

**MINUTES OF THE 19<sup>TH</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL****FACULTY OF SCIENCE****Date:** 01.09.2022**Time:** 3.15 pm**Venue:** Board Room, Office of the Dean**Present:**

S.N o	Name	15 <sup>th</sup>	15 <sup>th</sup> (II)	16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>
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
	<b><u>Heads of Departments</u></b>						
3	Prof.R.Kapilan - Head/Botany	AB		AB	AB	AB	AB
4	Dr.P.Iyngaran - Head/Chemistry, Chairperson/Research Committee	P	AB	AB	AB	AB	P
5	Mr.S.Suthakar - Head/Computer Science	P	P	P	P	AB	P
6	Dr.S.Arivalzahan - Head/Mathematics & Statistics	P	P	AB	AB	AB	AB
7	Prof (Mrs) S. Kuganathan - Head/Fisheries	AB	P	P	AB	AB	AB
8	Dr. T. Pathmathas - Head/Physics	AB	AB	AB	P	P	AB
9	Dr. (Ms) A. Sivaruban- Head/Zoology	P	P	AB	AB	AB	P
	<b><u>Chairpersons/Faculty sub-committees, coordinators and members</u></b>						
10	Dr. K. Thabotharan - Coordinator/Curriculum Development	P	P	AB	P	AB	P
11	Mrs. S. Rajashanthan - Coordinator/English Language Teaching Sub-Unit	AB	P	AB	p	AB	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	P	AB	P	P	AB	AB
14	Dr. M. Thanilachelvan - Representative /Career Guidance Unit	AB	AB	AB	P	P	AB
15	Dr. R. Prashanthan - Representative / Sports Advisory Board	P	P	AB	AB	P	AB
16	Mrs. P. Sivakumar - Representative / Sports Advisory Board	AB	P	P	P	P	AB
17	Dr.(Mrs) B.Mayurathan - Senior Student Counsellor	AB	P	P	AB	AB	AB
18	Mr.Y.Kesavan- Assistant Librarian	-	-	-	-	-	P
19	Dr. S. Mahesan - Member	AB	EX	AB	P	P	P
20	Dr. G. Sashikesh - Member	P	P	AB	P	P	P
21	Dr. K. Gajapathy - Member	EX	P	P	AB	P	AB
22	Mrs. G. Sutharsan - Assistant Registrar (Secretary)	AB	AB	P	P	P	P
	<b><u>On Invitations</u></b>		P				
23	Prof.M.Senthilnathanan -Director/CQA				P		P

**1. Confirmation of the Minutes:**

Minutes of the 18<sup>th</sup> meeting of the Internal Quality Assurance Cell held on 29.11.2021 was confirmed.

**2. Matters arising from the minutes****2.1 Faculty Level Video clip:**

The faculty video clip was displayed to members. Chairman appreciated all those contributed to the development of the documentary. It was decided to display this in the forthcoming faculty board

**2.2. Revised titles of the Degree Programme:**

The committee noted the revised titles of the degree programme and the same was recommended to be placed before the Faculty board

**2.3. Approved degree Programme of the Faculty:**

The committee noted the approved degree programme of the Faculty as described by the Chairperson

**3. Main Discussions and Decisions**

The followings were discussed in the meetings.

**3.1 Programme Review:**

The Chairperson summarised the upcoming review programmes and requested the heads of Departments to upload all relevant materials on the online system. Chairperson also expressed his expectation of assistance from all members.

**3.2 Strategic Plan of the IQAC/FoSc:**

The strategic plan was shared among the members and requested the members to send their observations before the Faculty board meeting so that it can be discussed at the Faculty Board meeting

**3.3 Training on Biosafety to Non-academic staff:**

The proposal prepared by Dr. P. Iynkaran was discussed. The Chairperson was asked to look funding to conduct the programme.

**3.4 TOR/SOP of the Faculty Sub Committees:**

The submitted TOR/SOP were discussed and the committee recommended the same to be placed to the Faculty Board meeting.

**3.5 Grading system recommended by CDRMC:**

The IQAC had a discussion on the submitted document for the Grading system, which was recommended by the Curriculum Development Revision & Monitoring committee and the committee recommended the same.

**3.6 Programme Review - Site Visit (Tentative schedule):**

The Chairperson elaborated on the site visit along with the tentative schedule. Person-in-Charge and members of each activity were requested to tender their support in this regard.

**4. Any other matters****4.1 Increment Report for Academic staff:**

The sample increment report for the academic staff was discussed. Members were asked to send their comments/suggestions to be conveyed to the CQA.

The Meeting was adjourned at 6.30 pm.



**Assistant Registrar  
Faculty of Science**