

MINUTES OF THE 20TH MEETING OF INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 15.06.2023

Time: 9.30 am

Venue: Board Room, Office of the Dean

Present:

| S.No | Name | 15 th (II) | 16 th | 17 th | 18 th | 19 th | 20 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 | Dr.E.C. Jeyaseelan - Head/Botany | - | - | - | - | - | AB |
| 4 | Prof.K.Velauthamurty - Head/Chemistry | - | - | - | - | - | P |
| 5 | Mr.S.Suthakar - Head/Computer Science | P | P | P | AB | P | P |
| 6 | Mrs.N.Satkunanathan - Head/Mathematics & Statistics | | | | | | P |
| 7 | Prof (Mrs) S. Kuganathan - Head/Fisheries | P | P | AB | AB | AB | AB |
| 8 | Dr. T. Pathmathas - Head/Physics | AB | AB | P | P | AB | P |
| 9 | Dr. (Ms) A. Sivaruban- Head/Zoology | P | AB | AB | AB | P | P |
| | <u>Chairpersons/Faculty sub-committees, coordinators and members</u> | | | | | | |
| 10 | Dr.P.lyngaran - Chairperson/ResearchCommittee and Coordinator/Curriculum Development Revision and Monitoring Committee | AB | AB | AB | AB | P | EX |
| 11 | Mrs. S. Rajashanthan - Coordinator/English Language Teaching Sub-Unit | P | AB | P | AB | AB | AB |
| 12 | Dr. K.Sarveswaran – Faculty Coordinator/ Well Being Cell | - | - | - | - | - | P |
| 13 | Dr. (Mrs) G. Rajkumar - Representative /Career Guidance Unit | AB | P | P | AB | AB | AB |
| 14 | Dr. M. Thanihaichelvan - Representative /Career Guidance Unit | AB | AB | P | P | AB | AB |
| 15 | Dr. P.A.Amalraj - Representative / Sports Advisory Board | - | - | - | - | - | EX |
| 16 | Dr.S. Mayuran - Representative / Sports Advisory Board | - | - | - | - | - | AB |
| 17 | Dr.A.Manjeevan – Deputy Proctor | - | - | - | - | - | AB |
| 18 | Dr.(Mrs.) R.Senthooan - Deputy Proctor | - | - | - | - | - | AB |
| 19 | Mrs.P.Sivakumar - Representative / Sports Advisory Board | P | P | P | P | AB | |
| 20 | Mr.Y.Kesavan- Assistant Librarian | - | - | - | - | P | P |
| 21 | Dr. S. Mahesan - Member | EX | AB | P | P | P | AB |
| 22 | Dr. G. Sashikesh - Member | P | AB | P | P | P | P |
| 23 | Dr. K. Gajapathy - Member | P | P | AB | P | AB | AB |
| 24 | Mrs. G. Sutharsan – Assistant Registrar (Secretary) | AB | P | P | P | P | P |
| | <u>On Invitations</u> | | | | | | |

1. Confirmation of the Minutes:

Minutes of the 19th meeting of the Internal Quality Assurance Cell held on 01.09.2022 was confirmed.

2. Matters Arising from the minutes

Nothing was discussed.

3. Main Discussions and Decisions

The followings were discussed in the meetings.

3.1 Programme Reviews and Uploading Evidences -Programme Review of BScHons:

Supportive evidences for each degree programme are being uploaded. The task is almost complete with pending uploading process of certain criteria. Relevant Heads of the Departments have been requested to complete the process. The link with supportive evidences will soon be shared with the reviewers via the QAC.

3.2 Awarding system for University academics:

The council approved awarding system for excellence in teaching, research and outreach was discussed in the last IQAC meeting and the members were informed that applications will be called for these awards soon by the University administration.

3.3 Student feed-back mechanism:

The Council approved student feed-back mechanism was discussed in the last meeting and Heads were requested to submit a summary report to the Faculty IQAC as directed in the document.

3.4 Digital repository of the Faculty of Science:

A draft concept notes on developing a web-based digital repository was discussed in the last meeting. Whiles the committee appreciated the initiative, suggested improvements. The committee requested the Chairman to notify the Faculty Board with a demo version.

4. Any other matters

Nothing was discussed.

The Meeting was adjourned at 10.30 am.

Sgd.

**Assistant Registrar
Faculty of Science**