



(Accredited with 'A' Grade by NAAC)

OFFICE OF THE REGISTRAR □ ANNAMALAI UNIVERSITY □ ANNAMALAINAGAR - 608 002

Ref. No. B1-8/4718/2018

Date: 02-07-2018

CIRCULAR

There will be a meeting of our Vice-Chancellor with all Deans of Faculties, Heads of Departments and Directors at 04.00 p.m. on 04.07.2018 in the Conference Hall, Golden Jubilee Building, Annamalai University. All are requested to make it convenient to attend the meeting without fail.

K. V. Arjun
Registrar i/c

To

- All Deans of Faculties
- All Heads of Department of Study
- The Controller of Examinations
- The Director, DDE
- The Advisor to Vice-Chancellor (Medical Affairs)
- The Medical Superintendent, RMMCH
- The Principal, RMCON
- The Director, Academic Affairs
- The Director, Research & Development Cell
- The Director, Centre for Skill Development
- The Director, Annamalai Innovation Centre
- The Deputy Director, Annamalai Innovation Centre
- The Director, Estate Development & Administration
- The Director, RUSSA
- The Director, Centre for International Relations
- The Director, Centre for Atmospheric Research and Climate Changes
- The Director, Renewable Energy
- The Director, Indian Diaspora & Migration Studies
- The Director, Directorate of Training, Placement and Entrepreneurship
- The Director, Centre for IC Engines & Automotive Research
- The Director, NPMaSS MEMS Design Centre
- The Director, Centre for Biomedical Engineering
- The Director, Centre for Materials Joining & Research
- ✓ The Director, Internal Quality Assurance Cell
- The Director, Centre for Alumni Relations
- The Deputy Director, Centre for Alumni Relations
- The Director, Centre for Cell Biology and Drug Discovery
- The Director, Students Welfare
- The Co-ordinator, SC/ST Cell
- The Co-ordinator, Minority Cell
- The Co-ordinator, Disability Cell
- The Co-ordinator, OBC Cell
- The Co-ordinator, Academic Affairs
- The Advisor for Equal Opportunity/Minority/SC.ST/OBC Cell
- The Development Officers (Estates), Estate Section
- The Development Officers (Electrical), Estate Section
- The Development Officers (Mechanical), Estate Section

Copy to

- The Executive Engineer (Electrical) FOR MINE/AL ARRANGEMENTS
- The Security Officer ANNAMALAI CAMPUS ARRANGEMENTS



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OFFICE OF THE REGISTRAR □ ANNAMALAI UNIVERSITY □ ANNAMALAINAGAR – 608 002

Ref. No. B1-8/4718/2018

Date: 05-07-2018

I am herewith enclosing the Minutes of the Meeting of the Vice-Chancellor held with all Deans of Faculties, Heads of Departments and Directors at 04.00 p.m. on 04.07.2018 in the Conference Hall, Golden Jubilee Building, Annamalai University.

K. Arjun
Registrar i/c

To

All Deans of Faculties
 All Heads of Department of Study
 The Controller of Examinations
 The Director, DDE
 The Advisor to Vice-Chancellor (Medical Affairs)
 The Medical Superintendent, RMMCH
 The Principal, RMCON
 The Director, Academic Affairs
 The Director, Research & Development Cell
 The Director, Centre for Skill Development
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 The Co-ordinator, Academic Affairs
 The Advisor for Equal Opportunity/Minority/SC.ST/OBC Cell
 The Development Officers (Estates), Estate Section
 The Development Officers (Electrical), Estate Section
 The Development Officers (Mechanical), Estate Section

Copy to

The P.A. to Vice-Chancellor
 The P.A. to Registrar

Minutes of the Meeting of Dean of Faculties, Heads of Departments and Directors of Centres held on 4th July 2018 at 4.00 p.m. convened by Vice-Chancellor, Annamalai University

Dr.K.Arumugam, Registrar, welcomed the Vice-Chancellor and other invitees including Deans of Faculties, Heads of Departments of Study, Directors of various Centres and other Officers. All the Members present introduced themselves and then Vice-Chancellor commenced his speech.

Dr.V.Murugesan, Vice-Chancellor, expressed his happiness for being entrusted with onerous task of steering a mammoth institution like Annamalai University. With multi-faculty and vast spread of campus with large number of staff and students, it will be a challenging task he observed. However, he expressed optimism that with the cooperation of all, he will be able to discharge his responsibilities to the fullest satisfaction of all the stake-holders. His vast experience at Anna University and other educational institutions will also be very helpful in this pursuit. During his tenure as Vice-Chancellor, he will make all efforts to make Annamalai University more visible to outside world.

He put forth his vision for Annamalai University for the next three years as

- (i) To bring back the glory of Annamalai University it had till two decades back.
- (ii) To improve the NAAC, NIRF and other rankings so that Annamalai University will be categorised by MHRD as Category-1 University. Such recognition makes us eligible for certain special Government funding and also conducting of DDE programs.
- (iii) To actively involve the Alumni across the world in growth and development of their Alma-mater. To generate to the tune of Rs.1000/- crore through Alumni contribution by July 2019, which will be utilised as below :
 - (a) To create State-of-Art Technology / Research Park, which will be first of its kind among Tamil Nadu State Universities.
 - (b) Create a Central Instrumentation facility, to cater to the needs of researchers "all under one roof". A Director and a team of

Technical staff will manage this facility. This will enable researchers to access and make it possible to come out with quality research output. Further, as social responsibility, this facility shall be open to sister institutions at a very nominal user charges.

- (c) To create an exclusive guest house for our Alumni with all facilities – Meeting Hall, Dining Room and well-furnished Suites. This will be open to them at free of cost.
- (d) To create Professional Chairs in various faculties. A corpus fund will be instituted and the interest accrued will be made use for Research Fellowships / Professional Chairs. Balance amount, if any, will be credited to the Pensioners' fund.
- (e) Institution of Scholarships / Awards in the name of donors / Alumni groups.

To realise the above vision as well as for the fullest satisfaction of all the stake-holders, the staff – both Teaching and Non-Teaching, have to strive hard. We must impart additional skill sets, wherever necessary, to the students so that they will be employable. For this, a market survey may be made by the Faculty Members and introduce new value added courses in their curriculum for the benefit of students. When we meet our social responsibility, we will be satisfying the State and Central Governments. This will in turn improve the public perception about the University. At this juncture, Vice-Chancellor cautioned all that building reputation is very difficult and time taking whereas any small mishap will damage the good work we are doing. So it is a collective responsibility of all to sail the ship against the wind and he assured that he will steer the ship as a Captain.

He further, requested the members present to come with proposals and activities that will build the image of the University. Our University is committed to the social cause and we are going to train the teachers on +1 and +2 revised syllabus. This proposal has been sent to the State Higher Education Department, which has been forwarded to School Education Department. We will be taking up this activity shortly.

He said that the Faculty Members' Welfare is foremost in his mind. The issues like CAS promotions and Ph.D. incentive are to be addressed. He said, these issues will be resolved as early as possible with necessary approvals from appropriate bodies and Government departments. He assured that he will take care of all the staff and in turn they have to take care of his vision and mission for the University.

For mobilising Alumni contributions, he has nominated Prof.RM.Chandrasekar as Convener and to support him, all Heads of Departments have to suggest resourceful Faculty Members who have contacts with Alumni. The Alumni are very successful and there are Alumni Clubs across the globe. A dedicated and concerted effort will fetch good results.

He said that from this academic year onwards, course registration by individual students for every semester has been introduced. The CBCS which has been introduced long ago needs to be made flexible. For elective courses, the students need to be allowed to credit from other Departments / Faculties. In this context, he said that value added courses have been introduced this year with a fewer courses, and in coming years more courses have to be designed taking into consideration of the market demand. Curriculum should be dynamically revamped coping to the changing times.

Vice-Chancellor, reiterated that he will pay utmost attention to teaching-learning process. The teaching is the prime duty of all the Faculty Members and they should never miss a class for whatever reason. Even the additional responsibilities should not prevent them from this duty. Deans / Heads of Departments should ensure that the classwork is carried out as per the class time-tables. In this regard, a new attendance cum assessment record has been devised. Vice-Chancellor released the copies of the same. The existing attendance registers have to be done away with and the new one has to be adopted. This record covers not only the students' attendance but also the assessment particulars of assignments / tests and record of work carried out in every class. This improves the quality of teaching and such documentation will be very helpful during accreditation and for ranking framework.

Any new programs contemplated, should have approved (UGC / other Statutory Bodies) nomenclature. Otherwise the graduates will face equivalence difficulty. In this context, Vice-Chancellor told that the Director of Academic Affairs will be responsible for the curriculum and related aspects of all academic programs. Further, some of the "Cells" will be renamed as "Centres". Research and Development Cell will be renamed as Centre for Research and Development. Further, a Centre for Academic Research will be created for dealing exclusively M.Phil. and Ph.D. programs. The Centre will be responsible for all activities i.e. from Admission to Award of research degrees.

The Mentor-Mentee Scheme has to be followed. The Mentor will be taking care of a particular student for his academic, professional career and personal difficulties, right from first year to final year. He must maintain the records of his ward (details including Aadhar Card) while in University and hand over to the Department data base when they pass out. Heads of Departments are requested to make the allotment of students to Mentors.

We have lot of positive data which is not documented. Each Department should have a designated person for collection and maintaining the data. Whenever a request or proposal is piloted from the Department, by individuals the same should be recorded by that particular nodal person before dispatch. Each department have to nominate a Nodal Officer for data collection and management, and the same has to be intimated to the Registrar with a copy to the Coordinator, IQAC.

Vice-Chancellor, told the Heads of Departments that they are his ambassadors. He cannot visit all the Departments every day, and hence Heads of Departments should ensure that the things are in order on regular basis. However, Vice-Chancellor assured that he will visit every Department and during his visit he will review the functioning and action taken on various aspects discussed in this meeting.

Vice-Chancellor expressed happiness over the quantum of research grants received, individual grants as well as institutional grants like DST PURSE, FIST, SAP, RUSA etc. As far as the individual research grants he made two observations.

- (i) The grant received are not fully utilized. The unspent funds have to be refunded back with interest. Hence, he advised that the grants received should be utilized within the stipulated time fully and UC sent to the respective funding agency on time.
- (ii) Considering the number of qualified teachers in the University the number of ongoing projects is far less. It is only 52. This number should increase six folds. Similarly, each faculty member should be motivated to publish atleast one research paper per year in Scopus/Web of Science indexed journals. Both these will elevate the standing of our university.

He observed that today's trend is interdisciplinary, Multidisciplinary research. Hence we must take advantage of multidisciplinary nature of our university in coming out with multidisciplinary research projects as well as interdisciplinary courses for various academic Programmes.

He insisted that the teaching and non-teaching staff should be available in the campus during working hours.

He also requested the members present to take all steps to improve admissions in certain Programmes. The prospective students can be counselled about the quality of faculty and infrastructure available and other Government welfare schemes that are implemented for them.

At this point, Vice-Chancellor requested Dr.E.Selvarajan, Dean, Faculty of Arts to give a brief account on RUSA Program. Dr. Selvarajan told that in RUSA Phase I out of the sanctioned Rs. 20 Crores, first instalment of 15 Crores has been released and balance amount will be released after the visit of a committee to see the utilisation of the granted amount. Hence he requested all that the equipments purchased under RUSA should be kept operational. He listed out broadly the breakup of the amount spent/committed out of first instalment. He said that we have been the pioneering institution in implementing PFMS/GeM. As far as GeM we are the No.1 institution in implementation in Tamil Nadu and No.2 institution at national level. In spite of our institution not covered under category 1 or category 2 (as NAAC score is 3.09 only), we have been sanctioned Rs. 50 Crore in RUSA phase II. Our thrust area has been Energy, Health and Environment.

In phase I we have received grant in "Energy" and hence for Phase II Health and Environment will be the thrust areas. Out of Rs. 50 Crores, 60% will be soft component and 40% will be hard component. He concluded by saying that a separate meeting will be held for this purpose.

Vice-Chancellor, observed that the research proposals submitted in the above thrust areas are to be inter/multi-disciplinary. Further grants are available for Faculty/Student exchange program and visits.

Then, Vice-Chancellor said that the forum is open for discussion.

Dr. A. Pari (Tamil Dept) sought for funds to Tamil Department for reviving the endowment lectures scheme. He further suggested that the University Publications Division which had done yeomen service has to be revamped and relocated in a central place.

Vice-Chancellor responded that he will look into.

Dr. Selvakumar (Philosophy) wanted the tuition fees to be made on par with other institutions.

Vice-Chancellor responded that this will be considered when our financial issues are solved.

Dr. Elangovan (Commerce) wanted the last date for filing application to P.G Programmes to be extended, as results of certain Universities are not yet published.

Vice-Chancellor agreed to this and said the last date will be extended up to 20th July 2018.

Dr. S. Natarajan (Agronomy) wanted the upkeep of common toilets made better.

Vice-Chancellor observed that all the departments, classrooms and common toilets have to be maintained clean and tidy. All the concerned staff have to ensure the cleanliness.

Dr. C. Samudra Rajkumar (Business Administration) wanted more space for staff room and restroom for staff.

Mr. Prabhudas (SC/ST Cell) said that the reservation rule should be implemented in letter and spirit. He suggested that the compulsory hostel stay may be exempted for day scholars commuting within a radius of 50 km.

Vice-Chancellor responded that the rule of reservation is followed strictly and directed everyone to follow the Government's rule of reservation while making the admissions to various Programs.

Dr. M. Loganathan (Centre of Automobile Research) wanted that the quality of publications mandated for Ph.D. thesis submission has to improve.

Vice-Chancellor responded that for scholars who have joined from January 2018, we will mandate at least one paper published in Scopus/Web of Science indexed journal. The list will be updated.

Dr. Manivannan (Academic Affairs) suggested that we can develop a botanical garden.

Vice Chancellor at this juncture recalled a suggestion made by a young Faculty Member from Faculty of Engineering & Technology to run at least one Hostel Mess with the produce from the University fields and farm.

Dr. Ramasamy (Physics) told that the Physics Department needs water supply and the request has been pending for quite some time.

Vice Chancellor directed the Works Section to ensure the water supply by next day evening latest, without fail.

Dr. V. Nehrukumar (Civil Engineering) suggested that there are waste Water treatment plants and lot of sludge is removed which can be used by erecting a biogas plant close to the treatment plant.

Vice Chancellor wanted the feasibility of that proposal by him.

Dr. Rm. Kathiresan (R&D Cell) suggested that the Senior Faculty Members should take class for junior Students and 1st year students.

Vice Chancellor endorsed that and told that senior teachers will show parental care to the freshers. This can be implemented wherever possible.

Dr. G. Vedanta Desigan (Rural Development) wanted more space as well as partitions in his centre.

Vice Chancellor responded that it will be considered as per priority.

Head of the Department (Psychology) wanted that the Faculty Members to be permitted to go to foreign countries for conferences. Further, he wanted allotment of more Ph.D. Scholars without any limit.

Vice Chancellor responded that the faculty members are permitted to visit abroad for conferences without financial assistance. As far as number of Ph.D. scholars per guide, the UGC norms are strictly followed.

Vice Chancellor responded that water and electricity should be conserved. The electricity charges are escalating and the usage of air conditioners has to be checked. As far as water supply, efforts are on to get Kollidam water under NLC Corporate Social Responsibility Scheme. The Chidambaram M.L.A. is also helping us in this regard.

Dr. V. Arutchelvan (Skill Development) suggested that the water from waste water treatment plant can be utilized for toilets etc.

Vice-Chancellor said that the suggestion will be explored for usage of recycled water for gardening etc.

He added further that we have to make our campus green campus "Each one plant one" should be our motto.

Dr. Elangovan (Commerce) told there are agencies which give saplings free of cost.

Dr. Ravichandran (Dean, Agriculture) intervened that we have thousands of saplings, but due to cattle menace we are unable to plant without a tree guard.

Dr. Devanathan (Students welfare) suggested that cow traps may be installed at all entry points.

Vice-Chancellor felt that the stray cattle menace has to be checked.

Vice-Chancellor thanked all for active participation in the meeting. Similar collective effort in all spheres will take us closer to our vision.

Dr. V. Thiruvalluvan (Dean, Indian Languages) proposed the Vote of Thanks.