

PERIYAR MANIAMMAI UNIVERSITY

(Under Sec. 3 of UGC Act.1956)

Periyar Nagar, Vallam Thanjavur - 613 403.

OFFICE OF THE IQAC

Minutes No.PMU/IQAC/055/2016, Dated: 08.07.2016.

**Minutes of the 83rd Internal Quality Assurance Cell Meeting held at TB-I Block
(Richard Dawkins Hall) on 29.06.2016 at 11.00 A.M.**

The Hon'ble Vice-Chancellor Chaired the meeting and the COE, Deans, Directors, Heads of departments, senior professors, associate professors, Hostel wardens and MR/UQMS participated

The details of the Minutes are furnished below:

1. The IQAC facilitated the Hon'ble Vice-Chancellor, Dr.A.George, Dr.P.Perumal, Dr.C.Valarmathi and Mrs.G.Gandhimathi for donating books to the PMU library on the eve of their birthday.
2. The Vice-Chancellor advised the members of the IQAC to motivate students to donate books to PMU library on their birthday.
3. The members of the IQAC are asked to be more careful about the correctness of the news before giving to any media. Any news must be approved and authenticated by the Registrar before giving to media.
4. The Chairperson of IQAC informed the members to enlighten the students and parents about the academic comfort and hostel comfort existing in our campus. Parents and students must feel good about the facilities existing here. Dr.A.Lilly Pushpam, the Students Counsellor volunteered herself to counsel students in this regard.
5. The Chairperson expressed his anguish over the poor performance of staff in Research as clearly indicated by API. As a measure to improve research, it has been decided to allot 3 hrs/ week on Saturdays exclusively for research activities.
6. The teaching staff who have not yet registered for Ph.D. are advised to register for Ph.D. and who possess Ph.D are advised to try for Post doctorate.
7. The IQAC placed on its record the paper publication of Dr.D.Jeyasimman, Head/Mech. in Elsevier Journal of advanced Powder technology, Mr.C.Sankar, AP/Civil in IOSR Journal of Mechanical and Civil Engineering.
8. IQAC also appreciated the departments of Architecture for generating revenue of Rs. 35,000/- by giving training for NATA exam, Civil Engg. for generating Rs.72,900/- through testing and CSE for generating Rs 42,676 by conducting online exams for SBI and UDCIL .
9. MR /UQMS said that the departments of Biotech, Chemical and EEE are the model departments in implementing UQMS. The Vice Chancellor asked MR/UQMS to train other departments also.

10. Dean Research informed the IQAC that the next application filing for NIRF is due during Jan 2017. He asked the departments to prepare and maintain documents needed for that.
11. If any lecture halls are found without any students, the halls are to be locked and the keys are to be kept in HoDs Cabin.
12. As informed by U.G.C, every Monday 7th period is allotted for Swachh Bharat. Cleaning activity is to be carried out during this hour and items to be discarded are to be properly disposed to the correct destination.
13. Remedial Classes: The Vice-Chancellor informed the IQAC that the remedial classes must be motivating and attracting students. Students must feel that the remedial classes help them in clearing the subjects. From Tuesday to Friday of every week, remedial classes are to be conducted during VII period. Staff who supposed to handle VII hour to take attendance should ensure that the students are moving to the correct remedial class with minimum migration. No Teacher should sit in the cabin and must go along with the students. All non-teaching staff should support teaching staff while executing the remedial class works.

14.

Other Points	Action
1. To ensure all the events /information available in the performance appraisal of schools to be reflected in PMU e- news bulletin.	HoD/English
2. Measures taken to improve consultancy in the departments.	School Deans, Directors of Centres of Excellence, HoDs.
3. The MR/UQMS has been asked to prepare the timeline for converting PMU QMS manual into e- manual.	MR/UQMS
4. The Outcome of Stock Verification.	Registrar, MR/UQMS, Girls' Hostels Warden
5. Measures Taken for Giving training to GMAT, GATE, TOEFL, placement activities etc.	School Deans
6. To ensure implementation of Corrective measures for the NCs noted in the departments. MR/UQMS need to go departments.	MR/ UQMS.
7. Measures taken for Computer Centre maintenance and UPS maintenance.	Dean SCSE and Heads of SCSE
8. Procedure for remedial classes and Sending of Attendance to parents to be formed by UQMS.	MR/UQMS

Other Points	Action
9. Staff to be motivated to attend conferences, seminars and workshops.	Dean Research, School Deans and Heads.
10. The Director/ Library has been asked to give input to staff regarding conferences, seminars scheduled in different parts of the world and funding available.	Director Library
11. To prepare and submit proposal to PMO on Clean Thanjavur Project and to form a team.	Dr.S.Senthamil Kumar/ Director i/c / CCC
12. Encourage II and III Year UG students to team up with final year students in project works and publish papers in in-house journals.	Heads
13. Remedial class time table must be prepared by Heads.	Heads
14. Model Remedial class time table is to be prepared by Dr.A.George taking factors such as subjects with more number of students got low marks, subjects which the students feel tough etc.	Dr.A.George, Professor /Maths.
15. Subject wise mentors for remedial classes to be prepared by Heads.	Heads
16. External valuation for all undergraduate courses to be carried out from this academic year.	COE
17. The Director CETAT has been asked to give the outcome of the overseas training given to our staff.	Director/CETAT

(By Order)

Registrar

To

1. COE i/c / F.O. i/c / MR-UQMS / Coordinator-IQAC.
2. All Deans / Directors / HODs / Section Heads / Part Time Coordinator.
3. PS to VC / PA to Registrar / Circulated through Periyar Net.