



Minutes of online meeting chaired by Hon. Vice-Chancellor regarding online submission of AQAR on NAAC HEI Portal. Director IQAC- Presentation on NAAC AQAR for the AY 2020-21 - status.

Date: 23.06.2022

TIME: 9.30pm – 10.45 p.m.

An online meeting was convened on 23.06.2022, Thursday at 9.30 p.m by the Hon. Vice Chancellor for the NAAC HEI Portal online AQAR submission.

Members Present

1. Dr.T.V.Christy, Hon. Vice Chancellor
2. Dr. C. Rajinikanth, Associate Professor, ECE and Director-IQAC

Agendum

The meeting was organised by the Hon. Vice Chancellor to discuss the preparedness for online AQAR submission for the AY 2020-21 (Criteria II -VII) on the NAAC HEI Portal.

Discussions made and action to be taken

The Hon. Vice-Chancellor requested Director-IQAC to present the data submitted by the different Schools/Depts. and currently available with IQAC on various criteria. Going through the same, he gave the following specific instructions for data collection before uploading various criteria files on NAAC portal.

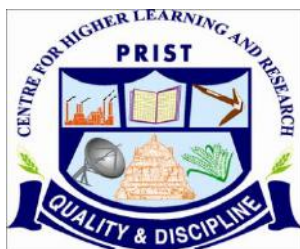
- i. The Hon. Vice-Chancellor asked the Director-IQAC to assign one faculty to specifically check all the 'write-up' content for grammar / language in AQAR 2020-21.
- ii. The Hon. Vice-Chancellor suggested assigning each IQAC Active Committee members specific criteria files, as below, for verification before uploading the AQAR on NAAC portal.

IQAC Active Committee members	Criteria Assigned	Remarks
Dr.A.Usha / Arts	Criteria – I & V	IQAC Active Committee members will mail to IQAC positively by 3pm, June 24th.
Prof. K.Sathiya / Mgt	Criterion - II	
Prof. Gayathiri /Engg	Criterion - III	
Prof. M.Jasmin / Agri	Criterion - IV	
Dr.R.Guneseakaran /Edu	Criteria – VI & VII	

- iii. The Hon. VC asked the Director-IQAC to check with NAAC office about the 'editing' option after uploading the AQAR.
- iv. The Hon. VC asked the Director IQAC to schedule the next meeting with sufficient notice to all concerned.

Minutes prepared by Dr. C. Rajinikanth, Associate Professor, ECE and Director-IQAC and approved by the VC.

Date: 23.06.2022



PRIST
DEEMED TO BE
UNIVERSITY
(NAAC Accredited)
Thanjavur -613 403- Tamil Nadu

**MINUTES OF ONLINE MEETING CONVENED BY HON. VICE CHANCELLOR
FOR NAAC ACTIVE COMMITTEE MEMBERS - PREPARATION STATUS AND
UPLOAD -DOCUMENTS FOR CRITERION I –AQAR 2020-2021**

Date: 29.06.2022

TIME: 3.30 p.m.

An online meeting was convened by Hon. Vice Chancellor for NAAC Active Committee Members with IT Support team on 29.06.2022, Wednesday at 3.30 p.m.

Members Present:

1. Hon. Vice Chancellor
2. Mr.S.Amaresan (HOD, Computer Science)
3. Dr.A.Usha (AP/Maths/ IQAC Active Committee/Head-Criteria I &V)
4. Prof. K.Sathya(AP/Commerce/ IQAC Active Committee/ Head-Criterion II)
5. Prof.S.Gayathri(AP/CSE/ IIQA Active Committee/Head-Criterion III)
6. IT Support Team.

Agenda:

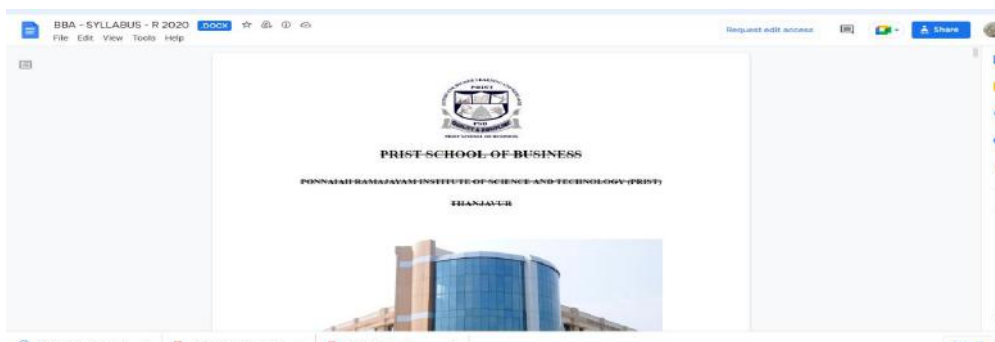
1. Discuss data on the ‘Curricular Aspects’ of the Academic programmes.
2. Suggestion to enrich data input for Criterion I – Curricular Aspects and Action plan.
3. Feedback form for all stakeholders - student, parent, faculty, alumni and employer.
4. Online student satisfaction survey and
5. AQAR 2020-2021 preparation status.

Discussion made and action to be taken

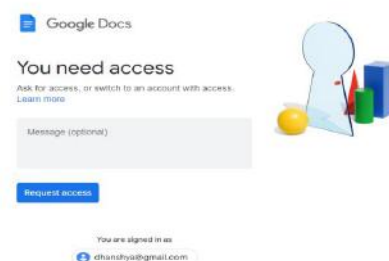
- The Hon. Vice-Chancellor convened the meeting by reiterating the significance of the stated agenda.

- Dr.A.Usha presented the finished documents of for Criterion I. The following were presented to Hon'ble VC sir.
- 1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the Programmes offered by the University and then discussed corresponding data template with supporting documents.
- 1.1.2 – The data template with supporting documents in respect of the number of Programmes where syllabus revision was carried out during the year was discussed.
- 1.1.3.1 - The data template with supporting documents in respect of the number of courses having focus on employability/ entrepreneurship/ skill development during the year was discussed.
- 1.2.1 - The data template with supporting documents in respect of new courses introduced across all programs offered during the year was taken up for discussion.
- 1.2.2 – Data on the number of Programmes in which Choice Based Credit System (CBCS)/elective course system was implemented during the year was discussed.
- 1.3.1 – Documents to support that the Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum were asked to be presented.
- 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year were, then, discussed along with the supporting documents.
- 1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year was presented.
- 1.3.4 - Number of students undertaking field projects / research projects / internships during the year was presented.

- 1.4.1 - The Criterion - I Co-ordinator was asked to present the structured feedback for design and review of syllabus – semester wise ~~is~~ received from Students, Teachers, Employers and Alumni.
 - She was guided to coordinate with Mr.Amaresan in collecting the data related to feedback from various stakeholders on design of syllabus and revisions implemented in syllabus
 - She presented each component with link
 - The Hon. Vice-Chancellor on going through the supporting documents given by the various Schools gave the following suggestions for fine-tuning.
- ✓ In BBA, BoS & Syllabus in 1.1.2 document, fonts are found to be struck through - to be corrected.



- ✓ School of Agri. to make suitable corrections in 1.1.3.1 document and also provide link access (ref. screenshot below).

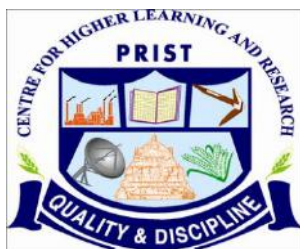


- ✓ Every 'Value added course' claimed to be conducted must have appropriate Circular, Time table, Attendance, Syllabus, Course outcomes and sample Certificates.

- ✓ Feedback Analysis with ~~and~~ action taken report to be produced.
- ✓ Dr.A.Usha to set up another meeting on 01.07.2022 on data regarding 'feedback'. She will collect and present samples from A++ graded Institutions.
- ✓ Finally, Hon. Vice- Chancellor thanked all the participants for their efforts and inputs.

Minutes prepared by Dr.A.Usha, Asst. Prof. of Mathematics and approved by VC.

Date: 29.06.2022



PRIST
DEEMED TO BE
UNIVERSITY
(NAAC Accredited)
Thanjavur -613 403- Tamil Nadu

**MINUTES OF ONLINE MEETING CONVENED BY HON. VICE CHANCELLOR
FOR NAAC ACTIVE COMMITTEE MEMBERS -STATUS AND UPLOAD
DOCUMENTS FOR CRITERIA I(FEEDBACK) –AQAR 2020-2021 PREPARATION**

Date: 01.07.2022

TIME: 12.00 Noon

An online discussion with Dr.Usha, NAAC Active Committee Member and Faculty i/c for Criteria I&V (AQAR/SSR), was had by Hon. Vice Chancellor on 01.07.2022, Friday at 12.00 noon.

Members Present:

1. Hon. Vice-Chancellor
2. Dr.A.Usha (Asst.Prof./Maths/ IQAC Active Committee/Head-Criteria I &V)

Agenda:

1. Online student satisfaction survey - Format and procedure.
2. Plan of action for preparing formats and procedure for obtaining feedback from various stakeholders viz. Student, Parent, Teacher, Alumni and Employer on curriculum.

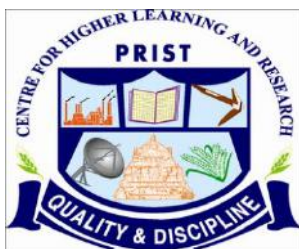
Discussion made and action to be taken

- The Hon. Vice-Chancellor started the meeting by reiterating the significance of the stated agenda.
- Dr. A. Usha was asked to display some samples of feedback formats/analysis reports and actions.
- She showed some samples of structured input for syllabus design and evaluation that is received from students, teachers, employers, and alumni, semester by semester.
- Dr.A.Usha was, then, asked to:

- ✓ Develop a questionnaire for student satisfaction survey (SSS), taking support from Mr.Amaresan, HoD/CS, who has already been given guidelines by the VC. Once the feedback format is approved, the same has to be communicated to all departments through the Deans and feedback obtained/analysed and follow up action initiated by the Deans/HoDs. All these are to be recorded for updating the AQAR.
- ✓ Dr.Usha and Mr. Amaresan together to provide the full report on the 'feedback' aspect within five days.

Minutes prepared by Dr.A.Usha, Asst. Prof of Mathematics and approved by the VC.

Date: 01.07.2022



PRIST DEEMED TO BE UNIVERSITY

(NAAC Accredited)

Thanjavur -613 403- Tamil Nadu

MINUTES OF ONLINE MEETING CONVENED BY HON. VICE CHANCELLOR FOR NAAC ACTIVE COMMITTEE MEMBERS -STATUS AND UPLOAD DOCUMENTS FOR CRITERIA II –AQAR 2020-2021 PREPARATION

Date: 07.07.2022

TIME: 11.00 am

An online discussion with Mrs.K.Sathya, NAAC Active Committee Member and Faculty i/c for Criteria II (AQAR/SSR), was had by Hon. Vice Chancellor on 07.07.2022, Friday at 11.00 am.

Members Present:

1. Hon. Vice-Chancellor
2. Mrs.K.Sathya, (Asst.Prof./School of Commerce and Management/ IQAC Active Committee/Head-Criteria II)

Agenda:

1. Teaching – Learning and Evaluation
2. Student Enrolments and Profile,
3. Catering to Student Diversity
4. Teaching – Learning Process
5. Teacher Profile and Quality
6. Evaluation Process and Reforms
7. Student Performance and Learning Outcomes
8. Student Satisfaction Survey

Discussion made and action to be taken

As a part of preparations towards the filing of AQAR for AY 2020-21, an online discussion was held by Hon VC with Mrs.K.Sathya, NAAC Active committee member for data on Criteria II.

2.1.1- Number of seats available / sanctioned and filled including the number of students admitted in reserved categories: to upload the data and relevant documents after obtaining signatures of Registrar or Admission Director.

2.4.1 & 2.4.2 – The details of total number of full-time teachers, their qualification as per the UGC norms should be uploaded with relevant supporting documents duly signed by Registrar.

2.4.4 – The number of full-time teachers with their awards, fellowship received from recognised bodies: the supporting documents should have signatures of Registrar and the respective Dean.

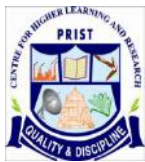
2.5.4 – The information on the dates of end semester examination and declaration of result to be verified for correctness with data already supplied by Controller of Examination.

2.6.3 – Number of students passed during the final year: to be verified for correctness with data already supplied by Controller of Examination.

2.7.1 – Online Student Satisfaction Survey (SSS): required excel file as per AQAR format was not readily available during the presentation. The Criteria faculty i/c was asked to remain in touch with Mr. Amaresan who is in the process of compiling SSS data.

Minutes prepared by Mrs. K.Sathya, Asst. Prof of School of Commerce and Management and approved by the VC.

Date: 07.07.2022



Minutes of online meeting chaired by Hon. Vice-Chancellor

Date: 12.10.2022

TIME: 2.30 p.m.

An online meeting was convened by the Hon. Vice Chancellor for the NAAC / **Director IQAC / Active Committee members** on 12.10.2022, Wednesday at 2.30 p.m.

Members Present

1. Dr. T.V. Christy, Hon. Vice Chancellor
2. Dr. C. Rajinikanth, Associate Professor, ECE and Director-IQAC
3. Prof. K. Swaminathan (HOD / Physics / IIQA & IQAC Active Committee)
4. Dr. R. Gunasekaran (Assistant Professor, Education / IIQA&IQAC Active Committee)
5. Ms. K. Sathya (Assistant Professor, Commerce / IQAC Active Committee)
6. Dr. A. Usha (Assistant Professor, Maths / IQAC Active Committee)
7. Mr. T. Selvaraj (Assistant Professor, School of Education)
8. Mrs. T. Divya Manohari (Lecturer /PRPC/ ECE)
9. Mr. M. Varadharajan (Lecturer / PRPC/S&H)

Agendum

Editing of AQAR for AY 2020-21 uploaded on NAAC - HEI portal. Data completed in various criteria were presented by Dr. C. Rajinikanth, Associate Professor, ECE and Director-IQAC.

Discussions made and action to be taken

1. Honourable Vice Chancellor enquired Prof.K. Swaminathan, HOD / Physics / IIQA & IQAC Active Committee, about the status of AQAR Part A editing process in HEI Portal. He also gave the following directions:
 - i. Director, IQAC to appropriately fill items from 16 to 21 in Part - A of the uploaded AQAR.

- ii. Mrs. T. Divya Manohari who presented criterion 4.3.1 to incorporate changes/corrections suggested and prepare the write-up covering all the facilities available in the PRIST campus.
- iii. Criterion 7.2.1 content to be rewritten as suggested with a hyperlink provided for 'additional details' with supporting documents.
- iv. Edited contents for items 2.2.1, 2.3.2, 2.6.1, 4.1.1, 5.3.2, 7.2.1, 7.3.1 and 7.3.2 as available in VC's mail to IQAC can be uploaded by Director, IQAC.
- v. Supporting documents already uploaded for items 5.1.4, 5.3.2, 5.4.2 and 6.1.2 are to be removed from the portal.
- vi. Dr. U.Rajan to be requested by Director IQAC to expedite the completion of write-up for item 6.1.2.
- vii. All members of IIQA & IQAC Active Committee to extend wholehearted support to Director, IQAC, who will complete editing of the uploaded AQAR on the NAAC portal by the deadline prescribed by NAAC i.e., Oct 15, 2022.

Minutes prepared by Dr. C. Rajinikanth, Associate Professor, ECE and Director-IQAC

Date: 12.10.2022



IQAC MEETING MINUTES – NAAC SSR / NAAC SSR CORE COMMITTEES / CRITERIA – I Meeting

Online Meeting Id:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTgzNGU1YWYtOWI0Mi00MjJjLTNmMzYtZmYxMGM4OTY1NjQ2%40thread.v2/0?context=%7b%22Tid%22%3a%22191b1214-bb5e-4b10-bedf-623c63c527d5%22%2c%22Oid%22%3a%229c29c05f-3cab-46e3-bcb5-6a1b818ccd8b%22%7d

Date: 05-01-2023

Time: 2.30 pm

Attendees:

1. Hon. Vice - Chancellor
2. Dr. C. Rajinikanth, Director – IQAC,
3. Dr. L. Chinappa, Dean – School of Arts & Science & NAAC Core Committee Member
4. Prof. R. Tamizhselvan, Dean – School of Engineering and Technology & NAAC Core Committee Member
5. Dr. Smitha Elsa Peter, Dean – Academic Affairs & NAAC Criterion – I Coordinator,
6. Dr. A. Usha, Dean – Student Affairs & NAAC Criterion – I Coordinator,

Agendum:

To discuss primarily the first draft of NAAC SSR Criterion-I data template and to make suitable modifications.

Discussion points:

1. Q_iM1.1.1 Write up of 500 words to be prepared by Dr Smitha Elsa Peter and mailed to Hon Vice-Chancellor on or before 09.01.23 (basically, to expand the write-up already done for AQAR 2020-21)
2. Q_nM 1.1.2 List of Programmes where syllabus revision has been carried out during the last five years as certified by the Registrar to be provided.
3. To ensure that the syllabus changes are highlighted in the AC / BoS minutes of meeting by Dr. Smitha Peter and Dr Usha.
4. All curriculum revisions to be appropriately highlighted in the syllabi, wherever necessary.
5. Make suitable changes in the soft copy of Admission Brochure / Prospectus before uploading into the SSR data template.

6. In Extended Profile template of NAAC SSR, web-links of departments is to be provided in the University website. This task is assigned to the Registrar. The Registrar's Office is to give appropriate directions to the IT support team.
7. An awareness drive on Sharing AQAR 2021-22 data on MS Teams Sharepoint platform to be sphere headed by a Committee consisting of Dr. Smitha Elsa Peter, Dean-Academic Affairs as the Convenor and Dr. A. Usha, Dean-Student Affairs and Prof. S. Amaresan, AP, in department of Computer Science as other Committee members.
8. In Q_nM 1.3.4, only list of students for the Academic years 20-21 is provided. Supporting documents (certificates issued by companies offering internships/projects/fieldwork) should be submitted by departments for the Academic years 19-20 and 21-22.
9. In Q_nM 1.4.1 and 1.4.2, URL of feedback formats can be uploaded in a format and style as adopted by top accredited HEIs. Dean-Academic Affairs and Dean-Arts and Science were assigned this task and asked to coordinate the same with the Registrar and IT support team.
10. How was the request for the feedback sent to the Alumni? Deans to respond.
11. Collect list of Employers to whom request for feedback was mailed and those who responded.
12. In the School of Agriculture, parents feedback format questions pertaining to syllabus and response criteria to be suitably remodified as Excellent, Very Good, Good, Fair and Poor.
13. The Dean-Academic Affairs was assigned the task of reading through line-by-line the feedbacks uploaded by all the departments of various schools and to confirm its correctness.
14. For the case of previous Academic years 2016-17, 2017-18, 2018-19 and 2019-20, sample filled-in hardcopy versions of feedback format to be uploaded for SSR. For Academic years 20-21 and 21-22, only digital feedbacks to be uploaded except Parents feedback – few parent's hardcopy feedback forms can be shown.
15. The department of ECE feedback 'contents' page to be altered as suggested. Total number of respondents data missing in feedback formats across all stakeholders – to be mentioned.

Minutes prepared by Dr.Usha and approved by VC.

Jan 7, 2023



MINUTES OF MEETING OF IQAC

Online Meeting Id: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzMwNmNhMmMtOGQ5MC00NmZkLTk3Y2YtMTQ4MGNjYWVjMGVm%40thread.v2/0?context=%7b%22Tid%22%3a%22191b1214-bb5e-4b10-bedf-623c63c527d5%22%2c%22Oid%22%3a%227f7d262a-aacf-4ee5-ab37-9ab05fa2c1e3%22%7d

Date: 18-01-2023

Time: 11.30 am – 1.15 pm

Attendees:

1. Hon. President
2. Hon Vice Chancellor
3. Dean – School of Arts & Science, Dr. L. Chinappa
4. Dean – School of Engineering and Technology, Prof. R. Tamizhselvan
5. Dean – School of Commerce & Management, Dr. K. G. Selvam
6. Dean – School of Education, Dr. R. Gunasekaran
7. Dean – Academic Affairs & HoD - ECE, Dr. Smitha Elsa Peter
8. Dean – Student Affairs, Dr. A. Usha
9. Heads of all Departments

Agenda:

1. Update on IIQA filing
2. AQAR 2021-2022 data entry and guidelines for the same

Discussion points:

- I. The Hon.President apprised the attendees regarding the IIQA submission status and the following clarifications sought by the NAAC:
 - a. According to AISHE portal, the institution name is Ponnaiyah Ramajayam Institute of Science and Technology but in IIQA documents as per the UGC peer team review in 2019, it was renamed as PRIST Deemed to be University. Hence, the AISHE web portal entry to be renamed as PRIST Deemed to be University.
 - b. It was instructed to upload the latest statutory approvals wherever necessary such as AICTE, NCTE etc.
 - c. The uploading status of AQAR 2021-22 was asked for.

The following actions were taken in response to the above queries:

- a. The AISHE web portal entry renaming as PRIST Deemed to be University from Ponnaiyah Ramajayam Institute of Science and Technology has been requested.

- b. The latest statutory approvals were uploaded for all programs wherever it was deemed necessary.
- c. AQAR 2021-22 to be filed at the earliest.

It was informed that the content for AQARs 2019-20 and 2020-21 was not rich because of lack of activities due to COVID-19 lockdown.

1. It was informed that the units / departments responsible for preparation of inputs for AQAR 2021-22 should ensure rich data input, covering all activities undertaken.

In respect of preparation for II Cycle NAAC Accreditation, data were being collected from departments and units likewise with regards to requirements for Learning Infrastructure viz. Laboratory Equipment, Books for Library and Journal subscriptions etc. The same was submitted as a bound volume to the Management.

In continuation to the preparation for NAAC Accreditation, checklists for Departments, Units and likewise were prepared and handed over to all concerned with a copy to the Management as well.

Hon. President called for team effort to ensure a successful Accreditation exercise.

- II. The Hon. Vice-Chancellor apprised the attendees regarding essential features on the data input required for AQAR 2021-22.
 1. Various meetings were being conducted for the NAAC SSR preparation of various criteria with the concerned Criterion Coordinators and NAAC core committee members. Revisions were suggested and the revised presentations were to be planned accordingly. It was informed that only Criterion III alone had to be presented, yet - its first draft along with filled-in data template and detailed back-up papers.
 2. The Vice-Chancellor appreciated the Registrar and his Office for smooth cooperation extended even during the Pongal holidays to work on SSR related assignments. It was informed that the Registrar's Office would shortly request all Deans to share data with regards to Distinguished Alumni.

The Vice-Chancellor suggested that the following can be highlighted as Best Practices of the University:

- i. Community Oriented Research Efforts – Characterization of Water Quality Parameters in Mahamaham Tank and similar projects.
- ii. Faculty Connect with Industries – It was the practice of the staff members to connect with minimum two industries / organizations each, thereby, fostering industrial collaboration - Visit / Field Project / Internship / Research & Consultancy efforts.
3. Prof. R. Tamilselvan, Dean - E&T, was assigned the task of specially training faculty on measuring the attainment of COs; he was requested to present the same on 24/01/23 (FN session).

- III. To a query regarding the data entry period for AQAR 2021-22, it was informed that the period between 01 June 2021 and 31 August 2022 be considered vide. a NAAC circular dated 17 October 2022.
- IV. Dr. Usha, Dean – Student Affairs was requested to recirculate among all the Deans, Directors and Criterion Coordinators the latest AQAR format.
- V. The following staff members, Prof. K. Jayanthi, HoD-CSE department was included into the Special Team for SSR preparation and Dr. Smitha Elsa Peter, Dean-Academic Affairs was included into the NAAC Core Committee.
- VI. With regards to identifying as one of the Best Practices, the ‘Community Oriented Research Efforts’, Hon. President opined that a Practice applicable to / followed by all departments alike, can be treated as University Best Practice.
- VII. All the department heads, Criterion Coordinators and Units were once again informed to identify the ‘heads’ under which inputs were to be collected ahead of entering details into the data sheets.
- VIII. After data collection and appropriate enrichment, it was informed to refer to the Standard Operating Procedure (SoP) for verification of data and thereafter to fill in the AQAR data template.

Minutes prepared by: Dr. Smitha Elsa Peter, Dean – Academic Affairs

Approved by: Vice-Chancellor

Jan 19, 2023



THANJAVUR – 613 403 – TAMILNADU

Minutes of Meeting of Hon.Vice Chancellor with the School Deans 03 Apr 2023

Date: April 1, 2023

Time: 03.00 – 05.30 pm

Venue: Vice Chancellor's Chamber

Members Present:

1. Dr.T.V. Christy, Hon. Vice-Chancellor
2. Dr. L. Chinnappa, Dean – School of Arts and Science
3. Dr. A. Udayakumar, Dean – School of Agriculture
4. Prof. R. Tamizhselvan, Dean – School of Engineering and Technology
5. Dr. R. Gunasekaran, Dean – School of Education
6. Mrs. Sathya, Associate Dean – School of Commerce and Management

S. No.	Points Discussed	Action to be Taken
1.	<p>Identifying stakeholders for interaction with the NAAC Peer Team for 2nd Cycle Accreditation.</p> <p>The stakeholders are to be identified before mid-May 2023. Required briefing of all the stakeholders to be done well ahead of the Peer Team visit.</p>	<p>Dr. L. Chinnappa, Dean – A&S to coordinate organizing student-team; Dr. Usha, Dean – SA will assist:</p> <p><u>Numbers</u> E&T – 50 students, Agri – 20 students, C&M – 20 students, Education – 10 students, A&S – 50 students</p> <p>Dr. R. Gunasekaran, Dean – Education to coordinate organizing parents-team:</p> <p><u>Numbers:</u> 2 parents per department</p> <p>Dr. K. G. Selvan, Dean- C&M to coordinate organizing recruiters-team:</p> <p><u>Numbers:</u> 2 per department</p> <p>Prof. R.Tamizhselvan, Dean – E&T to coordinate organizing Alumni-team; Mr. Sivaji, A&S will assist:</p> <p><u>Numbers:</u> 2 -5 Alumni per department</p>
2.	<p>Model G20 Initiative National Level Essay Competition</p>	<p>Deans will compile the list of students and forward to</p>

S. No.	Points Discussed	Action to be Taken
	<p>(Information mailed to all Deans) Deadline – 14th April 2023</p> <p>Deans to identify suitable students and motivate for participation.</p>	<p>Director-IQAC who will organize special coaching. Director IQAC is requested to share an Excel folder on SharePoint for entry of student details.</p>
3.	<p>‘Faculty-Industry Connect’ shared folder on SharePoint to be updated with ‘Brief Interaction’ by the faculty.</p>	<p>Deans to advise the faculty through HoDs.</p>
4.	<p>Outcome Based Education (OBE)</p>	<p>Deans will ensure process is expedited by all the faculty members.</p> <p>The Coordinator, Dean – E&T, is requested to mail an update to Director-IQAC copying Hon.Vice Chancellor.</p>
5.	<p>National Education Policy (NEP)</p>	<p>Steps initiated by the NEP Cell as discussed in its earlier meeting are to be implemented by the Deans.</p>
6.	<p>Department Academic Committee (DAC) meetings</p>	<p>Three meetings to be held per semester.</p> <p>2023 April 2nd week, last week, and May 2nd week - suggested</p> <p>Deans to arrange and mail the Meeting Minutes to the Dean-Academic Affairs who is requested to monitor by being in touch with the School Deans.</p>
7.	<p>Receiving feedback on Curriculum from Academic Peers and Industry Experts</p>	<p>Deans to ensure that every faculty member will mail (from PRIST official id) minimum of three each – Academic Peers and Industry Experts – the syllabus of their respective courses requesting feedback.</p> <p>The mailed feedback will be forwarded to Dean-Academic Affairs (by the faculty themselves) for compilation. School Deans will be copied in the mail.</p> <p>Feedback obtained from Academic Peers and Industry</p>

S. No.	Points Discussed	Action to be Taken
		Experts will be discussed in the above said Department Academic Committee meetings.

Minutes prepared by Director-IQAC and approved by Hon. Vice Chancellor



THANJAVUR – 613 403 – TAMILNADU

**Minutes of Meeting of Hon.Vice Chancellor with the School Deans and BoS
Coordinators**

Date: May 20, 2023

Time: 11.00 – 01.00 pm

Venue: Gallery Hall, A Block

Members Present:

1. Dr.T.V. Christy, Hon. Vice-Chancellor
2. Dr. L. Chinnappa, Dean – School of Arts and Science
3. Dr. A. Udayakumar, Dean – School of Agriculture
4. Prof. R. Tamizhselvan, Dean – School of Engineering and Technology
5. Dr. R. Gunasekaran, Dean – School of Education
6. Mrs. Sathya, Associate Dean – School of Commerce and Management

Points discussed:

S. No.	Points Discussed	Action to be Taken
1.	<p>Identifying stakeholders for interaction with the NAAC Peer Team for 2nd Cycle Accreditation.</p> <p>The stakeholders are to be identified before mid-May 2023. Required briefing of all the stakeholders to be done well ahead of the Peer Team visit.</p>	<p>Dr.L. Chinnappa, Dean – A&S to coordinate organizing student-team; Dr. Usha, Dean – SA will assist:</p> <p><u>Numbers</u> E&T – 50 students, Agri – 20 students, C&M – 20 students, Education – 10 students, A&S – 50 students Dr.R. Gunasekaran, Dean – Education to coordinate organizing parents-team: <u>Numbers:</u> 2 parents per department Dr. K. G. Selvan, Dean- C&M</p>

S. No.	Points Discussed	Action to be Taken
		to coordinate organizing recruiters-team: <u>Numbers:</u> 2 per department Prof. R.Tamizhselvan, Dean – E&T to coordinate organizing Alumni-team; Mr. Sivaji, A&S will assist: <u>Numbers:</u> 2 -5 Alumni per department
2.	Model G20 Initiative National Level Essay Competition (Information mailed to all Deans) Deadline – 14th April 2023 Deans to identify suitable students and motivate for participation.	Deans will compile the list of students and forward to Director-IQAC who will organize special coaching. Director IQAC is requested to share an Excel folder on SharePoint for entry of student details.
3.	'Faculty-Industry Connect' shared folder on SharePoint to be updated with 'Brief Interaction' by the faculty.	Deans to advise the faculty through HoDs.
4.	Outcome Based Education (OBE)	Deans will ensure process is expedited by all the faculty members. The Coordinator, Dean – E&T, is requested to mail an update to Director-IQAC copying Hon.Vice Chancellor.
5.	National Education Policy (NEP)	Steps initiated by the NEP Cell as discussed in its earlier meeting are to be implemented by the Deans.
6.	Department Academic Committee (DAC) meetings	Three meetings to be held per semester. 2023 April 2 nd week, last week, and May 2 nd week - suggested Deans to arrange and mail the Meeting Minutes to the Dean-Academic Affairs who is requested to monitor by being in touch with the School Deans.
7.	Receiving feedback on Curriculum from Academic Peers and Industry Experts	Deans to ensure that every faculty member will mail (from PRIST official id) minimum of three each – Academic Peers and Industry Experts – the

S. No.	Points Discussed	Action to be Taken
		<p>syllabus of their respective courses requesting feedback.</p> <p>The mailed feedback will be forwarded to Dean-Academic Affairs (by the faculty themselves) for compilation. School Deans will be copied in the mail.</p> <p>Feedback obtained from Academic Peers and Industry Experts will be discussed in the above said Department Academic Committee meetings.</p>

Minutes prepared by Director-IQAC and approved by Hon. Vice Chancellor