.16 to 22.05.16)	programmes attended: Webinar – 1 Faculty Recharge Programme - 3	Organized – 3 (One day webinar - 2 6Days - 1)	-
19	Projection of successful innovative practices in this quarter.	Preparing students to send proposal of research projects for funding to reputed funding organizations	Motivated students to do their IPT in national institutes.	-	-	-	-	-

**School of Computing Sciences and Engineering**

<b>S.NO.</b>	<b>PARAMETERS</b>	<b>CSE</b>	<b>IT</b>	<b>MCA</b>	<b>M.SC</b>	<b>MATHS</b>
1.	Ongoing research projects in this quarter.	-	-	-	-	-
2.	Completed research projects in this quarter. (Funded by National / International Agencies)	-	-	-	-	-
3.	Coordinated/Collaborative Projects (National and International) in this quarter.	-	-	-	-	-
4.	National recognitions for faculty for Teaching /Research/Consultancy / Extension (by reputed / recognized bodies) in this quarter.	-	-	-	-	-
5.	No. of Patents filed in this quarter.	-	-	-	-	-
6.	M.Phil. & Ph.D. completed in this quarter.	-	-	1	-	-
7.	Revenue generated from consultancy in this quarter.	-	-	-	-	-
8.	Number of MoUs with International recognized bodies in this quarter.	-	-	-	-	-
9.	Total number of publications of the University in this quarter	-	-	-	1	01
10.	No. of National / International conferences / workshops organized in this quarter.	-	-	-	-	-

11.	Student passed NET/SLET/GATE/GMAT/ CAT/ GRE/ TOEFL, Civil Services etc. in this quarter.	-	-	-	-	-
12.	Outstanding Achievements / Recognition by faculty / alumni in this quarter.	-	-	-	-	-
13.	Outstanding performance of students in sports / cultural activities in the quarter.	-	-			-
14.	Percentage of faculty availing international fellowship for advance studies in this quarter.	-	-	-	-	-

**School of Humanities , Sciences and Management**

	<b>Parameters</b>	<b>Chemistry</b>	<b>Physics</b>	<b>English</b>	<b>Education</b>	<b>Library</b>	<b>Management</b>	<b>Commerce</b>	<b>Phy.Edu</b>
1	Ongoing research projects in this Month	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
2	Completed research projects in this Month. (Funded by National / International Agencies)	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
3	Coordinated/Collaborative Projects (National and International) in this quarter.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
4	National recognitions for faculty for Teaching /Research/Consultancy / Extension (by reputed / recognized bodies) in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
5	No. of Patents filed in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
6	M.Phil. & Ph.D. completed in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
7	Revenue generated from consultancy in this quarter.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
8	Number of MoUs with International recognized bodies in this Month	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
9	Total number of publications of the University in this Month	NIL	NIL	Nil	Nil	Nil	1	Nil	Nil
10	No. of National / International conferences / workshops organized in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
11	Student passed NET/SLET/GATE/GMAT/ CAT/ GRE/ TOEFL, Civil Services etc. in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil

	Parameters	Chemistry	Physics	English	Education	Library	Management	Commerce	Phy.Edu
12	Outstanding Achievements / Recognition by faculty / alumni in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
13	Outstanding performance of students in sports / cultural activities in the Month	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
14	Percentage of faculty availing international fellowship for advance studies in this Month.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
15	Average students placement percentage in this Month.	Nil	01	Nil	Nil	Nil	55% (11 students placed this month)	Nil	Nil
16	Donations received for institution of Chairs, endowments, seminars, and lecture series in Crores of INR in the quarter and in the last 5 years.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
17	Contribution of Alumni / parents in the quarter and also in the (last 5 years) for development of University in Lakhs.	NIL	NIL	Nil	Nil	Nil	Nil	Nil	Nil
18	Number of programmes attended / organized for professional development of staff in this month.	02 by 5 members	04	Nil	PAZHAGU MUGAAM 2016 (Children's Camp) Department staff participated in the University organized camp from 08.05.2016 to 12.05.2016 (five Days)	Nil	Nil	Nil	Nil
19	Projection of successful innovative practices in this Month.	Nil	NIL	1	Working for Admission 2016-2017 - Aims to achieve - 150 B.Sc.B.Ed - 50: B.Ed. - 100	Nil	Nil	Nil	Nil
20	Others	01 by 5 members & one M.Phil scholar	02	Nil	Nil	Staff Birthday Gift - 16 Books (Donated books ) Total cost Rs. 3666/-	Nil	Nil	Organised Pazhagam Mugaam Children's Camp - 2016 with Department of Education