PERIYAR MANIAMMAI UNIVERSITY

(Under Sec. 3 of UGC Act.1956)

Periyar Nagar, Vallam Thanjavur – 613 403.

OFFICE OF THE IQAC

Minutes No.PMU/ IQAC/ 041/2016, Dated: 10.05.2016

Minutes of the 81st Internal Quality Assurance Cell Meeting held at TB-II Block (Freud Hall) on 30.04.2016 at 3.30 P.M.

The Hon'ble Vice-Chancellor chaired the meeting and the COE, Deans, Directors, IQAC Coordinator, 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: • IQAC felicitated Dr. S.Senthamilkumar, Dr.T.Narmadha, Mrs.L.Jayanthi, Mrs. D.Antony Lillypushpam and Mr.K.Raju for donating 30 books, the worth of ₹ 8799 to the PMU library on the eve of their birthday. • IQAC felicitated the departments for publishing the result one-day in advance in the prescribed schedule. **Health checkup** • The PMU staff club and Centre for VMCQLER should take necessary steps for the regular health checkup of all the faculty and staff. **e-News bulletin** • All the faculty and staff should send the PMU e-News bulletin to all the parents, stakeholders and alumni regularly. **Admission** • All the faculty and staff should actively involve in the admission-2016 activity.	Director i/c – VMCQLER All Faculty and Staff All Faculty and Staff
2.	Dean Academic i/c • 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. • Faculty who are handling practical, has to exercise every practical and model the observations, in a record and to submit it before availing vacation. Operations of the instrument must be known by every individual. • The Second and Fourth Saturday will be non working day for the students in order to — Make the advanced learners to take up extra course. — Weaker students to improve their performance, both attendance and formative assessments. — Deans and HoDs can review the completion status of the course and formative assessment report. • It is suggested to have 5th Saturday as a Holiday.	All HoDs All faculty All faculty

Sl. No.	Details of Minutes	For Action
3.	**Dean Research** 1. Recommended for Removal of 43 Scholars from the Role. 2. On par with leading Universities, the total credit of Ph.D course work to be maintained as 12. Hence, duration of one year may be claimed by M.Phil holders, but compulsorily they have to appear for an online course conducted by IITs / Foreign Universities to make up the total credit. 3. The scholars those who didn't appear for course work examinations (irrespective of year of registration), it is mandatory to undergo at least one online course and to submit the score card with any score before the submission of Synopsis. 4. There is no course fee for the MOOC courses offered by IITs (NPTEL) and Foreign Universities (Coursera), but the scholars have to pay the Examination fee to the concerned Institutions. (For IIT courses, ₹ 1000/= and for foreign universities, it may be little bit higher). 5. For the Scholars registering Ph.D from the academic year 2016-17, it is suggested to opt at least two MOOC courses instead of Directed study subjects. 6. 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.	All faculty Registrar Office
4.	**MR-UQMS** a. Internal Audit was scheduled from 25th-28th, April 2016. The trained Internal Auditors were assigned to carry out the audit. b. 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]. c. Updation of PMU QMS Manual into e-manual (Clause 4 to Clause 8) Note: Progress towards ISO 9001:2015. d. Phase II ISO Audit Training scheduled on 16th - 28th, May 2016 (Six Days). e. Continual Improvement Report- The department has to compare two completed years i.e. 2014 & 2015 to measure the achievement. The department has to conduct a meeting with all the teaching and non teaching staff and to minute the action plan.	All faculty

(By Order)

Registrar

To

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.