

**OFFICE OF THE IQAC**

**Minutes No.PMU/ IQAC/01/2016, Dated: 08.01.2016**

**Minutes of the 77<sup>th</sup> Internal Quality Assurance Committee Meeting held at  
PKC Block (Hawking Hall ) on 30.11.2015 at 03.30. P.M.**

The Hon’ble Vice-Chancellor chaired the meeting and the Hon’ble Pro Vice-Chancellor, Registrar, COE, Deans, Directors, Senior Professors/Associate Professors, HODs, MR-UQMS & Co-ordinator/IQAC, Hostel Wardens and Section Heads participated.

Sl.no	Details of Minutes	Action Taken
1	<p><b><u>Admission:</u></b></p> <p>Dr.P.K.Srividhya, Director /Admission presented the strategies for the admission 2015 – 16. The presentation covered the last admission details that showed the student profile and area of origin. The following were also discussed</p> <ul style="list-style-type: none"> <li>• Vaagai Sooda Vareer Programme</li> <li>• Open House 2016 (Propose date 8<sup>th</sup> &amp; 9<sup>th</sup> Jan 2016)</li> <li>• Educational Fair &amp; Expo 2016</li> <li>• Online Advertisement Activities</li> </ul> <p>VC wanted every HOD to be executive of admission in the department and School Dean.</p> <p>VC also mentioned that all courses must have double digit of admission if not, the course will not be conducted</p> <p>VC advised the admission team to visit schools and colleges within 25km radius distance of Thanjavur</p> <p>The IQAC members suggested the following</p> <ul style="list-style-type: none"> <li>• Alumni &amp; infrastructure video to be uploaded our intranet to exhibit our potentials.</li> <li>• Cash award can be given for +2 Model exam as a motivation.</li> <li>• Kerala can be considered for external admission.</li> <li>• Conduct programme like digital India to attract student.</li> <li>• HTTA can be included in the advertisement. in Ph.D programme.</li> <li>• Students attract students ( 3<sup>rd</sup> year or 4<sup>th</sup> year student be the spokes-person)</li> </ul>	<p>All HOD &amp; School Deans</p> <p>All Members</p>
02	<p><b><u>Placement:</u></b></p> <p>Dr.N.Vetrivelan presented the placement activities.</p> <p>The following points were discussed</p> <ul style="list-style-type: none"> <li>• Training based on job description and domain skill sets.</li> </ul>	<p>All Members</p>

	<ul style="list-style-type: none"> <li>• Effective utilization of SUPER CAMPUS and online portals.</li> <li>• Utilize the skill edge period effectively.</li> <li>• Department CUII representative should be actively involved in the placement activity.</li> <li>• Teacher should be appointed the super campus package to monitor the students participation</li> </ul> <p>The members suggested the followings</p> <ul style="list-style-type: none"> <li>• Internal Mock Interview.</li> <li>• Student should be motivated to be employed.</li> <li>• Additional placement training for student who are not placed in any company.</li> <li>• Demand analysis to be done so as to find out the need of the company.</li> </ul>	
03	<p><b><u>OBE:</u></b></p> <ul style="list-style-type: none"> <li>• Ms.P.Aruna, Division Head /M.Sc presented the OBE evaluation package for continuous assessment.</li> </ul> <p>VC appreciated the presentation and advised to have a workshop for teachers to get familiarised with the programme</p>	All members
04	<p><b><u>IQAC :</u></b></p> <ul style="list-style-type: none"> <li>• As per the NAAC recommendation, initiative to strengthening of the IQAC. As such the following was the initiatives: <ul style="list-style-type: none"> <li>○ Each Criterion Convener will discuss on their criterion before submitted the agenda for IQAC meeting.</li> <li>○ All matters that placed in IQAC must be supported with proper documents.</li> <li>○ The oncoming IQAC meetings will be confined to the 7 criterion and each convener to discuss the agenda points in advance before placing in the IQAC meeting</li> </ul> </li> <li>• <b>VC's Note:</b> Only matters that need to be placed in the ACM or BOM should be brought to IQAC</li> </ul>	All Members
05	<p><b><u>NBA :</u></b></p> <ul style="list-style-type: none"> <li>• All 9 Criterion Sub - Chairperson and the team members should meet fortnightly to discuss and furnish their outcomes in IQAC.</li> </ul>	All Members
06	<p>Resolution I for 77<sup>th</sup> IQAC</p> <p>Each teacher should submit one proposal in area of expertise was proposed by Honourable VC.</p>	All Members

**To**

1. Registrar
2. Controller of Examinations / Finance Officer i/c .
3. All Deans / Directors / HODs / Section Heads / Part Time Coordinator.
4. MR UQMS/ NBA Coordinator/IQAC Coordinator
5. PS to VC / PS to Pro VC / PA to Registrar / Circulated through Periyar Net.