# Minutes of the Internal Quality Assurance Cell meeting held on 7.8.2018

Periyar University Internal Quality Assurance Cell has organized its first meeting for the academic year 2018-19 on 07.08.2018 at 03.00 pm in the Syndicate room Presided over by the Chairman-IQAC, Hon'ble Vice-Chancellor Prof. Dr. P. Kolandaivel. The following Agenda were discussed:

1. AQAR Submission
2. Student Feedback analysis
3. Analysis of Self Assessment Proforma for Faculty
4. Preparation of IQAC Academic calendar for the year 2018-19
5. Conduction of Orientation/Refresher Program for faculty members
6. Any other matter

The minutes of the meeting is presented as follows:

1. The members of IAQC have agreed to be part of various **sub-committees to prepare the AQAR in the new format from 2018-19**. The sub-committees are as follows:

   ### i. AQAR Report Preparation Committee
   Prof. Dr. R. Balagurunathan, Department of Microbiology
   Prof. Dr. V. Raj, Department of Chemistry
   Prof. Dr. V. Sangeetha, Department of English

   ### ii. Student Feedback Analysis and Report Preparation Committee
   Dr. M. Ramkumar, Department of Geology
   Dr. P. Thirumoorthy, PRIMS
   Dr. Elangovan Thangavel, Department of Energy Studies

   ### iii. Self Assesment Proforma Analysis & Report Preparation Committee
   Prof. Dr. K. Thangavel, Department of Computer Science
   Prof. Dr. S. Kannan, Department of Zoology
   Dr. S. Rita, Department of Statistics

   ### iv. Administrative Audit Committee:
   To be formed by the Chairman-IQAC. The Administrative Audit Committee shall prepare the criteria for administrative audit and analyze besides prepare a report with recommendations for its smooth implementation to the Chairman-IQAC and a copy to IQAC.

   ### v. Finalisation of Report
   Director-IQAC in association with previous Co-ordinator(s) of IQAC and consultation with the Chairman-IQAC will finalise the AQAR Report for it submission to NAAC in time.

2. The **IQAC Members meeting will be held four times in a year** i.e. August, November, February and June besides special meetings as and when it is required. The <u>minutes of the meetings are to be uploaded in the University portal</u> as per the guidelines of the NAAC.

3. As per the revised guidelines of NAAC the **AQAR will be submitted in the new format for Academic Year 2018-19,** whereas the **AQAR Report for 2017-18** shall be submitted in the old format **before December 2018**.

4. The **New Annual Quality Assurance Report (AQAR) Format** of the IQAC for Universities and Colleges **shall be sent to University Departments and its affiliated colleges for its effective implementation**.

5. All the **Departments and Colleges should have one faculty member as IQAC Co-ordinator/ In-charge responsible for AQAR report**.

6. A copy of the Student Feedback Analysis (SFA) Report to be given to the departments/faculty members for further necessary action.

7. It was agreed to **implement Recommendations of NAAC peer team Report dt. 20th March 2015 and Academic Audit (AA) Report**.

8. All the departments and sections of the University need to submit **monthly report to the IQAC before 10th of every month without fail.** Separate file in the Department and separate file for the departments are to be maintained for the smooth preparation of the AQAR Report.

9. It was proposed to have **Administrative Audit along with Academic Audit from the academic year 2018-19**. The criteria for administrative audit, analysis and its report preparation shall be carried out through a committee to be formed by the University.

10. Departments shall have **Adjunct Faculty from Industries and Alumni Faculty besides the University organize Industry-Academia summit *invite experts for guest lecturers*** for the knowledge exchange/ sharing.

11. Each department will have **tie-up with Industries and Institutions and have MoU to improve our ranking** and mutual benefits.

12. With the support of Industries in this region **One (1) Credit Course for PG programs shall be introduced in addition to online courses**.

13. As per the recommendations NACC peer team, for Quality Enhancement of the Institution, **IAQC shall pro-actively work for the quality enhancement and academic excellence with the guidance of the Chairman-IQAC** and co-ordinate to programs, workshops, Industry-Academia summits, Invite Industry's/ Institutions to share their knowledge and experience with faculty members and Students.

14. As part Periyar University march towards academic excellence, Internal Quality Assurance Cell (IQAC) is organizing a Workshop on "Implementation of Outcome-Based Education and Road Map for NAAC Accreditation to Periyar University in 2020" on Tuesday, 14.08.2018.

15. Faculty Development Program (FDP), Skill Development programs for students, non-teaching Staffs, Orientation program/ Seminar are to be held at regular intervals besides co-ordinating Outreach program and Extension activities, village Adaptation etc. by the departments. All the programs of the University / departments/centers/sections are to be documented besides conduct programs for/with measurable outcome.

16. The departments/ sections should submit the copy of the MoU, Project Sanction Letters with a budget/ value of the project, Achievements/ Honours received by the faculty members, report of visit(s) abroad, Fellowship, distinguished visitors to the University etc for adding value to the Reports of IQAC.

17. University may promote one or two foreign/ international languages, strengthen alumni networks, create innovation fund, startup grant besides incubation centre, natural/ geological museum, Instrumentation centre and animal house.

18. National Mission viz. Skill India, Digital India, Swachh Bharat, Ideation Centre are to be carried out along with the schemes of the state.

19. IQAC shall organize meetings of IQAC In-charge(s) and faculty members of the University Departments besides Principals/IQAC Co-ordinator(s) of affiliated Colleges on the basis of needs/ requirements.

20. Display boards /LCD are to be installed in class rooms of the department, common areas and hostels for displaying advertisements besides conduct trainings for SLET/NET/GATE and other competitive examinations with the coordination of faculty in-charge(s).

(Director-IQAC)

The Director
Internal Quality Assurance Cell (IQAC),
Periyar University, Salem-636 011.

(Chairman-IQAC)
VICE-CHANCELLOR
PERIYAR UNIVERSITY,
PERIYAR PALKALAI NAGAR,
SALEM-636 011.