

MINUTES OF THE 3<sup>RD</sup> MEETING OF INTERNAL QUALITY ASSURANCE  
CELL (PROGRAMME REVIEW) - FACULTY OF SCIENCE

Date: 09.05.2019

Time: 11.00 am

Venue: Board Room, Office of the Dean

Present:

Prof. J. P. Jeyadevan (Dean, Science)

Dr. T. Manoranjan, Coordinator, IQAC

Dr. K. Gajapathy

Dr. (Ms) A. Sivaruban

Dr. K. Velauthamurthy

Dr. A. Ramanan - on invitation

Main Discussions and Decisions

1. File Management

- a. Based on the Criteria, Standards and Departments the file arrangement has to be done.
- b. 20 Magazine holders and 156 files have to be arranged in a shelf.

2. Meetings -

- a. It was decided to conduct regular meetings twice in every month.

3. workshops

- a. It was decided to conduct workshops for staff and students.

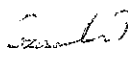
4. Work force

- a. Work force was already determined as 32 numbers. Among the workforce, 08 leaders and 24 members.

5. Next meeting

- a. Next meeting was scheduled to be held on 14<sup>th</sup> May, 2019.

Meeting was adjourned at 12.10 pm.

  
Assistant Registrar

Faculty of Science

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