OFFICE OF THE IQAC

Minutes No.PMU/ IQAC/   /2016, Dated:27.12.2016

Minutes of the 85th Internal Quality Assurance Cell Meeting

Date : 27.12.2016   **Venue : Russell Hall**

Time : 10.30 P.M   **Place : PMU, Vallam   Thanjavur**

The 85th meeting of Internal Quality Assurance Cell was held on 27.12.2016 at 10.30 a.m in the Russell Hall of the Periyar Maniammai University, Vallam, Thanjavur.

The following Internal Quality Assurance Cell Members were present:

1.	Col. Prof. N. Ramachandran	Vice - Chancellor	Chairperson
2.	Dr. P.K. Srividhya	Dean Academic	Member
3.	Dr. K. Lakshmi	Dean SCSE	Member
4.	Dr. T. Tamizharsan	Dean Research	Member
5.	Dr.A.George	Dean SHSM	Member
6.	Ar. C.V. Subramanian	Dir CSAS	Member
7.	Dr. S. Senthamilkumar	Professor /Civil	Member
8.	Dr. R. Jayanthi	Dean SET	Member
9.	Mr. V. Anburaj	Management Rep	Member
10.	Er. N.T. Balasundaram Honorary Secretary / IE(I), Local Chapter Thanjavur	Local Society	Member
11.	Mr. T. Apollo Senior Architect Intel Corporation Software Bengaluru	Alumni (Batch :1995)	Member
12.	Mr. N.Parthiban Chairperson of Student Council, PMU	Student Representative	Member
13.	Dr. KVR Rajandran , Asso. Professor / Management Studies	MR/UQMS/UQRM/ Coordinator	Member
14.	Dr. P. Jayasudha	Dean SAP(i/c)	IQAC /Coordinator

Members absent with Reason:

1.	Dr.S. Sridharan	Registrar	Member
2.	Mr. B.Saravanaprasad Associate Vice President - Talent Acquisition Quadrant 4(IT Based)-Chennai	Employer	Member
3.	Mr. T.Arumugam Senior Manager-HR / Kone Elevators-Chennai	Employer	Member
4.	Er.S.Sampath Director,M/S Velmurugan Industries, Sengipatti, Thanjavur	Industrialist	Member
5.	Mr.K.Ananda Kumar Engineering Systems Private Limited Business Developer Parent of 2nd Year Civil Eng	Stakeholder	Member

At the start of the meeting, all the members have observed one minute silence to condole the sad demise of one of the members of IQAC, Mr. P. Varadharajan, (Stake holder/Parent of II MBA student).

The meeting was initiated with formal welcome address by the IQAC coordinator. The induction of new member, Mr.K.Ananda Kumar, in place of Mr. P. Varadharajan was informed to all the members.

In his opening remarks, Chairperson of IQAC Hon'ble Vice Chancellor has insisted that:
- The agenda items shall be specific for each criteria of NAAC.
- All the criteria convenors should keep the NAAC manual always for ready reference
- The documentation process related to ISO 9001- 2015 shall be immediately started.
- Any third party assessment report such as ISO, NAAC, UGC & MHRD etc, must be considered as the most important reference to work for Agenda & points.

It was decided to conduct review meeting once in a month to check and review the progress and consolidate the details to be presented in IQAC meeting.

PART – A   GENERAL

Item 85.1:   To confirm the minutes of the 84th meeting of the IQAC held on 24.09.2016
The minutes of the 84th meeting of the IQAC circulated among all the members were discussed and confirmed.

Item 85.2: Action Taken Report (ATR) on decisions of the previous meeting

84th IQAC Minutes	Action Taken Report
The institution has registration with MHRD for National Institution Ranking Framework (NIRF) for 2016-17.	NIRF Data for Architecture, Management and University were uploaded on 27th Oct 2016 onto the NIRF portal of MHRD and all the relevant data in the prescribed format are made available in PMU website.
DNV-GL , ISO 9001 certified agent, will be conducting one day course on conversion of ISO9001:2008 to ISO9001:2015 version. The course will be organized on 8th Oct 2016.	• The Course was organized as per the scheduled date (08.10.2016). • A total number of 45 participants (Staff from PMU, Periyar Polytechnic and Periyar Pharmaceutical) have attended the one day course. • Awareness was given on Documentation process, role of MR and internal Audit. • The University needs to initiate the process of Documentation in the new version from March 2017 onwards.

Submission of AQAR for 2015-2016	The AQAR was submitted online to NAAC on 19.10.2016 and acknowledgement was received from NAAC with Ref:NAAC /AQAR /Oct 19.10.2016.
ISO 14000 Registration	Ms.D.Thaiyalnayaki, Environmental Engineer AP(SS) / CE has been appointed as MR/ EMS to overlook the implementation of ISO 14000.
No. of library books to be increased for students	Books issue is increased from 2 books to 4 books for UG students and from 3 to 5 books for PG students from 28.09.2016 onwards.

Part -B: REVIEW OF PROGRESS OF ACTIVITIES – NAAC CRITERION WISE

Item 85.3:   Criteria I – Curricular Aspects

It was discussed and decided that:
- The feed backs received through course Committee meeting and parents teacher meeting shall be considered for the participation of stakeholders.
- Feedback should be collected from all the stakeholders as per NIRF format.

It is also insisted that the infrastructure requirement submitted for discussion and approval must be specific and in detail.

The convenor is asked to initiate the online feedback system and expected to complete it before the next IQAC.

Item 85.4:   Criteria – II - Teaching Learning and Evaluation

The Chair person suggested including the Course Committee and Internal Audit meeting details as below:
- **Course Committee Meeting:**
  The detailed minutes of the course committee meetings shall be given in annexure. The highlights of the outcome of Course Committee and action taken shall be included in agenda for discussion in IQAC.
- **Internal Academic Audit:**
  The detailed minutes of the outcome of the Internal Academic Audit shall be given in annexure and the outcome must be included in agenda for discussion in IQAC.

The convenor has briefed about the details of the proposed **Faculty Development Programme** i.e. a workshop on **Micro level teaching,** planned for the faculty members having less than 5 years of teaching experience. She also has expressed the difficulty in finalizing the dates due to the non availability of expert members.
The chairperson suggested that same programme may the arranged with available internal experts in case the external recourse persons are not available.

Item 85.5: **Criteria – III - Research, Consultancy and Extension**

The convenor has presented the details on the Project proposals, Publications, H-index and citation. It was discussed and suggested that:

- All the data on the target, achievement and the improvement should be given in detail in number and %.
- Comparing the benchmarking with previous year achievement shall be one way of measuring the improvement. The achievement shall also be compared with nearby or other renowned institutions achievement to check our progress.

It was suggested that the target and End Goals related to research proposals and publications shall be divided into tasks and achievement of each task shall be measured and graded.

Regarding the organizing of international conference. it was discussed and suggested by the members that **Virtual mode** of organizing conferences shall be thought off, as there are lot of difficulties in bringing foreign experts here for the same.

The Chairperson has insisted that the details on Consultancy and Extension of the University must also be included in Criteria III.

Item 85.6: **Criteria – IV - Infrastructure and Learning Resources**

The convenor has highlighted that Library has procured books and journals for a worth for 3.5Lakhs in the last quarter. The Chairperson added that the purchase of new software (Contineo), new additions in Entrance Gate and investment on CEPT and its worth in amount shall also be included.

It was further decided that the Deans of concerned must review the lab requirement for each department and the consolidated proposal shall be submitted for discussion and approval.

Item 85.7: **Criterion – V - Student Support and Progression**

It was informed to the convenor that:
- The details of each programme in terms of qualitative and quantitative aspects should be given
- Soft skill development for students to be included.
- The data provided should be in terms of comparison with previous achievements and the NAAC reference and guidelines.
- Student participation in all the events and programmes outside the campus must be included.
- Placement details to be included

It was suggested and decided that the Director /CUII shall be invited as a Special Invitee for the IQAC from the next meeting onwards.

Item 85.8: **Criterion – VI -Governance, Leadership and Management**

The Chair person has directed the convenor to coordinate with all the criteria convenors to identify the details related to Governance, Leadership and Management and to present for discussion the same from next meeting onwards.

Item 85.9: **Criterion – VII - Innovation and Best Practices**

It was discussed and finalized that:
- Results published within a period of 15 days duration may be included as one of the Best Practices
- Department wise best practices shall be collected and consolidated for discussion.
- Regarding the Green Audit, the samples collected and a report on the comparative analysis of the data present with the previous month results must be presented in the IQAC to check the qualitative improvement.

Part - C
Item 85.10: **Any other points:**

It was discussed and finalized that:
- Agenda to be sent to all the members well in time at least 10 days ahead of meeting.
- A basic template must be prepared by IQAC to collect data from all the criterion convenors.
- Mock test for preparation of students for campus interview shall be planned and Mr. Appollo, Member/Alumni has agreed to contribute in this regard. He has also volunteered to initiate the Alumni Meet @ Bengaluru.
- Mr.R.P. Selvasundaram (an entrepreneur) may be invited to deliver a lecture to students for entrepreneurship development.
- The members have suggested to increase the participation of students and parents as members of IQAC. The Chairperson asked the coordinator to check the composition to reconstitute the IQAC.
- The date of next meeting is fixed as 24.03.2017-Friday. This will be communicated to all the members who are absent, to obtain their consent.

Finally, Dr.Jayanthi, Dean /SET (i/c) proposed vote of thanks.

Dr. P. Jayasudha
Coordinator / IQAC