Tamil Nadu Open University

Centre for Internal Quality Assurance (CIQA)

Minutes of the Second Meeting of Centre for Internal Quality Assurance (CIQA)

The Second Meeting of CIQA was held on 16th March, 2020 at the Syndicate Hall, TNOU as per the approval of Vice-Chancellor vide Note dated 04.03.2020 and the communication to all members of CIQA vide F.No. TNOU/ CIQA-NAAC-71/2020/041 dated 04.03.2020.

The Members present were:

1.	**Prof. K. Parthasarthy** **Vice-Chancellor, TNOU**	**Chairperson**
2.	Dr. N. Senthilkumar, Professor, Department of Management Science, CEG, Anna University, Chennai	Member
3.	Dr. M. Murugan, Professor, SOS, TNOU	Member
4.	Dr. S. Balasubramanian, Professor & Director, SOTCS, TNOU	Member
5.	Dr. M.V. Sudhakaran, Professor & Director, SOSS, TNOU	Member
6.	Dr. M. Manivannan, Professor & Director, SOE, TNOU	Member
7.	Dr. S. Subramanian, Professor & Director, SOMS, TNOU	Member
8.	Dr. N. Dhanalakshmi, Associate Professor and Director(i/c), SOHTS, TNOU	Member
9.	Dr. R. Tamilmaran, Director (i/c), SSSD, TNOU	Member
10.	Dr.P.Thiyagarajan, Director (i/c), CIQA, TNOU	Member Secretary

The Second Meeting of the CIQA started with the Welcome note from the Vice-Chancellor of TNOU Prof. K. Parthasarathy. The Vice-Chancellor informed that two members of CIQA i.e. Mr. Akbar Khan, Industrialist could not attend the Meeting since he is on a foreign visit and the other member Dr. Jothi Venkateswaran, Director, Collegiate Education also could not attend the meeting due to some urgent administrative work. The Vice-Chancellor

briefed about the purpose of the Second Meeting of CIQA and the preparedness of TNOU for applying to the NAAC Accreditation.

The Agenda for the Second CIQA Meeting included the followings:

1. Action taken for the First meeting of Centre for Internal Quality Assurance (CIQA), held on 22-08-2019.

2. To place the draft Institutional Information for Quality Assurance (IIQA) Report of Tamil Nadu Open University for Submission of NAAC Assessment & Accreditation Process for approval.

3. To place the draft Self Study Report (SSR) of TNOU for submission NAAC Assessment & Accreditation process for approval.

4. To place the revised Feedback Policy from the stake holders of TNOU for approval.

5. To place draft Self Learning Material and Promotion on Research Policies of TNOU for approval.

6. To place the draft Ethics Committee details with respect to the Research Programmes of TNOU for approval.

7. To place the draft Policy on Consultancy Services of TNOU for approval.

8. To place the Minority Cell to incorporate in the New Academic Structure as per NAAC requirement.

9. To place the Optional Metrics for Open Universities such as Courses being offered as MOOCs or using OERs, Programmes on offer thr ough collaboration, Awards for Innovation and Alumni Association Involvement

Action Taken for the First (CIQA) Meeting of Centre for Internal Quality Assurance (CIQA) held on 22-08-2019

1. Convener for the NAAC Seven Sub- Committees of the Seven Criterions collected the relevant data and submitted the same to the NAAC Working Committee for consolidation, which was formed on the advice of Vice-Chancellor to speed up the work.

2. Eighty percent of the Self Study Report (SSR) of Tamil Nadu Open University(TNOU) has been completed and the same is kept ready for the Centre for Internal Quality Assurance (CIQA) second Meeting.

3. The Committee formed for the preparation of CAS Proforma for the award of promotion to the TNOU Faculties have completed the work and the same was approved by the Academic Council and Syndicate of TNOU. Further the CAS Proforma was circulated among the Faculty members of TNOU and the filled CAS Applications received from the Faculty Members of TNOU are kept ready for further processing.

4. For scrutinising the CAS Applications a Committee has been formed on 03-01-2020 with following Members:

- Dr.A.Muthumanickam, Member-Syndicate
- Dr.S.Balasubramanian, Professor& Director, SOTCS
- Dr.M.V.Sudhakaran, Professor & Director, SOSS
- Dr.M.Manivannan, Professor & Director, SOE
- Dr.N.Senthilkumar, Professor, Department of Management Science, CGE, Guindy, Anna University and
- Director (i/c), CIQA, TNOU as Coordinator.

5. As approved by the Syndicate the Research Fellowship for the Full Time Research Scholars of TNOU was implemented.

6. SLM Policy Document creation Meeting was conducted by Centre for Internal Quality Assurance (CIQA) on 18-09-2019 and the draft policy has been approved by the Syndicate.

7. On 14-12-2019 a One Day Orientation Programme was conducted by CIQA for all the faculty members of TNOU about the NAAC Assessment &Accreditation of ODL Institutions by inviting Mr.B.S.Ponmudiraj, Deputy Advisor, NAAC, Bangalore.

8. A Committee was constituted to consolidate the TNOU Annual Reports for the past five years.

9. Board of Studies for the various Departments of TNOU has been re-constituted as advised by the Hon'ble Vice-Chancellor during the first CIQA Meeting.

The following Agenda were presented by the Director (i/c), CIQA to the Members of the CIQA and the same was approved.

1. The Action taken of the First meeting of Centre for Internal Quality Assurance (CIQA) which was held on 22-08-2019 was presented to the Members of CIQA and it was resolved to approve the action taken of the first Meeting of TNOU.

2. The draft Institutional Information for Quality Assurance (IIQA) Report of Tamil Nadu Open University for Submission of NAAC Assessment & Accreditation Process was presented to the CIQA and after verifying all the items related such as (1). Basic Eligibility, (2). SRA Compliance, (3). Profile Information, (4).Academic Information and (5). Quality Information and it was resolved to approve the draft IIQA of TNOU to upload in the NAAC Website after incorporating the valuable inputs and suggestions given by the Hon'ble Vice-Chancellor and other Members of CIQA.

3. The draft Self Study Report (SSR) of TNOU for submission NAAC Assessment & Accreditation process prepared by the NAAC Working Committee was discussed and it was resolved to approve the draft Self Study Report (SSR) of TNOU .

4. The revised Feedback Policy from the stake holders of TNOU was discussed thoroughly and it was resolved to approve the revised Feedback Policy of TNOU.

5. The draft Promotion of Research Policy of TNOU was presented to the Members of CIQA and it was resolved to approve the draft Promotion of Research Policy of TNOU.

6. The Ethics Committee details with respect to the Research Programmes of TNOU was discussed by the CIQA Members and it was resolved to approve the Ethics Committee.

7. The draft Policy on Consultancy Services of TNOU which was prepared by inviting experts was presented to the Members of CIQA and after perusing it was resolved to approve the draft Policy on Consultancy Services of TNOU.

8. As per NAAC requirement various Statutory Committee/Cells are to be established by TNOU. In this connection, TNOU has prepared the New Academic Structure, which was approved by Syndicate by establishing three Committees and seven Cells. In addition Minority Cell, Grievance Redressal Committee and OBC Cell may also be included in the New Academic Structure. The same was placed to the CIQA and it was resolved to approve all the three in the New Academic Structure.

9. The Optional Metrics for Open Universities to be opted out are: Courses being offered as MOOCs or using OERs, Programmes on offer through collaboration, Awards for Innovation, Recognition earned by full time Teachers and other Academics, Linkages with Institutions/ Industries, Facilities for Alumni engagement , Financial support for Faculty Development, Non Academic Staff attending administrative Training Programmes and Alumni Association Involvement and it was resolved to approve the same.

Director(i/c), CIQA

Director
Centre for Internal Quality Assurance (CIQA)
Tamil Nadu Open University, Chennai-15.

Registrar (FAC)
TAMIL NADU OPEN UNIVERSITY
No.577, ANNA SALAI,
SAIDAPET, CHENNAI-600 015.