PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

Declared as DEEMED-TO-BE-UNIVERSITY
U/s 3 of UGC Act, 1956

Minutes of Internal Quality Assurance Cell (IQAC) meeting chaired by Hon. Vice-Chancellor

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Date: 09 Jan 2024   **TIME: 11.30 am – 0.1.30 p.m.**

Venue: Board Room

Hon. Vice-Chancellor welcomed the members present. The External Member wasDr.Er. R. Sivasankar, a member of the Association of Civil Engineers, Thanjavur. Vice-Chancellor informed the body that PRIST DU had signed a Memorandum of Understanding with the Association of Civil Engineers, Thanjavur Chapterand mentioned about the recent engagements as part of the memorandum.

IQAC is an important part of the University and this body proposes activities for the overall implementation and development of Quality Aspects of the University.

Dr.N.Ethirajulu, Hon. President, appreciated the efforts undertaken by the following statutory bodies of the University as per the revised UGC guidelines:

  i.   Academic Council
 ii.   Boards of Studies
iii.   Executive Council
 iv.   Finance Committee
  v.   Selection Committee

President informed the members that periodical inputs to the IQAC are obtained from the offices of the Hon. Vice-Chancellor, Registrar, Dean-Academic Affairs, Deran-Student Affairs, Director-Admissions, Controller of Examinations, Director-Research and Development.

Points Discussed

S. No.	Points Discussed	Action to be taken
1.	Last meeting Minutes and ATR	The previous meeting minutes were approved and the action taken noted.
2.	Overview of IQAC Activities	• Implementation of a digital system for feedback from all the stakeholders. https://www.prist.ac.in/stakeholders-feedback/ • Implementation of a data sharing practice on a digital repository as part of 'Green and Clean Campus and Environment Friendly' initiatives.(minimizing usage of paper)

		• Faculty members guided to upload course files onto an E-Material sharing hub - data from which could be accessed by both the students and Faculty.
		• Introduced a mentoring system in which the faculty mentors assigned will remain in touch with the student-mentees right from the admission stage till graduation. The same faculty mentors will continue to build relationship with the alumni, too, later. With such consistent efforts, the institution aims at establishing a robust alumni network.
3.	Plans for the even semester of 2023-2024	• OBE - Updating of methodology for calculation of attainment of course outcome (COs). • Updating of online feedback system for all the stakeholders
4.	Academic Initiatives	• Extra Credit Registration • SWAYAM Registration Schools and departments will ensure and encourage the students to learn new skills by means of SWAYAM registration. About 80% of the students, across various Schools, had registered for the SWAYAM courses for the even semester of AY 2023-24. Pro Vice-Chancellor suggested that a one - page write up about the benefits of SWAYAM courses be circulated to the students before the beginning of new course registrations. Hon. President opined that to make SWAYAM registration attractive, students can be encouraged to earn credits through SWAYAM in lieu of university prescribed electives. It was also suggested that a list of SWAYAM courses in lieu of Elective courses be prepared by the faculties and circulated at the beginning of every semester. This task was assigned to the Dean-Academic Affairs. • IQAC was apprised about University Task Force (UTF) constituted for the enhancement of institutional development and productivity.
5.	Deans Review meeting	IQAC was apprised about the monthly review of the Schools' performance / activities/events conducted. During the 'review', the Deans would also submit the plans for the activities proposed to be conducted during the following month. Required templates are also made

		available to the Schools.
6.	NIRF participation - status	The University was actively preparing for the submission of NIRF data for the AY 23-24 and the last date of submission was extended to Jan 19th 2024.
7.	Submission of AQAR - status	The AQARs for the years 2017-18 and 2021-22 were opened for editing and elaborate and meticulous preparation for AQAR 2022-23 was being actively carried out by the IQAC members.
8.	Academic & Administrative Audit (AAA)	It was resolved that the AAA would be carried out by the office of Dean – Academic Affairs at the end of every semester. The office of the Dean-Academic Affairs would fix the dates as per the following schedule:- • Academic Audit – at the end of every semester before the commencement of University Examinations. • Administrative Audit and Annual Stock Verification by the offices of the Registrar at the end of every Academic Year.
9.	UGC Quality Mandate	Quality initiatives as prescribed in the UGC Quality Mandate dated 28 Mar 2020, are being implemented through various task groups consisting of faculty drawn from various Schools of the University. The list of task groups is annexed.
10.	Feedback Consolidation and Analysis	It was suggested to revive the PRIST Assessment Centre and the task of managing the same was assigned to Prof. S. Amaresan, AP/CS. He would ensure feedback collection from all stakeholders based on a calendar. The feedback collected by the PRIST Assessment Centre, will be submitted to the O/o VC through the IQAC for onward presentation to the Executive Council. TheEC approved 'Abstract' of feedback would be passed on to the IQAC and Deans of Schools, copying the PRIST Assessment Centre. Next, an Action Taken Report (ATR) prepared by the departments, in response to the feedback, would be sent to the IQAC. ATR would, then, be tabled in the Executive Council. The approved ATR would be sent back to the IQAC foronward transmission to the Schools and the PRIST Assessment Centre.
11.	Faculty Appraisal	As a regular practise, the University conducts faculty appraisals at regular intervals – beginning of every semester.
12.	Industry Academia Collaboration	• The signing of MoUs between industries/agencies and University is an important task.

		The Office of the Registrar to keep a track of the MoUs signed and the concerned department should keenly monitor the activities/events conducted as per the terms of the MoU, thereby, ensuring that the MoU remains active. • A Professor-of-Practice(POP) portfolio maybe assigned to the concerned industrialist/entrepreneur depending on his area of expertise, thereby, ensuring their contributions to the University.
13.	Activities of Research and Development Centre (RDC)	Members were apprised of the patents granted during the past semester.
14.	Report on conduct of Student Induction Programme Faculty Induction Programme	It has been a regular practice by the University to conduct Student and Newly appointed Faculty Induction programmes at the beginning of every Academic Year. A 15-day Student Induction programme and a 3-day Faculty Induction programme are organised by the Schools and the University respectively.
15.	Constitution of Task Force for effective implementation of OBE / LOCF / NEP	The UTF is convened every month with the key aim to monitor and discuss various quality initiatives such as effective implementation of:- • Learning Outcomes – CO (Course Outcomes) vs. PO (Programme Outcome) mapping, stated Programme Educational Objectives (PEOs), POs and COs. • A system for effective computation of attainment of POs and COs • It was proposed to develop a School-wise/Departmental OBE Manual/Handbook detailing about the Graduate Attributes (GA), PEOs, POs and COs pertaining to the respective department. It was also recommended that every year the School/Department would come out with the respective CO/PO attainment handbook for the previous year. • Introduction of question paper pattern for OBE. • Automate the system for computation of CO vs. PO mapping
16.	Centre for Skills Development	A new Centre for Skills Development is proposed to be implemented with the sole aim of imparting life-transferable skills for the benefit of the student community. It is proposed to rename the existing Value-Added courses as Value-Added Skill Development courses. In this aspect, every School/Department to constitute an Industry Advisory Committee to identify and recommend the following courses

		to the students: ❖ Industry Designed courses ❖ Industry Offered Courses
17.	Other Matters - ❖ UTSAH portal	As per the UGC Circular dated May 2023, UGC has issued a notification regarding UTSAH (Undertaking Transformative Strategies and Actions in Higher Education) Portal. This Portal provides detailed information about UGC's initiatives for qualitative reforms in higher education. In this regard, the Regulations, Guidelines, and Frameworks issued by the UGC will also be readily available through a hyperlink for the information of all stakeholders. The information in the portal maybe updated monthly.
	❖ List of Dept. Coordinators	As part of the University's constant efforts at improving the Quality standards, an online file detailing the various faculties deputed towards coordinating the various day-to-day tasks of the University has been meticulously prepared by the departments.
	❖ Alumni Connect	Alumni are an important asset of every Institution and are a vital stakeholder to the development of the University. Hence, an Online Alumni Tacking System has been proposed to track the Alumni and make them aware of the University's development and methods in which Alumni can make their suitable contribution.

The External member, Er. Dr. R. Sivasankar, thanked the University for the invitation extended to him.

- Dr.Sivasankar remarked that a weekly follow-up meeting of the particular week for about 20-minutes may be conductedin on-line mode to review the week's activities and to recommend any suggestions/improvements.
- He also appreciated the Mentoring system implemented by the university.
- Dr.Sivasankar opined that skilled workers are less in number and hence, there is an increase in demand for the same. The introduction of Value-Added Skill Development courses by PRIST will ensure that the gap between demand and availability is effectively bridged.

Hon. Vice-Chancellor summed up the salient features of discussion in his closing remarks and thanked the members for their keen and active participation in the discussion.

Minutes prepared by Dr.Smitha Elsa Peter, Director-IQAC and approved by the VC.

Date: 10.01.2024