

MINUTES OF THE 16TH MEETING OF INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 29.07.2021

Time: 10.00 am

Venue: Board Room, Office of the Dean

Present:

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

1. Confirmation of the Minutes:

Minutes of the 15th meeting (Phase I and II) of Internal Quality Assurance Cell held on 25.06.2021 and 29.06.2021 was confirmed with the following correction;

- 2.3 Mr. K. Suthakar to be changed as Mr. S. Suthakar

2. Matters arising from the minutes

2.1. It was discussed on modalities to make available all past question papers and arrangements to be made to have online platform such as LMS and Shared drivers. It was decided to request all Heads of Departments to make past question papers available in online platform for the students.

2.2. Regarding the faculty video clip the IT committee was assigned with this task. To maintain and update the faculty website and websites of each department Dr. (Mrs) B. Mayurathan was requested help needy departments and to assign each departmental Management Assistants to be responsible for their departmental website maintenance.

3. Main Discussions and Decisions

The following were discussed in the meetings

3.1 Operation of LMS

It was decided to seek opinion from Dr. E.Y. A. Charles regarding the access of LMS by each department by themselves as it is restricted at present.

3.2 Sample template for a course guide

Senate approved sample template of the course guide was discussed. All Heads were requested make available of course guides before the initiation of respective course units

3.3 Curriculum Map/Matric

Development of curriculum map was discussed based on a sample map approved by the Senate. All Departments were encouraged to develop curriculum map initially for their honours degree programs.

Meeting was adjourned at 11.00 am.



Assistant Registrar
Faculty of Science