INTERNAL QUALITY ASSURANCE CELL

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MINURES OF 88th INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 15-09-2017

The minutes of 88th meeting of Internal Quality Assurance Cell held on 15.09.2017 from 10.30 A.M., at the Russell Hall of PMIST, Vallam, Thanjavur, is as follows:

The following Internal Quality Assurance Cell Members were present:

1.	Dr. S. Sundar Manoharan	Vice - Chancellor	Chairperson
2.	Dr. S.A. Dhanaraj	Registrar	Member
3.	Dr. P.K. Srividhya	Dean /Academic	Member
4.	Dr. H. Muthurajan	Dean /Research i/c	Member
5.	Dr. K. Lakshmi	Dean /SCSE	Member
6.	Dr. R. Jayanthi	Dean /SET	Member
7.	Dr.A.George	Dean /SHSM	Member
8.	Dr. S. Senthamilkumar	Professor /Civil	Member
9.	Dr. C.V. Subramanian	Dir/ CSAS i/c	Member
10.	Mr. V. Anburaj	Management Rep.	Member
11.	Er. S. Sampath Director,M/S Velmurugan Industries, Sengipatti, Thanjavur	Industry Rep.	Member
12.	Dr. KVR Rajandran , Asso. Professor / Management Studies	MR/UQMS & Coordinator / UQRM/	Member
13.	Mr. Elamaran	IV year Student - Chairman /Student Council	Member
14.	Dr. T.P. Mani	Coordinator / Data Management System	Special Invitee
15.	Dr. P. Jayasudha	Dean /SAP	IQAC /Coordinator

Members abstained with prior intimation:

1.	Dr. S. Devadoss	Professor / Management Studies	Member
2.	Er. N.T. Balasundaram Honorary Secretary / IE(I), Local Chapter Thanjavur	Local Society Rep.	Member
3.	Mr. T.Arumugam Senior Manager-HR / Kone Elevators-Chennai	Employer Rep.	Member
4.	Mr. B.Saravanaprasad Associate Vice President-Talent Acquisition, Quadrant 4(IT Based)-Chennai	Employer Rep.	Member
5.	Mr. T. Apollo Senior Architect Intel Corporation Software Bengaluru.	Alumni Rep.	Member
6.	Mr.P.Vishnu Rathan, CEO /myhospitalsindia.com 19, A.S.M.Colony, Medical College(P.O) Thanjavur.	Parent Rep. (F/o.Ms.Rajalekshmi II CSE)	Member
7.	A.Senthil Vel, IFAD NGO-Co-Ordinator-Mayiladudurai	Parent Rep. (F/o Ms.S Ishwarya / II Mech. A)	Member

At the start of the meeting, the Coordinator of IQAC welcomed the members.

1. Introductory Remarks

   - The preliminary work for NIRF ranking for the year 2017-18 is to be initiated immediately by all the departments, as the notification is likely to be issued by the MHRD in the first week of October, 2017.

   - PMIST should improve overall performance by then, to meet the requirements of NIRF 2018-19.

   - Number of proposals for funded projects needs to be improved. The last date for submitting the potential projects is 30th October 2017. A minimum of 35 ongoing projects is expected from the faculties.

   - Follow-up action on the faculty members' and subsequent students' visits to CIPET, may also be presented in the IQAC meeting.

PART – A   GENERAL

Item 88.1:   To confirm the minutes of the 87th meeting of the IQAC held on 09.06.2017

The minutes of the 87th meeting of the IQAC circulated among the members were discussed and confirmed.

Item 88.2:   Action Taken Report (ATR) on decisions of the previous meeting

Sl. No	Item		Action Taken Report
a.	Effectiveness of the feedback to be analyzed and presented		
	S.No	Feed back	Action Taken
	i.	Enhance Lab facilities	Equipments in CNC Lab and Thermal Lab were serviced. Weekly monitoring and monthly maintenance were implemented to ensure the availability of the equipments.
	ii.	Upgrading Skills of Lab Technician	In house skill up gradation was conducted for the lab technician in handling the lab equipments and analyzing the readings of results after using the equipment
	iii.	Improving Transport facilities	• The route for transport facilities was extended to *Thirukkattupalli* town also, as requested by the students. • To and fro transports are provided from the Girls hostel to main building during lunch time.
	iv.	Improving Cafeteria	• The *Nagammaiyar* cafeteria was improved to serve better food and beverage to the student. • The cafeteria at PKC Block was relocated providing better ambience for the students. • Café Coffee Day booth is added as an additional variant service.
b.	• Video Recording of class room teaching to be done.		12 class room lectures are recorded for documentation and analysis.

	• A Committee has to be constituted to monitor the effectiveness of teaching learning process.	• Constituted the committee with the following members to monitor the effectiveness of teaching learning process. Vice Chancellor - Chair person Dean (Academic) - Member Respective School Dean - Member Dr. R. Ambalavanan - Member • The faculties were already appraised of Teaching Learning Process during a one day programme held on 09.09.2017.
c.	The proposed and the utilized budget details of individual departments must be assessed and presented.	• The details will be collected and consolidated to present it in the forthcoming IQAC meeting.
d.	Quarterly EMS report shall be prepared and presented in the form of Graphical representation.	Quarterly EMS report (June to August 2017) is prepared and attached as *Annexure -I*

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

Item 88.3:   **Criterion I – Curricular Aspects**

- It was reported that only minor changes were made in the curriculum and the regulations of a few programmes.

- Prior to launching new programmes, market survey may be carried out through MBA students as a feasibility study to ascertain the potential demand. They may take this as a project work.

- Standard Operating Procedures (SOP) for offering new programmes may also be discussed in IQAC meeting. It may be made available in website.

- Feedback from the students/stakeholders and effectiveness of its implementation status were discussed.

- Appropriate industrial experts may be tied up with the departments in conducting minor courses.

Item 88.4: **Criteria – II - Teaching Learning and Evaluation**

- Any innovative approach in Teaching Learning Process has to be highlighted for discussion through agenda.

- The changes / alterations of the question paper vetted by the external experts are limited to 25%.

- The answer papers will be scrutinized randomly out of the entire lot, by the external expert. Again the rule of 25 % limit applies.

- Standard Operating Procedure (SOP) with guidelines has to be formulated for carrying out the external experts scrutinizing.

- Audit outcome:

  The achievements of POs and COs and their tracking on time-line basis are to be presented in the next IQAC meeting.

- The parameters affecting the overall pass percentage and ways to improve may be critically analyzed and adopted by the heads of the departments.

- Outcome of remedial coaching classes may be measured during the coaching class itself and the progress of students may also be provided as feedback for their improvement.

- Pre-final and final year students may be reminded periodically that they must clear the arrears prior to appearing for the placement activities.

- Students must be made to clear the arrears right from first year onwards, so that they do not have any arrears when they reach the final year which would enhance their job opportunity.

Item 88.5: **Criteria – III - Research, Consultancy and Extension**

- The formats are to be revised to incorporate the Research targets and actual achievements in numerical values as on date.

- Target setting is to be completed earlier to June 2018 by the Dean Research & IQAC. Research targets & achievements may be presented in a single page, department wise.

- For ranking & accreditation purpose, the target of grants received must be fixed and projected.

- Google scholar registration must be made urgently. Immediate action is to be initiated by the Dean Research.

- Enhancement of H–index needs to be monitored and improved considerably.

- Number of projects submitted and their durations have to be monitored for adherence.

- Project proposals are to be properly routed. Status of the submitted projects has to be tracked with the concerned agencies.

- PMIST has to be registered for submitting proposals online.

Item 88.6: **Criteria – IV - Infrastructure and Learning Resources**

- Hostel expenditure and other expenditure of PMIST must be separately accounted for.

- Since it is the beginning of the academic year, budget details should be presented in the next IQAC meeting.

Item 88.7: **Criterion – V - Student Support and Progression**

- The student achievers' names are to be reflected in the main agenda as well as in the annexure.

- Activities of CUII presented by Mr. Ashok Raman (Coordinator, CUII) on 14.09.2017 were discussed. Annexure I

- Students Council Chairperson – thanked the students and the members for his election and induction into IQAC. He assured his services along with other students in supporting PMIST's activities.

- Student's council chairman was asked, also to take initiatives and assist in bringing core companies for placements.

Item 88.8: **Criterion – VI -Governance, Leadership and Management**

One week Induction programme was organized for the new faculties recruited. Annexure II

Item 88.9: **Criterion – VII - Innovation and Best Practices**

- The innovation and best practices have to be specific and not generic ones.

- Even apparent minor innovation techniques also have to be projected.

- Study-report based on readings of the multi function meter installed on 14.08.2017 is to be prepared and presented in IQAC meeting.

- Areas of improvement with corrective measures for reduction in power consumption are to be identified and implemented.

- Energy audit team may be asked to visit M/s *Velmurgan* industrials to study the measures followed there to bring down their power consumption, as a part of energy management system.

- The audit should reveal the power consumption pattern of individual elements for effective energy management and control.

- Consolidated best practices and innovation are to be kept ready for UGC visit.

- It was insisted that the innovative measures are to be highlighted department wise.

- Introduction of B.Voc. may be considered as an innovative measure.

- Flex boards / Posters to make the students aware of competitions on cleanliness and environment protection must be displayed. It should become an annual event every year.

PART - C

Item 88.10: Periyar Technology Business Incubator

It was informed that the Expression of Interest (EoI) was processed for POEMS project.

Item 88.11: Other points:

- Mr. Sampath, IQAC member, suggested introducing awards for Innovative work.

- A Professor from IIT Chennai visited PMIST to study the possibilities of conducting GATE Exam 2018 at PMIST.

- Chancellor' Summer Research Fellowship is to be initiated by the Dean Research for getting approval of Research Board and BoM.

- The commitment to the University and initiative for doing PhD programmes under QIP scheme should be from faculties.

- Percentage of faculties holding PhDs is targeted to be 50% by June 2018.

- IQAC Meeting has to be conducted after completion of every quarter, for ease of compiling data with better accuracy and consistency.

- Data collection by HoDs, and consolidation and projection by Deans during the IQAC are to be adopted in future. Also the criterion wise presentation is to be done by Dean Academic and Dean Research, once a semester.

- AQAR Report 2016 -17 was presented for members' perusal and suggestions.

The meeting ended with vote of thanks by VC.

Dr. P. Jayasudha

Coordinator / IQAC

To:

Members of IQAC
All the Deans, Directors, MR/UQMS, Co-ordinator / IQAC
Heads of Department & Section Heads

Copy to:

COE / A.F.O.
PRO i/c /
Medical Officer / Part Time (Coordinator)
PS to VC & PA to Registrar / Periyar Net.