

	<b>TAMIL UNIVERSITY, THANJAVUR</b>
<b>Minutes of the Meeting Internal Quality Assurance Cell (IQAC) 2013/1</b>	

**Time :** 2.00 pm – 5.00 pm

**Date:** 3<sup>rd</sup> January 2013

**Venue:** Senate hall

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**Present:**

**Chairman**

Dr.M.Thirumalai, Vice-chancellor

**Attendance**

1. Dr.S.Parimala, Director IQAC
2. Dr.E.Angayarkannai, Member IQAC
3. Dr.C.Subramanian, Member IQAC
4. Dr.K.Chinnappan, Member IQAC
5. Dr.R.Baskaran, Member IQAC
6. Dr.S.Rajavelu, Member IQAC
7. Dr.R.Neelakandan, Member IQAC
8. Dr.S.Narendiran, M.D, Thanjavur Medical College, External Member IQAC
9. Dr.Punniyamoorthi, NIT, Thiruchirapalli, External Member IQAC
10. Dr.M.V.Rao, External Member IQAC

**Absent with apology**

1. Dr.J.Rangasamy, Member IQAC
2. Dr.V.Hazeena Begum, Member IQAC

NO	MATTERS ARISING	ACTION / INFO
1.0	Welcome note by the Chairman and All other members introduced themselves	INFO
1.1	Approval of minutes of previous meeting	Proposed by Prof. Dr.R.Baskaran and Seconded by Prof.Dr.S.Rajavelu

2.0	<b>Seminar and Workshop</b>	Action
2.1	The chairman proposed in the year 2013 every department should organise many seminars and workshops for the welfare of the students and staff.	Every department head
2.2	To have more national and international collaborations to organise seminars and workshops	Every department head
3.0	<b>Allocation of budget for 2013</b>	Info/Action
3.1	The chairman informed that this year allocated budget is focused more on the students' activities, enhancement of facilities, upgrading the qualification of staff and research activities and publications  He insisted the staff to apply and get research funds from various government agencies.	All the staff to take note
4.0	<b>Book Publication</b>	Info/Action
4.1	For the welfare of the students and the public the committee insisted the staff to publish quality books within this academic year	All the staff to take note
4.0	<b>Online Education</b>	Info/Action
4.1	The committee recommended the staff to promote online education. This will be good for the students and the public.	All the staff to take note
5.0	<b>Co-Curricular and Extracurricular Activities</b>	Action
5.1	Each department must promote extracurricular activities for the students and motivate them to participate in state and national level competitions	Department Heads
6.0	<b>Preservation of Palm leaf manuscripts</b>	Action
6.1	Palm leaf manuscripts have been popular written media for over a thousand years in South Asia. The IQAC insisted the department of Palm leaf Manuscript to collect more manuscripts and preserve them safely.	Department Head
6.2	The committee proposed to protect the collected Palm leaf Manuscripts with wooden frames	Department Head

7.0	<b>Digitising Modi documents</b>	Action
	The Chairman instructed the Rare paper manuscript department to take steps to digitise, translate, and publish A and B type Modi documents. These documents will throw light on unknown aspects of the Maratha history.	Department Head
8.0	<b>Quality Training</b>	Info/Action
8.1	The committee proposed workshops on the setting of question paper to achieve the quality in examination	Academicians
9.0	<b>Academic audit</b>	Action
9.1	The committee recommended that each department should undergo academic audit once in a year.	All the Department Heads
10.0	<b>Students Feedback</b>	Action
10.1	The committee recommended to collect feedback from the students regarding the supervisor/faculty/institution	All the Department Heads
11.0	<b>Other Matters</b>	Action
11.1	<b>Tamil Language Classes</b>  The committee encouraged conducting special training (Tamil Language Classes) to the government employees working in Tamil Nadu from other states.	Head, School of Indian Languages and Comparative Literature
11.2	<b>Enhancement of Distance Education</b>	Head, School of Siddha Medicine
11.2.1	The committee proposed to enhance distance education by developing new program in Traditional Tamil Medicine, for the benefit of public.	
11.2.2	To start more new courses and study centres in this year for the benefit of public	Director, Distance Education
11.2.2	To Introduce (Online Education) for the distance education students.	Director, Distance Education
11.3	<b>Remedial Coaching</b>  Remedial Coaching will be organized at Post-graduate level with a view to Improving academic skills and linguistic proficiency of the students in various Subjects., Raising their level of comprehension of basic subjects is important to provide a stronger foundation for further academic work. Strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently.	Every department head
11.4	<b>Community Services</b>	

	IQAC targeted to achieve a minimum of 3000 patients who will benefit in this year by Tamil University Siddha outpatient Clinic.	Head, School of Siddha Medicine
11.5	<b>User Orientation Programme</b> The Committee insisted to organise orientation program for the benefit of newly joined students	Librarian
11.6	<b>Scholarship for Students</b> IQAC requested to provide scholarships for the (SC/ST/OBC) fulltime students	Admission section

The meeting was adjourned at 5.00 pm with a note of thanks from the chairman.

Minutes Prepared by

*S. Parimala*

Dr.S.Parimala, Director IQAC.

Approved by

*M. Thirumalai*

Dr.M.Thirumalai, Vice-chancellor