

MINUTES OF THE 14TH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 10.05.2021

Time: 10.00 am

Venue: Board Room, Office of the Dean

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

1. Confirmation of the Minutes:

Minutes of the 13th meeting of Internal Quality Assurance Cell held on 01.04.2021 was confirmed.

2. Matters arising from the minutes

Nothing to report.

3. Main Discussions and Decisions

The followings were discussed in the meetings

3.1 IQAC Score Card

As per the suggestion received from the members, the submitted score card was amended and recommended to be placed before the Faculty Board for its observation and to be submitted to the CQA

3.2 Annual Report

It was decided to prepare a report and submit it to CQA

3.3 Five Year Activity Plan

Document regarding the activities for 2021 to 2023 along with the estimated budget was discussed. The estimated budget for workshops (in 2021) was corrected. The submitted document was accepted by the committee.

3.4 Publications: Structure and Syllabi and Student Prospectus

Structure and syllabi of the Faculty described in the student hand book was discussed and it was notified by members that there are discrepancies in structure and should be amended. It was decided to forward the identified discrepancies to the Curriculum Development Revision and Monitoring Committee (CDRMC) of the Faculty for its consideration and recommendation to the Faculty Board

3.5 Programme Review Visits

Under the document collection, the submitted documents and not submitted documents were checked and the relevant staff were requested to submit the documents as soon as possible.

3.6 IQAC website

Mr. S. Suthakar (in-charge) and Dr.K.Gajapathy were nominated to work with the IQAC website related matters. Further it was decided that Faculty IT committee will also work with them to update departmental websites

3.7 Faculty Video Clip

In order to facilitate a discussing with Director/ Media studies and to work on the modalities a committee comprising the following was appointed; Chairma/IQAC, Mr.S.Suthakar, Dr. K. Gajapathy, Dr.(Mrs) B.Mayurathan and Dr. MK Thanihaichelvan. Dr. Thanihaichelvan was appointed as convenor of the Committee.

4. Any Other Matters

English for Science

Syllabus for a Certificate course in "English for Science" was discussed and was decided to get the approval of the CDRMC before placing it to Faculty Board

Meeting was adjourned at 11.30 am.


Assistant Registrar
Faculty of Science