

# MINUTES OF THE 13<sup>TH</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL

## FACULTY OF SCIENCE

**Date:** 01.04.2021

**Time:** 3.00 pm

**Venue:** Seminar Hall, Department of Physics

### **Present:**

S.N o	Name	09 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
1	Prof. P.Ravirajan - Dean/Science (Chairperson)	AB	P	P	P	P
2	Prof. S. N.Surendran - Coordinator/IQAC	P	P	P	P	P
	<b><u>Heads of Departments</u></b>					
3	Prof.R.Kapilan - Head/Botany	AB	P	P	AB	AB
4	Dr.P.Iyngaran - Head/Chemistry, Chairperson/Research Committee	P	P	AB	AB	EX
5	Mr.S.Suthakar - Head/Computer Science	P	P	P	P	P
6	Dr.S.Arivalzahan - Head/Mathematics & Statistics	P	P	AB	AB	AB
7	Prof (Mrs) S. Kuganathan - Head/Fisheries	P	P	P	AB	AB
8	Dr. T. Pathmathas - Head/Physics	P	P	AB	P	P
9	Dr. (Ms) A. Sivaruban- Head/Zoology	-	-	-	-	EX
	<b><u>Chairpersons/Faculty sub-committees, coordinators and members</u></b>					
10	Dr. K. Thabotharan - Coordinator/Curriculum Development	P	P	P	P	AB
11	Mrs. S. Rajashanthan - Coordinator/English Language Teaching Sub-Unit	AB	P	AB	AB	AB
12	Dr. R. Srikan - Faculty Coordinator/ Well Being Cell	AB	AB	AB	AB	AB
13	Dr. (Mrs) G. Rajkumar - Representative /Career Guidance Unit	P	P	AB	AB	EE
14	Dr. M. Thanihaichelvan - Representative /Career Guidance Unit	P	AB	AB	AB	P
	Dr. R. Prashanthan - Representative / Sports Advisory Board	AB	AB	AB	P	AB
16	Mrs. P. Sivakumar - Representative / Sports Advisory Board	AB	AB	AB	P	P
17	Prof. K.Velauthamurthy - Deputy Proctor	P	P	P	P	AB
18	Dr.(Mrs) B.Mayurathan - Senior Student Counsellor	-	-	-	-	P
19	Mr. S. Ketheeswaran- Senior Assistant Librarian	-	-	-	-	-
20	Prof.M.Senthilnathanan -Director/CQA	AB	AB	AB	P	AB
21	Dr. S. Mahesan - Member	AB	AB	AB	AB	EX
22	Dr. G. Sashikesh - Member	P	P	P	P	AB
23	Dr. K. Gajapathy - Member	AB	P	P	P	AB
24	Mrs. G. Sutharsan - Assistant Registrar (Secretary)	P	P	P	P	P

### **1. Confirmation of the Minutes:**

Minutes of the 12<sup>th</sup> meeting of Internal Quality Assurance Cell held on 18.01.2020 was confirmed.

### **2. Matters arising from the minutes**

#### **2.1. Attendance:**

It was decided to maintain attendances of last five meetings together.

#### **2.2. Students' feedback form:**

Students' feedback form was approved by Faculty Board of Science.

#### **2.3. Timeline for Releasing Results:**

The memo was not approved by the Faculty Board of Science as Faculty Board is of the view that aspects related releasing results are specified under by-laws of the University.

#### **2.4. Credit Transfer Scheme**

A policy has been developed and submitted to the CQA. After getting approval it will be placed before for Board of Science for its observations..

### **3. Main Discussions and Decisions**

The followings were discussed in the meetings:

#### **3.1. Programme Review**

It has been decided to meet the SER writers to discuss on this matter.

#### **3.2. IQAC Website**

It was requested to members to update the Faculty website and Departmental Website.

#### **3.3. Faculty Video Clip:**

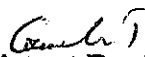
The following members were assigned to meet the Head, Department of Media studies on this matter.

Prof. P.Ravirajan -	Dean/Science (Chairperson)
Prof. S. N. Surendran -	Coordinator/IQAC
Mr.S.Suthakar -	Head/Computer Science
Dr. K. Gajapathy -	Member
Dr.(Mrs) B.Mayurathan -	Senior Student Counsellor
Dr. A. Ramanan	

#### **3.4. Other matter**

Joint Honours - It has been decided to request the Curriculum Development Revision Monitoring Committee to discuss on this matter.

Meeting was adjourned at 4.00 pm.

  
Assistant Registrar  
Faculty of Science