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: 27 Feb 2025   **TIME: 11.00 am – 01.00 p.m.**

Hon. Vice-Chancellor welcomed the members present. The External Member was Dr. Er. R. Sivasankar, a member of the Association of Civil Engineers, Thanjavur.

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.

Items for Reporting:

S. No.	Agenda	Deliberations/ Action recommended
1.	Last meeting Minutes and ATR	The previous meeting minutes were approved and the action taken noted.
2.	Pre-qualification for 2nd cycle of NAAC Peer Team Visit	The pre-qualification for 2nd cycle of NAAC Peer Team Visit was acknowledged and noted.
3.	Submission of data for NIRF 2025	The Submission of data for NIRF Ranking 2025 was successfully completed on Jan. 31st 2025.
4.	Report of RDC's on ongoing research activities for the months from Nov 24 to Jan 2025	Members were apprised of the RDC's ongoing research activities from Nov 2024 to Jan 2025. • For the period Nov 2024 to Jan 2025, 5 research scholars defended their theses and were awarded their Ph.D. degrees.

Items for Consideration:

5.	Incorporation of non-Examination component AI module into the curriculum from AY 2025-26 onwards in all departments	• An AI module to be introduced as a mandatory non-examination component in the first year of undergraduate programs and the first semester of postgraduate programs.

		• The module would carry 2-3 credits and would be graded on a pass/fail basis based on participation, project submissions, and workshop performance. • It was noted that the University would organize training programs for faculty members to equip them with the necessary competent skills to teach the AI module.
6.	International Collaboration with Nusa Putra University, Indonesia	The proposal for an International Collaboration with Nusa Putra University, Indonesia was acknowledged and noted.
7.	Green Campus Initiatives	It was resolved that as part of Green Campus initiatives, • Management of degradable and non-degradable waste measures be enhanced and incorporated. • Usage of e-bicycles and e-buggies to be promoted more inside the campus.
8.	UGC Framework for Universities to conduct Examinations for SWAYAM Courses	The UGC Framework for Universities to conduct Examinations for SWAYAM Courses was approved and resolved to • Conduct examinations for courses offered on SWAYAM by ensuring the Credit transfer as per the UGC regulations 2021.
9.	Revised IT policy – discussions in the light of 'Cyber Hygiene Guidelines' of UGC.	The revised IT policy was approved and noted.
10.	DEEKSHARAMBH	As per the NEP policy, it was resolved that every School should prepare their Student Induction Programme Schedule much in advance before the commencement of the next Academic Year 2025-26.

13.	Green Audit to focus on minimizing CO2 emissions in the campus.	It was resolved to conduct a Green Audit to
		 • Assess the current practices and systems,
		 • identify areas for improvement, and
		 • recommend actions that lead to
		     o reduction in carbon emissions,
		     o energy consumption, and
		     o overall environmental footprint.

14.	Strengthening the mentor-mentee system.	It was acknowledged and resolved to strengthen the Mentor-Mentee system by means of • structured programs • addressing the specific needs of mentees • training of mentors • constant feedback and evaluation • faculty engagement • inclusivity and diversity

15.	Impart professional and academic writing skills to students across the University.	It was resolved that enhancing the students' ability to express ideas clearly, present research and engage in effective communication with peers, professors and future employers would be beneficial to the student community.

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

- Mr. Sivasankar wholeheartedly appreciated the efforts taken by the faculty members and the IQAC team.
- He also suggested that streamlined Yoga based activities would help impart self-discipline among students.

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: 01.03.2025

Director - IQAC   **Vice-Chancellor**

PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

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

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Date: 13 Nov 2024   **TIME: 11.30 am – 01.30 p.m.**

Hon. Vice-Chancellor welcomed the members present. The External Member was   Dr. Er. R. Sivasankar, a member of the Association of Civil Engineers, Thanjavur.

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.

Items for Reporting:

S. No.	Agenda	Deliberations/ Action recommended
1.	Last meeting Minutes and ATR	The previous meeting minutes were approved and the action taken noted.
2.	Submission of SSR – 2nd Cycle	The Self Study Report towards the 2nd Cycle of Assessment and Accreditation was submitted in the month of Sept. 2024.
3.	Pre-registration towards participation in NIRF 2025	The HEI pre-registration towards NIRF Ranking 2025 was successfully completed on Nov. 07th 2024.
4.	Proposal for Participation in ARIIA, Times Higher Education and QS Rankings	It was proposed to better the HEI rankings by participating in international surveys ARIIA, Times Higher Education and QS Rankings.
5.	Updation of Modern Gym Installation	New facilities have been introduced as part of an upgrade to the modern gym amenities.
6.	Report of RDC's on ongoing research activities for the months from July to Oct 2024	Members were apprised of the RDC's ongoing research activities from July to Oct 2024. • Three international conferences were organized between July and Oct 2024. • For the period July to Oct 2024, 5 research scholars defended their theses and were awarded their Ph.D. degrees.

		• 56 Scopus-indexed publications were added to the total list of publications between July and Oct 2024. • For the period July to Oct 2024, the institution's H-index was raised from 45 to 47.
7.	Report on Awards and appreciations – best performer – faculty/student - All Schools	A report on the Awards and Appreciations – Best Performer – Faculty and Students – for all schools was discussed. (Refer Annexure – I)
8.	PoPs contribution towards Academic Quality Improvement	It was resolved that at the end of each semester, the Deans of Schools would submit a report detailing the contributions of the Professors-of-Practice within their respective schools.
9.	Report on the Workshop/Seminar conducted by Association of Civil Engineers for the students of Dept. of Civil Engg., School of Engg. & Tech	A report on the Workshop/Seminar conducted by Association of Civil Engineers for the students of Dept. of Civil Engg., School of Engg. & Tech was presented and discussed. • It was resolved that at the end of each semester, the Deans of Schools would submit a report outlining the activities conducted in accordance with the MoUs listed for their respective schools.
	• Student Innovation Park and Innovative Projects Listing	Dr. Subash Chandra Bose, and Ms. D. Bavya, Asst. Prof, Dept. of Physics, are the faculty-in-charge for Student Innovation Park. At the end of every Academic Year, it was resolved that • Schools showcase their innovative projects. • Heads of Departments are required to ensure a minimum number of innovative projects are documented for their respective departments.
	• SWAYAM NPTEL	It was resolved • to encourage student and faculty participation in SWAYAM NPTEL courses.

Items for Consideration:

10.	Institutional policy for regularly organising technical festival by the Student Associations of various schools	It was resolved to implement the Institutional policy for organising technical festival by the Student Associations of various schools. (Refer Annexure – II)
11.	Suggested templates for conducting Graduate Exit Survey	It was resolved to implement the Graduate Exit Survey during the conduct of Convocation Ceremony. (Refer Annexure – III)

	Suggested templates for conducting Programme Outcome (POs) Survey	It was suggested to perform the Curriculum Gap analysis for the course DSP is attached. (Refer Annexure – IV)
12.	Institutional Guidelines for effective conduct of 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. It was also suggested that Professors-of-Practice (PoPs) and Academic Council Members' services may be utilised for the purpose of AAA.
13.	Preparations for NAAC PTV	AAA for the just concluded semester was suggested to be carried out well-ahead of NAAC PTV.
14.	Revised format for Stakeholders' feedback on curriculum enrichments	The same format as used by NAAC for Student Satisfaction Survey maybe used.
15.	Possible Best Practices	It was resolved that every school establish a minimum of two best practices in their respective schools. This is in addition to the two best practices already identified by the University. It was suggested that every school establish a Quality Circle.

The External member, Er. R. Sivasankar, thanked the University for the invitation extended to him.
- Mr. Sivasankar wholeheartedly appreciated the efforts taken by the faculty members and the IQAC team.
- He remarked that curriculum gap analysis be performed to analyse the gap in curriculum.
- He suggested that effective follow through measures be taken for the MoUs.
- Mr. Sivasankar opined that practical oriented activities be given more prominence.
- He suggested to develop Skill Development Certificate courses for drop-out students of 10th and +2. He offered to extend support in developing such courses tailored for the department of Civil Engineering.
- He also suggested that streamlined Yoga based activities would help impart self-discipline among students.

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: 15.11.2024

Director - IQAC   **Vice-Chancellor**

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

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Date: 19 Jul 2024   **TIME: 11.30 am – 0.1.30 p.m.**

Hon. Vice-Chancellor welcomed the members present. The External Member was Dr. Er. R. Sivasankar, a member of the Association of Civil Engineers, Thanjavur.

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.

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 and Plans for the odd semester of 2024-2025	
	a. AQAR filing	• AQARs 2016-17, 2021-22, 2022-23 are submitted and accepted. • AQAR 2017-18 submitted and yet to be accepted.
	b. IIQA filing	• IIQA submitted on 06 May 2024 and awaiting acceptance. • SSR 2024 work is progressing.
	c. Awareness to Schools on NAAC benchmark requirements	• An awareness programme was conducted for all the Schools to apprise the departments on the benchmark requirements followed by NAAC.
3.	Academic Initiatives	
	a. Academic Council Meeting held on 13.06.2024	✓ It was resolved to introduce 'prototype modelling' in lieu of 'course project work'

		for selected courses where 'prototype modelling' may be encouraged.
		✓ It was resolved to issue 'certificates of proficiency' at various levels based on earning extra credits during the programme of the study.
		✓ It was resolved to introduce guidelines for awarding Star performers and Best Faculty / Students 'Monthly' and 'Yearly', respectively.
	b. Introduction of creditisation of work experience in PG programmes offered by Institution in accordance with UGC Curriculum and Credit framework for Postgraduate programmes.	✓ It was resolved to introduce creditisation of work experience in PG programmes offered by Institution in accordance with UGC Curriculum and Credit framework for Postgraduate programmes.
4.	Deans Review on June 25, 2024	
	a. Curriculum development	❖ It was resolved to strengthen the curriculum further by incorporating courses based on the recent trends and developments.
	b. Student enrollment	❖ It was resolved to strengthen the stduent enrolment by means of introducing programmes on current trends and technologies.
	c. Research Contribution	❖ It was resolved to further motivate the faculties and research scholars to contribute to the overall improvement in the research culture of the University.
	d. Professors-of-Practice	❖ It was resolved to render the services of Professors'-of-Practice by means of hands-on workshops, guest lectures and seminars.
5.	Annual Stock Verification	It was resolved to conduct the annual stock verification at the end of every Academic Year.
6.	UGC Quality Mandate	
	a. Measures on Anti-Ragging - steps initiated	It was resolved to ensure that anti-ragging measures were adopted and strictly complied with by all the Schools.
7.	Industry Academia Collaboration	
	a. Operation Coordinators nominated for each MoUs.	It was resolved to nominate operation coordinators for every working MoUs.

8.	Activities of Research and Development Centre (RDC)	Two workshops were organized and conducted by the Research and Development Centre – i. Workshop on Research Proposal Writing ii. Workshop on Patent proposals
9.	Report on conduct of a. Student Induction Programme	 A 15-day Student Induction programme organised by the Schools at the beginning of every Academic year.
	b. Workshops organized by the School of Agriculture – Making use of services and expertise of Professors of Practice	Regular workshops were organised by the School of Agriculture utilizing the services of Professors'of Practice. It was suggested that other schools also ensured the utilization of their respective Professors' of Practice.

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

- 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: 20.07.2024

Director - IQAC   **Vice-Chancellor**

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Declared as DEEMED-TO-BE-UNIVERSITY
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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 was Dr. 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 Chapter and 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. The EC 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 for onward 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 conducted in 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