



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



INTERNAL QUALITY ASSURANCE CELL

MEETINGS
2019-2020

S. No.	Date	Purpose of the Meeting
1	05.07.2019	IQAC Meeting - Administrative Audit Committee Meeting
2	08.07.2019	IQAC Meeting - Academic Audit Committee Meeting
3	05.08.2019	IQAC Internal Members Meeting
4	09.10.2019	IQAC Internal Members Meeting
5	11.11.2019	IQAC Internal Member Meeting
6	03.02.2020	IQAC Internal Member Meeting
7	20.02.2020	IQAC Meeting - Academic Audit Committee Meeting
8	08.06.2020	IQAC Internal Members Meeting
9	17.06.2020	IQAC Internal Members Meeting

Prof. Sulochana Shekhar
Director, IQAC



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलकुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Tiruvavur - 610 101

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Administrative Audit Committee members with IQAC Internal Members meeting held on 5th July 2019 (Friday) at 3.00 p.m. in VC Conference Hall, Administrative Block, CUTN

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

1. **Dr. S. Bhuvaneshwari, Registrar, Central University of Tamil Nadu - Chairperson**
2. **Prof. Sulochana Shekhar, Coordinator IQAC &, Dean, School of Earth Sciences, CUTN**
3. **Dr. P. Srinivasan, Associate Professor, Department of Education, IQAC Member, CUTN**
4. **Dr. E. M. Shankar, Dean, School of Life Sciences, IQAC Member, CUTN**
5. **Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN**
6. **Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN**
7. **Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC Member, CUTN**
8. **Dr. Taddimurall, Department of Library & Information Science, CUTN**
9. **Er. K. Kanagaraj, Executive Engineer, Estate Section, CUTN**
10. **Dr. S. Dhanavandan, Deputy Librarian, CUTN - Administrative Audit Member**
11. **Mrs. Binny Binu, Assistant Registrar, Examination Section, CUTN - Administrative Audit Member**
12. **Mr. R. Ramesh, Section Officer, Establishment Section, CUTN - Administrative Audit Member**

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

1. **Dr. S.G. Ramkumar, Officer In-charge, Purchase Section, CUTN - Administrative Audit Member**
2. **Dr. S. Ramesh Kumar, Assistant Registrar & Finance Section - Administrative Audit Member**

Prof. Sulochana Shekhar welcomed the Administrative Audit Committee member & IQAC Internal members to the meeting.

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

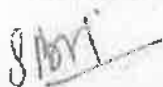
Agenda Item No. 1: Method of operation for Administrative Audit report 2016-2018:

- ❖ The Administrative Audit process started with a fruitful meeting of the Administrative Audit committee with all the sections / cells officers of the University. The Registrar presented an overview of Central University of Tamil Nadu, Thiruvavur with specific emphasis on its progress and achievements & implementation during the year 2016-2018.
- ❖ The Coordinator, IQAC presented Administrative Audit report. This was followed by the brief given by Administrative Audit verification member **Dr. P. Srinivasan**, Associate Professor & Academic Coordinator, Department of Education, CUTN based on his visit to various sections / cells of the University. He had discussions with the concerned section heads and administrators to have the first hand information about the various activities. The section heads presented and explained the action initiated in their sections / cells before the committee member.

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- ❖ The execution of the whole assessment process was planned systematically by the IQAC. Specific methodology was adopted to collect information from the concerned sections / cells which were made available to the members of the Administrative Audit committee.
- ❖ The IQAC Coordinator thanked the administrative audit committee members for their cooperation to complete Administrative Audit (AA) successfully. Except a few, many of the committee's recommendations were already implemented and some of them in progress.
- ❖ Next Administrative Audit (AA) committee observer has been decided in the meeting and Dr. V. Gunasekaran, Assistant Professor, Department of Materials Science, CUTN has been nominated to do the observer duty for the year 2018-2019.
- ❖ The Registrar Madam congratulated IQAC for the critical assessment of administrative activities and discussed various campus development activities.

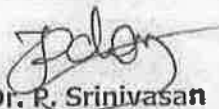
The meeting ended with vote of thanks to the Chair.



Dr. S. Bhuvanewari
Registrar, CUTN



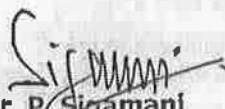
Prof. Sulochana Shekhar
Coordinator, IQAC



Dr. R. Srinivasan
Associate Professor
Department of Education, CUTN



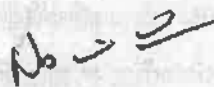
Dr. E. M. Shankar
Dean, School of Life Sciences, CUTN



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



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



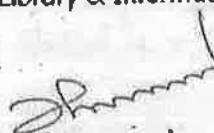
Dr. N. Barani Balan
Assistant Professor
Department of Mathematics, CUTN



Dr. Taddimurali
Assistant Professor
Department of Library & Information Science



Er. K. Kanagaraj
Executive Engineer
Estate Section, CUTN



Dr. S. Dhanavandan
Deputy Librarian, Central Library
Administrative Audit Member



Mrs. Binny Binu
Assistant Registrar
Examination Section, CUTN
Administrative Audit Member



Mr. R. Ramesh
Section Officer
Establishment Section, CUTN
Administrative Audit Member



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்

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तिरुवारूर/Thiruvavur - 610 101

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

**Academic Audit Committee members meeting held on 8th July 2019
(Monday) at 4.30 p.m. in IQAC office, Administrative Block, CUTN**

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Coordinator IQAC &, Dean, School of Earth Sciences, CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, CUTN
3. Prof. S. Ravi, Dean, School of Communication, CUTN
4. Prof. P. Velmurugan, Professor & Head, Department of Tamil, CUTN
5. Dr. P. Srinivasan, Associate Professor, Department of Education, CUTN
6. Dr. E. M. Shankar, Dean, School of Life Sciences, CUTN
7. Dr. V. Rajendiran, Assistant Professor, Department of Chemistry, CUTN
8. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, CUTN
9. Dr. Sunil Kumar, Assistant Professor, Department of Education, CUTN
10. Mr. Chittaranjan Subudhi, Assistant Professor, Department of Social Work, CUTN
11. Dr. K. G. Sudhier, Assistant Professor, Department of Library & Information Science, CUTN

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

1. Dr. Kaushik Rajaram, Assistant Professor, Department of Microbiology, CUTN

Prof. Sulochana Shekhar welcomed the Academic Audit Committee members to the meeting.

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

Agenda Item No. 1: Method of operation for Academic Audit report 2016-2018:

- ❖ The Academic Audit process started with a fruitful meeting of the Academic Audit committee with all the departments of the University.
- ❖ Prof. Sulochana Shekhar briefed about the preparation of Academic Audit report during the year 2016-2018.
- ❖ The execution of the whole assessment process was planned systematically by the IQAC. Specific methodology was adopted to collect information from the concerned departments which were made available to the members of the Academic Audit committee. This information was explained to the Chairperson of the committees and they were advised to make spot visits and interact with the stake holders.

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- ❖ Members discussed about the Academic Audit, and suggested that Academic Audit verification process has to be completed tentatively during the 3rd week of July 2019 and submit the report by 1st week of August 2019. The schedule will be send to all departments and request them to maintain the supporting documents.
- ❖ Respective Chairpersons were requested to have a meeting with their team members and send a schedule of their visit to IQAC at the earliest.

The meeting ended with vote of thanks



Prof. Sulochana Shekhar
Coordinator, IQAC



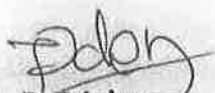
Prof. S. Nagarajan
Dean, School of Basic and Applied Sciences, CUTN



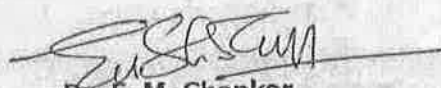
Prof. S. Ravi
Dean, School of Communication, CUTN



Prof. P. Velmurugan
Professor & Head, Department of Tamil, CUTN



Dr. P. Srinivasan
Associate Professor
Department of Education, CUTN



Dr. E. M. Shankar
Dean, School of Life Sciences, CUTN



Dr. V. Rajendiran
Assistant Professor
Department of Chemistry, CUTN



Dr. N. Barani Balan
Assistant Professor
Department of Mathematics, CUTN



Dr. Sunil Kumar
Assistant Professor
Department of Education, CUTN



Mr. Chittaranjan Subudhi
Assistant Professor
Department of Social Work, CUTN



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

MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on
05th August 2019 (Monday) 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 & Coordinator, IQAC-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. E. M. Shankar, Dean, School of Life Sciences, IQAC Member, CUTN
6. Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, IQAC Member, CUTN

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

1. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
2. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, IQAC member, CUTN
3. Dr. V. Gunasekaran, Assistant Professor, Department of Material Science, IQAC Member, CUTN

Prof. Sulochana Shekhar 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: Action taken Report (ATR) on decision of previous meeting of IQAC:

1. Orientation session completed for Atal Ranking (ARIIA 2020) was held on 31st July 2019 at Vel Tech Rangarajan Dr. Sagunthala R and D Institute of Science and Technology, Chennai.
2. The Academic Audit verification schedule has been sent to all department Heads through email on 30th July 2019 and requested them to maintain the supporting documents, for audit purpose.
3. IQAC workshop reimbursement fund Rs.1,00,000/- was received from NAAC on 9th April 2018.

Agenda Item No.2: STRIDE Research project proposal:

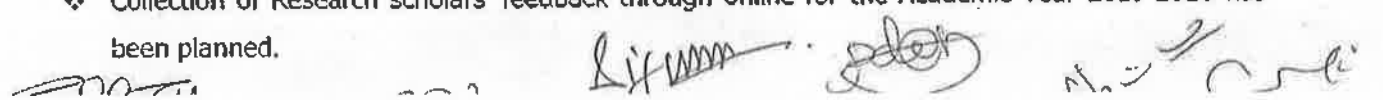
- ❖ IQAC is planning to organize "Oneday with IQAC – Faculty meet on STRIDE research project" on 13th August 2019 @ 3.30 p.m. in Pro-VC Conference Hall, CUTN and communicated to all faculty members through email on 7th August 2019.

Agenda Item No.3: Career Advancement Scheme (CAS) & Online PBAS:

- ❖ CAS Notification 2019 successfully floated in the University website and CAS screening committee note sheet sent to Competent Authority on 29th July 2019 as per the UGC Regulations, 2018.
- ❖ Online PBAS will be completed during the last week of August 2019.

Agenda Item No.5: Work Plan:

- ❖ Progress report of Tri-partite MoU between CUTN, MHRD and UGC for the period from 1st July 2019 to 30th September 2019 (First Quarter) for the Year 2019-2020 will be collected from various departments / sections / cells.
- ❖ Atal Ranking of Institutions on Innovation Achievements (ARIIA 2020) for the period from 1st April 2018 to 31st March 2019 for the Financial Year 2018-2019 data will be collected from various departments / sections / cells.
- ❖ Collection of Student feedback on teacher and for all courses of various programmes for the Academic Year 2019-2020 (Odd Semester) has been planned.
- ❖ Collection of Non-teaching staff feedback through online for the Academic Year 2019-2020 has been planned.
- ❖ Collection of Research scholars' feedback through online for the Academic Year 2019-2020 has been planned.



- ❖ IQAC members suggested that final year students those who are doing project outside can be excluded from submitting their feedback.
- ❖ IQAC Coordinator discussed with IQAC members regarding departments cooperation for nominating class representatives to collect online student feedback for the Academic year 2019-2020 (Odd Semester).
- ❖ Participating NIRF Ranking for the year 2019.
- ❖ AQAR 2018-2019:
Prof. Sulochana Shekhar discussed about the preparation of Annual Quality Assurance Report (AQAR) for the academic year 2018-2019 received from various departments / sections / cells.
- ❖ IQAC will organize competition for students on "Design a logo for IQAC" sponsored by CUTN and appropriate permission will be taken from Competent Authority and members suggested nominated Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, CUTN as a competition coordinator.

Agenda Item No.6: Student Satisfaction Survey (SSS):

- ❖ Prof. Sulochana Shekhar suggested that Student Satisfaction Survey (SSS) has to be planned as per AQAR 2018-2019 new format. IQAC may organize the survey online and results will be floated in the University website.

Agenda Item No.10: CUTN-IQAC Workshop:

1. IQAC got permission to organize 2 workshops from the competent authority.
2. The members discussed about organizing a Two day National workshop on "Assessing Quality in Higher Education" during 19-20th September 2019.
3. Dr. E. M. Shankar expressed his willingness to ask sponsors for IQAC workshop kits example: Pointer, Pendrive, T-shirt, Cup, Pen, key chain, Water bottle, Cup and paper weight (if any one of the items to be sponsored).
4. 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 Sciences Prof. S. Nagarajan, Dean, School of Basic & Applied Sciences 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 Dr. N. Barani Balan, Assistant Professor, Dept of Mathematics	Invitation Printing Speakers Bio data - Booklet Banners, Memento, Shawl Certificate Printing
Prof. S. Nagarajan, Dean, School of Basic & Applied Sciences 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
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

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5. Tentative preparation for IQAC workshop programme schedule are given below:

19.09.2019 (Thursday) - Inauguration Ceremony

Chief Guest	Mr. B. S. Ponmudiraj Deputy Adviser National Assessment & Accreditation Council (NAAC) Bangalore, Karnataka
President	Prof. Aditya Prasad Das Hon'ble Vice Chancellor Central University of Tamil Nadu Thiruvarur
Guest of Honour	Dr. S. Bhuvaneswari Registrar Central University of Tamil Nadu
	Prof. A. Ragupathy Controller of Examinations Central University of Tamil Nadu
	CMA. V. Palani Finance Officer Central University of Tamil Nadu
	Prof. S. Nagarajan Dean (Students Welfare) Central University of Tamil Nadu
	Prof. S. Venkatarajulu Chairman Nethaji Subash Chandra Bose Group of Institutions Thiruvarur

**PROGRAMME SCHEDULE
DAY 1 – 19.09.2019**

Time		Event
9.00 a.m.	Registration	Guest House Conference Hall, CUTN
10.00 a.m.	Inauguration	Prof. Aditya Prasad Das Hon'ble Vice Chancellor Central University of Tamil Nadu Thiruvarur
11.00 a.m.	Group Photo	
11.15 a.m.	Tea Break	
11.45 a.m.	Session I	Mr. B. S. Ponmudiraj Deputy Adviser National Assessment & Accreditation Council (NAAC) Bangalore, Karnataka
1.15 p.m.	Lunch	
2.00 p.m.	Session II	Prof. E. Ramganes Professor & Head Department of Education Technology Bharathidasan University Tiruchirappalli
3.30 p.m.	Tea Break	
3.45 p.m.	Session III	Share & Care
5.00 p.m.	Local Visit	Thiruvarur Locality
8.00 p.m.	Dinner	Dinner Lounge CUTN Guest House, Nagakudi Campus

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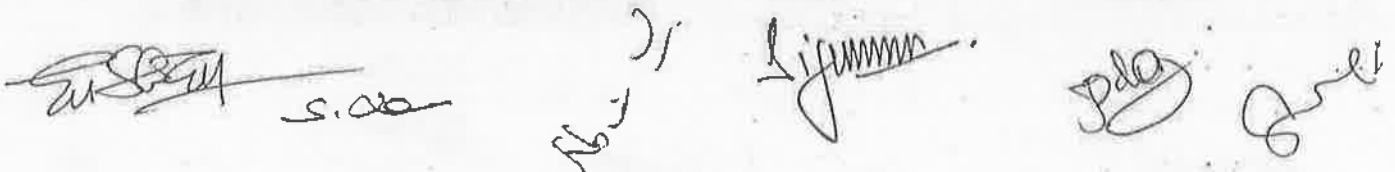
**PROGRAMME SCHEDULE
DAY 2 – 20.09.2019**

Time		Event
9.30 a.m.	Session I	Dr. Selvam Professor & Head (Retired) Department of International Business Alagappa University Kariaikudi
11.00 a.m.	Tea Break	
11.45 a.m.	Session II	To be filled
1.15 p.m.	Lunch	
2.00 p.m.	Session III	To be filled
3.30 p.m.	Feedback	
4.00 p.m.	Valedictory	Valedictory Address Prof. S. P. Thyagarajan Former Vice Chancellor University of Madras
5.00 p.m.	High Tea	

20.09.2019 (Friday) - Valedictory Ceremony

Chief Guest	Prof. S. P. Thyagarajan Former Vice Chancellor University of Madras
President	Prof. Aditya Prasad Das Hon'ble Vice Chancellor Central University of Tamil Nadu Thiruvavur
Guest of Honour	Dr. S. Bhuvaneshwari Registrar Central University of Tamil Nadu
	Prof. A. Ragupathy Controller of Examinations Central University of Tamil Nadu
	CMA. V. Palani Finance Officer Central University of Tamil Nadu
	Prof. S. Nagarajan Dean (Students Welfare) Central University of Tamil Nadu
	Prof. S. Venkatarajulu Chairman Nethaji Subash Chandra Bose Group of Institutions Thiruvavur

6. It has been decided to have a separate meeting for discussing about workshop on 19th August 2019.


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Agenda Item No.11: NAAC Sponsored Workshop:

- To organize a twoday workshop on "Academic Excellence through Quality Enhancement" during 19-20th December 2019, IQAC should approach NAAC and other funding agencies.

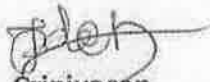
The meeting ended with vote of thanks to the Chair.



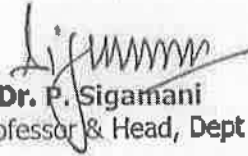
Prof. Sulochana Shekhar
Director / Coordinator, IQAC



Prof. S. Ravi
Dean, School of Communication



Dr. P. Srinivasan
Associate Professor, Department of Education



Dr. P. Sigamani
Associate Professor & Head, Dept of Social Work



Dr. E. M. Shankar
Dean, School of Life Sciences



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



தமிழ்நாடு கென்ட்ரீய விஸ்வவித்யாலய

(சென்ட்ரல் துவாரா பாரித் அதிநியம் 2009 கெ அந்தரீத் த்யாபித்)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

நீலககுடி பரிசர் / Neelakudi Campus, கங்கலாந்வேரீ / Kangalanchery,

திருவாரூர்/Thiruvárur - 610 005

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on 9th October 2019 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 & Coordinator, IQAC-CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, 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. 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
8. Mr. T.P. Girishwaran, JPA, IQAC

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

1. Dr. E. M. Shankar, Dean, School of Life Sciences, IQAC Member, CUTN
2. Dr. P. Sigamani, Associate Professor & Head, Department of Social Work, IQAC Member, CUTN

Prof. Sulochana Shekhar 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: Action taken Report (ATR) on decision of previous meeting of IQAC:

1. The Academic Audit verification successfully completed and requested them to consolidated report will be submitting through Academic Audit Chairperson for audit purpose.
2. IQAC workshop Bills, TA / DA / Honorarium / Food & Refreshment bills are submitted to finance section for reimbursement with the request to credit the amount to the concerned individual.

Agenda Item No.2: Student Satisfaction Survey (SSS):

- ❖ Prof. Sulochana Shekhar suggested that Student Satisfaction Survey (SSS) from 150 students has to be planned as per AQAR 2018-2019 new format. IQAC may organize the survey online for 20 questions and results will be floated in the University website.

Students email id to be request from Heads of the Department as given below:

Education – 10 students, Chemistry – 9 students, Physics – 9 students, Materials Science – 8 students, Commerce – 8 students, Management – 8 students, Mathematics – 8 students and other department each 6 students nominated to collect Student Satisfaction Survey (SSS).

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Agenda Item No.3: STRIDE Research project proposal:

- ❖ 15 UGC-STRIDE research proposals have been received from the faculty members. The competent authority has constituted the Evaluation of the STRIDE research proposal Office Order No. CUTN-29(1)/2019-Reg.Sec/294 dated 26th September 2019. The External members coming from BDU & NIT, Trichy and the committee assessed the 15 UGC-STRIDE research proposals and other related documents including scheme guidelines and certified that the research proposals submitted are in conformity with the STRIDE guidelines on 27th September 2019.

Agenda Item No.4: Career Advancement Scheme (CAS) & Online PBAS:

- ❖ CAS Notification 2019 successfully completed and the Screening Committee have scrutinized the applications of faculty members in Associate Professors to be considered for the post of Professor (Academic Level 13A to 14) and Assistant Professor (Academic Level 10 to 11 & 11 to 12) under CAS during 12th, 13th, 14th September 2019 and the file has been submitted to Registrar secretariat on 14th September 2019.
- ❖ Online PBAS for CAS – 75% of work completed.

Agenda Item No.5: Reporting items

1. IQAC members suggested that the IQAC External members meeting to be held on November/December 2019.
2. Prof. Sulochana Shekhar discussed about the preparation of Progress report of Tri-partite MoU between CUTN, MHRD and UGC for the period from 1st July 2019 to 30th September 2019 (First Quarter) for the Year 2019-2020 will be collected 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.
3. Prof. S. Nagarajan discussed about the preparation of Atal Ranking (ARIIA 2020) for the financial year 2018-2019 received from various departments / sections / cells and the same will be uploaded in the ARIIA portal on or before 31st October 2019. 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.
4. IQAC organize competition for students on "Design a logo for IQAC" and 2 logos finalized and IQAC members suggested nominated Dr. N. Barani Balan, Assistant Professor, Department of Mathematics, CUTN as a competition coordinator will announce the result shortly.
5. AQAR 2018-2019:
Prof. Sulochana Shekhar discussed about the preparation of Annual Quality Assurance Report (AQAR) for the academic year 2018-2019 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.

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Agenda Item No.6: Work Plan:

- ❖ Collection of Student feedback on teaching and all courses of various programmes for the Academic Year 2019-2020 (Odd Semester) has been planned.
- ❖ Collection of Non-teaching staff feedback through online for the Academic Year 2019-2020 has been planned on 3rd week of October 2019.
- ❖ IQAC Coordinator discussed with IQAC members regarding departments cooperation for nominating class representatives for the Academic year 2019-2020 (Odd Semester).
- ❖ Collect Individual faculty workload for the Academic Year 2019-2020 (Odd Semester) to be received from various departments.
- ❖ List of UGC uploaded H-Index, I10-Index, No. of papers published in UGC listed Journals and No. of Papers Published in International Journals details will be collected from Information Scientist.


Agenda Item No.7: CUTN-IQAC Workshop:

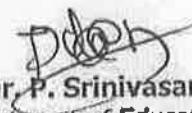
- ❖ To organize a two day workshop will be planned on January 2020, IQAC should approach funding agencies and a separate meeting will be planned for the same.

The meeting ended with vote of thanks to the Chair.

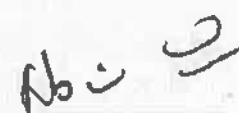

Prof. Sulochana Shekhar
Director / Coordinator, IQAC

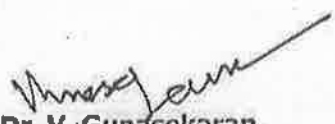

Prof. S. Nagarajan
Dean, School of Basic & Applied Science



Prof. S. Ravi
Dean, School of Communication


Dr. P. Srinivasan
Department of Education


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


Dr. N. Barani Balan
Department of Mathematics


Dr. V. Gunasekaran
Department of Materials Science


Mr. T. P. Girishwaran
Junior Professional Assistant, IQAC



தமிழ்நாடு கென்றிய விஸ்வவித்யாலய

(சंसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

நீலக்குடி பரிசர் / Neelakudi Campus, கங்கலாந்வேரி / Kankalancherry,

திருவாரூர்/Thiruvaur - 610 005

INTERNAL QUALITY ASSURANCE CELL

CLASS REPRESENTATIVE - MINUTES OF THE MEETING

Class representative Minutes of the meeting with IQAC Internal Members held on 11th November 2019 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 & Coordinator, IQAC-CUTN
2. **Prof. S. Nagarajan**, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
3. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, IQAC Member, CUTN
4. **Dr. V. Gunasekaran**, Assistant Professor, Department of Material Science, IQAC Member, CUTN
5. **Mr. T.P. Girishwaran**, JPA, IQAC

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

1. **Prof. S. Ravi**, Dean, School of Communication, IQAC Member, CUTN
2. **Dr. P. Srinivasan**, Associate Professor, Department of Education, IQAC Member, CUTN
3. **Dr. E. M. Shankar**, Dean, School of Life Sciences, 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


Prof. Sulochana Shekhar welcomed the IQAC Internal members and Class representatives and chaired the meeting.

The following details discussed in the Class representative meeting:

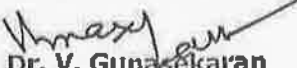
- ❖ Mr. Sarath, Master of Social Work expressed that Feedback evaluated the teachers in the Last time but after no result in the feedback.
- ❖ Mr. Sagar Das, 2nd Year M.Tech Materials Science expressed that few faculties not giving notes in time for Examination.
- ❖ Mr. Jeshurun, 1st Year M.Tech Materials Science expressed that student email id and Id cards not issued as on 1st November 2019.
- ❖ Class representatives are expressed that no mentors for few departments details is given below:
 1. Department of Life Sciences
 2. Department of Mathematics
 3. Department of Computer Science
 4. Department of Physics
 5. Department of Horticulture
 6. Department of Materials Science
 7. Department of Applied Psychology
 8. Department of Microbiology
 9. Department of Media
- ❖ Students expressed that new buildings are no water available.
- ❖ Students expressed that Life Science department lack of cleaning in bathroom.
- ❖ Students suggested that NLBS-2 building no WiFi connection.

The meeting ended with vote of thanks to the Chair.


Prof. Sulochana Shekhar
Director / Coordinator, IQAC


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


Dr. N. Barani Balan
Department of Mathematics


Dr. V. Gunasekaran
Department of Materials Science


Mr. T. P. Girishwaran
Junior Professional Assistant, IQAC Section

MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on 03rd February 2020 (Monday) 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 & Coordinator, IQAC-CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
3. Prof. P. Srinivasan, Professor & Head, Department of Education, IQAC Member, CUTN
4. Prof. P. Sigamani, Professor & Head, Department of Social Work, IQAC Member, CUTN
5. Prof. E. M. Shankar, Professor & Head, Department of Life Sciences, IQAC Member, CUTN
6. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, 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

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

1. Prof. S. Ravi, Dean, School of Communication, IQAC Member, CUTN

Prof. Sulochana Shekhar welcomed the IQAC Internal members and chaired the meeting.

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

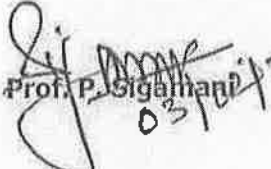
1. IQAC External member meeting proposed on Last week of February / 1st Week of March 2020
2. IQAC Workshop: 2nd Week of March for all Heads, Deans, officers and Section heads
3. Parents orientation programme proposed on end of March 2020
4. IQAC deliberated the CAS guidelines and unanimously decides that CAS assessment should have to be conducted as per UGC rule 6.3-VI-iii.

The meeting ended with vote of thanks to the Chair.


Prof. Sulochana Shekhar

Prof. S. Nagarajan

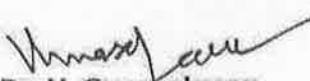

Prof. P. Srinivasan


Prof. P. Sigamani
03/02/2020

Prof. E. M. Shankar

Dr. V. Premalatha

Dr. N. Barani Balan


Dr. V. Gunasekaran

MINUTES OF THE MEETING

Minutes of the meeting with Academic Audit Committee Meeting held on 20th February 2020 (Thursday) at 4.30 p.m. in IQAC Office, Admin Block, CUTN

Following members were present for the meeting:

1. **Prof. Sulochana Shekhar**, 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. **Prof. E. M. Shankar**, Professor & Head, Department of Life Sciences, CUTN
5. **Dr. V. Rajendiran**, Assistant Professor, Department of Chemistry, CUTN
6. **Dr. N. Barani Balan**, Assistant Professor, Department of Mathematics, CUTN
7. **Mr. Sunil Kumar**, Assistant Professor, Department of Education, CUTN
8. **Dr. K. G. Sudhier**, Assistant Professor, Department of Library Science, CUTN
9. **Mr. Chittaranjan Subudhi**, Assistant Professor, Department of Social Work, CUTN

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

1. **Prof. P. Velmurugan**, Professor & Head, Department of Tamil, CUTN
2. **Prof. P. Srinivasan**, Professor & Head, Department of Education, IQAC Member, CUTN
3. **Dr. Kaushik Rajaram**, Assistant Professor, Department of Microbiology, CUTN

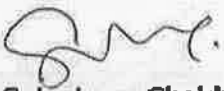
Prof. Sulochana Shekhar welcomed the Academic Audit Committee members and chaired the meeting.

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


1. One-day Orientation programme (Academic Audit) for Deans / Heads of the Departments proposed on 1st Week of March 2020. (02 March 2020)
2. The External Academic Audit for the year 2016-2020 of 26 departments proposed on 3rd week of March 2020 and 8 experts proposed from other Institutions / University along with 2 IQAC members in each group will be conducting the audit for 3 days.
3. The members are suggested that the following 4 committees are verification of data in External Academic Audit for the Year 2016-2020 are given below:-

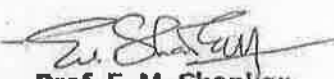
Kurinige	Mullai	Murutham	Neithal
1. Physics	1. Life Sciences	1. Commerce	1. English
2. Chemistry	2. Microbiology	2. Management	2. Tamil
3. Mathematics	3. EPH	3. Media & Comm.	3. Hindi
4. Computer Science	4. Geography	4. Economics	4. History
5. Materials Science	5. Education	5. Library Sciences	5. Social Work
6. App. Statistics	6. Horticulture	6. Tourism	6. Music
		7. Law	7. Applied Psychology


The meeting ended with vote of thanks to the Chair.

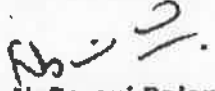

Prof. Sulochana Shekhar
IQAC, Coordinator



Prof. S. Nagarajan
Dean, School of Basic & Applied Sciences



Prof. S. Ravi
Dean, School of Communication


Prof. E. M. Shankar
Professor & Head
Department of Life Sciences


Dr. V. Rajendiran
Assistant Professor
Department of Chemistry


Dr. N. Barani Balan
Assistant Professor
Department of Mathematics


Mr. Sunil Kumar
Assistant Professor
Department of Education


Dr. K. G. Sudhier
Assistant Professor
Department of Library Science


Mr. Chittaranjan Subudhi
Assistant Professor, Department of Social Work

MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on 08th June 2020 (Monday) at 11.30 a.m. in IQAC Office, Admin Block, CUTN

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

1. Prof. Sulochana Shekhar, Dean, School of Earth Sciences & Coordinator, IQAC-CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
3. Prof. P. Sigamani, Professor & Head, Department of Social Work, IQAC Member, CUTN
4. Dr. V. Premalatha, Dean School of Performing Arts & Fine Arts, 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 members were **absent** for the meeting

1. Prof. S. Ravi, Dean, School of Communication, IQAC Member, CUTN
2. Prof. P. Srinivasan, Professor & Head, Department of Education, IQAC Member, CUTN
3. Prof. E. M. Shankar, Professor & Head, Department of Life Sciences, IQAC Member, CUTN

Prof. Sulochana Shekhar 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 03.02.2020

- ❖ The IQAC Coordinator presented the minutes of the previous meeting held on 03.02.2020 and explained the actions already initiated based on the recommendations. The minutes of the meeting was approved.

Agenda Item No.1: Reporting Item:

1. AQAR was submitted to NAAC on March 2020 and the acknowledgement was received on 31st March 2020.
2. Progress report of Tri-partite MoU (CUTN, MHRD & UGC) for the period from 1st January 2020 to 31st March 2020 (Third Quarter) was submitted to UGC & MHRD in the month of May 2020.
3. Prof. Sulochana Shekhar briefed about the Performance review of Tri-partite MoU for the Academic Year 2020-2021 was submitted to UGC & MHRD in the month of May 2020.
4. 80% of students gave their feedback on teachers and for all courses of various programmes in the Odd Semester of the Academic year 2019-2020. Student's feedback analysis report was completed and approval got from competent authority. The report has been sent to individual faculties through email.

Agenda Item No.2: Work in progress:

- ❖ IQAC members suggested that the IQAC External members meeting through online may be held during July 2020.
- ❖ Prof. Sulochana Shekhar briefed about the preparation of Performance Review of Tri-partite MoU between CUTN, MHRD & UGC for the period during 1st April 2020 to 30th June 2020 (Fourth Quarter) data to be collected from various departments / Sections / Cells.

Sulochana

Sigamani

Ab=

[Signature]

- ❖ Collection of Student feedback on teaching and all courses of various programmes for the Academic Year 2019-2020 (Even Semester) has been planned.
- ❖ Collection of Non-teaching staff feedback through online for the Academic Year 2019-2020 has been planned.
- ❖ Collection of faculty feedback through online for the Academic Year 2019-2020 has been planned.

Agenda Item No.3: Student Satisfaction Survey (SSS)

- ❖ Prof. Sulochana Shekhar suggested that Student Satisfaction Survey (SSS) has to be planned as per AQAR new format. IQAC may organize the survey online and results will be floated in the University website.

Agenda Item No.4: Academic Audit 2020-2021

- ❖ The members suggested that the Academic Audit 2016-2021 (1st July to 30th June) files to be maintained and the details will be send to all departments and request them to maintain the supporting documents in separate files and the execution of the whole assessment process will be planned systematically by the IQAC.

Agenda Item No.5: Online PBAS:

- ❖ Online PBAS will be completed during the last week of July 2020.

Agenda Item No.6: Administrative Audit 2018-2020

- ❖ IQAC members discussed about the Administrative Audit 2018-2019 & 2019-2020 details to be received from concerned sections / cells. **Dr. V. Gunasekaran**, Assistant Professor, Department of Materials Science, CUTN – Internal Expert is nominated to prepare consolidated Action Taken Report (ATR) for Administrative Audit 2018-2020 and the committee will be constituted by the competent authority.

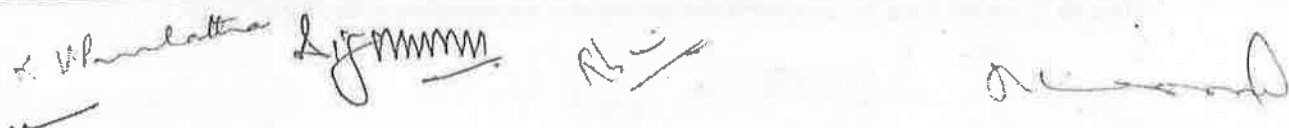
Agenda Item No.7: Equipping IQAC

- ❖ 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)

Agenda Item No.11: NAAC Accreditation

- ❖ IQAC Director discussed with members about the criteria wise documents collection and the constituted the following Sub-committee(s) to prepare Self Study Report (SSR) for second NAAC cycle Accreditation.

S.No	NAAC Criteria	Committee Member
1	Criteria I (Curricular Aspects) Dr. V. Premalatha , Dean School of Performing Arts & Fine Arts, CUTN	Dr. Seethalakshmi, Assistant Professor, Department of Music Dr. V. Rajendiran, Assistant Professor, Department of Chemistry Shri. P.R. Ratheesh, Assistant Professor, Department of Music
2	Criteria II (Teaching-Learning & Evaluation) Prof. P. Srinivasan Professor & Head Department of Education, CUTN	Mr. Sunil Kumar, Assistant Professor, Department of Education Dr. Poornima Rajendran, Assistant Professor, Department of Education Dr. V. Vithya, Assistant Professor, Department of Applied Psychology Dr. P. Udhayakumar, Assistant Professor, Department of Social Work



3	<p>Criteria III (Research, Consultancy and Extension)</p> <p>Prof. P. Sigamani Professor & Head Department of Social Work, CUTN</p>	<p>Dr. Manas Pratim Goswami, Head, Department of Media Dr. Madhulika Ben Patel, Assistant Professor, Department of Hindi Dr. BS. Sumalatha, Assistant Professor, Department of Economics Dr. Kavya Bakka, Assistant Professor, Department of Microbiology Ms. Akanksha Jumde, Assistant Professor, Department of Law</p>
4	<p>Criteria IV (Infrastructure & Learning Resources)</p> <p>Dr. V. Gunasekaran, Assistant Professor & IQAC Member Department of Materials Science</p>	<p>Dr. Kaushik Rajaram, Assistant Professor, Department of Microbiology Dr. K. Balasubramani, Assistant Professor, Department of Geography Dr. Taddi Murali, Assistant Professor, Department of LIS</p>
5	<p>Criteria V (Student Support & Progression)</p> <p>Prof. E.M. Shankar Professor & Head Department of Life Sciences, CUTN</p>	<p>Dr. C. Latchoumy Candane, Assistant Professor, Dept of Life Sciences Dr. Dinakar Challabathula, Assistant Prof, Department of Life Sciences</p>
6	<p>Criteria VI (Governance, Leadership & Management)</p> <p>Prof. Prasant Kumar Panda Professor & Head Department of Economics, CUTN</p>	<p>Committee to be constituted</p>
7	<p>Criteria VII (Innovations & Best Practices)</p> <p>Dr. N. Barani Balan Assistant Professor & IQAC Member Department of Mathematics, CUTN</p>	<p>Dr. Sakate Deepak Mahadeo, Associate Professor, Department of SAM Dr. K. Arun Prasad, Assistant Professor, Department of Geography</p>

NAAC (SSR) - Overall Monitoring Committee

1. **Prof. Sulochana Shekhar**, IQAC Coordinator & Dean, School of Earth Sciences, CUTN
2. **Prof. S. Nagarajan**, Dean Student Welfare & Dean, School of Basic and Applied Sciences, CUTN
3. **Dr. Vijayalakshmi**, Associate Professor, Department of Statistics and Applied Mathematics, CUTN
4. **Dr. V. Renuka Devi**, Associate Professor, Department of Mathematics, CUTN
5. **Dr. J. Rajesh Banu**, Associate Professor, Department of Life Sciences, CUTN
6. **Dr. S. Appavu Alias Balamurugan**, Associate Professor, Department of Computer Science, CUTN
7. **Dr. S. Senthil Kumar**, Assistant Professor, Department of Horticulture & Floriculture, CUTN
8. **Dr. Sangeetha Sriraam**, Assistant Professor, Department of Law, CUTN
9. **Dr. S.G. Ramkumar**, Assistant Professor, Department of Chemistry, CUTN

❖ IQAC members suggested that one Expert / Consultant should be appointed at-least for six months to work, full time for preparing NAAC documents.

The meeting ended with vote of thanks to the Chair.



Prof. Sulochana Shekhar



Prof. S. Nagarajan



Prof. P. Sigamani



Dr. V. Premalatha



Dr. N. Barani Balan



Dr. V. Gunasekaran

From : Dr. Prasant Kumar Panda, Economics <prasantkumar@cutn.ac.in>
Subject : Members for sub committee on Governance -leadership management- NAAC
SSR
Date : 21-06-2020 07:31 pm
To : <office_iqac@cutn.ac.in>;



Click [here](#) if you think this message is spam.

Dear Madam,

Greetings,

with reference to subject cited above I am herewith suggesting the following names for your kind consideration of Sub-committee for preparation NAAC SSR for the component on Governance -leadership management- NAAC SSR.

1. Dr. Akhandanand Shukla, Associate professor, Library and information Science
2. Dr S Mahalakshmi, Assistant Professor, Dept of Commerce
3. Dr. Pranjal Garg, Assistant Professor, Dept of History
4. Dr. Punnya Rajendran, Assistant Professor, Dept of English

Best regards,

sincerely,

MINUTES OF THE MEETING

Minutes of the meeting with IQAC Internal Members held on
17th June 2020 (Friday) at 11.30 a.m. through online

Following members were present for the meeting:

1. Prof. Sulochana Shekhar, Dean, School of Earth Sciences & Coordinator, IQAC-CUTN
2. Prof. S. Nagarajan, Dean, School of Basic and Applied Sciences, IQAC Member, CUTN
3. Prof. Prasant Kumar Panda, Professor & Head, Dept of Economics, IQAC Member, CUTN
4. Prof. P. Srinivasan, Professor & Head, Department of Education, IQAC Member, CUTN
5. Prof. P. Sigamani, Professor & Head, Department of Social Work, IQAC Member, CUTN
6. Prof. E. M. Shankar, 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

Prof. Sulochana Shekhar 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 08.06.2020

- ❖ The IQAC Coordinator presented the minutes of the previous meeting held on 08.06.2020 and explained the actions already initiated based on the recommendations. The minutes of the meeting were approved.

Agenda Item No.2: NAAC Sub-committee(s):

1. Coordinators were asked to submit their criteria- template by 31st July 2020.
2. Coordinators were asked to conduct a meeting with their committee members and the minutes to be submitted to the IQAC section.

Agenda Item No.3: Online PBAS / CAS:

- ❖ As per the email received from Mr. T. P. Girishwaran, JPAIT, IQAC section dated 16th July 2020, the IQAC members suggested that the Online PBAS / CAS work may be completed by appointing contractual (outsourcing) staff with Programming knowledge.


Agenda Item No.4: Webinar

IQAC members discussed the webinar and planned to invite Prof. G. Sethuraman, Gandhigram University, Dindigul as a Guest speaker. It will be organized during the 4th week of July 2020.

Agenda Item No.5: NAAC overall Activities (Expert / Consultant)

- ❖ IQAC has already suggested (Last meeting on 8th June 2020) that one Expert / Consultant should be appointed at-least for six months to work, full time for preparing NAAC documents. In this regard, Dr. B. VANITHA, Professor (Retd) and Head Department of Economics Bharathiar University, Coimbatore, Tamil Nadu has been contacted.

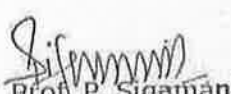
The meeting ended with vote of thanks to the Chair.


Prof. Sulochana Shekhar



Prof. S. Nagarajan


Prof. Prasant Kumar Panda

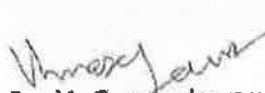

Prof. P. Srinivasan


Prof. P. Sigamani

Prof. E. M. Shankar


Dr. V. Premalatha


Dr. N. Barani Balan


Dr. V. Gunasekaran