

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 102nd MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 17.12.2022

Time: 11.00 A.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 Online
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	Member	Present
11.	Dr.R.Poonguzhali	Associate Professor / CSE	Member	Present
12.	Dr.SP.K. Babu	Professor / ECE & Director(i/c) / CSAS	Member	Present
13.	Dr. KVR Rajandran	Professor / MBA & QMS	Member	Present
14.	Dr.J.Santhosh	Assistant Professor & Director CEE	Member	Present
15.	Dr.P.Guru	Associate Professor / MBA & Director (i/c) / CIII	Member	Present
16.	Mr.P.Ilangovan	Assistant Professor (SS) Co -Coordinator	Member	Present
17.	Dr.G.Sundarambal	Assistant Professor Co -Coordinator	Member	Present
18.	Dr. M. Sharmila Begum	Associate Professor / CSE	Member	Present
19.	Ms.J.Latha	Asst. Registrar / Registrar Office Representing Senior Administrative Office	Member	Permission
20.	Dr.A.P.Aruna	CEO - Periyar TBI	Member	On duty

S.No	Name	Designation	Representation	Remarks
21.	Dr.Geetha Swaminathan, Director, SCEED and Member in DST National Academic Committee - NCSC and NEAC, Stella Maris College (Autonomous), Chennai	Academic Representative	Member	Present
22.	Er. N.T. Balasundaram Chamber of Commerce President Thanjavur	Industry Representative	Member	Present Online
23.	Dr.Indira Kannan Project Head, Redington Foundation Thanjavur	Local Society Representative	Member	Present
24.	Mr.S.Alagiri (F/o N.A.Chakaravarthini, I Year B.Arch) Teacher, Veeraraghava Higher secondary School, Thanjavur	Parent Representative - 1	Member	Present
25.	Mr.K.Gajendran (F/o G.Harini, III Year CSE) Teacher, St Joseph's Nursery & Primary School, Aranthangi - 614 616	Parent Representative - 2	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 Cell No. 8072364387	Member	Present
28.	Ms.M. Abinaya Sri III BCA	Vice - Chairperson / Student Council of PMIST Cell No. 9952913560	Member	Present

Minutes of the meeting

Dr. R. Jayanthi, Director i/c, IQAC started the meeting with Welcome Address and subsequently presented the agenda & action taken report of the previous quarter (Feb 2022 -May 2022).

S.No	Activity	Action taken
1.	NIRF pre-registration	Completed on 7.11.2022. The data uploading in the NIRF portal will be completed before 2.1.2023
2.	External API review for the faculty conducted by IQAC from 15.6.2022-25.6.2022	Interim review has been scheduled from 20.12.2022 to 23.12.2022 the faculty members.
3.	NAAC sponsored Workshop has been conducted from 24.11.2022 to 26.11.2022	<ul style="list-style-type: none">• Three days online workshop on "Effective E-content Development for enhanced learning experience of students" conducted.• Resource persons from IIT Kharagpur, NITTTR, Chennai and NITTTR, Kolkata handled the sessions. 93 outside participants and 55 internal participants have registered.• Summary report for the NAAC newsletter, Proceedings and Audited utilization certificate were submitted to NAAC.
4.	Enhancing quality of Teaching learning process	<ul style="list-style-type: none">• Implemented Class monitoring by concerned HODs and Deans.• During monitoring the teaching faculty were assessed for their subject knowledge, communication skills, class handling way, discipline and ICT tool used .• Based on their observations they submitted report along with recommendations for any training need to IQAC, the recommendations were shared to Centre for Human Resources Development for further arranging the training

S.No	Activity	Action taken
5.	Awards for the faculty members during the monthly meeting of staff club	<ul style="list-style-type: none"> In staff club meeting the faculty received awards from outside organizations were honored with cash prize, medal and certificate. The same will be published in Newsletter and website. This has been started from July 2022 onwards.
6.	Workshops were organised jointly by IQAC and Office of Dean Research	<p>Jointly with Dean Research, two workshops have been organised in order to improve the research environment of the campus</p> <ol style="list-style-type: none"> Advanced Training & Development Programme on Potential Ways to avoid Desk Rejection of your scientific paper Empowering of Knowledge on Efficient Scientific Writing and Publishing (29.09.2022 & 30.09.2022) A holistic approach in demystifying the intricate process of scientific writing and publishing (2.12.2022 & 3.12.2022)
7.	PTBI will re-launch its Saturday's boot camps for interested students who pursue their entrepreneurial interest after completing the course on entrepreneurship.	<ul style="list-style-type: none"> During the saturday boot campus, Founder talk was delivered by Mr. Arvind Suresh, Founder of "Meen Satti" on 10.11.2022. After the session, Three team from CSE proposed campus venture projects. Upcoming semester, they will be mentored for start ups
8.	More practical assignment and sessions by startups for the course in Entrepreneurship Development	<ul style="list-style-type: none"> Jointly with Startup TN, 3 entrepreneurs gave lectures and shared their experiences for the students studying the course on Entrepreneurship development from 20.8.2022 to 21.9.2022 Students had interaction with them and cleared their doubts. About 151 students participated
9.	Summer Internships and work while you learn options during this period by PTBI	<ul style="list-style-type: none"> Summer Internship provided for First MBA students of Gnanam School of Business Thanjavur - 4 Nos. Project guidance provided for MBA students of PMIST - 4 Nos.

The Criterion Conveners gave presentation on the activities carried out from 1st June 2022 to 30th Nov 2022 and action plan for the next quarter.

CRITERION - I CURRICULAR ASPECTS

- Dr.SP.K.Babu, Director CSAS presented for Curricular Aspects.
- The members suggested that instructions to be added in the feedback form for curricular aspects.

CRITERION - II TEACHING LEARNING AND EVALUATION

Dr. R. Poonguzhali, Associate Professor, CSE presented for Teaching Learning and Evaluation

- The attainment of Cos and POs has to be calculated and steps for continual quality improvement in terms of curriculum and syllabus modification and improvement in terms of teaching learning process tools and change in the target level may be incorporated.
- The members appreciated that Demand ratio, Student - Full time teacher ratio and awards received by the faculty have been improved.

CRITERION - III RESEARCH, CONSULTANCY AND EXTENSION

Dr.S.Kumaran, Dean Research, presented for Research, Consultancy And Extension Activities.

- The members suggested that the number of research publications has to be increased and steps to be taken
- Seed money provisions has to implemented for more number of faculty and to motivate all faculty to apply for basic and applied research
- Steps to be taken to receive more funding from Non Govt agencies for research development activities
- Members appreciated the number of MoUs has been increased and active.

CRITERION - IV INFRASTRUCTURE AND LEARNING RESOURCES

Dr.S. Senthamilkumar, Dean FET, presented for Infrastructure and Learning Resources

- The members suggested to improve the purchase of books by the library
- Members also noticed that the footfalls for the library have been improved due to Walk through Library programme.
- Members asked the information about the percentage of completion of class rooms construction.
- For e content development Criteria III and IV to work together jointly.

CRITERION - V STUDENT SUPPORT AND PROGRESSION

Dr.C.V.Subramanian, Dean FAP, presented for Student Support And Progression

- Members suggested that details for the scholarships may be presented separately in to Government, Minority, Management, etc.
- Since the management scholarship is provided for more number of students, They suggested that case study may be taken on the beneficiaries and impact of the scholarships provided
- This can be presented as one of the best practices also.

CRITERION VI - GOVERNANCE LEADERSHIP AND MANAGEMENT

Dr.K.V.Rajendran, Professor , Management studies presented for Governance Leadership And Management -

- The members appreciated the no of faculty attending online courses and FDP has been improved
Steps may be taken to search for Industry collaborative projects. Few industries may have financial power, man power but lacking in laboratory facilities. Such industries may be collaborated for industrial problems

CRITERION VII INSTITUTIONAL VALUES AND BEST PRACTICES

Dr.J.Santhosh, Director , CEE presented for Institutional Values And Best Practices

The members suggested the following

- Installation of pet bottle recycling unit
- Celebration of International year of Millets
- Formation of standards club
- Inclusion of sustainable development goals in all our activities

Mr.R. Harish, Chairman, Student Council represented the following

More number of Placement orientated Skill development Programme Augmented Lab Facilities

Ms.M.Abinayasri, Vice Chairman, Student council expressed the Need of Training for Language Communication

Parent representative Mr.S. Alagiri appreciated the activities of PMIST such as Launch of Satellite, Periyar 1000, Discipline of the students is excellent. Hence it has to be publicized.

Parent representative Ms.K.Gajendran, appreciated that companies are visiting to PMIST for campus placement but the public people nearby places are not aware of the placement activities going inside the campus. Hence he requested to provide banners at the entrance

during the campus placements.

Alumni representative Mr.S.Vijay Anand represented that Courses in Energy audit, Fire safety may be considered as Value added for students

Action plan for the next quarter

- ✚ Conducting the following programmes
 - Outcome Based Education (OBE) Workshop (one week)
 - E-content Development (Two weeks)
 - Entrepreneurship Development Course (Two weeks)
- ✚ Proposed new Centre - Centre for Scholarly Scientific Training and Publishing to promote the quality of scientific outcomes
- ✚ Recruitment of research faculty / scientist in various departments
- ✚ Establishment of Research Labs
- ✚ Outreach programmes for by involving 100% students
- ✚ Exchange of faculty members to National & International Recognized Labs
- ✚ Each department should have two functional MoUs and Collaborations per year
- ✚ Submission of research proposals by faculty holding Ph.D degrees
- ✚ Construction of new class room and seminar hall with ICT facility.
- ✚ Proposal to Subscribe another two e-Journals, E-Books
- ✚ Aim to Purchase Books, e-books, Journals & e-Journals 50 Lakhs Per Year
- ✚ Conducting Library Walk-in Programme to improve the library usage and awareness
- ✚ programme. Purchase of RFID for Books
- ✚ Plan to Construct New Class Room and to introduce interactive Board for each
- ✚ Department
- ✚ Planned to establish new labs with more computing facilities
- ✚ Compound Wall construction for Second Gate. Paver Block Road Work
- ✚ Faculties are scheduled to attend the conferences/workshops and applying Membership fee of profession bodies
- ✚ Scheduling of Teaching staff for NPTEL and FDP programmes
- ✚ Scheduling the teaching and non- teaching who have not availed the financial support
- ✚ Department to organize FDP, PDP, STTP, at least five programmes per year per department

- ✚ Centers and Department to apply or request for funding
- ✚ Skill development programme for Faculty and Supporting staff
- ✚ MoU with the Thanjavur Corporation for receiving 10 tonnes of biodegradable wastes for Energy recovery.
- ✚ Days will be celebrated by the Centre for Energy and Environment World Environment
- ✚ Day, World Water Day and World Earth Day.
- ✚ No vehicle day will be observed.
- ✚ Creation of Sustainability Web page in the Institute Web portal
- ✚ The Centre for Energy and Environment will organize an International Conference on Innovative Technologies for Environmental Sustainability.

Vice-Chancellor thanked the external members for their presence and valuable suggestions and also the internal members for their active participation and concluded the meeting.

Dr.R.Jayanthi
Director i/c IQAC

To:
Members of IQAC