

MINUTES OF THE 21TH MEETING OF INTERNAL QUALITY ASSURANCE CELL

FACULTY OF SCIENCE

Date: 28.08.2023

Time: 1.30 pm

Venue: Board Room, Office of the Dean

Present:

Members

	Name	Designation/in the Capacity of:
1	Prof. P.Ravirajan	Dean/Science (Chairperson)
2	Prof.P.lyngaran	Coordinator/IQAC Chairperson/ Curriculum Development
3	Dr.E.C. Jeyaseelan	Head/Botany
4	Prof.K.Velauthamurty	Head/Chemistry
5	Mr.S.Suthakar	Head/Computer Science
6	Prof (Mrs) S. Kuganathan	Head/Fisheries
7	Dr. M. Thanihaichelvan	Representative /Career Guidance Unit
8	Dr. P.A.Amalraj	Representative / Sports Advisory Board
9	Mr.Y.Kesavan	Assistant Librarian
10	Dr. G. Sashikesh	Member
11	Mrs.J.C. Aravintharaj	Acting Assistant Registrar (Secretary)
On Invitation		
1	Dr.S.Arivalzahan	Senior Lecturer/Dpt of Mathematics and Statics
2	Dr.N.Varathan	Senior Lecturer /Dpt of Mathematics and Statics

Absent:

	Name	Designation/in the Capacity of:
1	Mrs.N.Satkunanathan	Head/Mathematics & Statistics
2	Dr. T. Pathmathas	Head/Physics
3	Dr. (Ms) A. Sivaruban	Head/Zoology
4	Prof. R. Srikan	Chairperson/Research Committee
5	Ms. C. A. Hensman	Coordinator/English Language teaching Sub-unit
6	Dr. K.Sarveswaran	Faculty Coordinator/ Well Being Cell
7	Dr. (Mrs) G. Rajkumar	Representative /Career Guidance Unit
8	Dr.S. Mayuran	Representative / Sports Advisory Board
9	Dr.A.Manjeevan	Deputy Proctor
10	Dr.(Mrs.) R.Senthooran	Deputy Proctor
11	Mrs.P.Sivakumar	Student Counsellor
12	Dr. S. Mahesan	Member
13	Prof. K. Gajapathy	Member

Preliminaries

Prof. P.Ravirajan/Dean and the Chairperson IQAC welcomed all the members and invitees to the 21st meeting of the IQAC and specially welcomed the new Coordinator Prof.P.Iyngaran. further he expressed his sincere gratitude on behalf of the Faculty of Science to the former coordinator/IQAC Prof.S.N.Surendran for his remarkable contribution to the Faculty of Science in the capacity of the Coordinator/IQAC for last 3 years including his valuable effort in making several policies to the for the Faculty of Science towards its excellency.

1. Confirmation of the Minutes:

Minutes of the 20th meeting of the Internal Quality Assurance Cell held on 15.06.2023 was confirmed without any Correction/Amendment.

2. Matters Arising from the 20th meeting minutes

The followings were discussed/decided from the 20th meeting minutes:

Under S.No: 3.1 Programme Reviews and Uploading Evidences -Programme Review of BScHons:

Chairperson informed that 4 Departments have already uploaded the supportive evidences; need to request the Heads of the Departments(HODs) to check and complete the process. Further Prof.P.Iyngaran/Coordinator-IQAC expressed his disappointment that the report has not been received yet even the last program review mission was completed 8 months ago and emphasized the requirement of sending a formal letter to the Quality Assurance Cell(QAC) of the UGC for clarification regarding this matter.

Under S.No 3.2 Awarding system for University academics:

Members suggested to extend the deadline for the application in order to avail many eligible applicants.

Under S.No 3.3 Student feed-back mechanism:

Chairperson requested the summary reports from the HODs. Prof. G. Sashikesh clarified about the prevailing 3 varieties of feed-back forms which are in use and indicated the importance of using one common form by all the Departments. Prof.P.Iyngaran agreed to take the responsibility to send the prevailing forms to all the HODs and get their comments/modified versions in order to finalize the common application which will be in use from the forthcoming academic year onwards. Further the Chairperson continued that it will be placed to the Faculty Board meeting to sought the approval after getting through the proper channel.

3. Amendment of the guidelines of the Awards for Academic Excellence, Teaching and Outreach

The memo was placed by the Chairperson; The committee had a lengthy discussion on this for further improvement and finally Prof.P.Iyngaran assured that he will submit the final version by incorporating the comments from Dr.S.Sathiparan and the other contributors via a zoom meeting.

4. Amendment to the handbook- minimum requirement for sitting the End course examination

Committee had a lengthy discussion and didn't come to a conclusion; decided to take this matter to the forthcoming meeting.

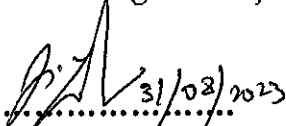
5. Permanence Appraisal form

Nothing was discussed.

4. Any other matters

Nothing was discussed.

The Meeting was adjourned at 4.00 pm.


.....31/02/2023
Assistant Registrar
Secretary