

MINUTES OF THE 18TH MEETING OF INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 29.11.2021

Time: 9.00 am

Venue: Board Room, Office of the Dean

Present:

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

1. Confirmation of the Minutes:

Minutes of the 17th meeting of the Internal Quality Assurance Cell held on 11.10.2021 was confirmed.

2. Matters arising from the minutes

2.1. Availability of past Question Papers and availability in LMS:

Senior Assistant Librarian informed that past questions papers up to the year 2019 are already available. Other papers are being updated and the work will be completed within two weeks. Further, it was suggested that the hard copies of the past papers also need to be filed at the department level.

2.2. My UOJ:

The chairperson informed that the My UOJ is being developed by a team to be accessed by staff and students.

3. Main Discussions and Decisions

The followings were discussed in the meetings.

3.1 Faculty Level Video clip:

The Drafted document and narration of the Video clip were checked and minor amendments were made.

3.2 Revised titles of the Degree Programme:

Documents related to the Degree programme have to be placed to the CQA

3.3 Approved degree programmes of the Faculty:

The Chairman informed the committee on the list of approved degree programmes of the Faculty

4. Any other matters

Nothing was discussed.

The Meeting was adjourned at 10.30 am.



**Assistant Registrar
Faculty of Science**