

MINUTES OF THE 17TH MEETING OF INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 11.10.2021

Time: 10.30 am

Venue: Board Room, Office of the Dean

Present:

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

1. Confirmation of the Minutes:

Minutes of the 16th meeting of Internal Quality Assurance Cell held on 29.07.2021 was confirmed.

2. Matters arising from the minutes

2.1 Availability of Past Question Papers: It was discussed on the modalities to make available all past question papers. Further, it was decided to have proper mechanism to submit past question papers to the library. Finally, it was decided that each Department should ensure that the past question papers are made available in the Library or Department website.

2.2. Faculty Video Clip: The IT committee drafted a document to indicate essential components of the video clip. The draft document was discussed and some changes were made. The IT committee was asked to develop a draft narrative for this purpose.

2.3. Operation of LMS: It was informed that there is a person-in-charge at the each Department to operate the LMS at department level.

2.4. Course Guide: It was decided to encourage all departments to prepare course-guide before offering courses to undergraduates.

3. Main Discussions and Decisions

The followings were discussed in the meetings

3.1. Policy for Special needs students

A policy for Faculty of Science was placed before the committee. Director, CQA has informed that a policy has been formulated by Faculty of Medicine, University of Jaffna. The committee was also of the opinion of having a policy for the faculty. Comments were requested from members to finalize the policy for the Faculty and to be placed before the Faculty Board.

3.2. Programme Review

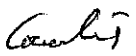
Director CQA stated the following regarding the Programme Review matters,

1. The Institutional Review would be completed first and afterwards the Programme Review.
2. Due to the COVID - 19 issue, it is going to be done by online platform.
3. The documents have to be uploaded as scanned documents.
4. After online checking of the uploaded documents, physical visit would be made.
5. The in-person visit will be done for a short period of time.

4. Any other matters

Nothing was discussed.

Meeting was adjourned at 11.30 am.


Assistant Registrar
Faculty of Science