INTERNAL QUALITY ASSURANCE CELL

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MINUTES OF 89th INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 29-06-2018

The minutes of 88th meeting of Internal Quality Assurance Cell held on 29.06.2018 from 11.00 A.M., at the Russell Hall of PMIST, Vallam, Thanjavur, is as follows:

The following Internal Quality Assurance Cell Members were present:

1.	Mr. V. Anburaj	Chairperson /Administrative Committee	Chairperson
2.	Dr. S.A. Dhanaraj	Registrar & Member/Administrative Committee	Member
3.	Dr. S. Devadoss	Professor / Management Studies & Member/Administrative Committee	Member
4.	Dr. P.K. Srividhya	Dean /Academic & Member/Administrative Committee	Member
5.	Dr. S. Kumaran	Dean / Research (i/c)	Member
6.	Dr. K. Lakshmi	Dean /FCSE	Member
7.	Dr. R. Jayanthi	Dean /FET	Member
8.	Dr.A.George	Dean /FHSM	Member
9.	Dr. S. Senthamilkumar	Professor /Civil	Member
10.	Dr. C.V. Subramanian	Dir/ CSAS (i/c)	Member
11.	Er. N.T. Balasundaram Honorary Secretary / IE(I), Local Chapter, Thanjavur	Local Society Rep.	Member
12.	Mr.P.Vishnu Rathan, CEO /myhospitalsindia.com 19, A.S.M.Colony, Thanjavur.	Parent Rep. (F/o.Ms.Rajalekshmi , II CSE)	Member
13.	Dr. KVR Rajandran ,	MR/UQMS & Coordinator / UQRM/	Member
14.	Dr. T.P. Mani	Coordinator / Data Management System/ IQAC	Special Invitee
15.	Dr. P. Jayasudha	Dean /FAP	Coordinator / IQAC

Members abstained with prior intimation:

1.	Er. S. Sampath Director,M/S Velmurugan Industries, Sengipatti, Thanjavur	Industry Rep.	Member
2.	Mr. T.Arumugam Senior Manager-HR / Kone Elevators-Chennai	Employer Rep.	Member
3.	Mr. B.Saravanaprasad Associate Vice President-Talent Acquisition, Quadrant 4(IT Based)-Chennai	Employer Rep.	Member
4.	Mr. T. Apollo Senior Architect Intel Corporation Software Bengaluru.	Alumni Rep.	Member
5.	Mr. A.Senthil Vel, IFAD NGO-Co-Ordinator- Mayiladudurai	Parent Rep. (F/o Ms.S Ishwarya / II Mech. A)	Member

The meeting started with a welcome note by the Coordinator of IQAC. The coordinator has explained to the members, the reasons for postponing the meetings for the previous two quarters (October 2017 – March 2018). However, the activities in the past two quarters have been consolidated and will be presented for discussion during the proceedings of the meeting. She further added that in the forthcoming academic year onwards, the meetings will be conducted as per schedule.

The chairperson of the meeting Mr. V. Anburaj, Chairperson / Administrative Committee, has highlighted the following significant activities of the Institution in the past two quarters to all the members:

- The UGC expert team has visited the Institution on 9th to 11th January 2018 and recommended with few suggestions for the extension of University status. The team has made a highly positive remarks and appreciation for the institution's commitment towards the upliftment of local society through education.

- The AICTE expert team has carried out their inspection in the campus during 28th and 29th of April and granted approval for all the courses offered in the campus.

- The institution has initiated the measures to be taken to address the grey areas identified based on NIRF 2018 results.

- The curriculum and syllabi for all the programmes offered in PMIST are thoroughly revised and updated based on the guidelines from AICTE (for Engineering and Technology) and UGC (for Arts and Science).

PART – A   GENERAL

Item 89.1:   To confirm the minutes of the 88th meeting of the IQAC held on 15.09.2017

The minutes of the 88th meeting of the IQAC was circulated to all the members through mail and confirmed since there was no remark / correction received.

Item 89.2:   Action Taken Report (ATR) on decisions of the previous meeting

S. No	Item	Action Taken Report
1.	Follow-up action on the faculty members visits to CIPET, may also be presented in the IQAC meeting.	It was highlighted that faculty members have got updated about the current testing methods used for plastic materials and research scope on injection moulding. Few faculty members have also contributed to the project proposal related to 3D Printing Manufacturing Technology to NITI Aayog based on the experience.
2.	The achievements of POs and COs and their tracking on time-line basis are to be presented in the next IQAC meeting.	The stepwise procedure to track the achievements of POs and Cos using *Contineo* software was presented.
3.	PMIST has to be registered for submitting proposals online.	PMIST has already been registered with all the funding agencies for submitting proposals online.
4.	Study-report based on readings of the multi function meter installed on 14.08.2017 is to be prepared and presented in IQAC meeting.	A Detailed study report in terms of Energy consumption and EMS was presented. The chairperson has advised to prepare a separate budget for Energy Auditing and the same shall be submitted along with the annual budget for approval.

Part -B: **REVIEW OF PROGRESS OF ACTIVITIES – NAAC CRITERION   WISE**

Item 89.3:   **Criterion I – Curricular Aspects**

- Dean Academic Dr. P. K. Srividhya presented that :

    - The curriculum and syllabus was revised for all the programmes offered by the institute based on AICTE and UGC guidelines. She also stated that the main highlight of the new curriculum is reduction of credits for B.Tech programme from 176 to 160.

    - Mandatory courses, Open Electives and one credit courses for employability and hard skills are added to the curriculum & syllabus of each program suggested by AICTE.

    - Each department will offer atleast one value added programme per academic year from 2018-19 onwards towards curriculum enrichment.

- Dean/Academic further added that the internal academic audit is over and the external academic audit is scheduled in July 2018. It was mentioned that the analysis and findings of the internal academic audit will be presented in the next IQAC meeting.

- It was also informed that online feedback is available both in students and parents' portal and the format for obtaining feedback was presented before the members. It was discussed and decided to simplify the format further and the simplified version shall be presented in the next IQAC meeting.

Item 89.4:   **Criteria – II - Teaching Learning and Evaluation**

- Dr. K. Lakshmi has consolidated and presented the following:

    - Facility Enhancement for Disabled Students was carried out PMIST campus in terms of toilets for differently abled persons and entrance ramp were constructed in ground floor of New Architecture block and Technology block-II (each one in Block-A and Block-B).

    - Civil Works for installing a Passenger Lift with a door width of 800mm to facilitate wheelchair movement for Differently abled people in Education building and Technology Block-II was awarded and the works are in progress.

- To enable students to have more Student Learning Time (SLT) and for take-home continuous assessments and to participate in curriculum enrichment courses; it is decided to conduct classes/labs/exams/etc., for five days per week from the academic year 2018-19 onwards. Saturday and Sunday will be holidays from this academic year onwards. Working hours from this academic year will be from 09:00 a.m. to 05:00 p.m. (Monday to Friday)

- Er. R.K.Muthuraman, Head/ Department of Aerospace, received "Indian Aero Faculty Award" given by Institute of Aeronautics Astronautics and aviation IAAA on 24.1.18 at Chennai.

- It was also highlighted by Dr. Lakshmi that the End semester and the supplementary examination results were published well within the duration. The chairperson pointed out that if it is compared with the previous year and presented in graphical representation along with norms, then the achievement can be better appreciated.

- Similarly the pass percentage of students can be compared with the previous years results so that it will be possible to track whether the trend is increasing or decreasing.

Item 89.5:   Criteria – III - Research, Consultancy and Extension

- The members have highly appreciated and placed it on record, the PMIST e-governance team for receiving copyright patent for the BRAIN v2.13(a homegrown indigenous software).

- Dr. S. Kumaran, Dean / Research has informed the members that the citation and h-index of the university has increased considerably in the last two quarters and it was appreciated by the members. The chairperson pointed out that the number of articles published in each quarter to track the improvements.

- To answer to a question raised by Dr. Mani regarding the uploading of thesis reports in *Shodhganga* website, Dean Research has informed that all the submitted thesis reports will be uploaded by INFLIBNET only based on the date of submission.

- Further he added that the URKUND Anti plagiarism software was used by six research scholars already and will be available for students of PMIST and other institutions.

Item 89.6:   Criteria – IV - Infrastructure and Learning Resources

- Dr. Senthamilkumar presented the consolidated report of the department-wise infrastructure development.

- The chairperson has suggested to include the specific outcomes due to the development of a facility in different departments.

- Dr. Srividhya mentioned that the purchase of CATIA software has facilitated the in-house faculty to handle the classes which was faculty to handle the classes which was handled by external members previously (outsourced).

- It was also informed by the chairperson that the student's accessibility to the e-journals in digital library its login details have to be checked.

Item 89.7:   Criterion – V - Student Support and Progression

- Dr. CV. Subramanian has presented the consolidated report of students achievements in both curricular and non curricular activities.

- It was discussed and decided that:

  - The achievement of intended outcome of the Staff Development Programme (SDP)

  - conducted for Non-Teaching supporting Staff Members shall be assessed and presented in the next IQAC meeting.

  - The placement detail for every quarter can be provided and compared for further improvement.

  - Coaching for competitive examinations such as GATE shall be conducted commonly for all the aspirants by involving external experts and internal faculty for specific courses.

Item 89.8:   Criterion – VI -Governance, Leadership and Management

- Dr. A. George, Dean/ FHSM has presented the details related to Faculty recharge and Development Programmes and recruitment of new faculty and resignation tendered by few faculty and staff.

- It was suggested that the achievement of intended outcome of the Faculty Development Programme (FDP) conducted by IIT-Bombay shall be assessed and presented in the next IQAC meeting.

Item 89.9:   Criterion – VII - Innovation and Best Practices

- Dr. R. Jayanthi, Dean/ FET has presented the consolidated activities of the EMS including Energy Auditing, Water testing and solid waste management. It was suggested by the chairperson that:

  - Consolidated list of Best Practices received from all the departments shall be circulated among the members and Heads of the departments to check whether anything is missed out.

  - Environmental Management System should ensure proper maintenance of all the facilities including labs, equipments and machineries, class rooms and as a whole, the entire campus.

PART - C

Item 89.10:   Periyar Technology Business Incubator

Prof. Dr. S. Devadoss, CEO, Periyar TBI has presented the consolidated report of the activities of Periyar TBI in the past two quarters which included submission of proposals to various funding agencies, new incubates registration and training programmes conducted for various beneficiaries.

Item 89.11:   Other points:

- Er. N.T. Balasundaram has appreciated the change of working days as five and opined that it will definitely improve the efficiency of the students and faculty and will yield good results.

- It was also suggested that the departments should take efforts to teach students about the usage of library in general and digital resoures and e-books in particular.

- Further, all the components of the feedback forms should be explained to the students in detail through the student representatives by the concerned faculty or the head of the department.

The date of next IQAC meeting (for the quarter April to June 2018) is tentatively scheduled on 27.07.2018

Dr. P. Jayasudha

Coordinator / IQAC

To:
Members of IQAC
All the Deans, Directors, MR/UQMS, Co-ordinator / IQAC
Heads of Department & Section Heads

Copy to:
COE i/c / F.O. i/c
PRO i/c / Medical Officer /Part Time (Coordinator)
PS to VC & PA to Registrar / Periyar Net.