



பெரியார் பல்கலைக்கழகம்
PERIYAR UNIVERSITY

NAAC A++ Grade - State University - NIRF Rank 63, ARIIA 10th Rank
SALEM- 636011, TAMIL NADU

Minutes of Internal Quality Assurance Cell Meeting

Date: 12.05.2023

Time: 03.00 pm.

Venue: Syndicate Hall, Periyar University, Salem-11.

Internal Quality Assurance Cell (IQAC) meeting of Periyar University was held on 12.05.2023 at 3.00pm in the Syndicate Hall. The meeting was presided over by the Hon'ble Vice Chancellor Prof. R.Jagannathan, the Chairman - IQAC.

Agenda

Item No	Particulars
1.	Confirmation of Previous IQAC Meeting (24.02.2023) Minutes
	<u>Minutes:</u> Approved
2.	AQAR Preparation and Submission Annual Quality Assurance Report (AQAR) has to be submitted to the NAAC every year. The NAAC has extended timeline for submission of Previous AQARs upto 31 st May 2023. Periyar University has been exempted from submitting the last year AQAR (2021-22) due to award of accreditation. To start the preparation of AQAR 2022-23, AQAR preparation committee (Criterion in-charges and members) meeting was held on 26.04.2023. This committee suggested collecting the data from the departments, cell, centres and administrative offices using the existing data collection template (Excel file) and fixing 07.07.2023 as the last date. There will be minor changes in the template/ data to be collected for the AQAR 2022-23 based on the guidelines of NAAC. The matter is placed before the IQAC committee for Approval of data collection using existing template for AQAR 2022-23.
	<u>Minutes:</u> Approved. Also, It was resolved that the IQAC has to prepare and submit a summary report to the Hon'ble Vice Chancellor highlighting the focus areas that require more attention by taking inputs from the NAAC peer team report.

3.	<p>Academic and Administrative Audit (AAA)</p> <p>The National Assessment and Accreditation Council (NAAC) expects the Institutions to undertake continuous Academic and Administrative Audits (AAA). Academic audit is a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs. Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc. NAAC has not prescribed any specific methodology or guidelines for conducting AAA. It is expected that each HEI may evolve its own guidelines and methodology by learning from good practices followed by leading institutions within and outside India. NAAC indicates that an internal exercise every year and involvement of external peers once in a three or five years could be a good option. In line with NAAC guidelines, A committee has been constituted by Hon'ble Vice Chancellor for the preparation and finalization of Proforma used for AAA data collection. Consequently, the IQAC is planning to conduct AAA using external peers (experts) by Second Week of July 2023.</p>
	<p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
4.	<p>Criterion - 6 and Criterion - 7 training programme for the affiliated colleges.</p> <p>Tamil Nadu government expects Universities to train affiliated colleges in getting accreditation from NAAC. In this connection, IQAC has already conducted four training programmes covering the first 5 criteria out of the 7 criteria considered for the assessment by the NAAC. Considering the reopening of Colleges, IQAC is planning to conduct the Criterion - 6 and Criterion - 7 training programme for the affiliated colleges during the third week of July 2023.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved.</p>
5.	<p>NAAC (Margadarshan) Mentor-Mentee Scheme</p> <p>NAAC has launched the new scheme (Named Margadarshan) to inspire all accreditation aspirant HEI's (Higher Educational Institutions) to come in to the fold of accreditation through mentoring. Under this Scheme, Periyar University signed separate MoU with its 6 affiliated (Mentee institutions) colleges on</p>

	<p>20.01.2023. An expert committee formed for this purpose, approved by NAAC, has conducted one internal meeting on 15.02.223 and two external meetings (in the respective institutions) on various dates during the month of March, April and May 2023. NAAC has mentioned that the duration of the Mentor-Mentee Scheme is 3 months. The mentee institutions have made good progress, but have not submitted IQA/SSR. Considering the progress made, IQAC wants to seek another 3 months extension from NAAC, and accordingly, continue to mentor these 6 mentee institutions.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
	<p>Organising FDP/ATP/PDP</p> <p>NAAC and Tamil Nadu government expects HEIs to train their employees (teaching and non-teaching) to acquire newer skills required to carry out their duties efficiently. NAAC expects at least 50 per cent of the HEIs employees get trained within a cycle (5 years). In this connection, IQAC in association with University departments/centres/cells has organised 4 Faculty Development</p>
6.	<p>Programmes and 2 Administrative Training Programmes from January 2023 to March 2023. IQAC wants to continue organising such FDP/ATP/PDPs programmes in the Academic year 2023-24 to cover at least 10 percent of the total employees and the remaining in subsequent years. The IQAC also like to include teaching and non-teaching staff of affiliated colleges for such programmes.</p> <p>This matter is placed before the IQAC Committee for further suggestions and approval.</p>
	<p><u>Minutes:</u> Approved</p>
7.	<p>NAAC DVV Partner - Expression of Interest</p> <p>Until now, all the relevant data submitted by HEIs for NAAC Accreditation has been verified and validated only by few institutions. In order to broad-base this process, NAAC has sought Expression of interest for empanelment as Data Validation and Verification Partners with NAAC. Periyar University has expressed its interest on 05.04.2023 to become a DVV partner with NAAC.</p> <p>This matter is placed before the IQAC Committee for information.</p>
	<p><u>Minutes:</u> Noted</p>
	<p>Additional Agenda</p>

1.	<p>All the departments have been instructed to upload the programme report through PUPRO link (http://172.16.20.15/pupro) at once the programme is over. Given that the academic year is over, IQAC seeks permission to get the “uploaded details” from PUPRO (http://172.16.20.15/pupro) about the programmes organized by the departments/centres/cells of Periyar University during the academic year 2022-23.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
2.	<p>Skill development courses on Communication skills by the department of English Based on the IQAC meeting minutes (24.02.2023), IQAC has requested the English department to offer a Skill development courses on Communication skills. The department of English has communicated that a similar course is already being offered by them. IQAC seeks permission to get the beneficiaries and other details on the above mentioned course offered by the department of English.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
3.	<p>Programme on Teaching skills Due to the changing scenario in the educational system, there is a need for continuous improvement in teaching skills for teachers to effectively handle the classes. To impart such skills, IQAC is planning to organise a programme on Teaching skills for faculty members of Periyar University during the last week of July 2023.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
4.	<p>Identifying the Best Practices and Distinctiveness of Periyar University In the NAAC SSR revised manual (w.e.f 1st April 2023), the 7th Criterion has components (Key Indicator - 7.2) on Best Practices and (Key Indicator - 7.3) Institutional Distinctiveness. Therefore, the University has to identify / finalise the Best Practices/ Distinctiveness for the next cycle of NAAC accreditation. To further deliberate on this topic IQAC is planning to conduct faculty meeting during the 2nd week of June 2023.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>

5.	<p>Certificate Course by DUIC DUIC (CELTAD) is planning to offer a Certificate Course on Design thinking tools for Entrepreneurs in the forthcoming academic year. IQAC wants to request the DUIC that the above programme shall be offered to both the entrepreneurs and potential entrepreneurs.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
6.	<p>Community Radio A Committee has been formed for starting a Community Radio at Periyar University. IQAC seeks permission to get the current status of this initiative from the Coordinator of Community Radio at Periyar University.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
7.	<p>Programme for Research Proposal Writing Funding agencies are constantly calling for research proposals from potential full time researchers. In order to tap these funding sources, research proposals should be innovative and impressive. In this connection, IQAC seeks permission to conduct a workshop on "Research Proposal Writing" during the second week of August 2023.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
8.	<p>Progress of Mentor-Mentee process The University departments have been instructed to properly record their mentor-mentee activities. Since the Academic year is over, IQAC is planning to initiate assessment process through a committee constituted by the Hon'ble Vice Chancellor.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>
	<p><u>Minutes:</u> Approved</p>
9.	<p>Uploading of New/Old syllabus in the University website The new/old syllabus of all the programmes offered by the University departments need to be uploaded in the University website. In this connection, IQAC seeks permission to request Dean – CDC on the compliance of the same.</p> <p>This matter is placed before the IQAC Committee for Approval.</p>

	Approved
10.	Preparation of IQAC calendar In order to streamline the activities and initiative of IQAC, there is a need to prepare an Annual IQAC calendar. Therefore, IQAC seeks permission to prepare IQAC calendar for the Academic year 2023-24 by getting inputs from all the University departments/centres/cells. This matter is placed before the IQAC Committee for Approval.
	Minutes: Approved
11.	Nomenclature of Seminar/Conference titles The University departments are regularly conducting seminars/conferences on various themes. Sometimes, there is an overlap of titles. Also, some of the titles do not meet the NAAC requirement. To rectify such issues, IQAC wants the University departments to get prior approval from the IQAC on their title of the Seminar/Conference. This matter is placed before the IQAC Committee for Approval.
	Minutes: Approved


12.05.2023
[Director – IQAC]
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12.5.23
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