

## INTERNAL QUALITY ASSURANCE CELL

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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 - NAAC Accredited  
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### MINUTES FOR 104<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Date: 16.05.2023**

**Time: 11.00A.M.**

**Venue: IQAC Meeting Hall**

#### Members attended the Meeting

S.No	Name	Designation	Representation	Remarks
1.	Dr.S.Velusami	Vice Chancellor	Chairperson	Present
2.	Mr.V.Anburaj	Representative of BoM	Member	Present
3.	Dr.P.K.Srividhya	Registrar	Member	Present
4.	Dr.R.Jayanthi	Professor/Civil & Director (i/c)/IQAC	Member	Present
5.	Dr.A.George	Dean Academic & Professor/Mathematics	Member	Present
6.	Dr.S.Kumaran	Dean/Research (i/c)	Member	Present
7.	Dr.S.Senthamilkumar	Dean/FET	Member	Present
8.	Dr.C.V.Subramanian	Dean/FAP	Member	Present
9.	Dr.J.Jeyachidra	Dean/FSCE	Member	Present
10.	Dr.P.Vijayalakshmi	Dean/FHSM i/c	Member	Present
11.	Dr.SP.K.Babu	Professor/ECE & Director(i/c)/CSAS	Member	Present
12.	Dr.KVR.Rajandran	Professor/MBA&EOMS	Member	Present
13.	Dr.J.Santhosh	Assistant Professor & Director CEE	Member	Present
14.	Dr.R.Poonguzhali	Associate Professor/CSE	Member	Present
15.	Dr.P.Guru	Associate Professor /MBA &Director (i/c)/CIII	Member	Present
16.	Dr.M.Sharmila Begum	Associate Professor/CSE	Member	Present
17.	Ms.J.Latha	Asst. Registrar/Registrar Office Representing Senior Administrative Office	Member	Present

S. No	Name	Designation	Representation	Remarks
18.	Dr.A.P.Aruna	CEO - Periyar TBI	Member	Present
19.	Dr.S.Murugesh	Co-ordinator Data Management System	Member	Present
20.	Mr.P.Ilangovan	Assistant Professor (SS) / IQAC Co-Coordinator	Member	Present
21.	Dr.G.Sundarambal	Assistant Professor / IQAC Co-Coordinator	Member	Present
22.	Dr.P.Balakumar	Director – CSSTP	Special Invitee	Present
23.	Dr.Geetha Swaminathan, Director, SCEED and Member in DST National Academic Committee-NCSC and NEAC, Stella Maris College (Autonomous), Chennai	Academic Representative	Member	Present
24.	Dr.Indira Kannan Project Head, Redington Foundation, Thanjavur	Local Society Representative	Member	Present
25.	Mr.S.Alagiri (F/oN.A.Chakaravarthini, II Year B.Arch) Teacher, Veeraraghava Higher secondary School, Thanjavur	Parent Representative-1	Member	Present
26.	Mr.S.Vijay Ananth Environmental Engg. Consultant and Operation-Head-MED SEED Eng Consultancy UAE-DXB Branch - Thanajvur	Alumni Representative	Member	Present
27.	Mr.R.Harish III Year BSc.(CS)	Chairperson/Student Council of PMIST	Member	Present
	<p>The members Er.N.T.Balasundaram, Former President, Chamber of Commerce, Thanjavur, Industry Representative and Mr.K.Gajendran, (F/o G.Harini, IV Year CSE) Parent Representative expressed their inability to attend the meeting.</p> <p>Ms.M.Abinaya Sri, III year BCA, Vice- Chairperson / Student Council of PMIST could not attend due to her examinations on this day.</p>			

## Minutes of the Meeting

The meeting was started with a welcome address by the Hon'ble Vice Chancellor, Chairperson of IQAC followed by the Agenda by Director i/c IQAC

### **PART - A - To confirm the minutes of the 103<sup>rd</sup> meeting of the IQAC held on 4.2.2023**

The minutes of the 103<sup>rd</sup> meeting of the IQAC was circulated to all the members through mail and confirmed with additional suggestions given by Mr.Vijay Ananth, Member representing Alumni such as addition of Kindle versions to Digital Library and utilizing Amazon's Pen to publish forum for the publication of books and articles.

### **PART - B Action taken report**

Dr.R.Jayanthi, Director i/c IQAC presented the action taken report

S.No	Activity	Action taken
1.	AQAR 2021-22	<ul style="list-style-type: none"><li>Presented in the BOM dated 17.03.2023 and ready for submission.</li><li>Dr.Geetha Swaminathan, Member IQAC verified all the metrics uploaded in the Institute portal</li></ul>
2.	Rankings applied	<ul style="list-style-type: none"><li>Sustainability Green ranking 2022 Received A grade under Gold Band from Sustainable Institutions of India</li><li>Tamilnadu Green Champion award 2022 - Applied on 15.03.2023 to TNPCB</li><li>Manjappai award 2022- Applied on 01.05.2023 to TNPCB</li></ul>
3.	Interim Academic Performance Appraisal review (API)	Conducted on 18.04.2023 and 19.04.2023
4.	Review of activities of clubs and societies/ Professional bodies / Committees/ Cells	Review meeting conducted on 27.04.2023 And action plan for the forthcoming academic year received.
5.	Class monitoring	For the period from Jan 2023 - April 2023 class monitoring has been carried out by HoDs for all the faculty members.

S.No	Activity	Action taken
6.	Mentoring records verification	Completion status of the records verified
7.	Academic and Administrative Audit	Conducted 22 <sup>nd</sup> and 23 <sup>rd</sup> Feb 2023, Dept wise Observations were shown to the members
8.	E content	Separate webpage has been created in the Institution website as Digital Learning platform
9.	Draft Policy for Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in HEI	Draft Policy framed by ICC as per Vishaka Guidelines and norms laid down by UGC against Sexual Harassment at Workplace and approval will be sought in the next BOM
10.	Value added courses	For next academic session July 2023, value added courses planned are <ul style="list-style-type: none"> <li>✓ Department of EEE -Energy audit</li> <li>✓ Department of Mechanical Engg. Industrial fire safety</li> </ul>
11.	To add more number of courses in the metric "Cross Cutting Issues ".	Cross-cutting issues relevant to Environment & Sustainability  Climate Change Sustainability Engineering Are added
12.	Symposium will be conducted by all departments	All Departments have conducted student International / National Level Technical symposium
13.	Steps will be taken for Placement of students to get improved	Director CIII explained the steps taken by the Institution
<b>Quality Initiatives from IQAC</b>		
14.	Awareness programme for the Heads of Departments and Directors of Centers	Sessions were conducted Criteria wise on <ul style="list-style-type: none"> <li>✓ Revised NAAC manual</li> <li>✓ Bench marks</li> <li>✓ SOP</li> <li>✓ Templates</li> </ul>
15.	Workshop on OBE	Planned in June 2023 for Heads of the Departments and OBE coordinators

## **Part C - Criteria wise Review of activities for the period 2022-23 and Action plan for 2023-24**

### **Criterion - I**

Dr. SPK.Babu, Director CSAS explained in detail about the updated feature as per revised guidelines.

- **Dr.Geetha Swaminathan has given suggestion to look in to the new developments in the existing course and update them yearly so that the number of new courses will be high.**
- **Members observed that sufficient number of value-added courses (42 no) have been conducted in the academic year 2022-23**

#### Action plan:

- The Heads of the Department have been informed to carry out the following during their next curriculum and syllabus revision
  - ✓ include the courses that address local, national, regional and global developmental needs
  - ✓ Courses pertaining to contemporary requirements
  - ✓ components of field projects / research projects / internships
- Including a new course by name "Fostering social responsibility and community engagement" by the Department of Social work.

### **Criterion - II**

Dr.R.Poonguzhali, Associate Professor/ CSE presented the following metrics and their data pertaining to 2022-23

- Enrollment Percentage (2022-23) -  $1947/2542 = 77\%$
- Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise (2022-23) - 100%
- Student - Full time teacher ratio- 1:17
- Percentage of full-time teachers appointed against the number of sanctioned posts-83%
- Percentage of full time teachers with Ph.D - 44%
- Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise (Odd semester) - 5 days

#### Action plan

Planned to conduct Deeksharambh for the students admitted in the academic year 2023-24, pretest and posttest will be conducted to assess the learning levels of the students

### Criterion - III

Dr.S.Kumaran, Dean Research i/c presented the following metrics and relevant data

- Seed money sanctioned to 16 faculty for an amount of Rs.16 lakhs
- Rs.3,22,000/- received from non-government organization (Helping Hearts Organization) for creating awareness in the adopted PERIYAR PURA villages on Mental Health, Ill effects of drug and Alcoholism and Research Development activities under Kalam Chair.
- Research Project proposals submitted to various funding agencies – 6
- No of Scopus indexed research publications
  - 2021 - 37 numbers
  - 2022 - 52 numbers
  - January 2023 till Apr 2023 - 21 numbers
- Revenue generated through consultancy –
  - FY 2022- 23 – Rs. 28,33,255/-
  - FY 2023-24 – Rs. 3,08,500/- (1.4.2023- 15.5.2023)
- Extension activities: 35 numbers  
(NSS – 5; NCC -1; Child line - 3; Social Work - 23; CRD - 3)
- No of MoUs - 55 numbers

**Dr.P.Balakumar, Director of Centre for Scholarly Scientific Training and Publishing (CSSTP) expressed that**

- ✓ **25 scholarly scientific training programmes (Feb to May 2023) have been conducted for faculty members and research students of PMIST in order to educate them the principles of successful scientific publication in indexed journals of international repute.**
- ✓ **Professors, Associate Professors and Senior Grade Assistant Professors of PMIST are advised to come up with a review article aiming to enhance citation index and eventually the h-index of the Institution.**

### Criterion IV

Dr.S.Senthamilkumar, Dean FET presented the following metrics and relevant data

- Augmentation of physical facilities
  - ✓ Building plan approval from DTCP for Arch building and PKC extension building are under process
  - ✓ Purchase of LCD and other ICT facilities are under process for the coming academic year
  - ✓ Master Cycler – Nexus Gradient for Biotech Dept - Rs.4 Lakh  
Minor Losses Apparatus-Rs.1 Lakh.
  - ✓ New class rooms at PKC and Education blocks buildings 15 Nos.
  - ✓ New computer lab at PKC – 2 Nos.
  - ✓ New staff room at PKC – 2 Nos
  - ✓ Indoor stadium renovation for acoustic and HVLS fan - 2 Nos.
  - ✓ Robotics lab at PKC
  - ✓ Gym room at Swarna Ranganathan hostel
  - ✓ Periyar Expo and museum at PKC
  - ✓ Additional entrance near Bank with paved roads for students' entry

- Library purchase
  - ✓ Books - Rs.12,21,059/-
  - ✓ Journals - Rs.7,06,466/-
  - ✓ E-Journals & Database - Rs.9,04,977/-
  - ✓ Membership - Rs.22,070/-
  
- IT infrastructure updation
  - ✓ System purchase -Rs.1,59,57,596/-
  - ✓ Software purchase -Rs.37,18,692/-
  - ✓ Printer & plotter - Rs.7,70,960/-
  - ✓ Network purchase -Rs.2,08,815/-
  - ✓ Peripheral purchase-Rs.1,19,250/-
  - Total - Rs.2,07,75,313/-
  
- Maintenance of Infrastructure
  - ✓ All the departments are taking steps to purchase required equipment and regular maintenance.
  - ✓ Hostels renovation, Road upgradation, Robotics lab establishment,
  - ✓ CETAT lab modification,
  - ✓ Periyar museum development are under process and nearing completion
  - ✓ Store outlet near Periyar TBI
  - ✓ Indoor stadium renovation for acoustic and HVLS fan - 2 Nos
  - ✓ Robotics lab at PKC
  - ✓ CETAT lab modification and shifting from PTBI to PKC
  - ✓ Chakkaravarthi hostel, Swarna Ranganathan, Vittobai hostels major repair works, painting, wood works
  - ✓ 500 Nos. of students desk repair and renovation work
  - ✓ Open air theatre (Muthamizh Arangam) renovation work
  - ✓ Nagammaiyar canteen, PKC canteen modification work General maintenance of building - Rs.64 Lakh Garden maintenance - Rs.2.50 Lakh
  - ✓ Guest house, cottages and staff qrs = Rs.20 Lakh LCD projector and PA system - Rs.28.55 Lakh
  - ✓ Students desk and other furniture - Rs.10 Lakh
  - ✓ Toilet renovation works at TB-1, TB-2, PKC
  - ✓ AMC for lift and electrical gadgets- Rs.4,35,686/-
  - ✓ Electrical materials, etc., Rs.12,49,904/-
  - ✓ Total expenditure for maintenance - Rs. 74,73,241/-

**Dr.PK.Srividya, Registrar requested to arrive an action plan for revision of the policy**

**Dr.Geetha Swaminathan gave opinion that library expenses can be increased by adding more subscription to journals.**

**Dr.S.Kumaran, Dean Research requested for subscription to Scopus database and also cutting down few offline and online data bases which are not in frequent usage.**

**Dr.P.Balakumar, Director, CSSTP at the Office of Research & Development suggested that in addition to subscribing scopus, it would also be very useful to have Web of Science access.**

Action plan:

- Need Bar code / RF ID Biometric system for entry Scopus Database, E Books / E journals subscription is to be enhanced like Science Direct, ASCE, IEEE
- RF ID - Rs.10 lakh • Biometric system for entry & Data Base, E Books / E- journals - Rs.75 lakh • Books / Volumes - Rs.25 lakh • Furniture - Rs.10 lakh
- Smart / interactive boards, Smart class rooms, Augmentation of Media centre  
Increasing the server capacities Budget - Rs.100 lakh
- Regular maintenance and upgradation of policies

**Criterion - V**

Dr.C.V.Subramanian, Dean FAP discussed the following metrics data

- Percentage of students benefited by scholarships:  $2319 / 4760 = 48.7 \%$
- No. of career counseling/ competitive exam training conducted for students: 25
- No. of Capacity development and skills enhancement programme organized: 110
- Percentage of placement:  $515/1202=43\%$ , As per NAAC 47%
- No. of Students went for Higher education:  $120/1202=10\%$ ,
- No. of students qualified in Competitive exams-7 (GATE-3, Group IV-4)
- Awards/ medals won by the students in sports/cultural events: 80
- Students Council elections was conducted and office bearers were elected.
- No. of Programmes organized during this period: a. Sports events - 15 b. Technical event/symposiums organised- 10 c. Cultural events organised-8 d. Clubs and societies activities- 7
- Alumni contribution during this period: 2 lakhs
- No. of Alumni activities/ lectures organised: 15

Action Plan

- More campus placement drives to reach above 50%
- Each year 20 students to be focused to ensure full mark (IELTS, GATE, Group, SLET).
- Through various Departments to discuss with Alumni for possibilities

**Dr.Geetha Swaminathan insisted to conduct various programmes for developing general skill sets of the students which will enhance the performance of the students and inturn the students will become socially responsible citizens.**

**Dr.Indira Kannan suggested that from the data available on the performance of the students in training elite group of students can be focused for training on competitive exams. She also stated that advanced learners can be given need based training such as entrepreneurship training through forming a separate ED cell.**



**Dr.AP.Aruna, CEO, TBI suggested that the course on Entrepreneurship can be converted to more practical's by offering Hands on training to students**

**Dr.P.Guru, Director CIII explained the efforts taken by CIII so far**

- 788 offers
- 68 Companies from 10 different sectors
- Students from 22 Programmes attended the drives
- CTC : 6 Lakhs Per Annum

**He also listed the type of the companies visited and number of placement drives**

- ✓ IT Sector - 20
- ✓ Manufacturing, Infrastructure & Engineering Consulting Sector-17
- ✓ ITES (IT Enabled Services) Sector-7
- ✓ Banking & Finance Sector-7
- ✓ Edu Tech & School Sector - 5
- ✓ Media, Marketing & Business Consulting Sector-10
- ✓ Training Sector- 2

**He also requested the Chairperson of student council to disseminate all the students about the following information**

- ✓ Students need to understand the domain of the company before attending the interviews.
- ✓ Communication about the placement drives is placed in Telegram group

## **Criteria VI**

**Dr.KVR.Rajandran, Professor, Management studies presented the metrics data as given below**

- e-governance is implemented covering the following areas
  1. Administration including complaint management
  2. Finance and Accounts
  3. Student Admission and Support
  4. Examination

**Institute has been maintaining all the option as mentioned. (2022-23). Director e-Governance monitors the usage of the e-governance**

- Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies  
Total of 87 faculties were given financial support. (2022-23)
- Director Center for HRD has scheduled faculty to attend conference/ workshop  
Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)
- Total of 169 faculties attended the FDP ( on-line/face to face) ( 2022-23)
- NPTEL Coordinator have scheduled 50 faculties to attend the NPTEL courses

- Faculty Induction Programme Guru-dakshta , CHRD is conducting from 8.5.2023 to 9.6.2023 as per the guidelines of UGC. Newly recruited faculty joined from Oct 2021- July 2022 (24 no) are attending the above programme.
- Funds / Grants received from government bodies/non-government bodies, individuals, philanthropists for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)
  - ✓ One lakh received from non-government bodies for maintenance of infrastructure (2022-23)
  - ✓ Department and Centers were encouraged to apply for funds for infrastructure development and maintenance.

**Dr.Geetha Swaminathan advised to evolve a strategy to improve the funds for development and maintenance of infrastructure from Non-Government bodies.**

### **Criterion - VII**

Dr.S.Santhosh presented the activities carried out under Criteria VII

- Gender Champion Club -14 no.
- Activities by Counsellor, PMIST and VMCQLER- 13 No.
- Sensitization of Students and Employees to Constitutional Obligations -23 No.
- Institutional efforts/initiatives in providing an inclusive environment -12 No.

**Mr.Vijay Ananth suggested that the Energy audit can be conducted by considering the features such as plumbing, motors on variable frequency and retrofit tools**

### Action Plan

- Energy and Environment Audit has been planned in June 2023.
- Green Metric World Ranking is under process- Data Collection
- Modification of Grey water Treatment unit is under process
- Under Green initiatives- Observance of No Vehicle Day, Plastic Free Campaign, Seminars and Technical Events for Jal Shakthi Abhiyan
- Celebration of World Environment Day
- Step towards registration to become a Mentor institute on the Energy and Swaraj Portal for having hands on training Energy and Climate Mentorship

Dr.R.Jayanthi, Director IQAC proposed vote of thanks at the end of the meeting.

Next meeting has been tentatively fixed in August First Week

**Dr.R.Jayanthi**  
Director i/c IQAC

To: Members of IQAC