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INTERNAL QUALITY ASSURANCE CELL

MINUTES FOR THE 107th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 15-02-2024, 10.30 A.M. AT IQAC MEETING HALL, PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY.

The following members were present:

Sl.No.	Name	Designation
1.	Dr.V.Ramachandran Chairperson	Vice Chancellor
2.	Mr.V.Anburaj	Nominee – Board of Management
3.	Dr.P.K.Srividhya	Registrar
4.	Dr.R.Jayanthi	Professor, Department of Civil Engineering & Director (i/c), IQAC
5.	Dr.V.Violet Juli	Dean (Curriculum Development)
6.	Dr.J.Jeyachidra	Dean (Teaching, Learning and Evaluation)
7.	Dr.D.Jeyasimman	Professor, Department of Mechanical Engineering & Director (Academic Research)

Sl.No.	Name	Designation
8.	Dr.S.Senthamilkumar	Professor, Department of Civil Engineering & Director (PECS and Infrastructure Development)
9.	Dr.C.V.Subramanian	Professor, Department of Architecture & Director (CSAS)
10.	Dr.D.Umamaheswari	Professor, Department of Commerce & Director (EOMS)
11.	Dr.J.Santhosh	Assistant Professor (SG), Department of Civil Engineering
12.	Dr.R.Kathiravan	Dean, Faculty of Engineering and Technology
13.	Dr.P.Vijayalakshmi	Dean (FHSM)
14.	Dr.M.Sharmila Begum	Dean (i/c), Faculty of Computing Science and Engineering
15.	Ar.V.S.Kavitha	Dean (i/c), Faculty of Architecture and Planning
16.	Dr.P.Guru	Associate Professor, Department of MBA & Director (i/c), CIII
17.	Dr.AR.Umayal Sundari	Associate Professor, Department of Physics & Deputy Director, IQAC
18.	Dr.S.Murugesh	Co-ordinator, Data Management System
19.	Mr.P.Ilangovan	Assistant Professor (SS), Department of Computer Science and Engineering & IQAC Co-coordinator
20.	Dr.G.Sundarambal	Assistant Professor, Department of Languages & IQAC Co-coordinator
21.	Ms.J.Latha	Assistant Registrar
22.	Dr.A.P.Aruna	CEO, Periyar TBI

Sl.No.	Name	Designation
23.	Dr.Geetha Swaminathan Director, SCEED and Member in DST National Academic Committee - NSCS and NEAC Stella Maris College (Autonomous), Chennai	Academic Representative
24.	Dr.Indira Kannan Project Head, RedingtonFoundation, Thanjavur	Local Society Representative
25.	Mr.S.Alagiri (F/o. N.A.Chakaravarthini, I Year B.Arch.) Teacher, Veeraraghava Higher Secondary School, Thanjavur	Parent Representative
26.	Ms.A.Santhi (M/o. P.Yazhisai, II year B.Tech. ECE) 16, Cauvery Nagar, South Extn, Madhakkottai Road Thanjavur	Parent Representative
27.	Mr.S.Vijay Ananth SEED Engineering consultants Thanjavur Environmental Engg. consultant and Operational Head (MEPF)	Alumni Representative
28.	Mr.S.Manish Kumar III Year B.Tech. (ECE)	Chairperson, Student Council of PMIST
29.	Ms.V.R.Asthavi III Year B.Sc. (CS)	Vice-Chairperson, Student Council of PMIST

Er. N.T. Balasundaram, President of the Chamber of Commerce in Thanjavur (Industry Representative), has expressed his inability to attend the meeting due to a prior commitment.

Dr.V.Ramachandran, Chairperson of IQAC, welcomed the members of IQAC. He briefed about the quality culture necessary to meet the standards of today's education system. He also detailed the importance of the Outcome-Based Education (OBE) system. Further he stated that IQAC is the heart of the institution, and its well-functioning in terms of both institutionalization and internalization determines the success in the accreditation process. Individual faculty members are responsible for major activities and timely submission of data to IQAC. He explained the implementation of quality Programme outcomes by NBA, wherein excellence in education depends on how the CO-PO attainment

is carried out practically. Faculty and students must fully understand the system of OBE and need to be aware of Programme Outcomes (POs). The institution supports downtrodden and rural students with enormous scholarships. Each faculty member is responsible for guiding those students to build bright careers. It is not a tedious process when faculty members have a sense of belongingness to the institution and a complete understanding of the ground reality. He also advised the student council members to ensure discipline among the students.

With this note, the Chairperson handed over the proceedings to the Director of IQAC to proceed further. Dr. R. Jayanthi, Director in charge (i/c) of IQAC, presented the agenda and briefed on the activities carried out by the Office of IQAC during the period from October 2023 to January 2024.

PART A: To confirm the minutes of the 106th meeting of the IQAC held on 12-10-2023.

The minutes of the 106th meeting of the IQAC were circulated to all the members via email and confirmed.

PART B: Action Taken Report.

The following actions were taken based on the recommendations and suggestions received from the 106th meeting of the Internal Quality Assurance Cell.

1. Five of our faculty members participated in the Southern Zone Vice-Chancellors' Conference on "Implementation of NEP 2020", organized by UGC, on January 5, 2024, at SASTRA Deemed University, Thanjavur. They actively engaged in thematic discussions and brainstorming sessions related to the ten thrust areas outlined by UGC.
2. Data has been successfully uploaded to NIRF 2024 under the following categories: Overall, Architecture, Engineering, Management Studies, and Innovation. This step was completed on January 30, 2024.
3. Participation in two additional rankings: India Today MDRA Best Colleges Ranking 2024 and IIRF 2024 Ranking are currently in progress.

4. PMIST actively participated in online meetings conducted by UGC and AICTE to stay updated and align with the norms and regulations set by accreditation bodies.

5. **Dr. Geetha Swaminathan inquired about the status of the registration process in the UTSAH portal.**

6. The Director of IQAC highlighted a few important points discussed by UGC during an online meeting. UGC requested Higher Education Institutions (HEIs) to register in the UTSAH portal and actively participate by regularly submitting and uploading all activities related to the ten thrust areas.

7. The Chairperson emphasized the need for PMIST's registration in the UTSAH portal.

8. The Director of IQAC informed that PMIST has already registered in the Professor of Practice Portal.

9. Additionally, the Director of IQAC provided insights into the purpose of other online meetings conducted by AICTE. These meetings aim to disseminate information about the three-year approval process, significant changes in the Approval process by AICTE, and the upcoming revised binary accreditation process.

10. **The quality initiatives taken by IQAC were discussed.**

11. IQAC conducted three sessions on the orientation towards NBA accreditation process for Engineering Departments.

12. Three sessions were held for research supervisors by the Director of Research, Training, and Publications.

13. The institution obtained ISO 21001:2018 certification for Educational Management systems.

14. Class monitoring involved recording video lectures of randomly selected classes to enhance the teaching-learning process. Thirty lectures were captured in January 2024 and have been uploaded to the server for access by the Deans. This allows the Deans to assess the teaching style of faculty members and provide suggestions for improvement.

15. **Recommendations for Program Assessment Committee**:

16. The Dean of Academic Affairs (Teaching and Learning) informed that the Programme Assessment Committee has conducted an assessment for the Computer Science and Engineering department as part of their NBA accreditation. Other departments are yet to undergo this process.

17. **The Chairperson requested the Director IQAC to elaborate on this**:

18. The Director (IQAC) conveyed that all departments are currently engaged in calculating CO-PO attainment and discussing Continual Quality Improvement for the upcoming curriculum revision.

19. The IQAC has formulated compositions and roles, aiming to standardize activities. These guidelines have been provided to all the Heads of the Departments.

20. The minutes of the meeting, along with productive discussions on CO and PO attainment, identified curriculum gaps, and program effectiveness, need to be presented in the next Board of Studies meeting. This step completes the loop of the Outcome-Based Education process.

21. Deans must monitor the process of the Programme Assessment Committee of their respective Departments.

22. Dr.Srividhya, the Registrar, also mentioned that HoDs are currently conducting result analysis and calculating attainment.

23. **Director IQAC has requested the Criteria convenors to provide data related to their respective Criteria, along with their action plan.**

CRITERION I - CURRICULAR ASPECTS

Convenor: Dr.V.Violet Juli

VALUE ADDED COURSES

Value-added courses organized to support the students to improve their skills apart from curriculum are given below

Value Added Courses	
No. of Value-Added Courses offered	39
No. of Students Completed Value-Added Courses	2739

OPEN ELECTIVE COURSES

Open elective courses opted by students in addition to their curriculum and the area of primary study that gives an opportunity for them to learn courses on their passion / interest

Open Elective Courses Offered 2022 - 23	
Even Semester	29
Odd Semester	26
Total	**55**

CURRICULUM

a. To incorporate the recent AICTE Model Curriculum /UGC Guidelines /LOCF Model Curriculum, new curriculum templates for B. Tech and B. Sc. Programmes have been redesigned and circulated to the Deans and HODs.

The Convenor of this criterion informed that Faculty Development Programme is planned to be conducted on Curriculum Development by inviting external resource persons.

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

- **Dr. Geetha Swaminathan, Academic Representative, IQAC enquired whether TANSCHE guidelines are followed for Arts and Sciences programmes.**

- Convenor of this Criterion replied to the Academic Representative that steps are taken to bring a balance between UGC and TANSCHE guidelines by introducing 4 Tamil courses and 4 English courses in the curriculum structure.

- **Mr. S. Vijay Ananth appreciated that more value-added courses are being conducted for students and enquired if any assessment mechanism is followed for the same.**

- Convenor of this Criterion replied that evaluation is carried by the industry experts handling the value-added courses and certificates are provided to the students on their successful completion.

- Dr. M. Sharmila Begum, Dean FCSE informed the members that 60 B.Tech. CSE students have received Global certification from Microsoft Power BI, 60 students of B.Sc. (CS) and BCA have received from AWS Cloud Practitioner and 60 students of Architecture and Civil Engineering have received from Auto Desk.

- Dr. P. K. Srividhya, Registrar informed that 38 out of 60 students who attended the value-added courses in Microsoft AWS cloud certification got placed in the campus drive conducted by AWS cloud certification.

CRITERION II - TEACHING, LEARNING AND EVALUATION
Convenor: Dr.J.Jeyachidra

STUDENT TEACHER RATIO
The present status of the fulltime teachers and student strength are listed below.

Student to Full-time teacher ratio (5466 / 294)	18.5:1
Average percentage of full-time teachers (294 / 442)	66.5%
Average percentage of full-time teachers with Ph. D. (121 /294)	41.5%
Average teaching experience of full-time teachers	6.19 years

ONLINE COURSES
PMIST encourages self-study among the students to upgrade their skill and knowledge by permitting them to take online courses in SWAYAM, NPTEL, Ulektz etc. The details of online courses undergone during October 2023 – January 2024 are listed below:

No. of courses registered by the students in Ulektz online learning portal	141
No. of students registered for various courses	3886
No. of Students completed online course and certified	6069

a. Convenor of this criterion informed that further more initiations will be taken to improve the student enrollment in NPTEL/SWAYAM/Coursera online courses

b. Activity based teaching-learning process (Experiential Learning or Participative Learning or Problem Solving and ICT Tools) is emphasized to enhance practical exposure and hands on experience

c. Efforts are being taken to fill the vacancy in teaching positions

d. The observations of Mentoring Audit carried by Centre for Students and Administrative Services (CSAS) was presented

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

- Dr. Geetha Swaminathan insisted that faculty and student strength data should be consistent everywhere (AQAR, NIRF, AISHE etc.).

- Dr. Geetha Swaminathan recommended Dean (TLE) to evolve a methodology to analyze the CO-PO attainment and its effectiveness in consultation with the Controller of Examination

- Dr. Indra Kannan appreciated the mentoring system carried out in PMIST and also enquired the challenges faced between the mentor and mentee and how the transformations are being accounted. Members were informed that no significant challenges were noted so far between mentor and mentee

- Dr. C. V. Subramanian, Director CSAS conveyed that the academic transformation of students is being recorded in the mentoring records

- Chairperson of IQAC asked the student council representatives to share their views about the effectiveness of mentoring system

- The chairperson of student's council conveyed that students need motivation and guidance on career / placement

- Director CIII assured that further more motivation programmes on career guidance will be arranged for students

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION
Convenor: Dr.D.Jeyasimman

The progress of PMIST in research, and innovations during the period October 2023 - January 2024 are listed below.

No. of Research Project Proposals submitted	9
No. of Student project proposals submitted to Tamilnadu State Council for Science & Technology (TNSCST)	55
No. of faculty members provided with Seed Money (Rs.1,00,000 - Per Faculty)	7
Research Scholar completed Public Viva-Voce	1
Research Scholar Submitted Ph.D. Thesis	1
Research Scholars Submitted Ph.D. Synopsis	2

Convenor of this Criterion informed that it is proposed to purchase Turnitin Plagiarism Software and it is also planned to honor faculty members with cash awards for publications with more citations (Clarivate).

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:
- The Chairperson motivated and suggested faculty members to publish their research articles in high quality journals that are listed in Master Journal List as it would certainly enhance the scope for their career advancement.
- Dr. Geetha Sawminathan enquired about the percentage of faculty members who have published research articles.
- Registrar replied that about 22 % of the faculty members have published research articles
- Chairperson mentioned that could observe significant improvement in publication compared to yester years.

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

Convenor: Dr.S.Senthamilkumar

The expenditure made for augmentation and maintenance of infrastructure and learning resources carried out during October 2023 to January 2024 are listed below.

Particulars	Amount in Rs.
Total expenditure for Augmentation of infrastructure	17,20,859/-
Total expenditure for Augmentation of library facilities	13,36,514/-
Total expenditure for maintenance	25,38,139/-

Convenor of this criterion informed that Purchase of 180 systems, latest scanner and printing machines & establishment of three new laboratories worth Rs. 175 lakh is under process. He added that purchase of additional Bar code/ RF ID machines and subscription for Scopus database, E books /E journals are under progress.

Members were briefed on the consultancy project on Dugong conservation at Manora, Thanjavur, Tamilnadu (worth Rs.60 Crore) and sea turtle conservation at Velankaanni, Tamilnadu (worth Rs.30 Crore) under world bank project scheme for coastal line management by the Department of Forest, Government of India.

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

The members appreciated the contribution made by PMIST in the environmental projects and the participation of faculty members and students in consultancy projects.

Dr. Geetha Swaminathan suggested to take measures to improve the footfalls in library.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

Convenor: Dr.C.V.Subramanian

Various activities conducted for students' progression, their achievements & support system provided during October 2023 to January 2024 are listed below:

PMIST scholarship provided for 2934 students with total amount	**Rs. 2.51 crore**
No. of career counselling/competitive examination trainings conducted	**16**
No. of Air squadron cadets passed NCC 'B' Certificate	**11**
No. of Air squadron cadets passed NCC 'C' Certificate	**7**
No. of Capacity development & Skill enhancement programmes organized	**38**
Awareness programmes organized by Internal Complaint Committee (ICC) for all first-year students	**4**
Anti-Drug Awareness programmes organized	**15**
Anti-Drug Awareness programmes organized	**15**
No. of Companies conducted placement drives	**13**
No. of students attended the drives	**780**
No. of students placed	**285**
No. of Students joined Higher Education	**125**
Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter - university/state/national/international events	• **Sports - 19** (International – 2) • **Cultural – 1** • **Participation in Republic Day parade -1**
No. of Programmes organized through Clubs and Societies	**10**
No. of Sports, Technical event/Symposium, Cultural activities organized	**14**
No. of Alumni activities/ Lectures conducted	**5**
Alumni contribution towards purchase of Smart boards	**Rs. 9,20,000/-**

The Convenor of this criterion informed the active participation of Students council members in organizing *Pongal Vizha* and cultural activities.

Centre for Students and Administrative Services (CSAS) has taken initiations such as Mentoring Workshop Series (MWS#), GATE examination coaching for the benefit of students.

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

- Members appreciated the scholarship provided by the Management for the benefit of the students under various schemes.
- Dr.Indra Kannan enquired the placement package details.
- Dr.Guru, Director /Placement shared the placement details for the period October 2023 to January 2024.
  - ✓ Prominent Companies visited for placement are Hexaware Technologies, and TCS
  - ✓ Package of salary

    Rs. 6 lakh per Annum (MBA);

    Rs. 4.25 lakh per annum (Engineering)
- Dr.Indra Kannan conveyed that CEO of a company is willing to give mentoring for the students through regular contact to fetch placement. She assured of sharing the contact details of the company later.
- Dr. Geetha Swaminathan and Dr.Indra Kannan asked the Chairman/ Student council about the challenges / issues faced by the students and the system taken to resolve it . Student council chairman informed that they represent and approach Centre for Student Administrative Services. He briefed that recently, based on the request received from students through class representatives, change in Working hours for students was requested to Director / CSAS which was resolved.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT
Convenor: Dr.D.Umamaheswari

Several measures taken towards Governance, leadership and Management during the period October 2023 to January 2024 is presented.

Financial support provided to faculty members for professional development	Rs. 5,08,930
No. of Faculty members benefitted	74
Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during this quarter (Total number of participants is 324)	10
Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)	82

The convenor of this criterion mentioned

a. Credit transfer policy has been drafted by Controller of Examination with many features such as Credit Transfer during Admission, Lateral Entry/Migration, Credits Earned at other Institutions by PMIST Students etc.,

b. E-governance is effectively implemented by introducing several modules through the indigenously developed *BRAIN* software

c. All the Heads of Departments participated in the two-week NEP Orientation and Sensitization Programme organized by the Malaviya Mission Teacher Training Centre at IIITDM Kancheepuram during December 13-22, 2023 through online.

d. PMIST has received ISO 21001:2018 certification on 12.11.2023. which is valid up to 2026

e. Internal Academic Audit was conducted from 05.12.2023 to 07.12.2023.

f. External Academic Audit is planned to be conducted during the month of March 2024.

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

- Dr.Geetha Swaminathan mentioned that 100% of faculty members should avail the opportunity provided before next quarter and accordingly it should be planned.

CRITERION VII - INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES
Convenor: Dr.J.Santhosh

The various programmes and events organized to support institutional values and to enlighten the social responsibilities are listed below:

Sl.No.	Programmes / Events	No. of Events	No. of Beneficiaries
1.	Counselling Programme (Inside the campus)	8	338
2.	Counselling Programme (Outside the campus)	5	717
3.	Gender Champion Club	6	272
4.	Green Initiative activities	6	375
5.	Programmes on Sensitization of Students and Employees to the Constitutional Obligations	5	270
6.	Festivals and Events	2	2150

SOCIAL RESPONSIBILITIES

PMIST plays a significant role in facilitating higher education to the students from rural areas and practices innovative research activities in Energy and Environment. The institution significantly contributes towards overall societal development by adopting villages in the nearby areas of the Institution. To ensure the motto of the institution Think-Innovate-Transform, the institution follows some of the best practices which are highlighted below.

a. Education for all is essential to foster an egalitarian society. Periyar Maniammai Institute of Science & Technology (PMIST) provides quality education to serve downtrodden students, single-parent children, economically backward individuals, and those living in rural areas.

b. PMIST has taken a commendable initiative by adopting 67 villages in and around Thanjavur under the Periyar PURA scheme. This programme aims to enhance physical connectivity, knowledge connectivity, and economic connectivity for the benefit of rural communities.

c. The institution's commitment to a green policy encompasses various sustainable development activities. These include landscaping, vegetation, as well as water and energy conservation. Additionally, the institution focuses on effective waste management practices.

d. Right from its inception, PMIST has been institutionalizing the ideals of '*Thanthai Periyar*' by paving the way for women's emancipation. Women are given equal opportunities to serve at various administrative levels. Similarly, girl students are also provided with opportunities to serve in various committees.

e. PMIST is indeed making commendable efforts by promoting sustainable agricultural practices that combine modern tools with ancient wisdom. These practices include techniques such as vermicompost, drip irrigation, organic farming, and water recycling.

f. PMIST is encouraging the faculty to focus on capacity building for quality education. This initiative aims to enhance their proficiency in teaching and equip them with innovative pedagogical skills, professional ethics, and experiences.

g. Students at PMIST benefit from a comprehensive range of opportunities, including skill enhancement courses, value added courses, in-plant training, internships, extracurricular and co-curricular activities, pre-placement training, and mentoring.

h. PMIST encourages students to take up consultancy services beyond regular class hours. In return, they receive remuneration for their services, which not only supports them financially but also helps them gain valuable experience and skills that enhance their employability and placement prospects.

i. Clear expectations for academic performance and behaviour have been set, and regularly communicating the standards and goals to aim high and strive for excellence.

j. Unique indigenous software is utilized for e-Governance, which provides constructive and timely feedback on assessments and performance.

Among the ten best practices listed, two will be selected, and their outcomes will be measured and presented in the future.

The Convenor of this criteria has informed that the Centre for Energy and Environment will be submitting a report for the Tamil Nadu Green Champion Award during the month of April 2024.

STAKEHOLDERS VIEWS, RECOMMENDATIONS AND SUGGESTIONS:

- Ms.A.Santhi, the Parent Representative, said that reading habits are declining among the students. The Chairperson also emphasized that writing and reading skills are crucial for students.

- Members were informed that library hours are allocated in the timetable, and the library organizes Walk to Library programmes to instill reading practices among the students.

- Mr.S.Vijay Ananth informed the members that "Pen to Publish," a forum on Amazon, will be released in May 2024, allowing articles to be published.

- Dr. Indra Kannan appreciated the Outcome-Based Education practice followed in PMIST, as demonstrated by the Chairperson at the beginning of the meeting.

- Dr.Geetha Swaminathan appreciated that there have been many improvements in all the criteria.

- Mr.V.Anburaj (attended thro' Online) mentioned that students reading habit should be improvised and asked students to effectively use the library facilities.

- The Controller of Examinations informed about the details of the end-semester examinations for the Even semester:
  i. The examinations were conducted from December 4, 2023, to January 8, 2024.
  ii. Evaluation was carried out by both internal and 20 percent external evaluators.
  iii. The Examination and Evaluation System Handbook has been modified.

- Dean (FET) shared that during the parents' teachers meeting, the parents' attendance was low. He requested the student council members to encourage other students for their parents to participate in the parent-teacher meetings.

- The Chairperson conveyed that, to improve the effectiveness of the Parent-Teacher Association (PTA), we need to standardize the way we convene the meetings.

The next IQAC meeting has been tentatively planned for the fourth week of May 2024.

Chair Person IQAC

To: Members of IQAC