



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



**INTERNAL QUALITY ASSURANCE CELL**

**MEETINGS**  
2018-2019

S. No.	Date	Purpose of the Meeting
1	06.07.2018	IQAC Internal Members Meeting for NAAC Re-assessment
2	10.07.2018	NAAC Re-assessment Meeting with Deans and Heads
3	13.07.2018	NAAC Re-assessment Meeting
4	01.08.2018	IQAC Internal Members Meeting
5	04.09.2018	IQAC Internal Members Meeting
6	07.12.2018	IQAC Internal Members Meeting
7	20.12.2018	NAAC Re-assessment Meeting with Heads
8	23.01.2019	IQAC Internal & External Members Meeting
9	07.03.2019	IQAC Internal Members Meeting
10	03.04.2019	IQAC Internal Members Meeting
11	14.05.2019	IQAC Internal Members Meeting

**Prof. Sulochana Shekhar**  
Director, IQAC



# தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்

(சंसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

நீலக்கூடி பரிசர்/Neelakudi Campus, திருவாரூர்/Thiruvartur - 610 005

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

As CUTN is going for **NAAC reassessment** during 2018-2019. A meeting was arranged for the internal members of IQAC. The meeting was held on 06.07.2018 (Friday) at 4.00 p.m. in IQAC Section, Admin Block, Central University of Tamil Nadu.

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

1. Prof. Sulochana Shekhar, Director / Coordinator, IQAC
2. Prof. S. Nagarajan, Dean Student Welfare, IQAC Member, CUTN
3. Prof. S. Ravi, Dean School of Communication, IQAC Member, CUTN
4. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC member, CUTN
5. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC member, CUTN
6. Dr. E.M. Shankar, Associate Professor & Head, Department of Life Sciences, IQAC member, CUTN
7. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
8. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC member, CUTN
9. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC member, CUTN

The IQAC Coordinator welcomed the members for the meeting.

#### **The following agenda items were discussed in the meeting-**

1. Discussion about GRI Dindigul visit and necessary steps to prepare for NAAC Re-assessment.
2. Work assignment:

Prof. Sulochana Shekhar	Feedback analysis and Report
Prof. S. Nagarajan	Student Profile
Prof. S. Ravi	OBE@CUTN (Program outcomes, Program specific outcomes, Course outcomes)
Dr. P. Srinivasan	Evaluation Report (Results & Question papers analysis)
Dr. P. Sigamani	Research@CUTN (Research & Publication)
Dr. E.M. Shankar	Faculty Profile, Fauna & Flora of CUTN
Dr. V. Premalatha	Faculty Handbook (Governance & Management)
Dr. N. Barani Balan	Research@CUTN (Research & Projects)
Dr. V. Gunasekaran	Women@CUTN

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P. S. NAGARAJAN

P. S. NAGARAJAN



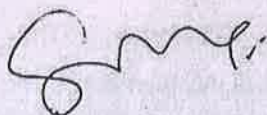
### 3. Data Validation & Verification (DVV)

The members recommended to form a new sub-committee to look into the Data Validation and Verification (DVV) they have suggested the following name as listed below:

1. **Dr. Prasanth Kumar Panda**, Associate Professor, Department of Economics, CUTN
  2. **Dr. G. Sudha**, Associate Professor & Head, Department of Management, CUTN
  3. **Dr. D. Siva Sundara Kumar**, Associate Professor & Head, Department of Microbiology, CUTN
  4. **Dr. Preeti R Gotmare**, Assistant Professor, Department of Management, CUTN
4. Members recommended **Mr. T.P Girishwaran** to work with IQAC for Performance Based Appraisal System (PBAS).
5. Website of CUTN should be updated regularly.

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

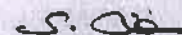
The meeting ended on a vote of thanks by the Coordinator, IQAC.



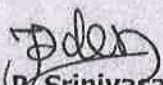
**Prof. Sulochana Shekhar**  
Coordinator, IQAC



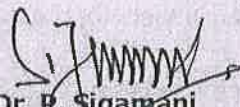
**Prof. S. Nagarajan**  
Dean, School of Basic & Applied Science



**Prof. S. Ravi**  
Dean School of Communication



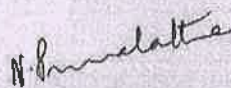
**Dr. P. Srinivasan**  
Associate Professor  
Department of Education



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



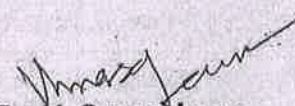
**Dr. E. M. Shankar**  
Associate Professor & Head  
Department of Life Sciences



**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



## MINUTES OF THE MEETING

**Minutes of the NAAC Re-assessment meeting with Deans, HODs and IQAC Members held on 10.07.2018 (Tuesday) at 4.00 P.M. in Pro-VC Hall, Central University of Tamil Nadu**

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

1. **Prof. Sulochana Shekhar**, Dean, School of Earth Sciences & IQAC Coordinator, CUTN
2. **Prof. S. Nagarajan**, Dean, School of Basic and Applied Sciences, CUTN
3. **Prof. S. Ravi**, Dean, School of Communication, CUTN
4. **Dr. P. Srinivasan**, Associate Professor, Department of Education, IQAC Member, CUTN
5. **Dr. P. Sigamani**, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
6. **Dr. E. M. Shankar**, Associate Professor & Head, Department of Life Sciences, IQAC Member, CUTN
7. **Dr. V. Premalatha**, Dean, School of Performing Arts and Fine Arts, CUTN
8. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
9. **Dr. V. Gunasekaran**, Assistant Professor, Department of Material Science, IQAC Member, CUTN

The IQAC Coordinator Prof. Sulochana Shekhar welcomed the IQAC Internal members to the meeting.

**The following Agenda items were discussed and the decisions taken are given below:**

IQAC Coordinator reminded that the University is to undergo re-accreditation process of NAAC by 2019 and stated that with good teamwork the process of NAAC accreditation could be initiated much earlier.

IQAC shall start working on 3 main functions.

1. Co-ordination
2. Monitoring
3. Evaluation

She also emphasized that more effort is to be made by IQAC since the reaccreditation process is going to be very stringent & strict. In order to maintain ethical quality of the University in future and all the data submitted to all the accreditation agencies and national ranking agencies should be similar in every aspect without any discrepancy and there should also be transparency of data & information in public domain and should be accountable to stake holders.

**The key points of the IQAC members presentations to all Deans, HoDs & NAAC Re-assessment members are as given below:**

- 1.1 **Curriculum Aspects** - Prof. S. Nagarajan
- 1.2 **Teaching, Learning and Evaluation** - Prof. S. Ravi
- 1.3 **Research, Innovation and Extension** - Dr. P. Sigamani
- 1.4 **Infrastructure and Learning resources** - Prof. Sulochana Shekhar

*V. Premalatha*

*S. Ravi*


1.5 **Student Support and Progression** - Dr. E. M. Shankar

1.6 **Governance, Leadership and Management** - Dr. V. Premalatha

1.7 **Institutional values of Best practices** – Prof. Sulochana Shekhar

On a lighter note, the IQAC Team conducted a small rest in which all the participants took part.

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



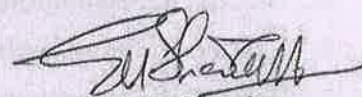
**Prof. S. Ravi**  
Department of Library Science



**Dr. P. Srinivasan**  
Department of Education



**Dr. P. Sigamani**  
Department of Social Work



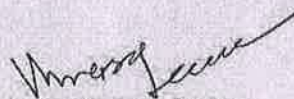
**Dr. E. M. Shankar**  
Department of Life Sciences



**Dr. V. Premalatha**  
Department of Music



**Dr. N. Barani Balan**  
Department of Mathematics



**Dr. V. Gunasekaran**  
Department of Material Science





# 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 at IQAC. The meeting was held on 13.07.2018 (Friday) at 3.00 p.m. in IQAC Section, Admin Block, Central University of Tamil Nadu.

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

1. Prof. Sulochana Shekhar, Director / Coordinator, IQAC
2. Dr. Anand Patil, Assiatant Professor, Department of Hindi, CUTN
3. Dr. Meganathan Kannan, Assiatant Professor, Department of Life Sciences, CUTN
4. Dr.K.G. Sudhier, Assiatant Professor, Department of Library & Information Sciences, CUTN
5. Dr.T. Kavaskar, Assiatant Professor, Department of Mathematics, CUTN
6. Dr. Ashokkumar, Assiatant Professor, Department of Management, CUTN
7. Dr. Latchoumycandane Calivarathan, Assiatant Professor, Department of Life Sciences, CUTN

The IQAC Coordinator welcomed the members for the meeting.

#### **The following agenda items were discussed in the meeting-**

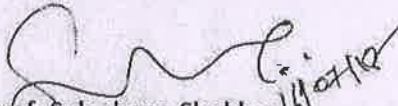
1. Discussed about the best practices of CUTN and necessary steps to prepare for NAAC Re-assessment documents.
2. Work assignment:

Dr.Anand Patil	CUTN from 2009 to 2019 (CUTN – A Decade)
Dr. Meganathan Kannan	Extra-curricular (Students events) and Club
Dr.K.G. Sudhier	Books by CUTIANS
Dr.T.Kavaskar	Seminars and programs conducted details (2012- 2018)
Dr.Ashokkumar	CUTN and Society

Dr. Latchoumycandane Calivarathan	Fauna & Flora of CUTN, Information boards of fauna & flora
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Finally, Prof. Sulochana Shekhar thanked all members for their cooperation and support for IQAC related works.

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




Prof. Sulochana Shekhar  
Coordinator, IQAC



Dr. Anand Patil  
Assistant Professor,  
Department of Hindi



Dr. Meganathan Kannan  
Assistant Professor,  
Department of Life Sciences



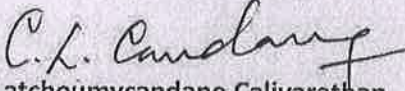
Dr. K.G. Sudhier  
Assistant Professor,  
Department of Library  
& Information Sciences



Dr. T. Kavaskar  
Assistant Professor,  
Department of Mathematics



Dr. Ashokkumar . J  
Assistant Professor  
Department of Management



Dr. Latchoumycandane Calivarathan  
Assistant Professor,  
Department of Life Sciences



## MINUTES OF THE MEETING

**Minutes of the meeting with IQAC Internal Members held on 01.08.2018  
(Wednesday) at 4.30 P.M. in IQAC Office, Admin Block, CUTN**

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Dean, School of Earth Sciences & IQAC Coordinator, CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, CUTN
3. Prof. S. Ravi, Dean, School of Communication, CUTN
4. Dr P. Srinivasan, Associate Professor, Department of Education, IQAC Member, CUTN
5. Dr P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
6. Dr E. M. Shankar, Associate Professor & Head, Department of Life Sciences, IQAC Member, CUTN
7. Dr V. Premalatha, Dean, School of Performing Arts and Fine Arts, CUTN
8. Dr N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
9. Dr V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC Member, CUTN

The IQAC Coordinator Prof. Sulochana Shekhar welcomed the IQAC Internal members to the meeting.

**The following Agenda were discussed and the decisions taken are given below:**

**Agenda Item No. 1: Approval of the previous meeting minutes.**

The IQAC Coordinator presented the minutes of the previous meeting and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

**Agenda Item No.2: Action Taken Report (ATR) on the decision of the previous meeting of IQAC:**

1. The sub-committee constituted for "Data Validation and Verification (DVV)" to prepare Self Study Report (SSR).
2. Notification for the faculty members for various other works related to NAAC Preparation.
3. IQAC got workstation on 30.07.2018.

**Agenda Item No.3: Reporting items**

1. The IQAC Coordinator briefed about the online student feedback collection and the completion of the feedback analysis. IQAC members recommended softcopy of the feedback analysis report should be sent to individual faculty through email.
2. The IQAC Coordinator briefed about the online faculty feedback collection and informed that the feedback analysis is in progress. IQAC members recommended strength and weakness analysis report send to Administration within 15 days.
3. IQAC Coordinator discussed with IQAC members about the preparation of Annual Quality Assurance Report (AQAR) for the year 2017-2018.

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#### Agenda Item No.4: Work plan

1. To organize a Two-day workshop / Conference, IQAC should approach for NAAC and other funding agencies. The following members are requested to prepare the proposal for conducting workshop/conference:
  1. Dr P. Srinivasan, Associate Professor, Department of Education, CUTN
  2. Dr N. Barani Balan, Assistant Professor, Department of Mathematics, CUTN
2. Non-Teaching interaction meet is planned for 8<sup>th</sup> August 2018 to discuss NAAC Re-assessment data collection process.
3. IQAC page should be included in Lapwing Magazine as "IQAC Corner"
4. Mr Girishwaran (IT Staff) has to be asked to work with IQAC for preparing online PBAS form
5. Student participation activities should be increased like cultural activities.
6. School level programs for Soft skills / Time management skills / Communication skills should be organized for students.
7. IQAC and Administration should have a meeting with Thiruvavur Development Council (TDC).  
The date has to be finalized for the meeting in consultation with Hon'ble VC office.

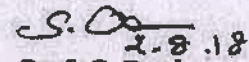
The meeting ended with a vote of thanks by the Director / Coordinator, IQAC.



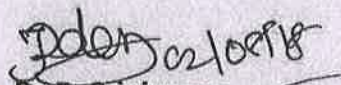
**Prof. Sulochana Shekhar**  
Director / Coordinator, IQAC



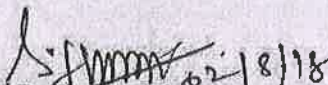
**Prof. S. Nagarajan**  
Department of Chemistry



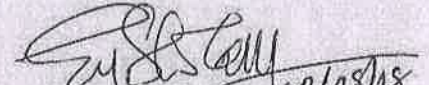
**Prof. S. Ravi**  
Department of Library Science



**Dr P. Srinivasan**  
Department of Education



**Dr P. Sigamani**  
Department of Social Work



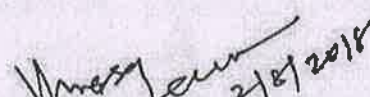
**Dr E. M. Shankar**  
Department of Life Sciences



**Dr V. Premalatha**  
Department of Music



**Dr N. Barani Balan**  
Department of Mathematics



**Dr V. Gunasekaran**  
Department of Material Science



## MINUTES OF THE MEETING

**Minutes of the meeting with IQAC Internal Members held on 04.09.2018  
(Tuesday) at 4.00 P.M. in IQAC Office, Admin Block, CUTN**

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

1. **Prof. A. Ragupathy**, Controller of Examinations, CUTN.
2. **Prof. Sulochana Shekhar**, Dean, School of Earth Sciences & IQAC Coordinator, CUTN
3. **Prof. S. Nagarajan**, Dean, School of Basic and Applied Sciences, CUTN
4. **Prof. S. Ravi**, Dean, School of Communication, CUTN
5. **Dr. P. Srinivasan**, Associate Professor, Department of Education, IQAC Member, CUTN
6. **Dr. P. Sigamani**, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
7. **Dr. E. M. Shankar**, Associate Professor & Head, Department of Life Sciences, IQAC Member, CUTN
8. **Dr. V. Premalatha**, Dean, School of Performing Arts and Fine Arts, CUTN
9. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
10. **Dr. V. Gunasekaran**, Assistant Professor, Department of Material Science, IQAC Member, CUTN

The IQAC Coordinator Prof. Sulochana Shekhar welcomed the IQAC Internal members to the meeting.

**The following Agenda were discussed and the decisions taken are given below:**

**Agenda Item No. 1: Approval of the previous meeting minutes.**

The IQAC Coordinator presented the minutes of the previous meeting and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

**Agenda Item No.2: Action taken Report (ATR) on decision of previous meeting of IQAC:**

1. The Sub-committee constituted for "Data validation and Verification (DVV)" to prepare Self Study Report (SSR).
2. Notification for the faculty members for various other works related to NAAC preparation.
3. Online student feedback for courses and Instructor result send through individual faculty email.

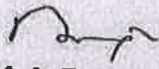
**Agenda Item No.3: Reporting items**

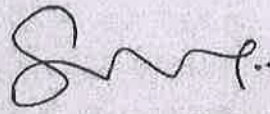
1. The IQAC Coordinator briefed about the online student feedback. IQAC members recommended some modifications in previous feedback content and also scheduled the collection of online student feedback during October 2018.
2. IQAC Coordinator discussed with IQAC members regarding departments cooperation for nominating class representatives to collect online student feedback for the Academic Year 2018-2019 (Odd Semester).
3. Course registration is under process for the Academic Year 2018-2019 (Odd Semester).
4. Online faculty feedback strength and weakness analysis report will be sent to Administration within a week.
5. Online student feedback for Administration and Library strength and weakness analysis report will be sent to concerned section within a week.

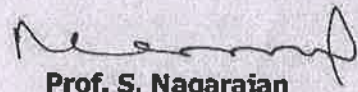


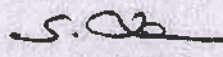
6. IQAC Coordinator discussed with IQAC members about the Criteria wise documents collection and the preparation of Self Study Report (SSR) for NAAC Reassessment during March 2019. IQAC Coordinator discussed the details received from various departments / Sections.
7. IQAC Coordinator discussed with IQAC members about the Academic Audit proforma collection process. IQAC Coordinator discussed the details received from various departments.
8. The members discussed the preparation of Annual Quality Assurance Report (AQAR) for the year 2017-2018. The IQAC members suggested IQAC to send a reminder to sections / departments and request them to submit it at the earliest.
9. **Administration Audit (2016-2017 & 2017-2018):**  
Due to the lapse of the committee formed by the former Coordinator, it has been decided to form a new committee to complete the Administrative Audit and the same has been submitted to Registrar for approval.
10. IQAC members discussed the creation of website to Internal Quality Assurance Cell (IQAC) and the same has been submitted to Registrar for approval.
11. Various PBAS proforma design / format has been discussed.
12. IQAC members discussed the Two-day National workshop to be organized by the Internal Quality Assurance Cell, and dates are yet to be finalized.
13. IQAC members suggested that the IQAC External members meeting may be held during October 2018.

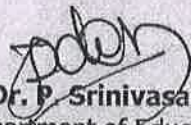
The meeting ended with a vote of thanks by the Director / Coordinator, IQAC.

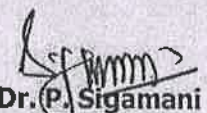
  
**Prof. A. Ragupathy**  
Controller of Examinations, CUTN

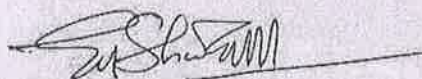
  
**Prof. Sulochana Shekhar**  
Director / Coordinator, IQAC


  
**Prof. S. Nagarajan**  
Department of Chemistry


  
**Prof. S. Ravi**  
Department of Library Science

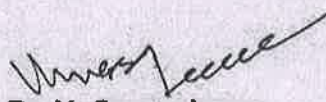
  
**Dr. P. Srinivasan**  
Department of Education

  
**Dr. P. Sigamani**  
Department of Social Work

  
**Dr. E. M. Shankar**  
Department of Life Sciences

  
**Dr. V. Premalatha**  
Department of Music

  
**Dr. N. Barani Balan**  
Department of Mathematics

  
**Dr. V. Gunasekaran**  
Department of Material Science



## MINUTES OF THE MEETING

### **Minutes of the meeting with IQAC Internal Members held on 07.12.2018 (Friday) at 10.30 a.m. in IQAC Office, Admin Block, CUTN**

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Dean, School of Earth Sciences & IQAC Coordinator, CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, CUTN
3. Prof. S. Ravi, Dean, School of Communication, CUTN
4. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC Member, CUTN
5. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
6. Dr. E. M. Shankar, Associate Professor & Head, Department of Life Sciences, IQAC Member, CUTN
7. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
8. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC Member, CUTN

The IQAC Director Prof. Sulochana Shekhar welcomed the IQAC Internal members to the meeting.

The following Agenda were discussed and the decisions taken are given below:

#### **Agenda Item No. 1: Approval of the previous meeting minutes.**

The IQAC Director presented the minutes of the previous meeting and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

#### **Agenda Item No.2: Action taken Report (ATR) on decision of previous meeting of IQAC:**

1. Successfully completed Nation-wide Competition for students on Law related to Women organized by Internal Quality Assurance Cell on 30<sup>th</sup> October 2018. So, the IQAC Director thanked all IQAC members for their support and coordination of this competition.
2. The new committee constituted for "Administrative Audit 2016-2017 & 2017-2018".
3. IQAC got one Stockroom at Ground floor in Admin Block, CUTN
4. Tri-partite MoU between CUTN, MHRD & UGC for the period during 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018 (First quarter) data submitted to UGC & MHRD on 9<sup>th</sup> October 2018.

#### **Agenda Item No.3: Reporting items**

1. IQAC members suggested that the IQAC External members meeting to be held on 23<sup>rd</sup> January 2019.
2. Course registration is under process for the Academic Year 2018-2019 (Even Semester).
3. Online Non-teaching feedback strength and weakness analysis report will be sent to Administration within 15 days.
4. The faculty of the CUTN will be motivated for publication in High Impact factor journal.
5. The faculty of the CUTN to be motivated for file patents.
6. Tri-partite MoU between CUTN, MHRD & UGC for the period during 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018 (Second quarter) data going to be collected from various departments / sections / cells.
7. IQAC Director discussed with IQAC members about the criteria wise documents collection and the preparation of Self Study Report (SSR) for NAAC Reassessment in the year 2019. IQAC Director discussed the details received from various departments / sections / cells. The IQAC members



8. IQAC Director discussed about the Academic Audit proforma collection process and details received from various departments. The IQAC members suggested IQAC to send a reminder to some departments and request them to submit it at the earliest. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, CUTN – Internal Expert is nominated for Academic Audit for the period of 2016 – 2017 & 2017 – 2018.
9. IQAC members discussed about the Administrative Audit successfully received from concerned Sections / Cells. **Dr. P. Srinivasan**, Associate Professor, Department of Education, CUTN – Internal Expert is nominated for Administrative Audit for the period of 2016 – 2017 & 2017 – 2018.
10. IQAC members discussed and fully agreed to go online collection of PBAS forms from faculty.

**11. AQAR (2017-2018):**

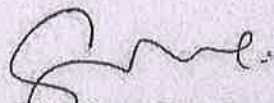
The IQAC Director briefed about the preparation of Annual Quality Assurance Report (AQAR) for the period of 1<sup>st</sup> July 2017 – 30<sup>th</sup> June 2018. IQAC director discussed about data received from various departments / Sections / Cells and few departments are yet to give their data for final compilation.

**Agenda Item No.4: Work Plan**

**1. Workshop:**

- ❖ The Director informed the members about the NAAC & CUTN sponsored two-day workshop on "Quality Concerns for Academic Excellence" organize by Internal Quality Assurance Cell tentatively decided the date that falls between 14<sup>th</sup> & 15<sup>th</sup> February 2019.
  - ❖ The Director informed the members about the faculty workload for workshop will be organized by Internal Quality Assurance Cell in the month of January 2019.
  - ❖ All members had discussed about the conduct of Workshop, inviting Resource Persons and planned to have separate meeting for organizing the workshop.
2. The National Commission for Women proposes to organize as session on "Cyber Security" with 300 women students in CUTN in the month of December 2018. This training programme will be organized by Internal Quality Assurance Cell jointly with Internal Complaints Committee, CUTN.

The meeting ended with vote of thanks to the Chair.



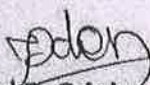
**Prof. Sulochana Shekhar**  
Director / Coordinator, IQAC



**Prof. S. Nagarajan**  
Department of Chemistry



**Prof. S. Ravi**  
Department of Library Science



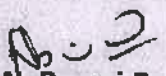
**Dr. P. Srinivasan**  
Department of Education



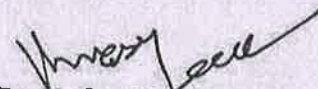
**Dr. P. Sigamani**  
Department of Social Work



**Dr. E. M. Shankar**  
Department of Life Sciences



**Dr. N. Barani Balan**  
Department of Mathematics



**Dr. V. Gunasekaran**  
Department of Material Science



# CENTRAL UNIVERSITY OF TAMIL NADU

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

Minutes of the Heads of the Department meeting held on 20.12.2018 (Thursday)  
at VC Conference Hall, Admin Block, CUTN at 3.30 p.m.

#### Following members present for the meeting:

1. Dr. S. Bhuvaneswari, Registrar, CUTN
2. Prof. Sulochana Shekhar, Director, IQAC
3. Prof. T. Sengadir, Head, Department of Mathematics, CUTN
4. Prof. S. Ravi, Dean, School of Communication, CUTN
5. Dr. S. Beer Mohamed, Dean, School of Technology, CUTN
6. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, CUTN
7. Dr. T. J. Abraham, Head, Department of English, CUTN
8. Dr. Prasant Kumar Panda, Head, Department of Economics & History, CUTN
9. Dr. P. Sigamani, Head, Department of Social Work, CUTN
10. Dr. D. Siva Sundara Kumar, Head, Department of Microbiology, CUTN
11. Dr. K. Jayalakshmi, Head, Department of Epidemiology & Public Health, CUTN
12. Dr. P. Thiyagarajan, Head, Department of Computer Science, CUTN
13. Dr. C. Mamman Joseph, Head, Department of Applied Psychology, CUTN
14. Dr. M. Ponmurugan, Assistant Professor, Department of Physics, CUTN
15. Dr. Meganathan Kannan, Assistant Professor, Department of Life Science, CUTN
16. Dr. K. Jawahar, Assistant Professor, Department of Tamil, CUTN
17. Dr. K. Biju, Assistant Professor, Department of Education, CUTN
18. Dr. N. Boobal Krishnan, Assistant Professor, Department of Media & Communication, CUTN
19. Dr. S. Ramesh Kumar, Assistant Professor, Department of Commerce, CUTN
20. Dr. Preeti R-Gotmare, Assistant Professor, Department of Management, CUTN

The IQAC Coordinator Prof. Sulochana Shekhar welcomed the Registrar and Heads of the Department for the meeting.

The following Agenda were discussed and the decisions taken are given below:

#### Agenda Item No.1: NAAC Re-assessment – work plan:

1. It has been decided to submit all the seven criterias on or before 30<sup>th</sup> January 2019.
2. Since bulk printing is required for documentation purpose, Registrar madam assured for centralised printing facility.

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~~2-2-2019~~

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20/12/18

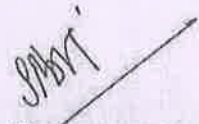
20/12/18

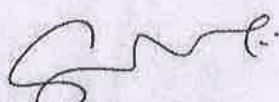
20/12/18

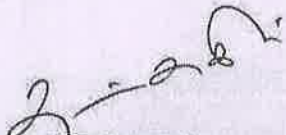


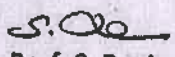
3. Documentation procedures were discussed and doubts were clarified.
4. The department representatives are requested to convey the outcome of this meeting to their respective heads / coordinators.
5. It has been decided to convene a Head's meeting after 30<sup>th</sup> January 2019, so as to discuss about the NAAC Re-assessment.

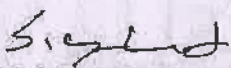
The meeting ended with vote of thanks to the Chair.


  
Dr. S. Bhuvaneshwari  
Registrar


  
Prof. Sulochana Shekhar  
Director, IQAC

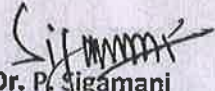
  
Prof. T. Sengadir  
Department of Mathematics

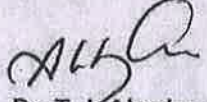
  
Prof. S. Ravi  
Department of Library Science


  
Dr. S. Beer Mohamed  
Department of Materials Science

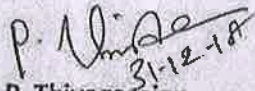
  
Dr. V. Premalatha  
Department of Music

  
Dr. Prasant Kumar Panda  
Dept of Economics & History


  
Dr. P. Sigamani  
Department of Social Work


  
Dr. T. J. Abraham  
Department of English


  
Dr. D. Siva Sundara Kumar  
Department of Microbiology

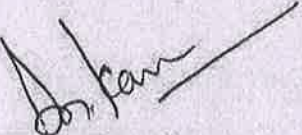
  
Dr. P. Thiyagarajan  
Dept of Computer Science

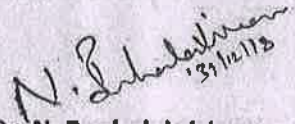
  
Dr. K. Jayalakshmi  
Department of Epidemiology

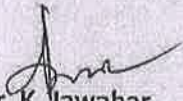
  
Dr. C. Mamman Joseph  
Dept of Applied Psychology


  
Dr. M. Ponmurugan  
Department of Physics


  
Dr. K. Biju  
Department of Education

  
Dr. Meganathan Kannan  
Department of Life Science

  
Dr. N. Boobal Krishnan  
Dept of Media & Communication

  
Dr. K. Jawahar  
Department of Tamil

  
Dr. Preeti R-Gotmare  
Department of Management

  
Dr. S. Ramesh Kumar  
Department of Commerce



# CENTRAL UNIVERSITY OF TAMIL NADU

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

Minutes of the IQAC members meeting held on 23.01.2019 (Wednesday) 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. Prof. A. Ragupathy, Controller of Examinations, Administrative officer, IQAC Member, CUTN
4. Prof. N. Panchanatham, Professor of Business Administration, Annamalai University – External Member, IQAC
5. Shri. A. Vikram Suthakar, CEO, Auraphyll Innovestures India P.Ltd., Erode – External member, CUTN
6. Prof. S. Nagarajan, Dean Student Welfare, IQAC Member, CUTN
7. Prof. S. Ravi, Dean School of Communication, IQAC Member, CUTN
8. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC member, CUTN
9. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC member, CUTN
10. Dr. E.M. Shankar, Dean School of Life Sciences, IQAC member, CUTN
11. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
12. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC member, CUTN
13. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC member, CUTN
14. Ms. Anjali Ashokan, Integrated M.Sc Chemistry, IQAC Student member, CUTN
15. Ms. S. Priyanga, Program Producer, Madhimugam Channel, Chennai, IQAC Alumni Member, CUTN.

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

1. Dr. S. Bhuvaneswari, Registrar, Administrative officer, IQAC Member, CUTN
2. Prof. S. Venkatarajalu, Chairman, Nethaji Subash Chandra Bose Group of Institutions, Thiruvarur – External member, IQAC

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

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

The following Agenda were discussed and the decisions taken are given below:

**Agenda No.1:** Approval of the previous meeting minutes held on 14<sup>th</sup> June 2018.

The IQAC Director presented the minutes of the previous meeting held on 14<sup>th</sup> June 2018 and explained the actions already initiated, based on the recommendations. The minutes of meeting was approved.

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2019

V. Premalatha

A Vikram Suthakar



**Agenda Item No.2: Action Taken Report (ATR) on decision of the previous meeting of IQAC.**

2.1) Submission of Second AQAR 2017 – 2018.

The IQAC Director briefed about the Annual Quality Assurance Report (AQAR) for the period of 1<sup>st</sup> July 2017 – 30<sup>th</sup> June 2018, approved by Academic Council members on circulation and subsequently submitted to NAAC on 26<sup>th</sup> December 2018 and received the acknowledgement from NAAC on 2<sup>nd</sup> January 2019.

2.2) 87.61% of student gave their feedback on teachers and for all courses of various programmes in the Odd semester of the Academic year 2018-2019. Student feedback analysis report was completed and approval got from competent authority. The report has been sent to individual faculties through email.

2.3) IQAC received 100% feedback from Non-Teaching staff and the report was submitted to higher authorities on 17<sup>th</sup> January 2019.

2.4) Progress report of Tri-partite MoU (CUTN, MHRD & UGC) for the period from 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018 (Second Quarter) was submitted to UGC & MHRD in the month January 2019.

**Agenda Item No.3: Reporting items**

3.1) Organized events

1. "Renga Pravesham 2018" organized by IQAC with Department of Music was held on 5<sup>th</sup> September 2018.
2. Interaction with Non-Teaching staff on 10<sup>th</sup> September 2018.
3. Successfully completed Nation-wide Competition for students on Law related to Women organized by Internal Quality Assurance Cell on 30<sup>th</sup> October 2018.
4. Successfully completed Digital Shakti – Digital Literacy program for women on 18<sup>th</sup> December 2018.

3.2) IQAC meeting:

1. Internal members – 06
2. Heads of the Department – 01
3. Students representatives – 02

3.3) Visit:

Gandhigram Rural University, Dindugul on 29<sup>th</sup> June 2018 for NAAC Accreditation work.

**Agenda Item No.4: Work in progress:-**

4.1) **AQAR 2018-2019**

The Director informed that AQAR for the period of 1<sup>st</sup> July 2018 – 30<sup>th</sup> June 2019.

4.2) Alumni & Parents feedback:-

- Four departments have conducted Parents meeting and collected their feedback.
- IQAC requested all other departments to organize Alumni and Parents meet regularly.

*Rajali*

A Vikram Kumar



**Agenda Item No.5: NAAC Accreditation - Proposed work plan:-**

Month	Work planned	To monitor the progress, at the end of every month review meeting will be organized for the Deans, Heads, Coordinators, Nodal Officers, Programme Officers, Assistant Registrars
February 2019	Department wise verification of documents	
March & April 2019	Data validation from various sections	
May & June 2019	Compiling the data at IQAC	
	Documents to be prepared for uploading	
	Self-assessment	
	Final preparation	
	<b>Submission of IIQA &amp; SSR</b>	

**Agenda Item No.6: IQAC – work plan from February 2019 to June 2019:**

Month	Work planned
February 2019	Department wise verification of documents IQAC internal member review meeting Feedback Analysis for Odd semester 2018-2019
March 2019	Online students feedback for Even sem (2018-2019) Class representative meeting IQAC internal member review meeting Online faculty feedback for Even sem 2018-2019 Tripartite MoU between CUTN, MHRD & UGC (3 <sup>rd</sup> Quarter)
April 2019	Academic Audit 2016-2017 & 2017-2018 Administrative Audit 2016-2017 & 2017-2018
May 2019	Compiling the NAAC data at IQAC Preparing for SSR submission Two day seminar
June 2019	Submission of IIQA & SSR 4 <sup>th</sup> Meeting of IQAC members AQAR 2018-2019 sub-committee member meeting

**Agenda Item No.7: Work in progress**

**6.1) Prof. S. Nagarajan discussed the following:**

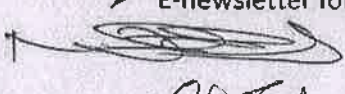
- Atal Ranking (ARIIA 2019)
- Incubation centre to be established
- Awareness camp for innovation activities to students.
- To create a page of student profile

**6.2) Dr. E. M. Shankar briefed about Fauna & Flora Album.**

**6.3) Dr. V. Premalatha shared her views on CUTN faculty handbook and Online PBAS.**

**6.4) Prof. N. Panchanatham suggested the following related to NAAC Re-assessment:**

- Each department should have atleast one best practice.
- Solar energy harnessing for academic and residential campus buildings.
- Each and every faculty should publish atleast one research article in a year.
- E-newsletter for every department.



A Vikram Suter  
P. J. J. J.





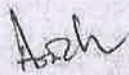
- Alumni details may be added in Student magazine.
- Should strengthen Industry academic interaction / collaboration with Commerce, Management, Science and Media etc.

**Agenda Item No.8: Equipping IQAC:**

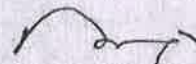
8.1) IQAC require the following things:-

1. Need more space
2. Display racks
3. Almirahs and Cupboards
4. Conference table and Chairs
5. In addition to that civil maintenance work (Walls, Window curtains)

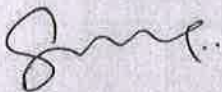
The meeting ended with vote of thanks to the Chair.



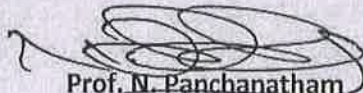
**Prof. A.P. Dash**  
Vice Chancellor & Chairman IQAC, CUTN



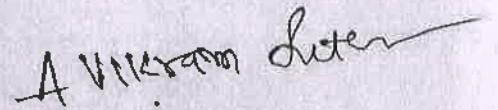
**Prof. A. Ragupathy**  
Controller of Examinations, CUTN



**Prof. Sulochana Shekhar**  
Coordinator, IQAC



**Prof. N. Panchanatham**  
External Member, IQAC



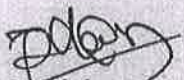
**Shri. A. Vikram Suthakar**  
External Member, CUTN



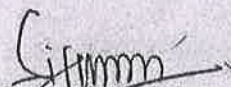
**Prof. S. Nagarajan**  
Dean Student Welfare, CUTN



**Prof. S. Ravi**  
Dean School of Communication, CUTN



**Dr. P. Srinivasan**  
Associate Professor  
Department of Education



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



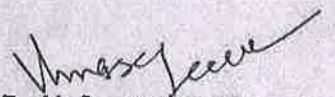
**Dr. E. M. Shankar**  
Associate Professor & Head  
Department of Life Sciences



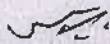
**Dr. V. Premalatha**  
Dean School of Performing  
Arts & Fine Arts, CUTN



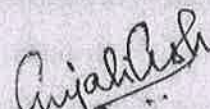
**Dr. N. Barani Balan**  
Assistant Professor  
Department of Mathematics



**Dr. V. Gunasekaran**  
Assistant Professor  
Department of Material Sciences



**Ms. S. Priyanga**  
Program Producer  
Madhimugam Channel, Chennai



**Ms. Anjali Ashokan**  
IQAC Student Member  
Integrated M.Sc Chemistry



## MINUTES OF THE MEETING

**Minutes of the meeting with IQAC Internal Members held on 07.03.2019  
(Thursday) at 3.30 p.m. in IQAC Office, Admin Block, CUTN**

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

1. **Prof. Sulochana Shekhar**, Dean, School of Earth Sciences & IQAC Director, CUTN
2. **Prof. S. Ravi**, Dean, School of Communication, IQAC Member, CUTN
3. **Dr. P. Sigamani**, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
4. **Dr. E. M. Shankar**, Dean, School of Life Sciences, IQAC Member, CUTN
5. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
6. **Dr. V. Gunasekaran**, Assistant Professor, Department of Material Science, IQAC Member, CUTN

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

1. **Prof. S. Nagarajan**, Dean, School of Basic and Applied Sciences, CUTN
2. **Dr. P. Srinivasan**, Associate Professor, Department of Education, IQAC Member, CUTN
3. **Dr. V. Premalatha**, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
4. **Ms. Anjali Ashokan**, Integrated M.Sc Chemistry, IQAC Student member, CUTN

The IQAC Director Prof. Sulochana Shekhar welcomed the IQAC Internal members to the meeting.

**The following Agenda were discussed and the decisions taken are given below:**

### **Agenda Item No. 1: Approval of the previous meeting minutes.**

The IQAC Director presented the minutes of the previous meeting and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

### **Agenda Item No.2: Action taken Report (ATR) on decision of previous meeting of IQAC:**

1. IQAC external members meeting successfully completed on 23<sup>rd</sup> January 2019.
2. Course registration successfully completed for the Academic Year 2018-2019 (Even Semester).
3. Online Non-Teaching feedback analysis report submitted to Authority section on 17.01.2019.
4. Progress report of Tri-partite MoU (CUTN, MHRD & UGC) for the period from 1<sup>st</sup> October 2018 to 31<sup>st</sup> December 2018 (Second Quarter) was submitted to UGC & MHRD in the month January 2019.

### **Agenda Item No.3: Work in progress:**

1. Progress report of Tri-partite MoU between CUTN, MHRD & UGC for the period during 1<sup>st</sup> January 2019 to 31<sup>st</sup> March 2019 (Third quarter) data to be collected from various departments / sections / cells.
2. IQAC Director discussed with members about the criteria wise documents collection and the preparation of Self Study Report (SSR) for NAAC Reassessment in the year 2019. Director informed the Data Validation and Verification process is under process and DVV committee will be submitting matrices for all seven criteria with In 2<sup>nd</sup> week of April 2019.
3. Director discussed about the Academic Audit proforma collection process and details received from various departments. Members suggested Academic Audit verification schedule date with time to be sent to all departments and request them to maintain the supporting documents.



4. Members discussed about the Administrative Audit Action Taken (ATR) successfully received from concerned Sections / Cells and compiling report to be submitted in the end of March 2019. **Dr. P. Srinivasan**, Associate Professor, Department of Education, CUTN – Internal Expert for Administrative Audit for the period of 2016 – 2017 & 2017 – 2018.
5. Collection of Students feedback on teacher and for all courses of various programmes of the Academic Year 2018-2019 (Even Semester) has been planned.
6. Collection of Faculty feedback through online for the Academic Year 2018-2019 has been planned.
7. **AQAR 2018-2019**

The IQAC Director briefed about the preparation of Annual Quality Assurance Report (AQAR) for the period of 1<sup>st</sup> July 2018 – 30<sup>th</sup> June 2019. The proposed AQAR sub-committee members are listed below:

**Internal member**

- ❖ Prof. Sulochana Shekhar, Director, IQAC - Chairperson
- ❖ Dr. P. Srinivasan, Associate Professor & IQAC member – Member
- ❖ Dr. N. Barani Balan, Assistant Professor & IQAC member - Member

**Agenda Item No.4: Work Plan**

**1. Seminar:**

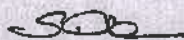
- ❖ IQAC Director informed members about the CUTN sponsored two-day national seminar during first week of May 2019.
- ❖ All members discussed about the Resource Persons and may decide to have a separate meeting for organizing the seminar.

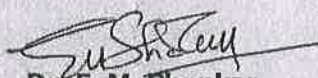
The meeting ended with vote of thanks to the Chair.

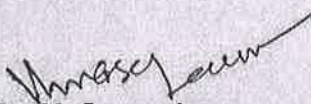
**Prof. Sulochana Shekhar**  
Director, IQAC

  
**Dr. P. Srinivasan**  
Department of Social Work

  
**Dr. N. Barani Balan**  
Department of Mathematics

  
**Prof. S. Ravi**  
Department of Library Science

  
**Dr. E. M. Shankar**  
Department of Life Sciences

  
**Dr. V. Gunasekaran**  
Department of Material Science



## MINUTES OF THE MEETING

**Minutes of the meeting with IQAC Internal Members held on 03.04.2019  
(Wednesday) at 3.30 p.m. in IQAC Office, Admin Block, CUTN**

Following members were present for the meeting:

1. **Prof. S. Nagarajan**, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
2. **Prof. S. Ravi**, Dean, School of Communication, IQAC Member, CUTN
3. **Dr. P. Srinivasan**, Associate Professor, Department of Education, IQAC Member, CUTN
4. **Dr. P. Sigamani**, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
5. **Dr. V. Premalatha**, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
6. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, IQAC Member, CUTN

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

1. **Prof. Sulochana Shekhar**, Dean, School of Earth Sciences & IQAC Director, CUTN
2. **Dr. E. M. Shankar**, Dean, School of Life Sciences, IQAC Member, CUTN
3. **Dr. V. Gunasekaran**, Assistant Professor, Department of Material Science, IQAC Member, CUTN

Prof. S. Nagarajan welcomed the IQAC Internal members to the meeting.

**The following Agenda were discussed and the decisions taken are given below:**

**Agenda Item No. 1: Action taken Report (ATR) on decision of previous meeting of IQAC:**

1. Prof. S. Nagarajan briefed about the preparation of Performance Review of Tri-partite MoU (2018-2019) 3<sup>rd</sup> Quarter for the period from 1<sup>st</sup> January 2019 to 31<sup>st</sup> March 2019. IQAC members discussed about data received from various departments / Sections / Cells.

Few departments are yet to give their data for final compilation. The members suggested IQAC to send a reminder to those departments and request them to submit it at the earliest.

- ❖ Department of Microbiology
- ❖ Department of Media & Communication

2. Collection of Students feedback for all courses of various programmes to obtain feedback from students through online in the Even Semester for the Academic Year 2018-2019.
3. Collection of Faculty feedback through online for the Academic Year 2018-2019 is under process.

**Agenda Item No.2: Reporting item:**

- ❖ Academic Audit Verification schedule has been planned to be conduct on 1<sup>st</sup> week of May 2019. The Evaluation of the Department proforma has been sent to all the departments with supporting documents to submit on or before 24.04.2019.


**Agenda Item No.3: Work in progress:**

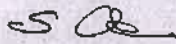
- ❖ The Administrative Audit for the period of 2016-2017 & 2017-2018 consolidated Action Taken Report (ATR) has been successfully completed and submitted for approval.

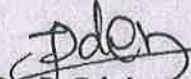
**Agenda Item No.4: Work Plan**

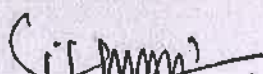
- **IQAC Seminar:** All members approved the conduct of seminar by IQAC, CUTN

The meeting ended with vote of thanks to the Chair.

  
**Prof. S. Nagarajan**  
Department of Chemistry

  
**Prof. S. Ravi**  
Department of Library Science

  
**Dr. P. Srinivasan**  
Department of Education









## MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on 14.05.2019  
(Tuesday) at 4.00 p.m. in IQAC Office, Admin Block, CUTN

Following members were present for the meeting:

1. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences
2. Prof. S. Ravi, Dean, School of Communication, IQAC Member, CUTN
3. Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC Member, CUTN
4. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN
5. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
6. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
7. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC Member, CUTN

Due to unavoidable reasons, following members were absent for the meeting

1. Prof. Sulochana Shekhar, Dean, School of Earth Sciences & IQAC Director, CUTN
2. Dr. E. M. Shankar, Dean, School of Life Sciences, IQAC Member, CUTN

Prof. S. Nagarajan welcomed the IQAC Internal members and chaired the meeting.

The following Agenda were discussed and the decisions taken are given below:

**Agenda Item No. 1: Approval of the previous meeting minutes held on 3<sup>rd</sup> April 2019.**

Prof. S. Nagarajan presented the minutes of the previous meeting and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

**Agenda Item No. 2: Action taken Report (ATR) on decision of previous meeting of IQAC:**

1. Progress report of Tri-partite MoU (CUTN, MHRD & UGC) for the period from 1<sup>st</sup> January 2019 to 31<sup>st</sup> March 2019 (Third Quarter) was submitted to UGC & MHRD in the month of April 2019.
2. Overall 82% of students gave their feedback on teachers and for all courses of various programmes in the even semester of the academic year 2018-2019.
3. Excluding the Material Sciences, Life Sciences & Microbiology students went outside for the final semester project, 90% students submitted the Student feedback.
4. IQAC received 92% feedback from faculties, a remainder email shall be send to the faculties those who have not submitted.
5. New committee was constituted on 2<sup>nd</sup> May 2019 to update the existing CAS application form strictly adhering the 2018 regulations.
6. New committee was constituted on 29<sup>th</sup> April 2019 to prepare AQAR 2018-2019 (1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019).

**Agenda Item No.2: Career Advancement Scheme (CAS):**

- ❖ All members accentuated the Career Advancement Scheme (CAS) for eligible faculties and timely declaration of promotion conformation for the faculty members.
- ❖ The members suggested that, like other Universities IQAC shall act as a Nodal agency for CAS & PBAS collection of information from faculty members for Verification of CAS application. The CAS application after verification will be given to Establishment section on time for interview / further action.

2/ SQD Sigamani P. Premalatha



❖ **Discussion and approval of CAS application forms:**

The committee constituted to update the existing CAS application form submitted the recommendations on 14<sup>th</sup> May 2019. CAS application forms were prepared by strictly adhering the 2018 regulations. It was decided that the **updated CAS application form will be submitted to competent authority for the approval.**

**Agenda Item No.2: Reporting item:**

- ❖ Performance Review of Tri-partite MoU between CUTN, MHRD & UGC for the year 2019-2020 target achieving details submitted to UGC & MHRD in the month of April 2019.
- ❖ Prof. S. Nagarajan discussed about the preparation of Annual Quality Assurance Report (AQAR) for the academic year 2018-2019.
- ❖ IQAC members discussed and fully agreed to go online collection of PBAS forms.
- ❖ IQAC members suggested that all the departments' to be informed to fill all the seats during the admission.
- ❖ Prof. S. Nagarajan congratulated three of the IQAC members (Dr. P. Sigamani, Dr. N. Barani Balan & Dr. V. Gunasekaran) for their academic overseas visits during summer.
- ❖ IQAC suggests that all School boards to be proactive and suggested the Humanities (Tamil, Hindi) and Music schools can suggest list of the journals to be included for the CAS.
- ❖ IQAC members suggested that final year students those who are doing project outside can be excluded from submitting the feedback.
- ❖ Based on the representation from students IQAC members suggested the student feedback & faculty feedback Questionnaire should be translated in to Tamil & Hindi.

**Agenda Item No.3: Work in progress:**

- ❖ Prof. S. Nagarajan briefed about the preparation of Performance Review of Tri-partite MoU between CUTN, MHRD & UGC for the period during 1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019 (Fourth Quarter) data to be collected from various departments / Sections / Cells.
- ❖ Members discussed about the Academic Audit, members suggested that Academic Audit verification schedule date tentatively shall be during the 1<sup>st</sup> week of July 2019 beginning of next academic year 2019-2020. The schedule will be send to all departments and request them to maintain the supporting documents.
- ❖ IQAC members discussed about the Administrative Audit received from concerned sections / Cells. Dr.P.Srinivasan, Associate Professor, Department of Education, CUTN – Internal expert preparing the consolidated Action Taken Report (ATR) and report will be submit to IQAC office and approval taken from the competent Authority for necessary action.

**Agenda Item No.4: Work Plan**

**IQAC Seminar:**

1. The members discussed about the National seminar on "Assessing Quality in Higher Education" organized by Internal Quality Assurance Cell tentatively decided the date that falls between 27<sup>th</sup> & 28<sup>th</sup> June 2019.
2. Appropriate permission has to be taken from the Hon'ble Vice Chancellor and the Registrar for the approval and financial assistance from the University.

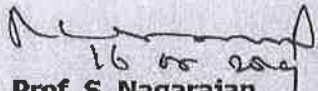


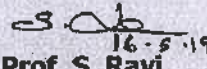
3. The IQAC Coordinator discussed about the National seminar and organization committee(s) have been constituted

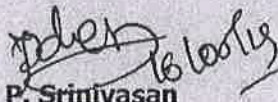
Committee Members	Duties & Responsibilities
Prof. Sulochana Shekhar, Dean, School of Earth Science Prof. S. Nagarajan, Dean, School of Basic & Applied Science Prof. S. Ravi, Dean, School of Communication	Speakers Arrangement Registration Kits Feedback form
Dr. E. M. Shankar, Dean, School of Life Sciences Dr. P. Srinivasan, Associate Professor, Department of Education	Invitation Printing Speakers Bio data - Booklet Banners, Memento, Shawl Certificate Printing
Dr. P. Sigamani, Associate Professor & Head, Dept of Social Work Dr. V. Premalatha, Dean, School of Performing Arts & Fine Arts Dr. N. Barani Balan, Assistant Professor, Dept of Mathematics 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, Dean, School of Performing Arts & Fine Arts Ms. S. Priyanga, Alumni Member, IQAC	National seminar 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

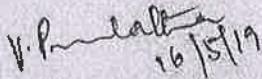
The meeting ended with vote of thanks to the Chair.

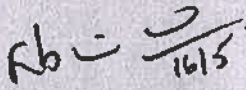
  
16/5/19  
**Prof. S. Nagarajan**  
Dean, School of Basic & Applied Science

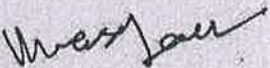
  
16.5.19  
**Prof. S. Ravi**  
Dean, School of Communication

  
16/5/19  
**Dr. P. Srinivasan**  
Department of Education

  
**Dr. P. Sigamani**  
Department of Social work

  
16/5/19  
**Dr. V. Premalatha**  
Dean, School of Performing Arts & Fine Arts

  
16/5  
**Dr. N. Barani Balan**  
Department of Mathematics

  
**Dr. V. Gunasekaran**  
Department of Materials Science