

PONDICHERRY UNIVERSITY
(A Central University)
INTERNAL QUALITY ASSURANCE CELL

**ACTION TAKEN REPORT ON MINUTES OF THE MEETING OF THE INTERNAL
QUALITY ASSURANCE CELL HELD ON 04.04.2024**

Item no	Agenda	Decision taken	Action taken
2024.02.01	CONFIRMATION OF MINUTES OF THE PREVIOUS IQAC COMMITTEE MEETING HELD ON 27.04.2023	Approved	Noted
2024.02.02	ACTION TAKEN REPORT ON MINUTES OF THE PREVIOUS IQAC COMMITTEE MEETING	Approved	Noted
2024.02.03	ACTION TAKEN REPORT ON FEEDBACK SURVEY AMONG VARIOUS STAKEHOLDERS OF PONDICHERRY UNIVERSITY	Approved	Submitted for AQAR & NAAC SSR and the same has been uploaded in the University website as well as NAAC portal.
2024.02.04	TO CONSIDER AND RATIFY THE REPORT OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT TO ASSESS THE STRENGTH AND WEAKNESSES OF THE UNIVERSITY FOR THE ACADEMIC YEAR 2022 – 23.	Approved	Based on the suggestions of IAAAC and also as per NAAC requirements, the External AAAC was conducted.
2024.02.05	TO APPROVE AND RATIFY THE ANNUAL QUALITY ASSURANCE REPORT FOR THE YEAR 2021-22	Approved	The AQAR 2021-22 was uploaded in NAAC portal. Further, the report is available in University website and also provided in IIQA and SSR formats.
2024.02.06	TO APPRAISE ABOUT CONDUCT OF GREEN AUDIT AND GENDER AUDIT OF PONDICHERRY UNIVERSITY	Noted	Green Audit and Gender Diversity Audit were conducted and reports are submitted.
2024.02.07	TO CONSIDER AND APPROVE THE GOAL SPECIFIC POLICIES, SUB POLICIES AND SOPs FOR SUSTAINABLE DEVELOPMENT GOALS (SDGs)	Approved	IQAC has initiated copyright protection through Empanelled Attorneys, which is under process.
2024.02.08	TO CONSIDER AND APPROVE THE ACTION TAKEN REPORT ON THE SUGGESTIONS MADE BY THE PREVIOUS PEER TEAM OF NAAC	Noted and Approved	Noted and incorporated in SSR.

Action taken based on Committees suggestions:

	Suggestions	Action taken
1.	The data collection from outgoing Students under feedback survey of stakeholders should be mandatory in SAMS / SAMARTH	From the Academic Year 2024-25, the feedback survey is made mandatory in SAMARTH portal.
2.	The google form for data collection pertaining to alumni, employers should be shared with the respective HoDs / Centre Heads for wide circulation among the alumni, employers and peer networks to increase the responses	The google forms were shared with respective HoDs & Centre Heads for wide circulation in order to increase the responses.
3.	Alumni registration should be made and also Bylaws are to be prepared by forming a committee	Alumni Association is registered in the name of 'Pondicherry University Alumni Viruksham', accordingly Bylaws are formulated. The Alumni day is included in the academic calendar of Pondicherry University.
4.	It is decided to conduct the alumni day on the foundation day of University i.e on 16 th October or succeeding Saturday of that week every year	
5.	Alumni meets to be conducted at least two times in a year either in offline, online or hybrid mode to establish better connections between the University and Alumni for increasing the perceptions, contributions and many other activities as needed.	
6.	It is also decided to include in the alumni day the academic calendar, a communication in this regard is to be sent to academic section.	
7.	In respect of data collection from parents, it is suggested to include the e-mail id of the parent in admission applications and the communications in this regard is to be sent to academic section.	The E-mail ID of parents is made mandatory in admission applications and communications.
8.	Accurate Pondicherry University Logo and the accompanying text "Pondicherry University" in Tamil, Hindi and English to be made available through EMRC as downloadable, high resolution images on our University website and also shared with all Dean / HoDs / Centre Heads / Administration Sections/ Constituent Colleges / Faculty / Associations by email for use in all official communications.	Spell correction in Sanskrit text is carried out and revised Pondicherry University Logo is made available in University website.

9.	Unique, official Power Point template for power point presentation to be prepared by covering a uniform colour, logo, font and font style are should be made available to all the students / faculty members via circular / email to implement in all the academic presentations.	Official PPT template and LATEX are prepared for all academic presentations by the Faculty members of Pondicherry University.
10.	To highlight the need to tag the official and corresponding Social Media pages of the University, it is viewed to recirculate the circular on official social media accounts from the PRO of our University.	A circular was issued by PRO for wide publicity and tagging in all official Social Media pages.
11.	It is decided to resume sharing of students feedback reports to the concern faculty via email with a message from Vice-Chancellor (i/c) which was already in practice.	Students feedback reports (2019-20 to 2023-24) are available for all Faculty Member through SAMS.
12.	A circular to be issued to all the faculty members to submit their SCOPUS id / ORCID id to IQAC office for creating the database of research publications.	Pondicherry University Library is regularly monitoring & maintaining the database of Scopus publications of all Faculty members of Pondicherry University.
13.	It is decided to make a record of registration fees generated in all academic events organized by the departments / centres in our University and it should be reflected under fund generation category.	Discussion initiated with the Finance Officer for bringing out a proforma for the inclusion of Registration fees/generated fund through various academic activities. The proforma is under preparation
14.	In respect of Ph.D programmes, a circular to be issued through research section mentioning the in time completion of research only to the scholars who are close to 5 year and extending thereafter.	Controller of Examinations has sent a circular, through this list of Scholars who are close to 5 th year and extending thereafter is collected from Controller of Examinations Office and placed for necessary steps.
15.	It is decided to form a committee to bring out the newsletter of the University in Electronic form.	Librarian has initiated to bring out the E-newsletter and it is under process.

16.	University to come up with a policy document to guide its internationalization strategy. This will guide all international MoUs and activities arising therein, such as Students / Faculty Exchange, Joint / Dual Degree, Research Projects and related activities.	The Committee was constituted and preparation of Internationalization policy is under process.
17.	To foster an inclusive environment, the University to undertake accessibility audit to assess all its physical and digital (e.g. the University website) infrastructure for seamless accessibility to differently – enabled stakeholders.	The Internal Accessibility Audit was successfully conducted and the report is submitted.
18.	A committee has to be constituted to frame the questionnaire to conduct the feedback survey from non-teaching employees. This survey to be carried out every year.	The committee was constituted and framed the questionnaire to conduct the feedback survey for Non-Teaching employees.
19.	It is suggested to share the Employers' Feedback Survey (Google form link) with the placement officer and also the faculty members in – charge of placements / internships at department level with a view to increase the sample size and response rate.	Google form for Employers' Feedback survey was shared with Placement Coordinator and Academic Departments.
20.	It is suggested to contact Prof. P. Natarajan for drafting the preamble for SDG policies, sub policies and SOPs.	Preamble for SDG policies was prepared.