



தமிழ்நாடு மத்தியப் பல்கலைக்கழகம்
तमिलनाडु केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
Neelakudi, Thiruvarur - 610 005



INTERNAL QUALITY ASSURANCE CELL

MEETINGS
2017-2018

S. No.	Date	Purpose of the Meeting
1	07.07.2017	Processing of Student Feedback Collection and Analysis
2	25.09.2017	Preparation of Annual Quality Assurance Report (AQAR) - 2016-17
3	10.10.2017	Preparation of Annual Quality Assurance Report (AQAR) - 2016-17
4	02.11.2017	Processing of Student Feedback Collection and Analysis
5	15.11.2017	NAAC Sponsored Workshop, Establishing of IQAC using UGC Fund, Feedback and PBAS forms and Staff for IQAC office
6	07.12.2017	NAAC Sponsored Workshop, Feedback, CAS & PBAS forms and submission of AQAR 2016-17
7	12.12.2017	Online Feedback Analysis
8	14.12.2017	Feedback Content Analysis
9	15.12.2017	Feedback Content Analysis
10	19.12.2017	IQAC Committee Meeting (Internal & External)
11	22.12.2017	Meeting for Conducting NAAC Sponsored Workshop
12	02.01.2018	Meeting for Conducting NAAC Sponsored Workshop
13	03.01.2018	Meeting for Conducting NAAC Sponsored Workshop
14	16.01.2018	Meeting on NAAC Re-assessment and Action taken report for previous meeting
15	17.01.2018	Review Meeting - Submission of AQAR 2016-17
16	18.01.2018	Local Purchase Committee Members Meeting for the Procurement of Workstation for IQAC
17	23.01.2018	Approval of Filled AQAR 2016-17
18	30.01.2018	Review Meeting - AQAR 2016-17


Prof. Sulochana Shekhar
Director, IQAC



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INTERNAL QUALITY ASSURANCE CELL

MEETINGS
2017-2018

S. No.	Date	Purpose of the Meeting
19	28.02.2018	Student Feedback Analysis - Evaluation Meeting
20	13.03.2018	NAAC Re-assessment Meeting
21	15.03.2018	Student Feedback Analysis - Evaluation Meeting
22	19.03.2018	Online Feedback Demo
23	05.04.2018	Review Meeting - Online Feedback Demo
24	16.04.2018	Online Feedback Meeting with MOOC Team
25	17.04.2018	Online Feedback Demo with MOOC Team
26	18.04.2018	Online Feedback Demo for Class Representatives
27	19.04.2018	IQAC Staff Meeting
28	23.04.2018	Meeting for Online Feedback Preparation
29	24.04.2018	Faculty Feedback and NAAC Re-assessment Sub-Committee Discussion
30	03.05.2018	Faculty Feedback Content Discussion
31	08.05.2018	Online Student Feedback Portal Meeting with MOOC Team
32	16.05.2018	Preparation of AQAR 2017-18 Meeting
33	23.05.2018	NAAC Re-assessment Meeting
34	14.06.2018	IQAC Committee Meeting (Internal & External)

Prof. Sulochana Shekhar
Director, IQAC

MINUTES OF THE MEETING

Minutes of the meeting held on 07.07.2017 (Friday) in Vice-chancellor's Conference Hall, Admin Block, CUTN at 11 AM.

Following members present for the meeting:

1. Dr. Lalitha Ramakrishnan
Professor,
Dept. of Management, Pondicherry University
Karaikal Campus, Bharatiyar Road
Karaikal -609 605
2. Dr. T. Mohan Das,
IQAC Coordinator, CUTN

The external expert discussed with IQAC coordinator regarding the processing of Student's Feedback collection and analysis. The expert perused filled in Students' Feedback forms and randomly checked the data and scoring. Expressing happiness over scientific Students' Feedback collection process of IQAC of CUTN, the expert suggested a few changes in the feed back forms and mode of taking.

The expert also suggested that authorities can guide the Heads of the Departments and faculty to take action on collected Students' Feedback and to modify curriculum as per industry's requirements which ultimately helps the students get placed.

The expert appreciated the feedback mechanism carried out for students and found it to be tabulated without any errors after random checking.

The expert expressed the need to improve the procedure in collecting alumni feedback, parent's feedback and also introduce the feedback of other stakeholders of the university like Contractors, suppliers, neighbourhood and bankers which will require additional sittings for a 360° feedback.

The expert suggested to consolidate the data, calculate percentiles and represent in graphical multi coloured pattern for better representation to the administration and report to the teachers concerned.

The expert also suggested a step ladder grievance redressal mechanism for easy and quick redressal in the interest of students, faculty and non teaching staff at large.

Dr. Mohan Das accepted the recommendation made by the external member and which will be shared with other IQAC members in the presence of expert for an in-depth discussion and further improvement.

Finally, Dr. Mohan Das thanked external member for her valuable suggestions and recommendations


Dr. Lalitha Ramakrishnan

07.07.17


Dr. T. Mohan Das 2/7/2017

19/09/2017 Meeting

MINUTES OF THE MEETING

Minutes of the meeting held on 25.09.2017 (Monday) at 3.30 P.M. in IQAC office,
Admin Block, Central University of Tamil Nadu

Following members were **present** for the meeting:

1. **Prof. Sulochana Shekhar** **Chairperson, AQAR committee**
Professor & Head,
Department of Geography
Central University of Tamil Nadu, Thiruvarur
2. **Prof. S. Ravi** **Member, AQAR committee**
Professor & Head,
Department of Library & Information Sciences
Central University of Tamil Nadu, Thiruvarur
3. **Dr. T. Mohan Das** **Member secretary, AQAR committee**
IQAC Coordinator,
Central University of Tamil Nadu, Thiruvarur

Following member was **Absent** for the meeting:

1. **Dr. Prasant Kumar Panda** **Member, AQAR committee**
Associate Professor
Department of Economics
Central University of Tamil Nadu, Thiruvarur

The Committee members discussed with IQAC coordinator about the preparation of Annual Quality Assurance Report (AQAR) for the year 2016-2017. The Committee members perused AQAR format and expressed their happiness over AQAR format data collection process of IQAC of CUTN.

The Committee Members also suggested to collect the information required for AQAR from the following departments (sections) and it is given below:

1. Academic Section
2. Examination Section

3. Establishment Section
4. Estate Office
5. IQAC Section
6. IT Section
7. Physical Education
8. NSS & NCC
9. Library

Details from the above mentioned departments (sections) are very much essential for the preparation Annual Quality Assurance Report 2016-2017. So, the Committee Members suggested IQAC to send AQAR format to the above mentioned section and request them to submit it on or before 06.10.2017.

The Committee member discussed the e-mail received from Dr. Prasant Kumar Panda, Associate Professor, Department of Economics, CUTN on 24th September 2017 about his workload and health issues and recommended Coordinator to request university for substitute.

Committee members also requested IQAC to contact NAAC and get the details about the last date for the submission of the AQAR and also AQAR period.

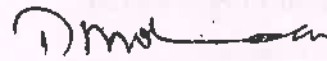
Finally, Dr. Mohan Das thanked members for valuable suggestions and recommendations.



Prof. Sulochana Shekhar
Chairperson, AQAR Committee
Professor & Head
Department of Geography



Prof. S. Ravi
Member, AQAR Committee
Professor & Head
Dept. of Library & Information
Sciences



Dr. T. Mohan Das
Member secretary, AQAR Committee
IQAC Coordinator

10/10/2017 Meeting

MINUTES OF THE MEETING

**Minutes of the meeting held on 10.10.2017 (Tuesday) at 3.30 P.M. in IQAC office,
Admin Block, Central University of Tamil Nadu**

Following members were present for the meeting:

1. **Prof. Sulochana Shekhar** **Chairperson, AQAR committee**
Professor & Head,
Department of Geography
Central University of Tamil Nadu, Thiruvarur
 2. **Prof. S. Ravi** **Member, AQAR committee**
Professor & Head,
Department of Library & Information Sciences
Central University of Tamil Nadu, Thiruvarur
 3. **Dr. T. Mohan Das** **Member secretary, AQAR committee**
IQAC Coordinator,
Central University of Tamil Nadu, Thiruvarur
- Dr. S. Nagarajan** **Invitee, Dean (Students Welfare)**
Professor & Head
Department of Chemistry
Central University of Tamil Nadu, Thiruvarur

The Committee members discussed with IQAC coordinator about the preparation of Annual Quality Assurance Report (AQAR) for the year 2016-2017. IQAC coordinator explained about the details received from various departments/ divisions / cells. The following departments were not submitted the details required for AQAR report.


1. Estate Office
2. Life Science
3. Materials Science
4. Economics


5. Education
6. Microbiology
7. Management
8. Applied Psychology
9. History


Details from the above mentioned departments (sections) are very much essential for the completion of Annual Quality Assurance Report 2016-2017. So, the Committee Members suggested IQAC to send a reminder to the above mentioned sections and request them to submit it at the earliest.


The Committee members suggested to create a web link to upload the AQAR in our university website. They also suggested to verify the data provided in the AQAR with similar reports like NIRF report, Association of Indian Universities, MoU with UGC etc.

Finally, Dr. Mohan Das thanked members for valuable suggestions and recommendations.


Prof. Sulochana Shekhar
Chairperson, AQAR Committee
Professor & Head
Department of Geography


Prof. S. Ravi
Member, AQAR Committee
Professor & Head
Dept. of Library & Information
Sciences


Prof. S. Nagarajan
Dean (Students Welfare)
Professor & Head
Department of Chemistry


Dr. T. Mohan Das
Member secretary, AQAR Committee
IQAC Coordinator

10310 meeting

MINUTES OF THE MEETING

Minutes of the meeting held on 02.11.2017 (Thrusday) at 11.15 A.M. in Pro-VC room, Admin Block, Central University of Tamil Nadu


Following CUTN-IQAC members (internal) were present for the meeting:


1. Prof. S. Nagarajan, Department of Chemistry
2. **Dr. P. Sigamani**, Department of Social Works
3. **Dr. E. M. Shankar**, Department of Life Sciences
4. **Dr. V. Premalatha**, Department of Music
5. **Dr. N. Barani Balan**, Department of Mathematics
6. **Dr. V. Gunasekaran**, Department of Materials Science
7. **Ms. Anjaliashokan**, Department of Chemistry
8. **Dr. T. Mohan Das**, Department of Chemistry

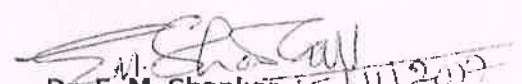
The Committee members discussed about the mode and execution of feed back data collection from students for this semester. After detailed discussion, committee arrived the following


1. Off-line mode can be used to collect feed back data
2. Hard copies of the forms will be handed over to the head of the department
3. With the help of class representatives, the feed back data should be collected
4. Completed forms should be kept in the cover provided along with the forms and it sealed.
5. Sealed covers should be handed over to the HODs.
6. HODs will hand over the completed forms to IQAC in sealed covers.
7. Feed back data should not be collected during the exam. hours (period).


Finally, Dr. Mohan Das thanked members for valuable suggestions and recommendations.



Prof. S. Nagarajan,
Department of Chemistry

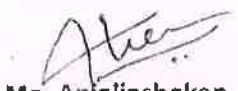

Dr. P. Sigamani,
Department of Social Works



Dr. E. M. Shankar, 15/11/2017
Department of Life Sciences


Dr. V. Premalatha,
Department of Music


Dr. N. Barani Balan,
Department of Mathematics


Dr. V. Gunasekaran, 15/11/2017
Department of Materials
Science


Ms. Anjaliashokan,
Department of Chemistry


Dr. T. Mohan Das,
Department of Chemistry

MINUTES OF THE MEETING

Minutes of the meeting held on 15.11.2017 (Wednesday) at 4.30 P.M. in Pro-VC Hall, Admin Block, Central University of Tamil Nadu

Following members were **present** for the meeting:

1. Prof. Sulochana Shekhar, Department of Geography, IQAC Director, CUTN
2. Prof. S. Nagarajan, Department of Chemistry, IQAC Member, CUTN
3. Dr. P. Srinivasan, Department of Education, IQAC Member, CUTN
4. Dr. E. M. Shankar, Department of Life Science, IQAC Member, CUTN
5. Dr. V. Premalatha, Department of Music, IQAC Member, CUTN
6. Dr. N. Barani Balan, Department of Mathematics, IQAC Member, CUTN
7. Dr. V. Gunasekaran, Department of Material Science, IQAC Member, CUTN

Special Invitee: Dr. T. Mohan Das, Department of Chemistry, CUTN

The Director IQAC Welcomed the members and special invitee for the meeting. That was followed by a brief introduction of the members.

The following agendas were taken up for discussion.

1. NAAC Sponsored Workshop

- ❖ The Director informed the members about the sanction of Rs.1,00,000/- by NAAC to organize One Day Workshop. After due deliberations it has been decided that IQAC to plan for 2 days National Level Workshop for IQAC Coordinators and faculty / administrators involved in IQAC activities of various higher education institutions.
- ❖ IQAC tentatively decided the date that falls between 3rd & 10th January 2018.
- ❖ Appropriate permission has to be taken from the Honorable Vice Chancellor and the Registrar for the approval and financial assistance from the University.
- ❖ All members had discussed about the conduct of Workshop, inviting Resource Persons, estimated budget and planned to have separate meeting for organizing the Workshop.

2. Establishing IQAC using UGC fund:

- ❖ The IQAC Director has informed that UGC has sanctioned Rs.4,50,000/- for the establishment of IQAC at CUTN and she asked for the suggestions to develop / improve the infrastructure.

- ❖ Prof. S. Nagarajan has suggested that IQAC should have a dedicated server, high-end computer systems to handle huge amount of data and also suggested for Air conditioning, storing units (Almariah) and display units.
- ❖ Dr. V. Gunasekaran added that IQAC should have a Conference table for discussion.

3. Feedback and PBAS forms

- ❖ The Director informed that for the current semester, the feedback forms were submitted by the departments to IQAC and further analysis has to be carried out in due course.
- ❖ All members expressed that this is the tedious process and they fully agreed to go online collection of feedback and PBAS forms. The director also recommended for a strong Management Information System at the University level so as to enable the online collection and maintenance of the data.
- ❖ Dr. T. Mohan Das shared his experience about the processing of feedback forms and briefed about the formal procedure.


4. UDC/LDC and data entry operator for IQAC

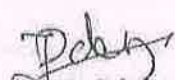
- ❖ IQAC is handling voluminous data and details about the University and faculty, it was decided to have permanent UDC/LDC and data entry operators.
- ❖ Members suggested to have additional manpower immediately to complete the last semester feedback analysis.

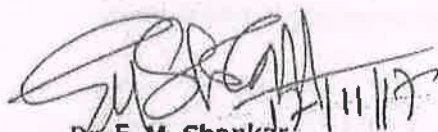
In her concluding remarks the Director requested active participation and whole hearted involvement of IQAC members for making CUTN as one of the best higher education institution in India.

The meeting ended on a vote of thanks by the Director, IQAC.



Dr. Sulochana Shekhar
Director, IQAC



Dr. S. Nagarajan
Department of Chemistry


Dr. P. Srinivasan
Department of Education


Dr. E. M. Shankar
Department of Life Science


Dr. V. Premalatha
Department of Music


Dr. N. Barani Balan
Department of Mathematics


Dr. V. Gunasekaran
Department of Material Science


Dr. T. Mohan Das
Special Invited, Department of Chemistry

IQAC meeting

MINUTES OF THE MEETING

**Minutes of the IQAC Members meeting held on 07.12.2017 (Thursday) at 4.00 P.M.
in Pro-VC Hall, Admin Block, Central University of Tamil Nadu**

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Department of Geography, IQAC Coordinator, CUTN
2. Prof. S. Nagarajan, Department of Chemistry, IQAC Member, CUTN
3. Dr. P. Srinivasan, Department of Education, IQAC Member, CUTN
4. Dr. P. Sigamani, Department of Social Work, IQAC Member, CUTN
5. Dr. E. M. Shankar, Department of Life Science, IQAC Member, CUTN
6. Ms. Anjaliashokan, Student Member, Department of Chemistry

The Coordinator IQAC welcomed the members for the meeting.

The following agendas were taken up for discussion.

1. NAAC & CUTN Sponsored Workshop

- ❖ The IQAC Coordinator discussed about the two days' workshop and organization committee(s) have been constituted

Committee Members	Duties & Responsibilities
Prof. S. Nagarajan, Dept of Chemistry Prof. S. Ravi, Dept of Library & Info Sciences Prof. Sulochana Shekhar	Speakers Arrangement Registration Kits Feedback form
Dr. E. M. Shankar, Department of Life Science Dr. P. Srinivasan, Department of Education	Invitation Printing Speakers Bio data - Booklet Banners Memento Shawl Certificate Printing
Dr. P. Sigamani, Dept of Social Work Dr. V. Premalatha, Dept of Music Dr. N. Barani Balan, Dept of Mathematics Dr. V. Gunasekaran, Dept of Material Science Ms. Anjaliashokan, Student Member, Department of Chemistry	Accommodation facilities Refreshment & Food Local Transportation
Ms. Anjali Ashokan, Student Member, Department of Chemistry	MC 10 Student Volunteers
Prof. S. Ravi, Department of Library & Information Sciences Dr. V. Premalatha, Department of Music	National Workshop Brief Report Press note & Photograph
IQAC Section	Hall Arrangements Honorarium & Travel Expenses Over all coordination

- ❖ The committee members are free to coopt other members for their assistance

2. Feedback, CAS and PBAS forms

- ❖ The Coordinator informed that for the current semester, the feedback forms were submitted by the departments to IQAC and the feedback forms entry in excel sheet is under progress and further External Experts analysis has to be carried out in January 2018.
- ❖ All members accentuated the Career Advancement Scheme (CAS) for eligible faculties and timely declaration of probation conformation for the faculty members.
- ❖ All members expressed that feedback data collection is the tedious process and they fully agreed to go for online Feedback collection. The Coordinator has formed the committee to prepare the online feedback form. The committee will submit the recommendations on 12th Dec during the IQAC meeting (to be held on 12th Dec, 05.00pm).

The Committee members are

1. Prof. S. Ravi, Dept of Library Science (Chairperson)
2. Dr. P. Srinivasan, Dept of Education
3. Dr. E. M. Shankar, Dept of Life Science
4. Dr. V. Premalatha, Dept of Music (Member Secretary)
5. Ms. Anjaliashokan, Student Member

3. AQAR

The IQAC coordinator briefed about the preparation of Annual Quality Assurance Report (AQAR) for the year Sep 2016- June 2017. IQAC coordinator discussed the details received from various departments / sections and few sections are yet to give their data for final compilation.

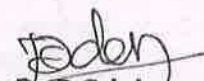
The meeting ended on a vote of thanks by the Coordinator, IQAC.



Prof. Sulochana Shekhar
Coordinator, IQAC



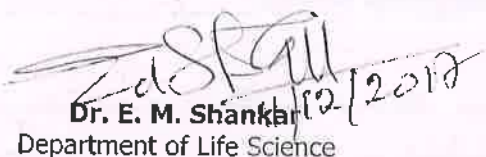
Prof. S. Nagarajan
Department of Chemistry



Dr. P. Srinivasan
Department of Education

11/12/17

Dr. P. Sigamani
Department of Social Work



Dr. E. M. Shankar
Department of Life Science



Ms. Anjaliashokan
Student Member



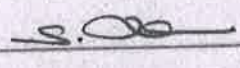
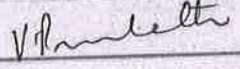
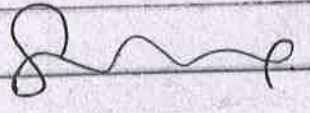
Dated:- 12/12/2017

Time:- 5.00 p.m

Venue:- Pro-VC Hall

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IQAC Internal Members Meeting





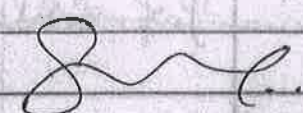
Sl. NO.	Members Name	Signature
1.	S. Nagarajan	
2.	P. Srinivasan	
3.	S. SAI	
4.	V. PREMACATHA	
5.	Sulochana Sheelavar.	
6.		
7.		

14/12/2017

Time:- 4.00 PM

venue:- IGAC office

Feedback Content Analysis - Online Process.

Sl. No.	Members Name	Signature
1.	S. Nagarajan	
2.	V. PREMALATHA	
3.	K. Murasoli	
4.	Anjali Ashokan (8078220082)	
5.	Sulochana Shelchar	
6.		


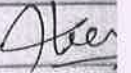

Dated - 15.12.2017

Time : 2.30

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Venue : IQAC

Feedback Content Analysis

Sl. no	Member Name	Signature
1.	Prof. S. Nagarajan	
2.	Dr. E. M. Shankar	
3.	Anjali Ashokan	
4.	Dr. V. Premalatha	
5.	Prof. Sulochana Shekhar	

MINUTES OF THE MEETING

Minutes of the IQAC members meeting held on 19.12.2017 (Tuesday) at VC Conference Hall, Admin Block, CUTN at 11.00 AM.

Following members present for the meeting:

1. Prof. A. P. Dash, Vice Chancellor, Chairman, IQAC
2. Prof. Sulochana Shekhar, Director / Coordinator, IQAC
3. Dr. S. Bhuvaneshwari, Registrar, Administrative officer, IQAC Member, CUTN
4. Dr. A. Ragupathy, Controller of Examinations, Administrative officer, IQAC Member, CUTN
5. Prof. N. Panchanatham, Professor of Business Administration, Annamalai University – External Member, IQAC
6. Prof. S. Venkatarajalu, Chairman, Nethaji Subash Chandra Bose Group of Institutions, Thiruvarur – External member, IQAC
7. Prof. S. Nagarajan, Professor & Head, Department of Chemistry, IQAC Member, CUTN
8. Prof. S. Ravi, Professor & Head, Department of Library and Information Sciences, IQAC Member, CUTN
9. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC member, CUTN
10. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC member, CUTN
11. Dr. E.M. Shankar, Associate Professor & Head, Department of Life Sciences, IQAC member, CUTN
12. Dr. V. Premalatha, Associate Professor & Head, Department of Music, IQAC member, CUTN
13. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC member, CUTN
14. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC member, CUTN
15. Ms. Anjali Ashokan, Integrated M.Sc Chemistry, IQAC Student member, CUTN
16. Ms. S. Priyanga, Program Producer, Madhimugam Channel, Chennai, IQAC Alumni Member, CUTN.

Due to unavoidable reasons, following member was absent from the meeting

1. Shri. A. Vikram Suthakar, CEO, Auraphyll Innovestures India P.Ltd., Erode – External member

Special Invitee: CMA. V. Palani, Finance Officer, Central University of Tamil Nadu, Thiruvarur

The IQAC Coordinator Prof. Sulochana Shekhar welcomed Hon'ble Vice Chancellor, Newly Constituted IQAC Internal and External members for the meeting.

All the members introduced themselves.

Vice Chancellor gave remarks on the Vision, Mission of the IQAC constituted recently. He recalled the NAAC visit during July 2016 and expressed his desire to go for re-assessment. He asked IQAC to strengthen the academic activities and to prepare CUTN for re-assessment.

Student feedback suggestions:

- ❖ Prof. N. Panchanatham has appreciated the feedback and gave minor corrections. He also suggested for open ended questions in the student feedback form. The chairman and other members suggested that IQAC should go far Parents, Alumni and employers feedback in order to understand the strength and weakness of our University.
- ❖ Priyanga(alumni)also supported the alumni feedback form and shared her views on the course structure of Media and Communications and gave the inputs to modify the syllabus.
- ❖ Prof. S. Venkatarajalu supported the representation from alumni to update the syllabus.

- ❖ Registrar and members discussed the content of the Student feedback form and decided to obtain feedback as Part I (A & B) every semester and Part II (C & D) once in a year.

PBAS:

- ❖ The Chairman suggested that IQAC should develop a procedure for scrutinizing the application for PBAS.
- ❖ Registrar expressed that the PBAS online procedure should not have pitfalls and also assured that ERP will be completed by the end of March.

Workshop

- ❖ IQAC Coordinator Prof. Sulochana Shekhar conveyed to all members that so far 30 applications have been received for Two Days National Workshop.
- ❖ The IQAC members recommended some experts name for workshop.
- ❖ Vice Chancellor expressed that all seminars / conference should have quality and get guidance from IQAC and all departments should coordinate with IQAC and look for quality.

CUTN – NAAC Reassessment:

- ❖ To prepare the CUTN faculties for the re-accreditation and to initiate the trainers programme.
- ❖ The Chairman assured that the deans of schools will be appointed soon.
- ❖ Members insisted for good training, team work, documentation and maintenance of records.

Academic and Administrative Audit:

- ❖ The following points were insisted upon for better results.
 - Sub-committee to work for Academic Administrative Audit report preparation (can consist of members apart from IQAC Committee)
- ❖ To upload all academic and research activities on the CUTN Website.
 - The proposed AAA sub-committee members are given below:

External Member:

1. Prof. N. Panchanatham, Professor of Business Administration, Annamalai University

Internal Members:

1. Dr. E.M. Shankar, Associate Professor & Head, Department of Life Sciences – Chairperson
2. Dr. P. Srinivasan, Associate Professor, Department of Education - Member
3. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics – Member

AQAR 2017-2018

The proposed AQAR sub-committee members are listed below:

External member

- ❖ Prof. S. Venkatarajalu, Chairman, Nethaji Subash Chandra Bose Group of Institutions, Thiruvavur – External member, IQAC

Internal member

- ❖ Dr. P. Sigamani, Associate Professor & Head, Department of Social Work – Chairperson
- ❖ Dr. V. Premalatha, Associate Professor & Head, Department of Music – Member
- ❖ Dr. V. Gunasekaran, Assistant Professor, Department of Material Science - Member

Finally, Prof. Sulochana Shekhar thanked all members for their valuable suggestions and recommendations.

Handwritten signatures and initials:
 S. Venkatarajalu
 P. Sigamani
 V. Premalatha
 V. Gunasekaran
 S. O. S.
 Abin
 P. Srinivasan
 N. Barani Balan
 V. Gunasekaran

The meeting ended on a vote of thanks by the Coordinator, IQAC.

1. Prof. A. P. Dash, Vice Chancellor, Chairman, IQAC
2. Prof. Sulochana Shekhar, Director / Coordinator, IQAC
3. Dr. S. Bhuvaneswari, Registrar, Administrative officer, IQAC Member, CUTN
4. Dr. A. Ragupathy, Controller of Examinations, Administrative officer, IQAC Member, CUTN
5. Prof. N. Panchanatham, Professor of Business Administration, Annamalai University – External Member, IQAC
6. Prof. S. Venkatarajalu, Chairman, Nethaji Subash Chandra Bose Group of Institutions, Thiruvarur – External member, IQAC
7. Prof. S. Nagarajan, Professor & Head, Department of Chemistry, IQAC Member, CUTN
8. Prof. S. Ravi, Professor & Head, Department of Library and Information Sciences, IQAC Member, CUTN
9. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC member, CUTN
10. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC member, CUTN
11. Dr. E.M. Shankar, Associate Professor & Head, Department of Life Sciences, IQAC member, CUTN
12. Dr. V. Premalatha, Associate Professor & Head, Department of Music, IQAC member, CUTN
13. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC member, CUTN
14. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC member, CUTN
15. Ms. Anjali Ashokan, Integrated M.Sc Chemistry, IQAC Student member, CUTN
16. Ms. S. Priyanga, Program Producer, Madhimugam Channel, Chennai, IQAC Alumni Member, CUTN.

(Handwritten signatures and scribbles)

s. a. Prof. ~~scribble~~ S. Ravi P.

~~scribble~~ Abi S. Ravi P.

J. V. Premalatha V. Gunasekaran S. Ravi P.

~~scribble~~ S. Ravi P. S. Ravi P.

~~scribble~~ S. Ravi P.

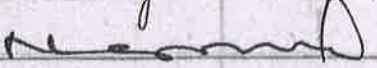

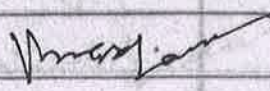
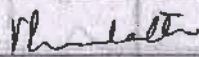
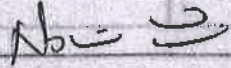
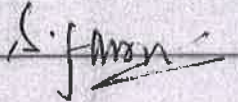

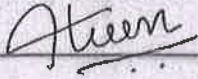
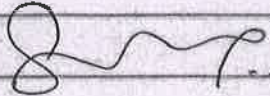
~~scribble~~ S. Ravi P.

Dated:- 22/12/2017

Time:- 4.00 p.m 47

venue:- IGAC office.

IGAC Internal member meeting for
Workshop details.

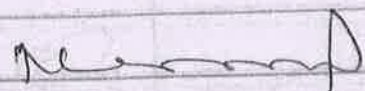

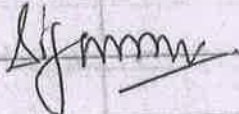
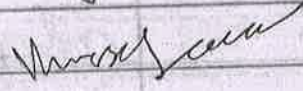
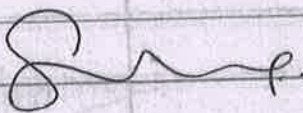
Sl.No.	Name of the member	Signature.
1.	S. Nagarajan	
2.	E.M. Shankar	
3.	V. GUNASEKARAN	
4.	V. PREMALATHA	
5.	N. BARANI BALAN	
6.	SIGAMANI. P	
7.	S. RAJ	
8.	Anjali Ashokam	
9.	Sulochana Shukar.	

Dated: 2-1-2018

Time: 3:30 p.m

Venue: IQAC office
49

IQAC meeting for workshop detail

NO	name of the members	signature
1.	S. Nagarajan	
2.	S. Ravi	
3.	P. Sigamani	
4.	V. Gnanasekaran	
5.	Sulochana shekhar	

IQAC Meeting.

MINUTES OF THE MEETING

Minutes of the IQAC Members meeting held on 16.01.2018 (Tuesday)
at 4.00 P.M. in IQAC office, Central University of Tamil Nadu

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Department of Geography, IQAC Coordinator, CUTN
2. Prof. S. Nagarajan, Department of Chemistry, IQAC Member, CUTN
3. Prof. S. Ravi, Department of Library Science, IQAC Member, CUTN
4. Dr. P. Srinivasan, Department of Education, IQAC Member, CUTN
5. Dr. P. Sigamani, Department of Social Work, IQAC Member, CUTN
6. Dr. E. M. Shankar, Department of Life Sciences, IQAC Member, CUTN
7. Dr. N. Barani Balan, Department of Mathematics, IQAC Member, CUTN
8. Dr. V. Gunasekaran, Department of Material Science, IQAC Member, CUTN

The Coordinator IQAC welcomed the members to the meeting.

The following agendas were taken up for discussion.

1. NAAC Re-assessment

The IQAC members proposed the following Sub-Committees as listed below:

1.1 Curriculum Aspects:

- ❖ Prof. S. Nagarajan, Professor & Head, Department of Chemistry – Chairperson
- ❖ Dr. P. Srinivasan, Associate Professor, Department of Education – Member
- ❖ Dr. K. Biju, Assistant Professor, Department of Education – Member
- ❖ Dr. Poornima Rajendran, Assistant Professor, Department of Education – Member

1.2 Teaching, Learning and Evaluation:

- ❖ Prof. S. Ravi, Professor & Head, Department of Library and Information Sciences – Chairperson
- ❖ Dr. E. M. Shankar, Associate Professor & Head, Department of Life Sciences – Member
- ❖ Mr. Sunil Kumar, Assistant Professor, Department of Education – Member
- ❖ Dr. Kaushik Rajaram, Assistant Professor, Department of Microbiology – Member
- ❖ Mrs. Esakkiammal, Information Scientist, Library – Member

1.3 Research, Innovation and Extension

- ❖ Dr. P. Sigamani, Associate professor & Head, Department of Social Work – Chairperson
- ❖ Dr. N. Barani Balan, Assistant professor, Department of mathematics – Member
- ❖ Dr. Madhulika Ben Patil, Assistant Professor, Department of Hindi – Member
- ❖ Ms. Aakriti Grover, Assistant Professor, Department of Geography – Member
- ❖ Dr. Anand Thakur, Assistant Professor, Department of Commerce – Member

Su. Shankar
15/01/18

1.4 Infrastructure and Learning resources:

- ❖ Prof. Sulochana Shekhar, Director / Coordinator, IQAC – **Chairperson**
- ❖ Dr. V. Premalatha, Associate professor & Head, Department of Music – **Member**
- ❖ Dr. G. Sudha, Associate professor & Head, Department of Management – **Member**
- ❖ Dr. K. Balasubramani, Assistant Professor, Department of Geography – **Member**
- ❖ Er. K. Kanagaraj, Executive Engineer - **Member**
- ❖ Mrs. Esakkiammal, Information Scientist, Library - **Member**

1.5 Student Support and Progression:

- ❖ Dr. E. M. Shankar, Associate Professor & Head, Department of Life Sciences – **Chairperson**
- ❖ Dr. D. Siva Sundara Kumar, Associate Professor & Head, Dept of Microbiology - **Member**
- ❖ Dr. M. Kannan, Assistant Professor, Department of Life Sciences - **Member**
- ❖ Dr. V. Gunasekaran, Assistant Professor, Department of Material Science – **Member**

1.6 Governance, Leadership and Management:

- ❖ Dr. V. Premalatha, Associate professor & Head, Department of Music – **Chairperson**
- ❖ Dr. G. Sudha, Associate Professor & Head, Department of management – **Member**
- ❖ Dr. S. G. Ramkumar, Assistant Professor, Department of Chemistry – **Member**
- ❖ Dr. V. Vithya, Assistant Professor, Department of Applied Psychology – **Member**

1.7 Institutional values of Best practices:

- ❖ Dr. S. Nagarajan, Professor & Head, Department of Chemistry – **Chairperson**
- ❖ Dr. Prasant Kumar Panda, Associate professor, Department of Economics – **Member**
- ❖ Dr. N. Rajagopal, Associate Professor, Department of Economics – **Member**

2. Action Plan

- 1) NAAC Re-assessment – formation of Sub-committees
- 2) Train the Trainers Programme to be conducted for the Heads of the Departments
- 3) BOS (Curriculum design & Template)
 - ❖ UGC – Nomenclature for programmes
 - ❖ Subject Code as per UGC norms.
 - ❖ CBCS pattern / Model curriculum
 - ❖ **MOOC** courses, Elective courses
 - ❖ Credit transfer
 - ❖ Alumni Member / Industrialist nomination in the Board of studies
- 4) Placement cell to be strengthened – Representation from all departments.
- 5) Space Utilization - committee
- 6) Solar / Electric Vehicles / Cycles – Green Campus
- 7) Alumni meet
- 8) Computer Lab – General access
- 9) CUTN Press – Members proposed

- 10) Motivation Awards – Research seed money to members recommended
11) B. VOC / Community college to members recommended

3. Action Taken:

- ❖ Successfully completed Two Day National Workshop on "Quality Assurance and Sustenance: Need for Strategic Planning" organized by IQAC on 5 & 6 January 2018. So the Director IQAC thanked all IQAC members for their support and coordination for this Workshop.
- ❖ Online feedback form content approved from IQAC Internal & External members and also is proposed in IT Section.
- ❖ Workstation - Local Purchase Committee Re-constituted.
- ❖ Academic & Administrative Audit (2017-2018) sub-committee was formed on 19.12.2017.
- ❖ AQAR 2017-2018 sub-committee was formed on 19.12.2017.

The meeting ended with a vote of thanks by the Director / Coordinator, IQAC.



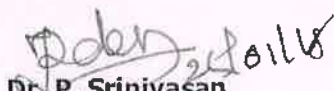
Prof. Sulochana Shekhar
Director / Coordinator, IQAC



Prof. S. Nagarajan
Department of Chemistry



Prof. S. Ravi
Department of Library Science



Dr. P. Srinivasan
Department of Education



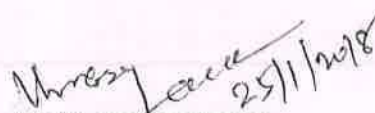
Dr. P. Sigamani
Department of Social Work



Dr. E. M. Shankar
Department of Life Sciences



Dr. N. Barani Balan
Department of Mathematics



Dr. V. Gunasekaran
Department of Material Science

Dated : 17.1.2018

Time : 4.30

EE 52

IQAC Meeting regarding
AQAR 2016 - 2017

venue : IQAC
office

Review.

Sl. no.

Name of Members

Signature

1.

Sulochana Shekhar



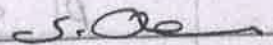
2.

S. Nagarajan



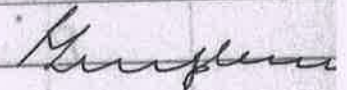
3.

S. Ravi



4.

R. Roopkumar



5.

T. Mohan Das



MINUTES OF THE MEETING

Minutes of the LPC Members meeting held on 18.01.2018 (Thursday)
at 11.30 a.m. in IQAC office, Central University of Tamil Nadu

The Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Director / Coordinator (IQAC), Chairperson
2. Prof. S. Nagarajan, Professor & Head, Department of Chemistry, Member
3. Shri. A. Velu, Assistant Registrar, Member
4. Er. K. Murasoli, System Analyst, Member & Convener

The LPC Chairperson welcomed the members for the meeting.

The following agenda were taken up for discussion.

Procurement of Workstation for IQAC:

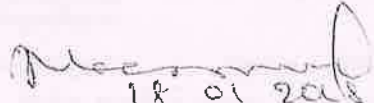
The committee perused the configuration for the procurement of Workstation for the IQAC and noticed that the approval was obtained in the month of March 2017 and subsequently the procurement could not be completed due to various administrative reasons.

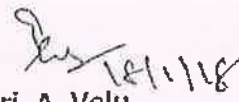
Based on the reconstitution of IQAC, the members of LPC have gone through the specification and found that the requirement of workstation for IQAC is available in the Government E-Marketing Portal and hence the committee unanimously recommends to procure the workstation through GEM.

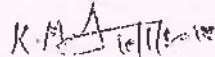
The committee did not obtain quotations from any vendors.

The meeting ended on a vote of thanks by the Director / Coordinator, IQAC.


Prof. Sulochana Shekhar
Director / Coordinator, IQAC


Prof. S. Nagarajan
Professor & Head
Department of Chemistry


Shri. A. Velu
Assistant Registrar
Purchase / Establishment


Er. K. Murasoli
System Analyst (IT Section)
Member & Convener

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Comparison sheet as on 17-01-2018 19:21:58

	Product 1	Product 2	GeM Recommended
	FUJITSU HIGH END WORKSTATION	Acer Workstation P330	Computer Workstation
	(/cart/cart_global/describe_items/159425) Brand: Fujitsu	(/cart/cart_global/describe_items/469757) Brand: Acer Workstation P330	(/cart/cart_global/describe_items/569562) Brand: Dell
	Model:CELSIUS M740power E5 2609,...	Model:Acer P330	Model:Dell Precision Tower 7910
Form Factor	Desktop	Desktop	Desktop
Processor Make	Intel	Intel	Intel
No. of Processors	1No.	1No.	1No.
Processor Configuration	Intel Xeon E5-2609 V4 (8 Core, 1.7 GHz, 20 MB L3 Cache, 85 Watt)	Intel Core i3-6100 (2 Core, 3.7 GHz, 4 MB L3 Cache, 65 Watt)	Intel Xeon E5-2609 V4 (8 Core, 1.7 GHz, 20 MB L3 Cache, 85 Watt)
Chipset	Intel C612	Intel C230	Intel C612
Type of Graphics	Discrete	Discrete	Discrete
Graphic Card	NVIDIA Quadro K2200 4GB Graphics	NVIDIA Quadro M4000 8GB Graphics	NVIDIA Quadro K620 2GB Graphics
RAM Type	DDR4	DDR4	DDR4
RAM Size	64GB	64GB	64GB
RAM Expandibility	512GB	128GB	1024GB
Type of Hard Disk Drive	SATA	SATA	SATA
No. of Hard Disk Drives	1No.	2No.	2No.
No. of DIMM Slots	8No.	8No.	16No.
No. of PCIe Slots Gen 3.0 (x 1)	2No.	2No.	N/A
No. of PCIe Slots Gen 3.0 (x 16)	4No.	2No.	4No.
Operating System	Windows 10 Professional 64 Bit	Windows 10 Professional 64 Bit	Windows 10 Pro
OS Certifications	Windows, Redhat Linux, Suse Linux, Linux	WIN, LINUX	Windows And Red
Applications	DME, Autocad, Catia, Esri, Hexagon, Adobe	Yes	DIGITAL CONTENT CREATION (DCC), ELECTRONIC DESIGN AUTOMATION (EDA), MECHANICAL COMPUTER AIDED DESIGN (MCAD), MECHANICAL COMPUTER AIDED ENGINEERING (MCAE) Etc.)
Networking Interface	Integrated Gigabit 10/100/1000	Through Gigabit NIC 10/100/1000	Integrated Gigabit 10/100/1000
Wi-Fi Connectivity	NA	802.11 a/b/g/n/ac	NA
VGA Port	Not-Available	Not-Available	Not-Available
HDMI Port	Available	Available	Not-Available
Display Port	Available	Available	Available
Mini Display Port	Not-Available	Not-Available	Not-Available
RJ45	Available	Available	Available
No. of USB 2.0 Port	9No.	2No.	4No.
No. of USB 3.0 Port	4No.	4No.	6No.

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PRINT (/CART/PRINTCOMPARED/351563)

Comparison sheet as on 17-01-2018 19:21:58

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	Brand: Fujitsu	Brand: Acer Workstation P330	Brand: Dell
	Model:CELSIUS M740power E5 2609,...	Model:Acer P330	Model:Dell Precision Tower 7910
Form Factor	Desktop	Desktop	Desktop
Processor Make	Intel	Intel	Intel
No. of Processors	1No.	1No.	1No.
Processor Configuration	Intel Xeon E5-2609 V4 (8 Core, 1.7 GHz, 20 MB L3 Cache, 85 Watt)	Intel Core i3-6100 (2 Core, 3.7 GHz, 4 MB L3 Cache, 65 Watt)	Intel Xeon E5-2609 V4 (8 Core, 1.7 GHz, 20 MB L3 Cache, 85 Watt)
Chipset	Intel C612	Intel C236	Intel C612
Type of Graphics	Discrete	Discrete	Discrete
Graphic Card	NVIDIA Quadro K2200 4GB Graphics	NVIDIA Quadro M4000 8GB Graphics	NVIDIA Quadro K620 2GB Graphics
RAM Type	DDR4	DDR4	DDR4
RAM Size	64GB	64GB	64GB
RAM Expandibility	512GB	128GB	1024GB
Type of Hard Disk Drive	SATA	SATA	SATA
No. of Hard Disk Drives	1No.	2No.	2No.
No. of DIMM Slots	8No.	8No.	16No.
No. of PCIe Slots Gen 3.0 (x 1)	2No.	2No.	N/A
No. of PCIe Slots Gen 3.0 (x 16)	4No.	2No.	4No.
Operating System	Windows 10 Professional 64 Bit	Windows 10 Professional 64 Bit	Windows10 Pro
OS Certifications	Windows,Redhat Linux, Suse Linux, Linux	WIN, LINUX	Windows And Red
Applications	DME, Autocad, Catia, Esri, Hexagon,Adobe	Yes	DIGITAL CONTENT CREATION (DCC), ELECTRONIC DESIGN AUTOMATION (EDA), MECHANICAL COMPUTER AIDED DESIGN (MCAD), MECHANICAL COMPUTER AIDED ENGINEERING (MCAE) Etc.)
Networking Interface	Integrated Gigabit 10/100/1000	Through Gigabit NIC 10/100/1000	Integrated Gigabit 10/100/1000
Wi-Fi Connectivity	NA	802.11 A/b/g/n/ac	NA
VGA Port	Not-Available	Not-Available	Not-Available
HDMI Port	Available	Available	Not-Available
Display Port	Available	Available	Available
Mini Display Port	Not-Available	Not-Available	Not-Available
RJ45	Available	Available	Available
No. of USB 2.0 Port	9No.	2No.	4No.
No. of USB 3.0 Port	4No.	4No.	6No.

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	Product 1	Product 2	GeM Recommended
	FUJITSU HIGH END WORKSTATION	Acer Workstation P330	Computer Workstation
	{/cart/cart_global/describe_items/159425} Brand: Fujitsu	{/cart/cart_global/describe_items/469757} Brand: Acer Workstation P330	{/cart/cart_global/describe_items/569562} Brand: Dell
	Model:CELSIUS M740power ES 2609...	Model:Acer P330	Model:Dell Precision Tower 7910
No. of Internal Bays	4No.	2No.	4No
No. of External Bays	2No.	2No.	2No.
Optical Drive	DVD Writer	1	DVD WR
Display (antiglare, LED-backlit)	Monitor	Integrated	Monitor
Display Type	Non- Touch	Non- Touch	Non- Touch
Display Size	60.5 Cm (23.8-Inch)cm	27cm	55.89cm
Display Resolution (Full HD or better)	1920 X1080Pixel	1920 X 1080Pixel	1920 X 1080 At 60HzPixel
Keyboard	Standard Keyboard	Standard Keyboard	Standard Keyboard
Mouse	Optical Scroll Mouse	Optical (Scroll) Mouse	Optical Scroll Mouse
Safety Certifications	CISPR22: 2008 Class B EN 55024: 2010 EN 55022: 2010 EN 61000-3-2:2014 EN 61000-3-3:2013 FCC CFR 47 Part 15 Class B	Yes	Yes
Security	Integrated Panel Lock	Integrated Panel Lock	Pad Lock
Warranty	3Year	3Year	3Year
Hard Disk Drive Size	1000GB	2GB	1000GB
Power Management Unit	Advanced Configuration And Power Interface (ACPI)	Advanced Configuration And Power Interface (ACPI)	Advanced Configuration And Power Interface (ACPI)
Maximum Power Consumption	1000Watt	80Watt	421Watt
Availability of Bundled Softwares	System Health Monitoring Tool With H/W Box	System Health Monitoring Tool With H/W Box	System Health Monitoring Tool With H/W Box
ROHS Compliance	Yes	Yes	Yes
TCO Compliance (for Monitors)	TCO-06	TCO-06	TCO-06
BIS Registration	Yes	Yes	Yes
Applications Certification from OEM manufacturing Workstation	YES	Yes	Yes
RAM Speed	2400MHz	2400MHz	2400MHz
Power	1000	600	900
Suppliers			

Name	JINTECH SOLUTION LIMITED
Rating	
Turnover	1019.43
Unit Price	199750
Offered Price	199750.00
Discount	0.00
Experience	
Govt. Supplied	7
Delivery Location	All India

Name	AKAL INFORMATION SYSTEMS LIMITED
Rating	
Turnover	2117.35
Unit Price	200000
Offered Price	200000.00
Discount	0.00
Experience	
Govt. Supplied	17
Delivery Location	All India

Name	GALAXY INFOSERV PRIVATE LIMITED
Rating	
Turnover	775.00
Unit Price	196500
Offered Price	196500.00
Discount	0.00
Experience	
Govt. Supplied	6
Delivery Location	All India

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16/1/2018

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18/1/18

574-0124

Filters Applied
Product : Workstatio
Form Factor : Desktop
Processor Make : Intel
Type Of Graphics : Discrete
RAM Type : DDR4
RAM Size : 64
Warranty : 3
Delivery State : TAMIL NADU
Quantity Required : 1

Price Dekho

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18/1/2018

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18/1/18

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[\(https://gem.gov.in/\)](https://gem.gov.in/)

[\(http://digitalindia.gov.in\)](http://digitalindia.gov.in)

[\(http://dipp.nic.in/English/Investor/mki.aspx\)](http://dipp.nic.in/English/Investor/mki.aspx)

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18/1/18

19/11/2018 meeting

MINUTES OF THE MEETING

**Minutes of the AQAR committee Members meeting held on
23.01.2018 (Tuesday) at 11.00 a.m. in IQAC office
Central University of Tamil Nadu**

The Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Director / Coordinator (IQAC), Chairperson
2. Prof. S. Ravi, Professor & Head, Department of Library Sciences, Member
3. Dr. T. Mohan Das, Associate Professor, Department of Chemistry, Member Secretary
4. Dr. R. Roopkumar, Associate Professor, Department of Mathematics, Member

Special Invitee:

Prof. S. Nagarajan, Dean (Student Welfare) & Professor, Department of Chemistry

The AQAR Committee Chairperson welcomed the members for the meeting.

The following agenda were taken up for discussion.

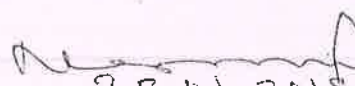
Discussion and approval of filled AQAR for the Year 2016-2017:


The committee has gone through the format of AQAR and discussed various aspects to be collected from various sections and departments to prepare for the AQAR.


The filled AQAR was presented to the members through both soft and hardcopy and with inputs from all the members suggested some changes like updation and inclusion of some more information and data in the AQAR. It was decided that the Director will update the data and AQAR will be submitted to the NAAC.


The meeting ended on a vote of thanks by the Director / Coordinator, IQAC.


23/1/18
Prof. Sulochana Shekhar
Director / Coordinator, IQAC


23/01/2018
Prof. S. Nagarajan
Special Invitee
Dean (Student Welfare)
Professor & Head
Department of Chemistry


23-1-18
Prof. S. Ravi
Professor & Head
Department of Library Sciences


Dr. T. Mohan Das
Associate Professor
Department of Chemistry


23/01/2018
Dr. R. Roopkumar
Associate Professor
Department of Mathematics

Student Feedback Analysis: - Evaluation

Minutes of the evaluation meeting held on 28.02.2018 (Wednesday)
in IQAC Office, Admin Block, CUTN

Following members present for the meeting :

1. **Dr. S. Sundar**

Associate Professor & Placement Chairman
Bharathidasan Institute of Management (BIM)
BHEL Complex
Tiruchirappalli – 620 014

2. **Prof. Sulochana Shekhar**

Director / Coordinator,
Internal Quality Assurance Cell (IQAC)
Central University of Tamil Nadu, Thiruvarur

The IQAC Coordinator briefed about the student feedback collection and the processing of student feedback data at Central University of Tamil Nadu, Thiruvarur. The expert perused filled in student feedback forms collected during first week of November 2017 and randomly checked the data and scoring.

The expert appreciated the feedback mechanism carried out for students and found it to be tabulated without any errors after checking.

The expert suggested to go for online feedback. He appreciated the new student feedback form and suggested to add, under student category (E) the following: "I have attended _____ number of Conference / Seminar / Workshop".

He also suggested that there should be a remedial mechanism to improve the grade of teachers whose performance is below average and agreed with the existing mechanism of IQAC in communicating the results of student feedback.


Since majority of the students mentioned about lack of text books, the expert suggested for departmental library to make the text books / reference books available for students at departmental level.

Finally, Prof. Sulochana Shekhar thanked the external member for his valuable suggestions and recommendations.



Dr. S. Sundar

Associate Professor & Placement Chairman
Bharathidasan Institute of Management
Tiruchirappalli



Prof. Sulochana Shekhar

Director / Coordinator
Internal Quality Assurance Cell
Central University of Tamil Nadu, Thiruvarur



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavur - 610 101

Student feedback check list for Odd semester 2017-2018

S.No	Name of the Department	1 Sem	III Sem	V Sem	VII Sem	IX Sem
1	B.P.A Music	✓
2	M.Sc Microbiology	✓
3	M.A History	✓
4	MLIS	✓
5	M.Com	✓
6	M.Sc Geography	✓
7	M.B.A	✓
8	M.Sc Applied Psychology	✓
9	PG Diploma	✓
10	B.Ed (Mathematics)	✓
11	M.Tech Material Sciences	✓	✓
12	M.Sc Epidemiology & Public Health	✓	✓
13	M. A. Hindi	✓	✓
14	M.Sc Computer Science	✓	✓
15	M.A Mass Communication	✓	✓
16	M.A Classical Tamil	✓	✓
17	M.A English Studies	✓	✓
18	M.Sc Life Sciences	✓	✓	✓	✓	✓
19	M.Sc Physics	✓	✓	✓	✓	✓
20	M.Sc Mathematics	✓	✓	✓	✓	✓
21	M.Sc Economics	✓	✓	✓
22	M.Sc Chemistry	✓	✓	✓	✓	✓
23	M.A Social Work	✓	✓

Verified all student feedback.

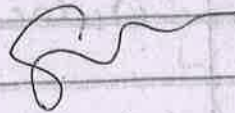
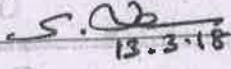
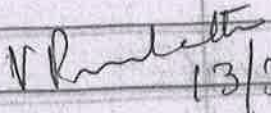
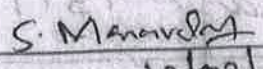
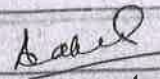
[Signature]
28/2/18

[Signature]
Mundar
28/2/18.

Dated:- 13/3/18.

74 56

NABC - Reassessment meeting.

S.NO	Name of the members	Signature
1.	Prof. Sulochana Shekhar	 P. 13/03/18
2.	Prof. S. Ravi	 S.R. 13.3.18
3.	Dr. V. Premalatha	 V Premalatha 13/3/18
4.	Mr. Manavalan	 S. Manavalan 13/03/18
5.	Dr. Aakriti Grewar (in place of Prof. Sugamani)	 Aakriti 13/3/18

Student Feedback Analysis: - Evaluation

Minutes of the evaluation meeting held on 15.03.2018 (Thursday)
in IQAC Office, Admin Block, CUTN

Following members present for the meeting:

1. **Dr. P. Sridevi**

Associate Dean
National Institute of Technology (NIT)
Tiruchirappalli – 620 014

2. **Prof. Sulochana Shekhar**

Director / Coordinator,
Internal Quality Assurance Cell (IQAC)
Central University of Tamil Nadu, Thiruvavur

The IQAC Coordinator briefed about the student feedback collection and the processing of student feedback data at Central University of Tamil Nadu, Thiruvavur. The expert perused filled in student feedback forms collected during first week of November 2017 and randomly checked the data and scoring.

The expert appreciated the feedback mechanism carried out for students and found it to be tabulated without any errors after checking.

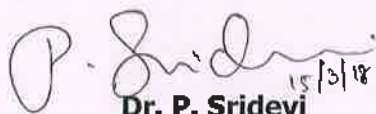
The expert opined that feedback forms should be given in the exam hall so as to get the exact feedback about the particular course and the teacher who handles it.

She suggested the ordinal scale has to be in whole numbers only and the components used to evaluate "Mini Project" / Practical course should be different from other theory courses. She also suggested to remove "NA" option.

Availability of text books to students will improve the average grade of a course.

She advised to change the scale of measurement from "very highly dissatisfied" to "very highly satisfied" and added valuable suggestions to the new students feedback form.

Finally, Prof. Sulochana Shekhar thanked the external member for her valuable suggestions and recommendations.



Dr. P. Sridevi

Associate Dean

National Institute of Technology (NIT)
Tiruchirappalli



Prof. Sulochana Shekhar

Director / Coordinator

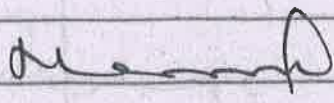

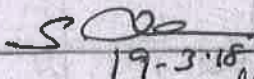
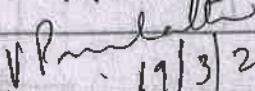
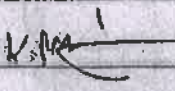
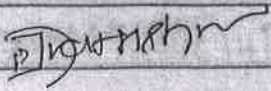
Internal Quality Assurance Cell
Central University of Tamil Nadu, Thiruvavur

Dated : 19/3/2018

venue : IQAC
office.

online feedback Demo meeting
for Even semester 2018

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Sl. no	Name of the Member	Signature
1.	S. Nagarajan	
2.	Sulochana shekhar	
3.	S. Ravi	 19-3-18
4.	V. Premalatha	 19/3/2018
5.	K. Muraloli	
6.	Vignishwaran T. P	

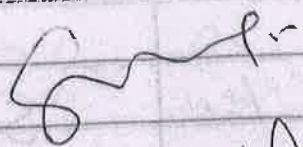
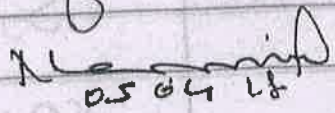

Dated : 5.4.2018

venue : IQAC office

#

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Online feedback

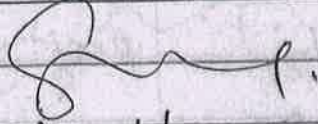
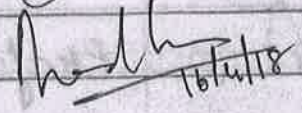
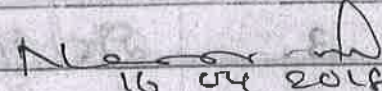
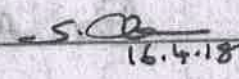
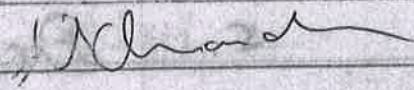
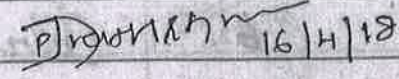
Sl. No	Name	Signature
1.	Sulochana shekhar	
2.	S. Nagarajan	 05.04.18
3.	S. Ravi	 5.4.18
4.	Girishwaran T. P	
5.	K. Murali	

Dated : 16/4/2018

Venue : IQAC office

Online feedback meeting with
MOOC Team.

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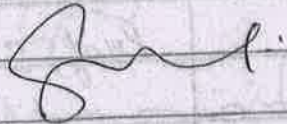
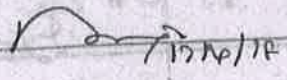
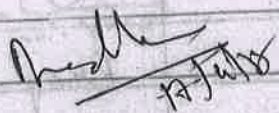
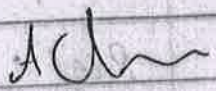
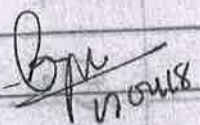
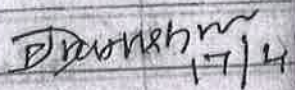
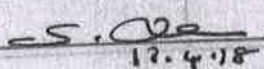
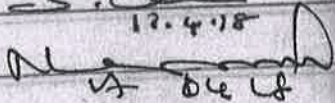
No	Name	Signature
1	Prof. Sulochana Shekhare	
2	Dr. V. Madhureema	 16/4/18
3	Prof. S. Nagarajan	 16 04 2018
4	Prof. S. Ravi	 16.4.18
5	Dr. A. Chandrasekaran	
6	Girishwaran T.P	 16/4/18

venue : IQAC office

Dated : 17-4-2018

17
63

Online feedback demo with
MOOC Team

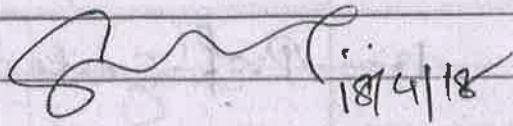

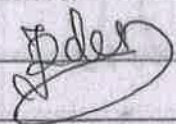
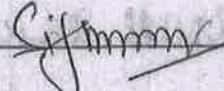

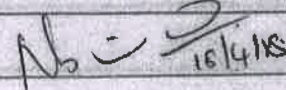
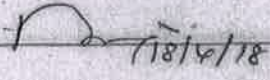
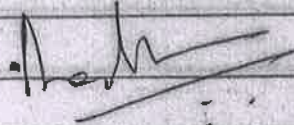
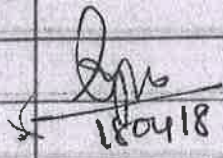
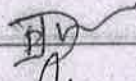
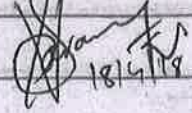
Sl. NO	Name	Signature
1.	prof Sulochana Shekhar	
2	Prof A. Ragupathy	 17/4/18
3.	Dr. V. Madhureema	 17/4/18
4.	Dr. A. Chandrasekaran	
5.	Dr. K. Biju	 17/4/18
6.	Girishwaran T. P	 17/4
7.	S. Daxi	 17.4.18
8.	S - NAGARAJAN	 17.04.18

18/4/2018

venue: ...

line feedback demo for
class representative

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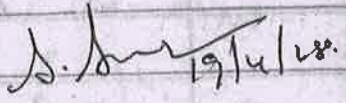
NO	name	Signature
	Sulochana Slekhar	 18/4/18
	S. Nagarajan	
	P. Srinivasan	
	P. Sigamani	
	E. M. Shankar	
	N. Bhanu Balan	No -  16/4/18
7.	Prof. A. Ragupathy	 18/4/18
8.	Dr. Madhusima	
9.	Dr. A. Chandrasekaran	
10.	Dr. K. Biju	 18/4/18
11.	Girishwaran T. P	
12.	Dr. Venkatasaravanan	 18/4/18

Dated:- 19/4/2018

Venue:- IQAC
office

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IQAC Staff Meeting on
19/4/2018.

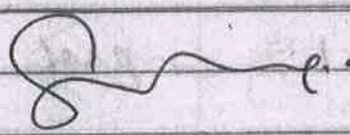
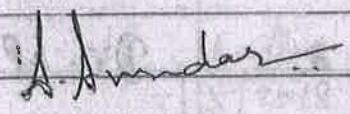
S.NO.	Name	Signature
1.	Prof. Sulochana shekhar	
2.	A. Arunmudari	 19/4/18.
3.	J. Muthulakshmi	J. Muthulakshmi

Dated: 23/4/2018

Venue: IQAC office

Online feedback preparation

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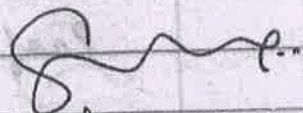
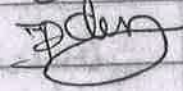
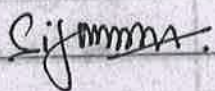
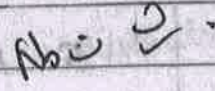
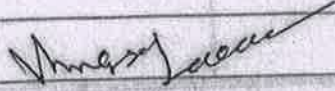
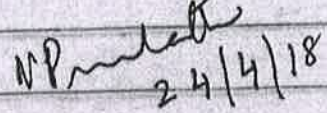

Sl. no	name	Signature
1.	Prof. sulochana shekhar	
2.	Gurishwaran T P	
3.	Arun sundar A	
4.	S. Muthulakshmi	S. Muthulakshmi

Dated : 24/4/2018

Venue : IQAC off

61

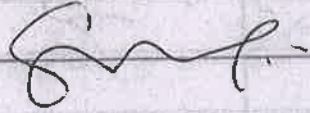

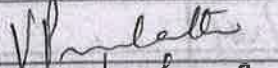
Faculty feedback X NAAC - Reassessment
sub committee (discussion)

Sl. No	Name	Signature
1.	prof. sulochana shekhar	
2.	Dr. P. Srinivasan	
3.	Dr. P. Sigamani	
4.	Dr. N. Banani Balan	
5.	Dr. V. Gunasekaran	
6.	Dr. V. Premalatha	 NP Premalatha 24/4/18
7.	Prof. S. Nagarajan	
8.	S. Balakumaran	

Dated : 3/5/2018

venue : IQAC office

Faculty feedback content discussion

Sl. NO	Name	Signature
1.	prof. Sulochana shekhar	
2.	prof. S. Nagarajan	 03.05.18
3.	Dr. V. premalatha	 3/5/2018

Dated:- 08/05/18.

venue:- IQAC Off

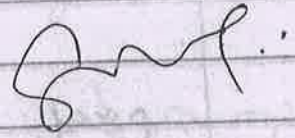
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Online student feedback
Related Meeting.

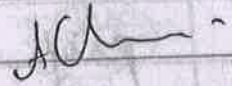
1.

Prof. Sulochanasekhar



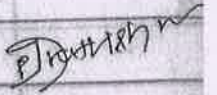
2.

Dr. A. Chandra Sekaran



3.

T.P. Giriswaran.



14. Department of Applied Psychology
15. Department of Commerce
16. Department of Management
17. Department of Media & Communication
18. Department of Library and Information science
19. Department of Education
20. Department of Material Science
21. Department of Music
22. Department of Geography

Centres & Clubs:

1. Centre for Happiness
2. SCANMAT
3. Heritage Club
4. Innovation & Incubation centre

Sections:

1. Academic Section
2. Finance Section
3. Examination Section
4. Establishment section
5. Recruitment cell
6. Purchase Section
7. Admin
8. Estate
9. NSS
10. Sports
11. NET

Cells:

1. Grievance Cell
2. Equal Opportunity cell
3. SC/ST Cell
4. CASH / ICC
5. Placement Cell
6. Project Cell

Details from the above mentioned departments (sections) are very much essential for the completion of Annual Quality Assurance Report 2017-2018. So, the Committee Members suggested IQAC to send a templates to the above mentioned sections and request them to submit and upcoming AQAR committee meeting at earliest.

S. J. M. M.
16/5/2018

V. M. S. L.
16/5/18

V. P. M. L.
16/5/2018

S. S. S.

S. S. S.
16/5/18



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Thiruvavur - 610 005

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

As CUTN is going for NAAC reassessment during 2018-2019. A meeting was arranged with CUTN Engineers to prepare the campus. The meeting was held on 23.05.2018 (Wednesday) at 3.00 p.m. in IQAC Section, Admin Block, Central University of Tamil Nadu.

The Following members were attended the meeting:

1	Prof. Sulochana Shekhar	IQAC Coordinator, CUTN
2	Prof. S. Nagarajan	Dean, Student Welfare, CUTN
3	Dr. Latchoumycandane Calivarathan	Assistant Professor, Department of Life Sciences, CUTN
4	Er. K. Kanagaraj	Executive Engineer, Estate Section, CUTN
5	Mr.M.Balasubramanian,	Assistant Engineer, Estate Section, CUTN
6	Mr. S. Manavalan	Junior Engineer, Estate Section, CUTN

The IQAC Coordinator welcomed the members for the meeting.

The following agendas were planned to discuss in the meeting-

1. Space management
2. Infrastructure development
3. Campus beautification.

The following decisions and resolution has been taken in the meeting:

(1) Small pond in front of Admin building:

Formation of small pond in front of Granite wall cladding (which is located in front of Admin Block) the coordinator of IQAC has requested to complete the artificial lake formation using Synthetic or PVC or HDPE Bed arrangement to store the water with adequate arrangement to enhance the aesthetic appearance.

(2) Flower plants at Road/Footpath side:

Members have decided and accepted to plant the flower plant in both academic and residential campus parallel to the Roads/footpath paver blocks to improve the ambience/ aesthetic view of University.

C. L. Candan

WDS

M.B.

Manavalan

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(3) Stone/Concrete sitting benches with Umbrella/ceiling:

Coordinator has requested to create/make the Concrete/stone slab sitting benches with Umbrella/ceiling roof/palm leaf hut all-round the campus near the footpaths for the students to sit/take rest on evening time /holidays.

(4) Drip irrigation for plants/trees:

Coordinator & members have decided to implement the drip-irrigation technique to avoid the water losses considering future water scarcity. The feasibility and modalities may be discussed with the contractor/government subsidy agencies.

(5) Bus stop shelters:

Bus stop shelters at all university bus stops may be created to beat the heat of sunlight and ensure shade for the students to sit comfortably.

(6) Cafeteria/Restaurant:

Cafeteria/Restaurant which is located adjacent to Multi-Purpose Hall having insufficient width of interlocking paver block pathway causes the inconvenience to the walkers as well as two wheelers/four wheelers who are using this pathway. Coordinator has suggested to widen the pathway to ease the movement of students and other users.

(7) Sign boards:

Coordinator has instructed to fix/install the self-explanatory sign boards to know the location and directions of buildings/departments/amenities. The design/photos of boards may be given by **Dr. Latchoumycandane Calivarathan**, Assistant Professor, Department of Life Sciences, CUTN to finalize and execute after getting suggestion from the coordinator.

(8) Master plan of University:

Master plan of Academic campus and Residential campus may be fixed/installed in front of Main Entrance, Second Entrance and Quarters entrance gate to know the building locations easily by student's/staffs/Users.

(9) Development of pond Library rear side & around Ayyanar temple and near the temple at residential campus

Pond which is located at Library rear side may be developed with adequate arrangements to maintain aesthetic appearance and also proposed to develop a pond near the temple at residential campus.

(10) Solar power supply enabled parking:

Coordinator has suggested construct/install the solar power supply enabled parking to utilize the solar energy (Renewable) at the departments/sections instead of normal parking facilities.

C. L. Chandrasekhar
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(11) Useful utilization of Sewage Treatment Plant(STP)'s treated water:

Sewage Treatment Plant --treated/purified water may be utilized to the gardening purpose as well as drip-irrigation

(12) Chemical wastes of Chemistry department:

Department of Chemistry produces a plenty of chemical wastes through the laboratory experiments. The chemical wastes need to be dispose without affecting soil, existing sewer lines, human beings. The wastes evaporation bond with adequate structure may be made at the back side of LBS-1 to dispose the same safely.

(13) Sports amenities:

Coordinator has requested to speed up the Sports related amenities works so that students can use sports facilities effectively.

(14) Biological wastes from Dept of Life science:

Biological wastes disposals from Dept of Life science also requires separate arrangement to dispose the same without affecting environment.

(15) Sanitary incinerators at Girls hostels:

Sanitary incinerators for Girls Hostels and departments have to be fixed and should be in usable conditions. If it is installed, the documents like photographs, records need to be submitted to IQAC cell for NAAC assessment.

(16) Vermicomposting yard:

Vermicomposting yard may be located permanently to utilize the available vegetable and food waste to produce the vermin-compost.

(17) E-waste:

E-waste management system feasibilities and disposal modalities may be reviewed and proper arrangements may be made from Estate section.

(18) Solid waste management system:

Solid Waste management system has to be followed strictly and separate buckets should be used for degradable, non-degradable, bio-logical waste to avoid the inconvenience and ensure healthy environment.

(19) Cleaning of water tanks:

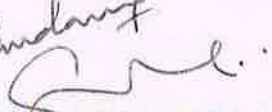
All water tanks (Concrete/PVC) at Academic and residential campus should be cleaned with regular time interval to avoid the health issues.


(20) Creation of Birthday garden:

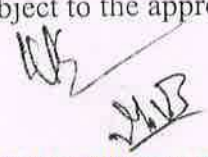
Location of Birthday garden may be identified near/opposite to 300 Seater Girls Hostel. Coordinator has suggested to develop the areas with proper approval from the Competent authority.

(21) Name board at Quarters gate:

Quarter's gate /KV Gate name may be written with subject to the approval.

C.L. Candlary











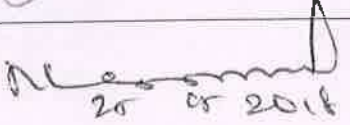
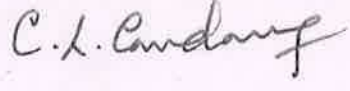

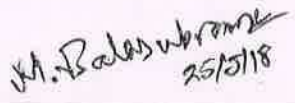
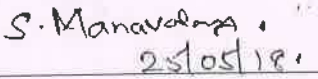
(22) Lightning arrestor for all buildings:

Prof. Nagarajan has instructed to provide lightning arrestor above all buildings at both Academic and residential campus to avoid the thunder and lightning.

The following works co-ordinator requested to complete before the end of June 2018.

- 1) Pond development work
- 2) Stone Benches
- 3) Sign boards
- 4) Bus shelter (Shed)
- 5) Lightning arrestor

Finally, Prof. Sulochana Shekhar thanked members for valuable suggestions and recommendations.

Prof. Sulochana Shekhar	IQAC Coordinator, CUTN	 25/5/18
Prof. S. Nagarajan	Dean, Student Welfare, CUTN	 25/5/2018
Dr. Latchoumycandane Calivarathan	Assistant Professor, Department of Life Sciences, CUTN	 C.L. Candane
Er. K. Kanagaraj	Executive Engineer, Estate Section, CUTN	
Mr.M.Balasubramanian	Assistant Engineer, Estate Section, CUTN	 M. Balasubramanian 25/5/18
Mr. S. Manavalan	Junior Engineer, Estate Section, CUTN	 S. Manavalan 25/05/18

Month	Work planned
July 2018	AQAR (2017-2018) finalization Academic & Administrative Audit (AAA) Orientation programmes for students & faculties
August 2018	Feedback analysis for Even Semester 2017-2018
September 2018	Invited Lectures
October 2018	Department wise verification of documents
November 2018	3 rd Meeting of IQAC members Online students feedback for Odd sem. (2018-2019)
December 2018	Compiling the NAAC data
January 2019	Workshops for Non-teaching
February 2019	Preparing for SSR submission
March & April 2019	4 th Meeting of IQAC members Academic & Administrative Audit – External Members Online student feedback for Even Sem. (2018-2019)
May 2019	Submission of IIQA & SSR

Agenda Item No. 4 & 5 are approved.

Agenda Item No.6: Progress report of IQAC

- To speed up the reassessment preparations IQAC has formed 7 sub committees based on seven NAAC Criteria. The Chairpersons of the sub committees have the plan of actions which were discussed in the meeting. The details are as follows:

6.1) Prof. S. Nagarajan - Curricular Aspects

Curriculum Planning

- a) BoS meeting should be conducted regularly and the minutes have be forwarded to IQAC.
- b) 100% implementation of CBCS
- c) MOOC – UGC should be part of curriculum (upto 20%).
- d) If possible, one IQAC member should be invited as special invitee to attend the BoS meeting to ensure the Quality and Outcome based education (Learning out comes, Program specific)

Academic flexibility

- a) A good number of elective course should be available in all departments.
- b) Faculty, Student and Alumni feedback should be taken into consideration while framing the syllabus for improving quality
- c) More skill and job oriented courses should be added to the curriculum.

Curriculum enrichment

Thrust area should be identified for research work.

N.P. ...
(14/6) 2018

Prof: ...
...
Sij ...

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- Value added courses should be added to curriculum.
- Should match with University's vision and mission.
- Inter disciplinary research, University industry link has to be strengthened.

6.2) **Prof. S. Ravi** – Teaching, Learning and Evaluation

- Using Information & Communication technology to enhance the learning environment – SMART Class rooms.
- New pedagogy – Student centric methods.
- Learning outcomes based on feedback.
- Course Code
- Examination reforms.

6.3) **Dr. P. Sigamani** – Research, Innovation and Extension

- Project Cell – Invited speakers for training faculties to write a project proposal / patent / scientific writing.
- Promotion of research and motivating them through appreciation letters / Awards giving 80% of OHC of the Project.
- Seed money project through School Board / Research Advisory committee.
- Innovation & incubation club motivate the young scholars.
- Financial support for attending Conference / Seminar.

6.4) **Prof. Sulochana Shekhar** – Infrastructure and Learning Resources

- Parking facilities
- To treat the chemical biological effluents from the laboratory (Chemistry, Life Sciences etc.,)
- Sign Boards
- Lake in-front of Admin Building
- Shed (Shuttle bus pick-up points) – 5 locations
- CUTN – Locations Map, Name board.

Agenda Item No.7: Equipping IQAC

7.1 In order to display the documents display racks, Storing file cabinets, Almirah, Conference table and chairs are required. – got approved

7.2 The Chairman agreed the requirement of man power and he suggested the IQAC Coordinator to discuss with the Registrar & the Finance Officer.

Agenda Item No.8: Other items

While discussing the agenda items, Prof. N. Panchanatham suggested to start 3 months certificate programmes in each Department. Such programmes will help in placement and increase students employability skills.

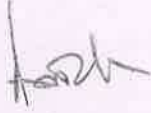
The Chairman IQAC has pointed out the need for strengthening the Academic – Industrial link and also discussed about introducing B.Voc courses in the University.

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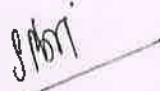
Prof. S. Ravi
Dr. P. Sigamani
Prof. N. Panchanatham
14/6/2018

The IQAC members have decided the tentative date of submission of IIQA as 1st May 2019. Before submission, self-appraisal should be done and it is suggested that external experts can also be invited to assess the score. The Chairman has set the score as (750/1000) 75% and asked all the members to work towards that goal. He also said that Deans should take the responsibility of submitting the required information to IQAC.

The meeting ended with vote of thanks by the Coordinator, IQAC.



Prof. A.P. Dash
Vice Chancellor, CUTN



Dr. S. Bhuvaneshwari
Registrar, CUTN



Prof. A. Ragupathy
Controller of Examinations, CUTN



Prof. Sulochana Shekhar
Coordinator, IQAC



Prof. N. Panchanatham
External Member, IQAC



Prof. S. Venkatarajalu
External Member, IQAC



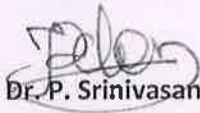
Prof. S. Nagarajan
Dean Student Welfare, CUTN



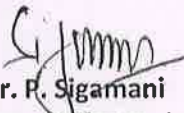
Prof. S. Ravi
Dean School of Communication, CUTN

CMA. V. Palani

Special Invitee
Finance Officer, CUTN



Dr. P. Srinivasan
Associate Professor
Department of Education



Dr. P. Sigamani
Associate Professor & Head
Department of Social Work



Dr. E. M. Shankar
Associate Professor & Head
Department of Life Sciences

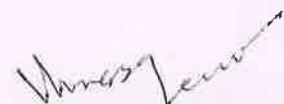


14/1/2019

Dr. V. Premalatha
Dean School of Performing
Arts & Fine Arts, CUTN



Dr. N. Barani Balan
Assistant Professor
Department of Mathematics



Dr. V. Gunasekaran
Assistant Professor
Department of Material Sciences



Ms. S. Priyanga
Program Producer
Madhimugam Channel, Chennai