

MINUTES OF THE 15TH MEETING (PHASE I & II) OF THE INTERNAL QUALITY

ASSURANCE CELL, FACULTY OF SCIENCE

Phase I

Date: 25.06.2021

Time: 11.00 am

Phase II

Date: 29.06.2021

Time: 10.00 am

Venue: Board Room, Office of the Dean

Present:

S.No	Name	10 th	11 th	12 th	13 th	14 th	15 th	15 th (U)
1	Prof. P.Ravirajan - Dean/Science (Chairperson)	P	P	P	P	P	P	P
2	Prof. S. N.Surendran - Coordinator/IQAC	P	P	P	P	P	P	P
	<u>Heads of Departments</u>							
3	Prof.R.Kapilan - Head/Botany	P	P	AB	AB	AB	AB	AB
4	Dr.P.Iyngaran - Head/Chemistry, Chairperson/Research Committee	P	AB	AB	EX	AB	P	P
5	Mr.S.Suthakar - Head/Computer Science	P	P	P	P	P	P	P
6	Dr.S.Arivalzahan - Head/Mathematics & Statistics	P	AB	AB	AB	AB	P	P
7	Prof (Mrs) S. Kuganathan - Head/Fisheries	P	P	AB	AB	AB	AB	AB
8	Dr. T. Pathmathas - Head/Physics	P	AB	P	P	P	AB	P
9	Dr. (Ms) A. Sivaruban- Head/Zoology	-	-	-	EX	AB	P	P
	<u>Chairpersons/Faculty sub-committees, coordinators and members</u>							
10	Dr. K. Thabotharan - Coordinator/Curriculum Development	P	P	P	AB	P	P	P
11	Mrs. S. Rajashanthan - Coordinator/English Language Teaching Sub-Unit	P	AB	AB	AB	P	AB	AB
12	Dr. R. Srikanan - Faculty Coordinator/ Well Being Cell	AB	AB	AB	AB	AB	AB	AB
	Dr. (Mrs) G. Rajkumar - Representative /Career Guidance Unit	P	AB	AB	E	AB	P	AB
14	Dr. M. Thanishaichelvan - Representative /Career Guidance Unit	AB	AB	AB	P	P	AB	P
15	Dr. R. Prashanthan - Representative / Sports Advisory Board	-	-	P	AB	AB	P	P
16	Mrs. P. Sivakumar - Representative / Sports Advisory Board	-	-	P	P	P	AB	AB
17	Prof. K.Velauthamurthy - Deputy Proctor	P	P	P	AB	EX	P	P
18	Dr.(Mrs) B.Mayurathan - Senior Student Counsellor	-	-	-	P	AB	AB	P
19	Mr. S. Ketheeswaran- Senior Assistant Librarian	-	-	-	-	P	P	EX
20	Dr. S. Mahesan - Member	AB	AB	AB	EX	P	AB	P
21	Dr. G. Sashikesh - Member	P	P	P	AB	P	P	P
22	Dr. K. Gajapathy - Member	P	P	P	AB	P	EX	AB
23	Mrs. G. Sutharsan - Assistant Registrar (Secretary)	P	P	P	P	P	AB	P
	<u>On Invitations</u>							
24	Prof.M.Senthilnathanan -Director/CQA							P
25	Dr.A.Ramanan- Chairperson/Handbook						P	P

Phase I of the 15th meeting of the IQAC

1. Confirmation of the Minutes:

Minutes of the 14th meeting of Internal Quality Assurance Cell held on 10.05.2021 was confirmed with the following corrections,

2. Matters arising from the minutes and Main Discussions and Decisions

The followings were discussed in the meetings

2.1. Most of the documents related SER are filed at the Dean's Office. The rest will be collected by contacting the person-in-charge for each activity

2.2. It was decided to request all heads to make arrangements to upload past question papers in the LMS *Such as LMS, Shared drive, available online for the students.* ~~have them in online platform~~ ~~make it past question papers~~

2.3. It was decided to regularly update the IQAC website and Dr. K. Gajapathy and Mr.

S K. Suthakar were asked to do this for the IQAC.

2.4. It was decided to call for a meeting with Head/Media Studies and IT Committee to develop a Video Clip for the Faculty.

2.5. With the limitation of time the second phase of the meeting was fixed for 28 June, 2021

First phase of the meeting was adjourned at 01.20 pm.

Phase II of the 15th meeting of the IQAC

3. Main Discussions and Decisions

The followings were discussed in the meetings

3.1. Amendments/Changes to the new structure of the BSc degree programmes

The IQAC had a lengthy discussion on the memo SFB/183/7.0 presented at the 183rd meeting of the Faculty Board of Science held on 14.06.2021 and made the following recommendations to amend the existing structure of the degree programmes of the faculty. In connection to the O GPA calculation, the existing weighted scheme and the proposed un-weighted scheme were compared based on the current GPA of the batch to be graduated in the academic year 2018/2019 and OGPA of the last four batches (Academic Years 2014/2015, 2015/2016, 2016/2017, and 2017/2018) of students. Dr. P. Iynkaran was of the view that the amendments should be made on a policy basis than evidence-based. Further, the Chairperson/IQAC tabled the following students' requests presented at the 183rd meeting of the Board of the Faculty of Science: (i). The highest grade that could be upgraded to 'B' instead of 'C', (ii). Total credit value of the courses in which the student obtains D or E in any level is not more than 9 as one of the criteria

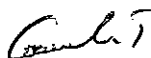
for awarding a degree and (iii). OGPA calculation to be performed without considering weightage.

It was decided to submit the recommendations as memo to be placed before the forthcoming faculty board.

3.2 Online Staff Appraisal form

A draft of an online-based Staff Appraisal Form, developed and submitted by the CQA for observations and comments of the IQAC, was discussed. After a brief discussion, Heads of Departments were asked to circulate the document among academic staff to get their feedback and convey them to the Coordinator/CQA.

The meeting was adjourned at 11.25 am.



**Assistant Registrar
Faculty of Science**