PERIYAR MANIAMMAI UNIVERSITY
(Under Sec. 3 of UGC Act.1956)
Periyar Nagar, Vallam Thanjavur – 613 403.

OFFICE OF THE IQAC

Minutes No.PMU/ IQAC/035/2016, Dated: 25.04.2016.

Minutes of the 80th Internal Quality Assurance Cell Meeting held at TB-I Block
(Richard Dawkins Hall) on 09.04.2016 at 3.30 P.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.	Hon'ble Vice Chancellor and Chairperson of IQAC chaired the meeting and discussed the following points: • The IQAC felicitated Dr.P.K.Srividhya, Dean – Academic i/c, Dr.P.Jayasudha, Dean i/c, School of Architecture and Planning, and their team members for the successful conduction of "Vetri Nitchayam -2016" on 08.04.2016 at PMU campus. • The IQAC felicitated Mr.R.Rakesh, Director – CUII i/c, and Mr.A.Gokulanathan, Dy.Director-CUII for their commendable work done in placement 2016. • The IQAC chairperson appreciated Dr.T.Tamizharasan, Dean/ Research for organizing the Half Yearly Research Scholar's meet on 09.04.2016. **Seminar / Workshop** • Departments are asked to conduct any Seminar / Workshop at least for the duration of six days (even in two slots) as per the requirement of NIRF. **Patent** • The department Heads can invite Ms.A.P.Aruna, CEO i/c, Periyar TBI and Dean Research to review their student projects. The identified best project can be filed for the patent. The title of the best student projects must be submitted at the 81st IQAC meeting. **Transparency** • The University common circulars must be displayed on the PMU website periodically. **Library** • The Librarian should maintain a statistical report of department library usage of students and faculty per day and the library committee should monitor periodically about this statistics.	Ms.A.P.Aruna CEO i/c, Periyar TBI Ms.G.Thiruchelvi e-Governance Coordinator Director / Library

Sl. No.	Details of Minutes	For Action
	Teaching-Learning • Dr.K.Lakshmi, Dean SCSE will organize a workshop on "Effective use of social media" along with CSI and IEEE for the academic purpose to the entire faculty and students. The minimum duration of the program can be 6 days. **Admission** • The department Heads can motivate their faculty and students to be actively involved in the Admission-2016.	Dr.K.Lakshmi, Dean /SCSE All HoDs
2.	**Dean Academic i/c** • As per UGC communication, the topic on "How to make complaints regarding corrupt practices" has been included in the Human ethics subjects. • Course plan must be prepared for all subjects and submitted to HOD before availing vacation. HODs should complete all the course plans semester wise to be submitted to Dean academic office through school Dean. • Time table and work load for the next semester to be prepared and submitted to Dean Academic Office. • It is proposed to start B.Sc Agriculture and B.Tech Agriculture Engineering.	All HoDs

2.	**Dean Research**
	i. Faculty of all departments to update the **'Google scholar pages'** frequently in order to get the current Google Scholar up date for PMU.
	ii. Free access for Science direct journals is available. All are instructed to utilize this facility.
	iii. Monthly Research report to be submitted by the HoDs on the first working day of every month without fail.
	iv. For intensive industrial training for faculty, the Heads to identify the industries in advance.
	v. NIRF is going to become mandatory for all institutions from this academic year.
	vi. Since we move towards NIRF & NBA, publishing papers in Scopus indexed journals, Google Scholar indexed journals, Web of science indexed journals etc. become mandatory.
	vii. The areas to be strengthened for good NIRF scoring are,
	   1. Perception(image building) - 100 marks
	   2. Placement, Higher studies
	      & Entrepreneurship - 50 marks
	   3. Admission - 30 marks
	   4. Publication – 30 marks
	   5. Citation - 30 marks
	   6. Diversity - 25 marks
		All HoDs

Sl. No.	Details of Minutes	For Action
	viii. Out of 22 project proposals planned for this calendar year, 3 proposals (Mech., Chemical, Aero) have been submitted and **no proposal has been submitted during this month**. ix. Out of 249 paper publications planned for this calendar year, 18 (Feb.) +11 (Mar.) papers have been published by our faculty. x. Ministry of earth science is ready to pump money, but the proposal should be to their scope. Particularly, they support more for Sciences than that of Engineering. xi. Depending on the nature of Project proposal, the internal proposals scrutinizing committee, comprising the subject experts will be formed under the leadership of Hon'ble Vice Chancellor for scrutinizing each and every proposal before submission to the funding agencies. xii. DC meetings to be conducted by the Supervisors **only with the approved DC members.** Unauthorized experts should not be called. xiii. During this month, 19 Research scholars cleared their fee dues. Within 90 days, the fee due would become zero.	All HoDs
3.	**MR-UQMS** • Stock Verification for 2015-2016 will be conducted in the second week of April 2016. HOD to ensure that the stock register is updated and it is ready for the inspection. • The following Standard Procedure need to be updated 	SP No	Title	Effective Date
02	Procedure for Student Identification	01.06.2009
12	Procedure for Staff Training and development	01.06.2009
17	Procedure for Office	01.06.2009		All HoDs
4.	**Director - CSAS** • As a request from students going abroad, medium of Instruction can be included in Transfer Certificate or mark sheet.	

Registrar

1. COE i/c / F.O. i/c / MR-UQMS / Coordinator-IQAC.
2. All Deans / Directors / HODs / Section Heads / Part Time Coordinator.
3. PS to VC / PS to Pro VC / PA to Registrar / Circulated through Periyar Net.