

# PERIYAR MANIAMMAI UNIVERSITY

(Under Sec. 3 of UGC Act.1956)

Periyar Nagar, Vallam Thanjavur - 613 403.

## OFFICE OF THE IQAC

Minutes No.PMU/ IQAC/024/2016, Dated: 21.03.2016

**Minutes of the 79<sup>th</sup> Internal Quality Assurance Cell Meeting held at PKC Block (Hawking Hall) on 29.02.2016 at 11 A.M.**

The Hon'ble Vice-Chancellor chaired the meeting and the Hon'ble Pro Vice-Chancellor, Registrar, IQAC Coordinator, COE, Deans, Directors, Senior Professors/Associate Professors, HODs, MR-UQMS, Hostel Wardens and Section Heads participated.

Sl. No.	Details of Minutes	For Action
1.	<p>Hon'ble Vice Chancellor and Chairperson of IQAC chaired the meeting and discussed the following points:</p> <ul style="list-style-type: none"><li>The IQAC felicitated Dr.A.E. Narayanan, HoD/ IT and Dr.C.Valarmathi, Asst.Librarian for their successful completion of Doctoral defence.</li><li>Hon'ble Pro-Vice Chancellor attended the FICCI-Cambridge English South Asia Partnership Summit2016 which was held at New Delhi on 23<sup>rd</sup> and 24<sup>th</sup>, February 2016 and signed a MoU with Cambridge English Language Assessment for enhancing the employability skills of the students.</li></ul> <p><b>OBE</b></p> <ul style="list-style-type: none"><li>The department heads are asked to take care of publishing the First year OBE result without delay and solve all the lacunae before publishing the results.</li><li>Faculty should improve their teaching-learning process and attract the students through delivering mechanism for the successfulness of OBE method.</li><li>To write the CA1 examination, 80% of attendance is compulsory for the students.</li></ul> <p><b>Discipline committee</b></p> <ul style="list-style-type: none"><li>All the faculties must work jointly to maintain the student's discipline. The Roaming committee should be formed to monitor the students discipline inside the campus.</li></ul> <p><b>Hostel</b></p> <ul style="list-style-type: none"><li>The wardens of both boys and girls hostel should strictly monitor and check the student's attendance in the lunch and dinner time.</li><li>The wardens must ensure the hostel rooms are kept closed during the working hours and the sick students are instructed to stay back in sick room.</li></ul>	<p>All HoD's</p> <p>Dean Academic</p> <p>Hostel Wardens (Boys and Girls)</p>

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	<p><b>Library</b></p> <ul style="list-style-type: none"> <li>• Survey and maintenance of records for the usage of digital library must be enhanced.</li> <li>• The copy of e-journals should be sent to the respective department library for easy access to all the students and faculty.</li> <li>• To devise a mechanism to use more number of journals and magazine by the students and faculty regularly. In the recent past issues of journals and magazines are kept in the department library for a longer period.</li> <li>• The Librarian should take aggressive steps to make use of more number of books and journals by the students and faculty.</li> <li>• The Librarian should maintain a statistical report of the library usage of students and faculty per day and the library committee should monitor periodically about this statistics.</li> </ul> <p><b>Computer Center</b></p> <ul style="list-style-type: none"> <li>• The Dean SCSE should ensure the effective usage of all terminals in the laboratories.</li> </ul> <p><b>Teaching-Learning</b></p> <ul style="list-style-type: none"> <li>• All the course teachers must identify the weaker and advanced level students separately and conduct more number of tutorial classes.</li> <li>• The school deans are asked to submit the procedure for effective conduct of the tutorial classes and case study. The proposed plan will be discussed in 80<sup>th</sup> IQAC.</li> <li>• For strengthening the teaching-learning process, with the social media (Twitter, LinkedIn, Face book, WhatsApp etc.) as a part, all the faculty must create a social group for academic purpose only.</li> <li>• Dr.K.Lakshmi, Dean (SCSE) and Dr.A.Kovalan, Associate Professor, Software Engineering division will organize a workshop on effective use of social media for the academic purpose to the entire faculty.</li> </ul> <p><b>E-Content development</b></p> <ul style="list-style-type: none"> <li>• The e-content for the courses must be further strengthened and the entire faculty must continuously develop more number of e-contents and make available in MOODLE for students open access.</li> </ul> <p><b>Alumni Activity</b>  The PMU Alumni chapter conducted PMAA Meet at Thanjavur on 27<sup>th</sup> February 2016. The PMU-Alumni working in various Government and Private sectors participated. The Hon'ble Vice Chancellor felicitated the PMU-Alumni chapter President Mrs.T.Kavitha and her team members for the successful conduct of the meet.</p>	<p>Director/Library</p> <p>Dean/SCSE</p> <p>All Deans</p> <p>Dean/SCSE</p> <p>All HODs</p>

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2.	<p><b>Dean Academic</b></p> <p>Dr.P.K.Srividhya, Dean i/c (Academic) discussed the following points</p> <ul style="list-style-type: none"> <li>• Refresher course on OBE has been conducted for three days. As a continuation of the workshop, the syllabus for the 3rd and 4th semesters have to be finalized and will be subjected to review on 15.03.2016 by PRO -VC.</li> <li>• As per UGC communication, provisions to be made to incorporate:- <ul style="list-style-type: none"> <li>□ The National policy on occupational safety and the working environment in the syllabus for laboratory courses.</li> <li>□ The national policy on occupational health in the syllabus for professional ethics course.</li> </ul> </li> <li>• For the Redo candidates, the equivalence of credits has to be properly carried and submitted for approval well before the commencement of the semester in which the student has to rejoin.</li> <li>• In continuation of the MoU with Cape Breton University, a proposal is submitted by Department of Chemistry, Cape Breton University, Canada to start 4 year Bachelor of Engineering Technology (Advanced Chemical) undergraduate degree program jointly offered by Department of Chemical Engineering, PMU and Department of Chemistry, CBU. It is proposed to admit students for this program who have to complete first two years at PMU and next two years at CBU.</li> </ul>	All HoD's
3.	<p><b>COE i/c</b></p> <ul style="list-style-type: none"> <li>• Since the implementation of OBE being the first time, there are more number of reappearances in the first semester examination of 2015-16 batch. Thus, as a special case, the improvement or supplementary examinations are considered to be a first attempt for the first semester examination only.</li> <li>• Students those who secured the CGPA of 7.5 and above without any arrears in first four semesters are considered to be an advance learner (B.Tech course only).</li> <li>• The advance learners can carry and complete their 8<sup>th</sup> semester course/subjects on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> semesters based on the recommendations of the concerned HoD/Dean, thereby the advance learners can be permitted to concentrate their final year projects in their entire 8<sup>th</sup> semester.</li> </ul>	All Dean and HoD's

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4.	<p><b>Dean Research</b></p> <p>Dr.T.Tamizharasan, Dean (Research) discussed the following points:</p> <ol style="list-style-type: none"> <li>1. Research supervisors / HoDs to arrange for DC meetings / Presentations only after ensuring that there is no fees dues for the scholars.</li> <li>2. In case of external supervisor and external scholar, the concerned HoDs to verify the publications online before submitting the recommendations to Research office for the conduct of Synopsis meeting.</li> <li>3. Out of 22 project proposals planned for this calendar year, 3 proposals (Mech., Chemical, Aero) have been submitted and 1(Nanotech) more is in progress.</li> <li>4. Out of 249 paper publications planned for this calendar year, 18 papers have been published by our faculty.</li> <li>5. Monthly report in the prescribed format to be submitted by the HoDs on the first working day of every month. Since this system is initiated from January 2016, 2 reports (for Jan. and Feb.) to be submitted on 01-03-2016.</li> <li>6. As per the schedule given below, 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.</li> </ol> <p><b>Note: The venue to be fixed by the HoDs, preferably in the Departments</b></p> <table border="1" data-bbox="252 1509 1177 1881"> <thead> <tr> <th data-bbox="252 1509 357 1581">Sl.No</th> <th data-bbox="357 1509 721 1581">Departments</th> <th data-bbox="721 1509 979 1581">Date of Discussion</th> <th data-bbox="979 1509 1177 1581">Time of Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1581 357 1657">1.</td> <td data-bbox="357 1581 721 1657">Aerospace Engineering &amp; Mechanical Engineering</td> <td data-bbox="721 1581 979 1657">01.03.2016</td> <td data-bbox="979 1581 1177 1881" rowspan="4">4.45 PM- 6.00 PM</td> </tr> <tr> <td data-bbox="252 1657 357 1733">2.</td> <td data-bbox="357 1657 721 1733">Architecture &amp; Civil Engineering</td> <td data-bbox="721 1657 979 1733">03.03.2016</td> </tr> <tr> <td data-bbox="252 1733 357 1809">3.</td> <td data-bbox="357 1733 721 1809">Biotechnology &amp; Chemical Engineering</td> <td data-bbox="721 1733 979 1809">07.03.2016</td> </tr> <tr> <td data-bbox="252 1809 357 1881">4.</td> <td data-bbox="357 1809 721 1881">CSE, IT &amp; MSc Software Engg.</td> <td data-bbox="721 1809 979 1881">09.03.2016</td> </tr> </tbody> </table>	Sl.No	Departments	Date of Discussion	Time of Discussion	1.	Aerospace Engineering & Mechanical Engineering	01.03.2016	4.45 PM- 6.00 PM	2.	Architecture & Civil Engineering	03.03.2016	3.	Biotechnology & Chemical Engineering	07.03.2016	4.	CSE, IT & MSc Software Engg.	09.03.2016	All HoD's
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5.	EEE	11.03.2016	4.45 PM- 6.00 PM
6.	ECE & Nanotechnology Division	14.03.2016	
7.	Education	16.03.2016	
8.	MCA & Mathematics Divisions	18.03.2016	
9.	Physics, Chemistry & English	21.03.2016	
10.	KKC for Political Science, Center of excellence for Periyar Thought & Center for Rural Development	23.03.2016	
11.	MBA & Commerce	25.03.2016	
12.	Library Information Science & Physical Education	28.03.2016	
	<p>7. Industrial experts may be called for strengthening the students' projects (from zeroth review to the final viva voce examination).</p> <p>8. The Half Time Teaching Research scholars to be involved in preparing project proposals in addition to the normal teaching loads.</p> <p>9. All faculty may be deputed for intensive industrial training (10 - 15 days) during common summer vacation in order to enrich their industrial exposure.</p> <p>10. Internal proposals scrutinizing committee to be formed under the leadership of Hon'ble Vice Chancellor for scrutinizing each and every proposal before submission to the funding agencies.</p>		
5.	<p><b>MR-UQMS</b></p> <p>1. MR-UQMS announced that internal audit will be scheduled in the month of March using a weightage scale assessment.</p> <p>2. The department should conduct a meeting comprising of all teaching staff to discuss on the achievement of 2014 and 2015. The minutes should verify the goal set for the year 2016.</p> <p>3. The ISO auditor training is scheduled for 17<sup>th</sup> and 18<sup>th</sup> March 2016.</p>		All HoD's
6.	<p><b>IQAC Coordinator</b></p> <p>IQAC coordinator requested all departments to furnish the feedback of students using the PMU Form 1A, 1B, and 1C. In addition, the remedial action taken report should be attached in the feedback.</p>		All HoD's

Registrar