



TAMIL NADU Dr.J.JAYALALITHAA FISHERIES UNIVERSITY

No: 223/DR/TNJFU/IQAC/ Proceedings/2022,

Directorate of Research
Vettar River View Campus
Nagapattinam - 611 002.

Dt. 01.11.2022

Proceedings of the one-day meeting on "Ensuring Internal Quality Assurance in the Academia through IQAC measures" on 27.10.2022 at TNJFU headquarters

The one-day meeting on Internal Quality Assurance "Ensuring Internal Quality Assurance in the Academia through IQAC measures" was conducted at TNJFU headquarters, Nagapattinam on 27.10.2022 from 11.00 am. The meeting was chaired by Dr. G. Sugumar, Vice Chancellor of TNJFU and the Chairperson of IQAC.

The following members were present in the IQAC meeting:

Sl. No.	Name of the Officials present in the Meeting	Designation
1.	Dr. J. Stephen Sampath Kumar	Member Secretary and Director of Research i/c, TNJFU, Nagapattinam
2.	Dr. Sulochana Shekar	External Expert Registrar i/c Central University of Tamil Nadu, Thiruvavur
3.	Dr. V.P. Harigovindan	External Expert Assistant Professor and Head Dept. of Electronics and Communication Engineering, National Institute of Technology, Karaikal, Union Territory of Puducherry
4.	Dr. N. Felix	Senior Administrative Staff Member and Registrar, TNJFU, Nagapattinam
5.	Dr.P.Jawahar	Member and Controller of Examination, TNJFU, Nagapattinam
6.	Dr. M. Rajkumar	Member and Director of Extension Education, TNJFU, Nagapattinam
8.	Dr. P. Chidambaram	Member and Director i/c, DIVA, Muttukadu, Chennai
9.	Cap. S. Viswanathan	Member and Director i/c, DIVF, Ariyaman Beach, Ramanathapuram
10.	Dr. B. Ahilan	Member and Dean Fisheries College and Research Institute, Thoothukudi

11.	Dr. S. Balasundari	Member and Dean Dr. MGR Fisheries College and Research Institute, Thalainayeru
12.	Dr. R. JeyaShakila	Member and Dean Dr. MGR Fisheries College and Research Institute, Ponneri
13.	Dr. Usha Antony	Member and Dean College of Fish Nutrition and Food Technology, Madhavaram, Chennai
14.	Dr. Mohammed Tanveer	Associate Professor representing Dean i/c, College of Fisheries Engineering, Nagapattinam

The Director of Research i/c & Member Secretary of IQAC, Dr. J. Stephen Sampath Kumar, welcomed the External Experts, Chairperson and other members of IQAC. Dr. G. Sugumar, Vice Chancellor of TNJFU and the Chairperson of IQAC gave the opening remarks on IQAC. In his opening remarks, the Chairperson of IQAC, outlined the relevance of the IQAC and the necessity to give importance to it because of its role in NAAC Accreditation and other ranking systems. The Vice Chancellor and Chairperson of IQAC highlighted the following points for the proper functioning of IQAC in constituent units:

1. Regular monitoring of IQAC by the Deans and the details pertaining to IQAC should be updated in the website.
2. System of documentation must be improvised for the fruitful functioning of IQAC and for better ranking.
3. A Coordinator should be identified for improving the IQAC measures in each constituent unit.
4. IQAC should be flexible suiting each constituent unit. He also advised that Unit heads should be committed to the effective operation of IQAC.



Finally, the Chairperson of IQAC emphasized that this meeting may give inputs for the better efficient working of IQAC in each constituent unit.

Followed by the Chairperson's opening remarks, Dr. B. Ahilan, Dean and member of IQAC presented the status of IQAC and the activities carried out in the constituent units of TNJFU. The present status and various activities of IQAC followed in Fisheries College Research Institute, Thoothukudi, Dr. MGR Fisheries College Research Institute, Ponneri, Dr. MGR Fisheries College Research Institute, Thalainayeru, College of Fisheries Engineering, Nagapattinam, Institute of Fisheries Post graduate studies, Institute of Fisheries Biotechnology, Vaniyanchavadi, Chennai, College of Fish Nutrition and Food Technology, Madhavaram, Chennai and College of Fisheries Nautical Engineering, Thoothukudi was described in the presentation by Dr. B.Ahilan, Dean (Academics).

Following the presentation by the Dean (Academics), the External Experts from Central University of Tamil Nadu, Thiruvavur and National Institute of Technology, Karaikal, Union Territory of Puducherry shared their views on the efficient implementation of IQAC in the University.



1. Dr. Sulochana Shekar, External Expert, Registrar i/c, Central University of Tamil Nadu, Thiruvavur

She indicated 7 criteria that are essential for the successful working of IQAC in the University.

i. Curriculum Aspects

The curriculum aspects should be relevant to the mission and vision of the Institution. It should indicate Programme objectives (PO), Programme Specific Objectives (PSO), Outcome Based Education (Learner Centric and Learning based) and Evaluation methods (Critical Thinking, Cognitive skills, Problem-solving Higher Order Thinking Skills).

She stressed the importance of the Board of Studies (BOS). The members of the Board of Studies can be from the industries, stakeholders and Alumni association. She suggested that BOS should ensure

- More number of the meetings.
- All meetings should be minuted and the action taken should be documented.
- Revision of the syllabus as per requirement and the number and extent of revisions should be documented.

ii. Teaching, Learning and Evaluation

Under this, the focus should be on teaching styles, feedback and assessment along with the proper documentation. Various activities can be done under the teaching as suggested:

- Quiz, Discussion
- Question setting
- Pass percentage and Re-evaluation
- Class attendance
- Curriculum Feedback
- Students Feedback and action taken.

iii. Research, Innovations and Extension

The research activities in the Institution should focus on

- Number of Projects handled
- Internships
- Quality Publications
- Impact on Society and Industries

iv. Infrastructure and Learning Resources

It is an important criterion that mainly focuses on the library (i.e. access to e-resources and e-contents) and classroom.

v. Students Support and Progression

The student support can be mainly through scholarships, fellowships or supporting the students financially.

vi. Governance, Leadership and Management

This is the management of various activities under each constituent unit. This can be done through the allocation of mentors or through the student grievance redressal committee. Appointment of mentors for students is a method for improving the student's performance in various curricular and co-curricular activities.

vii. Institutional Values and Best Practices

The best practices may involve adopting the villages, obtaining or helping the corporates to spend CSR (Corporate Social responsibility) for the benefit of society etc.

A summary of the "Newer Approach in Internal Quality Assurance in Academia - The Way Forward" was also given by Dr. Sulochana Shekar, External Expert and Registrari/c. She informed that criteria regarding the Newer approach in IQAC can be downloaded from the NACC website. The newer approaches of IQAC may cover the following areas

- General education (i.e. Training the students for national-level tests, training the trainers)
- Faculty start-ups
- Outreach/Extension Activities
- One nodal Regulatory body for accessing all institutions
- Trans Boundary or Interdisciplinary approach
- Regular and Quarterly Meeting (Involves Minutes and Action taken)
- Conducting workshops that are sponsored by NACC
- Academic Bank of Credits
- Feedback from the students (including their parents) through online
- Parents can also be included in the feedback
- Feedback can be done online
- Appreciation awards for students and Teachers
- Allocation of mentor

- Gender Auditing, Environmental Auditing, Energy Auditing, Academic Administrative Auditing (AAA) and Students Satisfactory Survey (SSS)
- Data Validation (If the validation deviates beyond 30%, the report may be rejected)
- Annual Quality Assurance Report (AQAR) – It follows the academic year. The link must be created for uploading the documents as a single folder.

2. Dr. V.P. Harigovindan, External Expert, Assistant Professor and Head, Dept. of Electronics and Communication Engineering, National Institute of Technology, Karaikal

Dr. V.P. Harigovindan (External Expert), Assistant Professor and Head suggested newsletter publishing for each constituent unit fortnightly. This will be very useful for the easy documentation of the activities pertaining to each constituent unit and in turn helpful in strengthening the IQAC activities of the institution. Concise information on the "Internal Quality Assurance for better outputs in Human Resource Development" was also provided by Dr. V.P. Harigovindan, External Expert, Assistant Professor and Head. The following measures can be taken by the institution to improve the standards of the faculties in:

i. Teaching

- Feedback from the students
- Induction program for newly recruited staff
- Maintenance of the course files (i.e. Attendance, Syllabus, Lecture plan, Class test question paper and answer sheet)
- Class committee (including students) meetings can be conducted 3 times per semester
 1. First meeting - 2 to 3 weeks after the beginning of each semester
 2. Second meeting after class test – I
 3. Third meeting after Class test -II

ii. Research

- Industrial relevant problems.
- PG and PhD Guidance
- Handling of Funded Projects

- Possession of Patents (Patents has to commercialized and marketed for establishing the start-ups and Incubation centres).
- Publication of articles on the Scopus indexed Journals

iii. Administration

- Willingness
- Capability
- Seniority

The above-mentioned criteria can be considered for the Best Performance award for the faculty staff.

Dr. V.P. Harigovindan, External Expert, Assistant Professor and Head also listed out the various activities needed to be taken for improving the well-being of the students

- Complete flexibility for the students in choosing the course.
- Co-Curricular, Extracurricular activities, Fest and events for the students
- Placement representative office
- Mapping of Syllabus

Finally, he also highlighted the need for celebrating the festivals for developing a good relationship between faculty and non-faculty staffs, students and their family members.

Challenges in implementing IQAC in TNJFU

Dr. N. Felix, Member and Registrar of TNJFU pointed out the various challenges in implementing the Internal Quality Assurance measures in TNJFU.

- CeRA utilization
- Publication of research articles in Scopus Indexed Journals
- R&D Funding
- Training and Extension activities
- Mobile advisories
- Revenue generation (Commercialization, Certification, Incentives, Consultancy services and licencing)

Remarks of the Chairperson and Vice-Chancellor, Dr. G. Sugumar

At the closing of the meeting, the chairperson offered his closing measures. He pointed out that the following need to be taken care for IQA:

- Regular monitoring of Institutional research work
- Need for Gender auditing, Environmental Auditing, Energy Auditing
- Installation of Solar panel – Green energy
- E-Newsletter for each Institution
- Defining the learning outcome, Online attendance, Course mapping
- Feedback system is mandatory for all courses
- Internal review for better accountability
- Publication of research articles in the Scopus Indexed Journals
- Commercialization of the technology or products
- Awards for the students and staffs
- Proper documentation of Alumni of the institution
- Each course staff has to invite External Experts
- Improving the family bonding (Teacher and student) and bonding among staffs

The meeting ended with the closing remarks & exchange of greetings among the members.

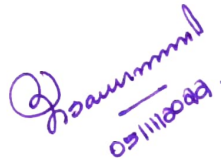


Action Points

- Revision of Monthly Report Format aligning with IQAC and Accreditation Formats.
- Dean (Academics), D.R and DEE
- Revitalizing the Board of Studies. Regular meetings. Syllabus revisions and Follow up. Developing PO and PSO for every programme and Learning outcome for every course.
- Faculty Deans
- Collection of feedback and documentation of redressal mechanism.
- Deans/Principals
- Students' support involving mentorship/counselling, fellowship and financial assistance.
- Deans/Principals

- Students' research: UG students' research projects shall be given emphasis in all professional courses. Dean (Academics) to decide on the duration and other modalities as part of STUDENT READY.
 - Campus Deans & Dean (Academics)
- Commercialization of technologies and application/utility of Patents.
 - D.R i/c
- Preparing the students for competitive exams and imparting soft skills and employability/entrepreneurship.
 - Deans to appoint asuitable person in each campus and a cell may be formed.
- Better use of the Library by students. Utilization of e-resources including CeRA.
 - Deans of all colleges, DEE
- Regular monitoring of academic, research, and extension and students' co-curricular and extra-curricular activities and documentation.
 - Deans/Principals
- Revenue generation and reporting.
 - All University Officers
- E-newsletter for institutes and directorates.
 - All Offices concerned

(By order of the Vice-Chancellor)


 Member Secretary - IGRC.

DR.M.G.R FISHERIES COLLEGE AND RESEARCH INSTITUTE, PONNERI

QUARTERLY MEETING REPORT – IQAC

The quarterly meeting for the period August 2022 to October 2022 was conducted on 21.10.2022. The meeting was conducted in the hybrid mode as the external expert could not attend the meeting physically. The External expert Mr Kumaresan and few staff attended online

The following members were present

The Chairman	Dr.R.Jeyashakila, The Dean, Dr.MGR FCRI, Ponneri
The Member secretary	Dr. A.Uma, Prof and Head , Dept of Aquatic Animal Health
ETC coordinator	Dr. Cheryl Antony
External expert	Mr.A.Kumaresan
Member	Mr. Hari, A.O
Member	Student
Members of the sub-committees	Dr. Lloyd Dr. Masilan Dr. Nimish Mol Stephen

The following points were discussed on which the suggestions were obtained from the external expert and the members

1. About the skill program, external expert suggested to conduct basic courses for UG students to develop skill from stocking to harvest in shrimp farms (1 crop training under ELP), shrimp hatchery (for 1 month or 33 days i.e. 1 cycle), feed mill and fish processing plant.

Some of the topics suggested are

- Water quality management in shrimp or fish farm
 - Feed and feeding management in shrimp or fish farm
 - Shrimp or Fish health management
 - Post harvest technologies – cold chain preservation
 - PL selection – stocking management
 - Basic knowledge in Microsoft office (Excel, Powerpoint & Word)
 - Industrial experts to give guest lectures for the students
2. He also suggested to conduct Certificate Course as “Pond Operators” for a duration of one month for the youth of Tamil Nadu, like how it is practiced in Orissa and West

Bengal. They will be trained to manage feeding, sampling, chemical application, etc. Industrial experts can be asked to handle classes. Rs. 1000/ shall be charged with food and accommodation.

3. Regarding online examination, the problems of using mobile phones were discussed. It is suggested that each student must be provided with desk top or exam pads with individual server connection.

•Concerning faculty development program

- It is decided to depute faculties to attend training programs like PCR technology, tissue culture techniques, etc.
- Visit to industry as a team of 2-3 members is also decided.
- One field visit per month as an individual staff or as team is proposed

New collaboration

- o External expert suggested to have collaboration to examine white feces syndrome with shrimp farms, with feed companies to conduct test trials
- o It is decided to conduct a brain storming session with the entrepreneurs to identify the topics for collaboration
- o The project shall be taken for 2 months to 1 year period

For lifting up research

- o Suggested to propose as Research Assistant in projects instead of Field Assistants
- o Two research papers per faculty would help to improve ranking of university

Awards

- o Assistant Librarian shall be asked to inform about the industry and other academic awards to students and staff in the group

Internal resources generation

- o Mobile laboratory for water quality testing must take one trip per week. They can target areas like Ponneri, Palaverkadu, Mahabalipuram and Kalpakkam . As already this service is provided, the frequency of the visit will be increased

Community Services

- o NSS outreach programmes to be conducted
- o Advisories provided must be documented every time and must be given in monthly report

Library services

- o Planned to purchase more new books
- o Aquaculture magazines will be useful
- o One book per month
- Assistant Librarian must prepare a list of books with price. Faculty can sponsor books to library on birthdays or other special days.

Feedback from stake holders

- o Training on PCR lab, water quality lab are required
- o Training on farming practices is essential

Alumni Association

- o Registration of alumni association will be done in November 2022

Guidance and Counseling units

- o Invitee from companies can interact with students
- o Vacancies available shall be intimated once in a month

Placement services

- o Campus interview (even online interview) to be arranged
- o List of feed companies must be made available to students

Others

- o Staff club in the campus may be started
- o Funds creation to staff club will be done



Sd/-----
CHAIRMAN- IQAC



COLLEGE OF FISHERIES ENGINEERING
TAMILNADU Dr J JAYALALITHAA FISHERIES UNIVERSITY
Nagapattinam – 611 002

INTERNAL QUALITY ASSURANCE CELL (IQAC-CoFE)
Minutes of the Second Quarterly meeting of Internal Quality Assurance Cell

Date: 02.11.2022, 3.30 PM

Venue: Conference Hall

The second quarterly meeting of the Internal quality assurance cell of College of Fisheries Engineering, Nagapattinam was held on 2nd November, 2022 at Conference Hall. The following members were present in the meeting.

Sl.No	Name and Designation
1.	Dr. N. Manimehalai Dean i/c, and Chairperson IQAC - CoFE, Nagapattinam
2.	Dr. T. Anand Assistant Professor & Head, Dept. of Fisheries Sciences and Member Secretary, IQAC – CoFE
3.	Dr. S. Velvizhi, Principal Scientist (MSSRF) and External expert IQAC - COFE
4.	Dr. P. Karthickkumar Assistant Professor, Dept. of Fish Process Engg. and Member - IQAC –COFE
5.	Dr. D. Kesavan Assistant Professor & Head, DBS, CoFE, Nagapattinam
6.	Dr. M. Ramar Assistant Professor, DBS, CoFE, Nagapattinam
7.	Er. R. Regupathi Assistant Professor, DBE, CoFE, Nagapattinam
8.	Er. S. Monikandan Assistant Professor & Head
9.	Er. M. Sivakumar Assistant Professor & Head., DBE, CoFE, Nagapattinam
10.	Er. D. Babiyola Assistant Professor, DoEEE, CoFE, Nagapattinam
11.	Er. C. Mercy Amrita Assistant Professor, DBE, CoFE, Nagapattinam
12.	Dr. M. Kamalakannan Assistant Professor, DBS, CoFE, Nagapattinam

13.	Er. R. Rengarajan Assistant Professor (Contractual), DFNM
14.	Mr. D. Muthukrishnan Assistant Professor (Contractual), DFNM
15.	Th. G. Radhakrishnan Superintendent
16.	Tmt. G. Kavitha Assistant
17.	Tmt. K. Rajathilagam Assistant
18.	Tmt. A.Arulkrishnaveni Steno typist

Dr.N. Manimehalai, Dean i/c, and Chairperson welcomed the teaching and Non-teaching staff of the College and the external expert Dr.S. Velvizhi, Principal Scientist, MSSRF. Dr.T. Anand, Assistant Professor and Head and Member Secretary of CoFE- IQAC described the activities of IQAC for the said period. The following agenda were discussed in the meeting.

Agenda 1.

AICTE – Accreditation requirements committed and yet to be completed

- Update all the files pertaining to AICTE
 - Action: All the Teaching staff of CoFE
- DTCP Approval for CoFE buildings
 - Action: Er.R. Regupathi, Asst.Prof. CoFE
- Vehicle parking shed needs to be constructed
 - Action: Dr.M. Kamalakannan, Asst. Prof. CoFE
- Motorized Road
 - Action: Request letter shall be sent to Estate Officer, by Er.R.Regupathi, Asst.Prof. & Campus Development Officer, CoFE, Nagapattinam
- Applying AICTE Approval for B. Tech (EEE) programme - Internal order is required with necessary staff arrangements for the purpose of AICTE, from the University
 - Action: Dr.M. Ramar, Asst. Prof., DBS, CoFE and Er.S. Monikandon, Asst. Prof. and Head shall initiate the steps for the same

Agenda 2.

ICAR Accreditation – Suggestions to improve

- The ICAR PRT team suggested to improve the Craft and Navigation, Aquaculture Engineering Departments since there is lot of scope in those lines and very limited faculty is working in the country as of now

- Action: Head, Dept. of Aquaculture Engg. and Head i/c of Nautical Engg.

Agenda 3

Teaching

- Students feedback and suggestions to improve
 - Action: All the staff informed to adhere to the time table for taking theory and practical classes
- Staff feed back
 - All the teaching staff are informed to submit their feedback before 15th of Nov' 2022 in the IQAC feedback format
- Improvement required in teaching learning process
 - Facilities in the classroom to be improved for effective teaching – Projector replacement in the correct position in B. Tech (FE) class rooms (Action: Dr.M. Kamalakannan before 15th Nov'2022)
 - I B. Tech (FE) class room – one portable device with pen drive mode will be installed with video and audio facilities on trial basis within end of Nov'2022 then it will be implemented in all the class rooms
 - Curtains for all classrooms and all rooms of CoFE buildings (Action: Mr.D. Muthukrishnan, Asst. Prof. (Contractual) Dept. of Nautical Engineering)
- Laboratory minimum requirements to run the lab for UG practical's
 - A sum of Rs. 50,000 will be allotted to each faculty handling practical class for procuring recurring items (Action: All the teaching staff of CoFE to complete the purchase before Dec'2022)
- Conduct of internal exams as per ASRR norms
 - The internal exams shall be conducted adhering by the ASSR norms (Action: All faculty)

Agenda 4

Research

- Facilities required to undertake research in thrust areas (as per the minutes of RCM) of CoFE, immediate requirements for undertaking UG and PG project research – with fund requirement
 - All the teaching staff are informed to submit the facilities required to undertake the UG/PG research and funds will be allotted on need basis (Action: All the teaching Staff of CoFE)
- Propose research for UG and PG based on the thrust area given in the Minutes of Research Council Meeting (RCM)
 - The proposed B. Tech/ M.Tech. project works will be based on the thrust areas discussed in the 7th RCM

meeting conducted in our University (Action: All the teaching staff of CoFE)

- Selection of Research coordinator
 - Dr.D.Kesavan, Assistant Professor and Head was nominated as Research Coordinator (Action: Dr.D.Kesavan, informed to coordinate the Research activities of CoFE) (Action: AO, Deans office: Prepare and issue orders for the same)

Agenda 5.

Extension

- Trainings /seminar / symposia to be organised – list given to DEE and number of trainings to be conducted
 - The trainings planned during the start of the year and discussed as Action Plan during VC Annual review will be carried out as per the plan (Action: All the teaching staff of CoFE)
- Proposal for training based on Extension Education Council (EEC) suggestions
 - Training programmes needs to be planned based on the minutes of 7th EEC meeting (Action: All the teaching staff of CoFE)
- Selection of Extension co-ordinator
 - Dr.M. Ramar, Asst.Prof., DBS, CoFE expressed his willingness to be the Extension Coordinator and accepted by all (Action: Dr.M. Ramar informed to coordinate the extension activities of CoFE) (Action: AO, Deans office: Prepare and issue orders for the same)

Agenda 6.

Any other items – for improving the quality of teaching research and extension

- Student placement initiatives
 - Student placement cell focus on job opportunities and higher studies at various institutes for the completed graduates of CoFE (Action: Dr.Mohammed Tanveer, and Dr.P.Karthickkumar)
 - Formation of CoFE Alumni Association and conducting Alumni Meet for getting feedback from the alumni before May'2023 (Er.R.Regupathi, Asst.Prof. CoFE)
 - Revamping the syllabus of CoFE that suits the industrial needs (Action: All the staff of CoFE and Dean, CoFE for framing syllabus revamping committee and placing the same in BoS for approval)
 - B. Tech (EEE) eligibility for PG courses in Anna University and Annamalai University (Request letter will be prepared by Er.S.Monikandon, Asst. Prof. & Head,

and sent through Dean, CoFE, Registrar, TNJFU, Nagapattinam to the concerned institutes)

Comments by the External expert

- Dr.S. Velvizhi, Principal Scientist and external expert appreciated the efforts of IQAC CoFE in improving the Teaching, Research and extension programmes of COFE
- She also suggested to find the research gap in the stake holders of fisheries industry to find the thrust areas for Research and also suggested to work on use of Drone in Fisheries Sector, under water Robots, Validation of Fisheries potential zones, cost effective equipment's and machineries for processing and aquaculture field
- She also informed to add additional value added courses in the curriculum like SCUBA Diving and Swimming courses.

Dean, and Chairperson informed the gathering to pay attention about the points mentioned by the external experts when planning for the research for B. Tech projects / M.Tech projects. Finally, Dr.P. Karthickkumar, Asst. Prof. and Member IQAC – CoFE proposed the vote of thanks



**Name & Signature of the
Director / Coordinator, IQAC**



**Name & Signature of the
Chairperson, IQAC**

Date: 04.11.2022
Place : Nagapattinam

Glimpses of the First Quarterly meet – IQAC COFE

	
<p>Welcome address by Dr.N.Manimehalai, Dean i/c, CoFE</p>	<p>Dr.T.Anand, Assistant Professor and Head and Member Secretary explaining the activities of IQAC - CoFE</p>
	
<p>Dr.S.Velvizhi, Principal Scientist and External expert</p>	<p>Dr.P.Karthickkumar, Asst.Prof and Member IQAC-CoFE proposed Vote of thanks</p>

Dr. M.G.R Fisheries College and Research Institute, Thalainayeru
Internal Quality Assurance Cell (IQAC)

Second IQAC Meeting Minutes

The second meeting of IQAC was held on 19.11.2022 from 3.00 - 4.00 pm on virtual mode. The following committee members were present in the meeting.

1.	Dr. S. Balasundari, Dean, Dr. MGR FCRI, Thalainayeru	Chairperson
2.	Dr. A. Subburaj, Assistant Professor, DFBRM, Dr. MGR FCRI, Thalainayeru	Member Secretary
3.	Th. M. Periyasamy, Superintendent, Dr. MGR FCRI, Thalainayeru	Member
4.	Mr. Kumaraswamy, Director, Nector Export Private Limited, Pondicherry	Member
5.	Mr. S. Kesavan, Assistant Professor, DFBRM, Dr. MGR FCRI, Thalainayeru	Member
6.	Mr. N. Siva, Alumni Representative (2017-18 batch)	Member

Dr. S. Balasundari, Dean Dr. MGR FCRI, Thalainayeru welcomed the committee members. Dr. A. Subburaj, Assistant Professor, Member Secretary IQAC briefed the activities carried out by the Internal Quality Assurance Cell.

The following agenda were discussed

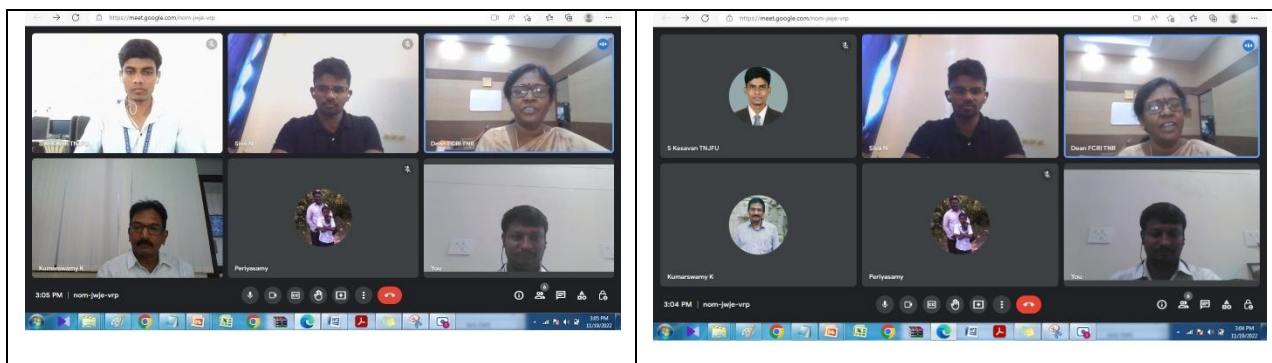
1. Improving placement opportunities to the students in industries
 - Entrepreneurship based skill development to the students to start their own business rather than placing in industries (Mr. S. Kesavan, Member)
 - To motivate the girls students to work in all types of fisheries industries (Dr. A. Subburaj, Member)
 - Guidance to be given on placements opportunities for the M.F.Sc. students rather than B.F.Sc. (Mr. N. Siva, Alumni)

2. Improving internship programme under students READY programme in VII and VIII semester

- Students who are undergoing internship in aquaculture farms and processing industries must interact with all levels of employees, involve personally in all steps of production, study the requirement of industries, accept the responsibilities in internship centers to improve the employability of the students (Mr. K. Kumarasamy, Industry expert)
- Short term mini project by the students to strengthen their subject knowledge and resume which supports their higher studies in abroad (Mr. N. Siva, Alumni)
- RFWE is not beneficial to the students and their period may be better utilized for carrying out mini research project (Mr. N. Siva, Alumni)
- Interaction with experts in fisheries field is essential and it may be arranged regularly for the benefit of students (Mr. N. Siva, Alumni)

3. Developing skill sets of the students

- Students may be exposed to various activities and programmes for developing the general skills like public speaking, presentation and communication skill to improve the confidence level and to win placement in industries/institutions (Mr. K. Kumarasamy, Industry expert & Mr. S. Kesavan, Member)



Sd/xxxx
Dean
Dr. MGR FCRI, TNR

Minutes of the Second meeting of the Internal Quality Assurance Cell of TNJFU-Institute of Fisheries Biotechnology, OMR Campus, Vaniyanchavadi, Chennai-603 103

The Second meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Biotechnology (IFBT), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 27.08.2022 at 10.00 am at TNJFU OMR campus.

The meeting was attended by the following members of the IQAC.

1. Dr.S.A.Shanmugam, Chairman (IQAC) and Dean, Basic Sciences, TNJFU OMR Campus
2. Dr. K.Kumanan, Member Secretary (IQAC) and Officer in Charge, TNJFU-IFBT
3. Mr. R. Loganathan, External Expert Member and HR Manager. Life Cell International Pvt.LTD, Vandalur, Chennai-127
4. Mr.U.P.Shankar, Member (IQAC) and AO, TNJFU OMR Campus
5. Dr. Amitranjan, Member (IQAC) and Assistant Professor, TNJFU-IFPGS
6. Dr.Geo Princy, Member (IQAC) and Assistant Professor (C), TNJFU-IFBT
7. Mr.V.V.Jothiswaran, Member (IQAC) and Final year Student

The following agenda were discussed during the first meeting of IQAC of TNJFU-IFBT

1. Discussion on the 'Feed back' response from IFBT faculty members
2. Development of quality parameters/bench marks for TNJFU-IFBT

Agenda 1. Summary of the feed back response from IFBT faculty members

- a. Syllabus of the B.Tech (Biotechnology) programme is found to be appropriate and need some improvement to suit the recent advances in the field of biotechnology.
- b. Basic facilities like faculty room, rest room and reading room available in the institute are adequate for the present strength.
- c. Faculty members have enough freedom to share their views about the curriculum development, ideas about the new strategies of teaching and their participation in group discussions for institutional development.

- d. Though there are some connectivity issues, conduct of examination on both online and offline mode and evaluation procedure offered by the University was found to be satisfactory.
- e. Improvement is needed in establishing smart class rooms with projectors along with improved undergraduate laboratory facilities.
- f. Library can have more text books for all the core courses

Agenda 2. After detailed discussions, the following decisions were taken by the Cell

- a. Efforts will be taken to provide more practical exposure to the students
- b. To give more thrust to 'Industry-Institute exchange' programmes and providing optimum industrial exposure to the students
- c. To organize more 'Personality Development Programmes' starting from II year onwards with training consultants
- d. To initiate a 'Language Club' for improving the communication skills of the UG students
- e. Linking UG students with PG students for skill improvement

Sd-/-----
Chairman
Internal Quality Assurance cell



IQAC meeting of TNJFU-IFBT held on 27.08.2022

Minutes of the Internal Quality Assurance Cell of TNJFU-Institute of Fisheries Biotechnology, OMR Campus, Vaniyanchavadi, Chennai-603103

The monthly meeting of Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Biotechnology (IFBT), OMR campus, Vaniyanchavadi, Chennai-603103 was held on **31.10.2022** at 10.30 am at TNJFU OMR campus.

The meeting was attended by the Chairman and following members of the IQAC.

1. Dr. S. A, Shanmugam, Chairman (IQAC) and Dean, Basic Sciences, TNJFU
2. Dr. K.Kumanan, Member Secretary (IQAC) and Officer in Charge, TNJFU-IFBT
3. Mr.U.P.Shankar, Member (IQAC) and AO, TNJFU OMR Campus
4. Dr.G. Geoprincy, Member (IQAC) and Assistant Professor (C), TNJFU-IFBT
5. Ms. E. Jelous Monika Member (IQAC) and Final year Student

The following agenda were discussed during the meeting

1. Monthly quality assurance report
2. Getting feedback from students
3. Starting new academic programmes
4. Creation and strengthening of placement cell
5. Appreciation of the students by rewarding for their academic performance other than the routines

After detailed discussions the following decisions were taken

Agenda 1: Monthly report will be sent to the University as per the 41column format

Agenda 2: Under graduate students of BTech Biotechnology informed that their feed back could not be uploaded in the portal. This issue has been informed to the University and attempts are being made to resolve the issue

Agenda 3: Permission has been obtained from the University for starting MTech Biotechnology degree programme at TNJFU-IFBT. Syllabus has been prepared and experts opinion on the prepared syllabus has been obtained. Regulations for the MTech programme are being worked out.

Agenda 4: It was decided to reconstitute and strengthen the existing 'Placement Cell'. Proposal will be sent to the Dean, Basic Sciences for reconstituting the placement cell for TNJFU-IFBT with the following Chairman and members

Chairman: Dr.K.Kumanan, Officer in Charge, TNJFU-IFBT

Members: 1. Dr. Geoprincy, Assistant Professor (C), TNJFU-IFBT

2. Mr. Phibi Philip Naduvathu, Assistant Professor (C), TNJFU-IFBT

3. Mr. Rohith Reddy, Final year BTech Biotechnology Student, TNJFU-IFBT

Final year BTech Biotechnology students will be encouraged to enroll for annual membership in Society for Aquaculture Professionals (SAP) to get firsthand information about employment opportunities.

Agenda 5: To encourage BTech Biotechnology students, it was decided to institute '**Best Performer of the Year**' award for I, II, III and IV year Biotechnology students which will be conferred during the 'Annual College Day' programme.

Others: It was also decided to organize '**Personality Development Programme**' for the students.

Sd-/-----
Chairman
Internal Quality Assurance Cell



IQAC meeting of TNJFU-IFBT held on 31.10.2022

**Minutes of the Internal Quality Assurance Cell of TNJFU-Institute of Fisheries Postgraduate Studies,
OMR Campus, Vaniyanchavadi, Chennai-603103**

The monthly meeting of Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Postgraduate Studies (IFPGS), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 31.10.2022 at 11.00 am at TNJFU OMR campus.

The meeting was attended by the Chairman and following members of the IQAC.

1. Dr. S. A. Shanmugam, Chairman (IQAC) and Dean, Basic Sciences, TNJFU
2. Dr. P. Sriram, Member Secretary (IQAC) and Professor and Head FPH, TNJFU-IFPGS
3. Mr. U. P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
4. Dr. E. Suresh, Member (IQAC) and Assistant Professor & Head, FGB, TNJFU-IFPGS
5. Ms. R. Ramya, Member (IQAC), Student Representative

The following agenda were discussed during the meeting

1. Monthly quality assurance report
2. Getting feedback from students
3. Strengthening of placement cell of IFPGS.
4. Appreciation of the students by rewarding for their academic performance other than the routines
5. Motivation to staff and students to win external funding research projects- conduct of brain storming session

After detailed discussions the following decisions were taken

Agenda 1: Monthly report will be sent to the University as per the 41 column format

Agenda 2: All postgraduate students of IFPGS have already sent their feedback

Agenda 3: It was decided to reconstitute and strengthen the existing 'Placement Cell'. Proposal will be sent to the Dean, Basic Sciences for reconstituting the placement cell for TNJFU-IFPGS with the following Chairman and members

Chairman: Dr. P. Sriram, Professor IFPGS

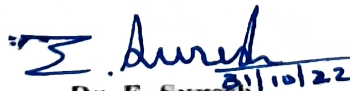
Members: 1. Dr. E. Suresh, Assistant Professor and Head, TNJFU-IFPGS


2. Dr. Deepak Agarwal, Assistant Professor, TNJFU-IFPGS


Agenda 4: To encourage postgraduate students, it was decided to institute 'Best Research worker of the Year' award which will be conferred during the 'Annual College Day' programme.


Agenda 5: To motivate the staff and students to win external funding research projects- it has been decided to conduct a brain storming session on 21.11.2022.


Mrs. R. Ramya
Member


Dr. E. Suresh
Member


Mr. U.P. Shankar
Member


Dr. P. Sriram
Member Secretary


Dr. S.A. Shanmugam
Chairman

**Minutes of the Second Meeting of the Internal Quality Assurance Cell of TNJFU
Institute of Fisheries Postgraduate Studies, OMR Campus, Vaniyanchavadi, Chennai-603103**

The second meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Postgraduate studies (IFPGS), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 26.08.2022 at 9.30 a.m at the TNJFU OMR campus.

The meeting was attended by the following members of the IQAC.

1. Dr. S. A. Shanmugam, Chairman (IQAC) and Dean, Basic Sciences, IFPGS
2. Dr. P. Sriram, Member Secretary (IQAC), TNJFU-IFPGS
3. Mr. Manohar Pratap Singh Member (External Expert) and Director, JM Biosciences
4. Dr. Amit Ranjan, Member (IQAC) and Assistant Professor, TNJFU-IFPGS
5. Mr. U. P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
6. Mrs. R. Ramya, Member (IQAC) - Student Representative-Doctoral scholar, TNJFU-IFPGS

The chairman (IQAC) and the Dean (Basic Sciences), IFPGS welcomed all the members. The member secretary appraised the members about the proceedings of the first meeting held on 25.7.2022.

The following agenda were discussed:

1. Questionnaire related to teaching, learning and evaluation parameters was distributed to all faculties and responses to be uploaded.

Most of the faculty members are agreeable to the syllabus taught, balance between the theory and application, conduct of examinations, freedom to express their views for modifications, suggestions and incorporate new topics in the syllabus, freedom to adopt new techniques and strategies of teaching. Most of them have suggested the up gradation of the library facility with more number of text books for core courses and encourage the enthusiasm and focus of students on learning and aware of the development in the field

2. Development of quality parameters / bench marks for TNFJU-IFPGS

- a.) Initiation of journal club and presentation of one research article every month either by the faculty of each department or by the postgraduate and doctoral students
- b.) Encouraging exchange programme between students and industry
- c.) Initiation of giving incentives for students for reading and presentation
- d.) Initiation of awards to students in appreciation of their reading and presentations by the industry
- e.) Encouraging the master's and doctoral students to conceive the theme and prepare the technical programme of research and write thesis.

**Sd-/-----
Chairman
Internal Quality Assurance Cell**



**TNJFU-DIRECTORATE OF INCUBATION AND VOCATIONAL TRAINING IN
AQUACULTURE, MUTTUKADU**

**MINUTES OF TNJFU-DIVA INTERNAL QUALITY ASSURANCE CELL (IQAC)
COMMITTEE QUARTERLY MEETING HELD ON 17.11.2022**

A quarterly meeting among the committee members of Internal Quality Assurance Cell (IQAC) of Directorate of Incubation and Vocational training in Aquaculture, Muttukadu was held on 17.11.2022 at 02.30 PM to discuss the agenda for improving the quality of B.Voc Industrial aquaculture students. The meeting was conducted in physical mode at conference hall of DIVA, Muttukadu. However, the chairperson and external expert member have joined the meeting in online mode.

Attendees:

S.No.	Name	Position
1.	Dr. P. Chidambaram, Director, DIVA	Chairperson IQAC
2.	Dr. Imran Khan, Aqua Nutritionist, Cargill	Member (External Expert)
3.	Dr. Mir Ishfaq Nazir, Assistant Professor, DIVA, Muttukadu	Member Secretary
4.	Dr. E. Prabu, Assistant Professor, DIVA, Muttukadu	Member (ETC Co-Ordinator)
5.	Mr. K Dhanabalan, Accounts Officer, DIVA, Muttukadu	Member (Senior Administrative staff)
6.	Ms. P. Leena, PPIAT, Muttukadu	Student representative

The meeting was started by welcoming all the meeting attendees followed by briefing about following meeting agenda of IQAC DIVA by the Member Secretary (Dr. Mir Ishfaq Nazir):

1. The feedback from the students should be collected periodically. All coordinators must ensure the submission of feedback from the respective batch students.
2. The students should be exposed to more practical classes.
3. Timely field visits for the students to be arranged.
4. Improving the quality of students through visits to other campuses of TNJFU.
5. External experts for lectures to be arranged once in a month.
6. Students should be involved in feed mill works for the aquafeed production.
7. The students should be involved in Biofloc system, RAS and Aquaponics.
8. Students should be encouraged for sports activities and for that frequent programs for sports should be conducted.
9. Placement cell to be created.
10. Alumni Association of B.Voc. Industrial Aquaculture to be formed.
11. Cleaning of the campus should be done regularly.
12. Faculty development programs to be encouraged.

Chairperson further briefed about the IQAC and the role of Committee members. Further the goals and strategies of IQAC were also explained by the Chairperson of IQAC, DIVA. This was followed by the remarks of External expert on the agenda. The external expert member (Dr. Imran Khan) emphasized the agenda into three aspects viz. Academic, Administrative and Research aspects, where he suggested that all the goals should be decided with proper timeline. He has mainly focused on the following aspects:

- Seeking experts' guidance on seed quality and water quality management in aquaculture.
- Standard protocols for feed manufacturing in terms of raw material quality, Formulation, and Quality assurance of feeds.
- Follow in-processing technologies at Feed mill.
- Knowledge of feed formulation softwares.
- Competent instructions in technological marketing and engineering elements of constructing various aquaculture systems.
- Students' exposure towards Feed mills, Aquaculture farms, and Processing plant facilities.

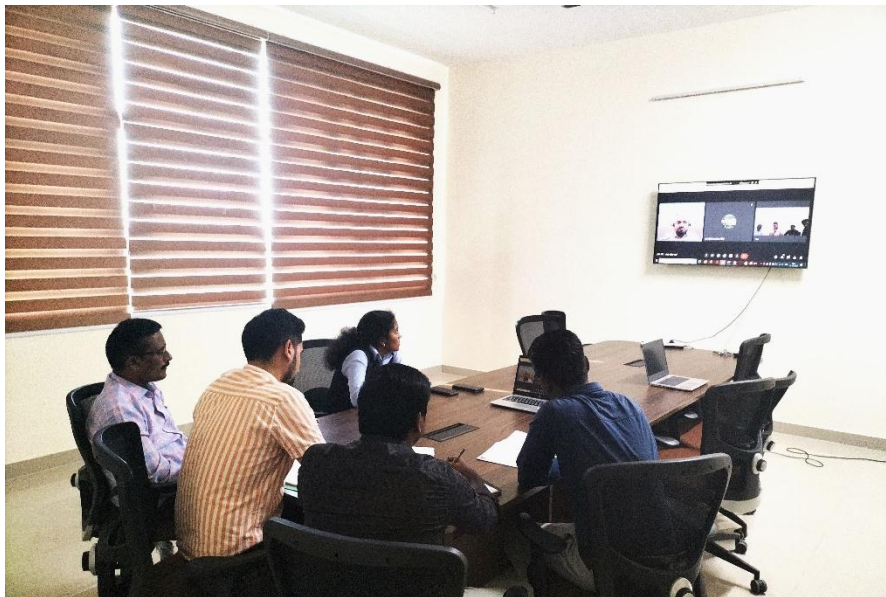
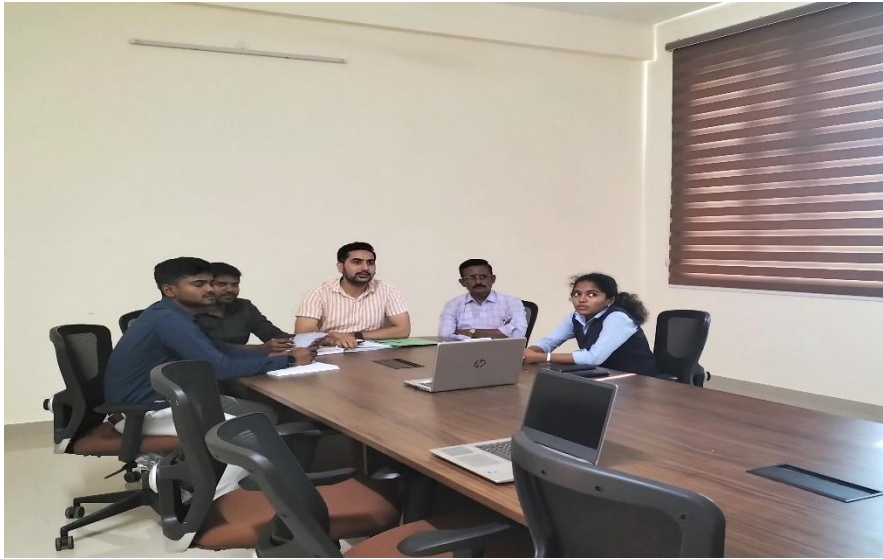
During the meeting other members suggested that having internship opportunities in feed industries would be more helpful for students. Furthermore, Senior Administrative officer of DIVA, suggested to have Industrial visits in other states to gain a broad understanding of the sector.

The meeting was concluded with remarks from the Chairperson and vote of thanks by Dr. Mir Ishfaq Nazir (Member Secretary).

Note: The photographs of the meeting are enclosed as annexure.

Sd-/-----
Chairperson
IQAC Committee

Annexure





**TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY
COLLEGE OF FISH NUTRITION AND FOOD TECHNOLOGY**

Office of the Dean
College of Fish Nutrition
and Food Technology
Madhavaram Milk Colony
Chennai – 600 051

No.02/CFNFT/IQAC/Proceeding/2022

Dated: 28.09.2022

PROCEEDINGS OF THE FIRST IQAC MEETING

The Internal monthly Quality Assurance Cell meeting of CFNFT faculty was conducted at College of Fish Nutrition and Food Technology, Madhavaram Milk Colony, Chennai on 28.09.2022 at 3.00 p.m. The following members were present during the meeting.

1. Dr. Usha Antony, Dean and Chairman
2. Dr. R. Brimapureeswaran, Member and Assistant Professor
3. Dr.K.Hema, Assistant Professor
4. Mr.D. Lakshmikanth, Assistant Professor
5. Dr.G.Rajalakshmi, Assistant Professor
6. Er. V.Velukumar, Assistant Professor
7. Dr.S.Vishnupriya, Assistant Professor
8. Er. M. Roshini Deepika, Assistant Professor

The agenda of the meeting is enclosed. The following points were discussed, deliberated and decided.

a. Teaching/Learning

1. Students feedback should be collected once of the semester between the 55th and 105th working day
(each batch Co Ordinator's).
2. Counseling is to be given for students **(each batch Co Ordinator's and Counselors).**
3. Counseling classes are to be arranged and mentioned in Time table for every week and every batch to facilitate interaction with the students **(each batch Co Ordinator).**
4. As the medium of instruction is English, campus language must be announced as English and students must be encouraged to speak the same in classroom interactions. Teachers must ensure that they handle classes only in English **(To be followed by all Teachers).**
5. Senior student volunteers who are performing well academically may be co-opted to train juniors in the academic aspects before their exams through seminars and special classes / tutorials **(each batch Co Ordinator's).**
6. Students attendance is to be recorded by the faculty in EMS portal
(Dr.R.Brimapureeswaran).
7. Photocopying facility in the library to be improved **(Dr.K.Hema).**

8. Sports facility is to be arranged in campus (**Mr.D.Lakshmikanth**).
9. Students members for the IQAC would be selected from senior students of the college (**Dr.R.Brimapureeswaran**)
10. Common rooms should be arranged for days scholars (**Mr.K.Lakshmikanth**)
11. Online educational resources should be encouraged to the students (**Dr. K.Hema**)
12. Course teachers have to make lesson plans and share it with students (**To be followed all Teachers**).
13. Staff internship/training to be permitted for 2 days in Industries (**To all Teachers**).
14. Details to be collected for ICAR accreditation (**Dr.G.Rajalakshmi**).
15. Details to be collected for AICTE accreditation(**Er.M.Roshini Deepika**).

b. Research

1. CFNFT E-newsletter can be published (**Dr.G.Rajalakshmi**).
2. It must be ensured that the student project includes an advanced technology or usage of an advanced equipment. Efforts must be taken for patenting and publishing of the research work (**Dr.R.Brimapureeswaran**).

c. Extension

1. Tree planting – may continue with Eco Club of CFNFT with support from *Nizhal* (**Dr.K.Hema**).
2. Food Safety Club should be formed so that students engage with street vendors in surrounding areas and Hostel Mess staff to conduct food safety awareness programmes for the workers handling food (**Dr.R.Brimapureeswaran and Dr.S.Vishnupriya**).
3. Licensing and FSSAI registration must be facilitated for the vendors and hostel mess as a Food Safety Club activity (**Dr.R.Brimapureeswaran and Er.M. Roshini Deepika**).

d. Co-curricular & Extra Curricular activities

1. Motivate the students to be involved and lead the various club and sports activities


Name & Signature of the
Coordinator, IAQC


Name & Signature of the
Chairperson, IAQC



**TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY
COLLEGE OF FISH NUTRITION AND FOOD TECHNOLOGY**

Office of the Dean
College of Fish Nutrition
and Food Technology
Madhavaram Milk Colony
Chennai – 600 051

No.02/CFNFT/IQAC/Proceeding/2022

Dated: 13.10.2022

MINUTES OF THE SECOND IQAC MEETING

The 2nd meeting of the Internal Quality Assurance Cell of the College of Fish Nutrition and Food Technology was conducted at CFNFT, Madhavaram Milk Colony campus, Chennai on 13.10.2022 at 11.00 a.m. The following members were present during the meeting.

1. Dr. Usha Antony, Dean and Chairman
2. Dr. N. Ramasubramanian, External Member, Food Technology Consultant and Food Safety Auditor
3. Dr. A. Uma, Member Secretary, Professor & Head, DAAHM, Dr.MGR. FC&RI, Ponneri
4. Dr. R. Brimasureeswaran, Member and Assistant Professor
5. Mr. R. Murugesan, Administrative officer
6. Mr. A. Jefrin, Final year student B.Tech. (Food Technology), joined online
7. Ms. M. Priyadharshini, Final Year Student B.Tech. (Food Technology), joined online

The agenda of the meeting is enclosed. The following points were discussed and deliberated upon and decided for implementation.

a. Teaching/Learning

1. Students feedback should be collected periodically, which should be given before the mid semester assessments.
2. TNJFU has initiated the required software for the Average Score from the feedback given by students for each course.
3. Lesson plan for both theory and practical for each course handled by the faculty is to be submitted to the Student Coordinator and shared with students.
4. Teachers should arrange food industry visit for students with focus on GMP and HACCP activities. As per the syllabus at least two industry visits per semester should be arranged.
5. Students should be encouraged to present a seminar.
6. CFNFT has planned and allocated the budget to install a biogas plant at the hostel to utilize the food waste and generate gas.
7. The total money spent on RO water for drinking purchased from a vendor is high. Therefore, a water purifier may be installed to make use of the available ground water after testing it for the TDS. Prof. Uma said the Water sample could be tested in State Referral Laboratory as per the standards.
8. Cleaning of the Campus and College is being done regularly.
9. Orientation program should be given for faculty to set the question papers.
10. Class test should be given by the respective teachers after each unit of syllabus is completed.
11. Payment of mess bill and its accounting and settlement have been a on going problem. The AO said that it would be streamlined within two months.



**TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY
COLLEGE OF FISH NUTRITION AND FOOD TECHNOLOGY**

Members Present at 2nd IQAC Meeting on 13.10.2022

A. Jefferin
13/10/2022

Alumni Student
(A. JEFRIN)

M. Priyadharshini

Alumni Student
(M. PRIYADHARSHINI)

Dr. R. Brimasureeswaran
13/10/22

Dr. R. BRIMAPUREESWARAN
Assistant Professor
ETC Co-ordinator

Th. R. Murugesan

Th. R. MURUGESAN
Administrative Manger
Member

Dr. N. Ramasubramanian

Dr. N. RAMASUBRAMANIAN
Food Technology Consultant and
Food Safety Auditor
External Member

Dr. A. Uma

Dr. A. UMA
Professor and Head, AAH&M
Member Secretary

Dr. Usha Antony
13/10/2022

Dr. USHA ANTONY
Dean,
Chairperson

Directorate of Incubation and Vocational Training in Fisheries,

Ariyaman Beach, Ramanathapuram – 623 519.

The IQAC quarterly meeting was conducted on 13.10.2022 through online. The chairperson of Capt. S. Viswanathan inaugurated the meeting and also Mr.M.Kalaiarasan, Assistant Professor, Dr.D. Vignesh, Assistant Professor (C), Senior administrative staff Mrs.G. Elavarasi and Capt. Mohankumar, External expert were attended the meeting. The following agendas were discussed as follows:

PPIFT, DIVF, Ramanathapuram (Fishing Technology)

1. Creation of departments such as Fishing Technology, Nautical Science, Marine Engineering, Fisheries Resource Management and Basic Fisheries Science
2. Creation of hostel facilities
3. Creation of sport facilities
4. Depute one contractual teaching staff of Fisheries Resource Management from our constituent colleges for handling the B.Voc. courses such as Marine Fisheries, Fishing Biology, Disaster Management, Marine Pollution, Marine Meteorology and Oceanography
5. Creation of Mechanical Engineer post for the purpose of handling the Marine Engineering subjects
6. Creation of Deckhand post for the purpose of handling the practical classes for the course of Fishing Gear Technology, Advanced Fishing Technology, Basic Vessel operation, Survival at sea, Deck Equipments and Rope works.

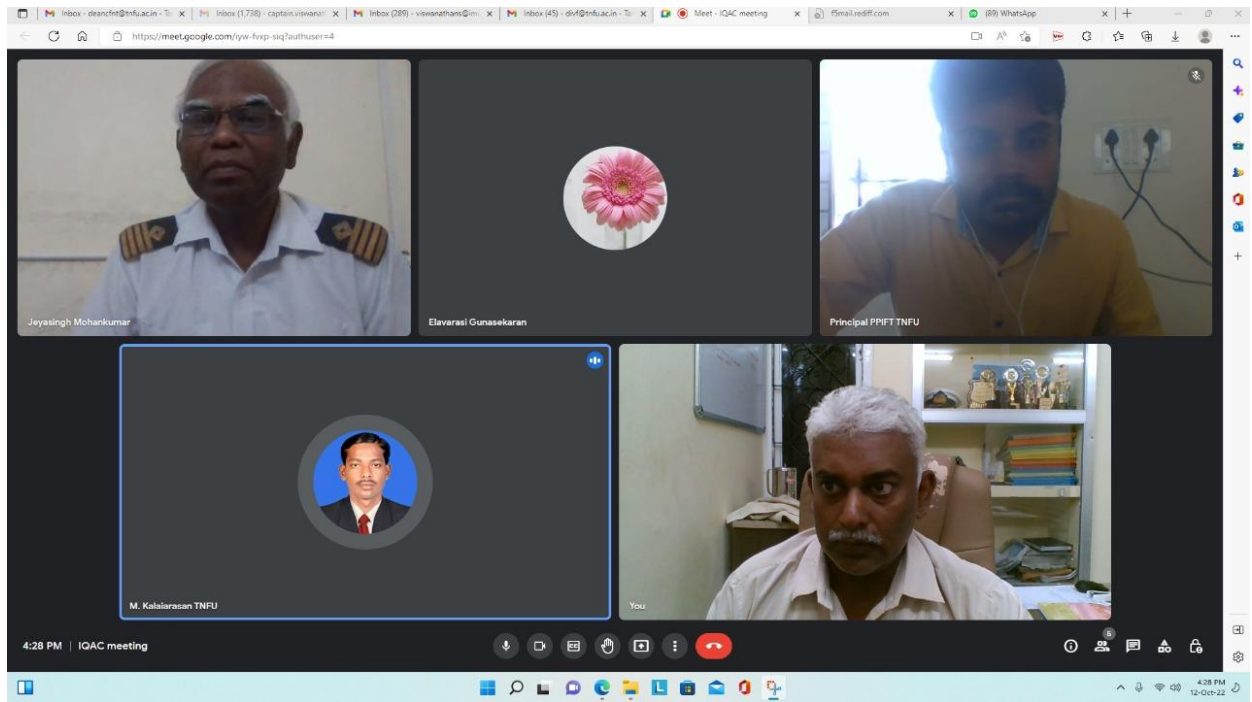
PPIFT, Madhavaram (Fish Processing Technology)

1. Creation of hostel facilities
2. Creation of sport facilities

Date: 13.10.2022



Director
DIVF, Ramanathapuram





**TNJFU-DIRECTORATE OF INCUBATION AND VOCATIONAL TRAINING IN
AQUACULTURE, MUTTUKADU**

**MINUTES OF TNJFU-DIVA INTERNAL QUALITY ASSURANCE CELL (IQAC)
COMMITTEE QUARTERLY MEETING HELD ON 17.11.2022**

A quarterly meeting among the committee members of Internal Quality Assurance Cell (IQAC) of Directorate of Incubation and Vocational training in Aquaculture, Muttukadu was held on 17.11.2022 at 02.30 PM to discuss the agenda for improving the quality of B.Voc Industrial aquaculture students. The meeting was conducted in physical mode at conference hall of DIVA, Muttukadu. However, the chairperson and external expert member have joined the meeting in online mode.

Attendees:

S.No.	Name	Position
1.	Dr. P. Chidambaram, Director, DIVA	Chairperson IQAC
2.	Dr. Imran Khan, Aqua Nutritionist, Cargill	Member (External Expert)
3.	Dr. Mir Ishfaq Nazir, Assistant Professor, DIVA, Muttukadu	Member Secretary
4.	Dr. E. Prabu, Assistant Professor, DIVA, Muttukadu	Member (ETC Co-Ordinator)
5.	Mr. K Dhanabalan, Accounts Officer, DIVA, Muttukadu	Member (Senior Administrative staff)
6.	Ms. P. Leena, PPIAT, Muttukadu	Student representative

The meeting was started by welcoming all the meeting attendees followed by briefing about following meeting agenda of IQAC DIVA by the Member Secretary (Dr. Mir Ishfaq Nazir):

1. The feedback from the students should be collected periodically. All coordinators must ensure the submission of feedback from the respective batch students.
2. The students should be exposed to more practical classes.
3. Timely field visits for the students to be arranged.
4. Improving the quality of students through visits to other campuses of TNJFU.
5. External experts for lectures to be arranged once in a month.
6. Students should be involved in feed mill works for the aquafeed production.
7. The students should be involved in Biofloc system, RAS and Aquaponics.
8. Students should be encouraged for sports activities and for that frequent programs for sports should be conducted.
9. Placement cell to be created.
10. Alumni Association of B.Voc. Industrial Aquaculture to be formed.
11. Cleaning of the campus should be done regularly.
12. Faculty development programs to be encouraged.

Chairperson further briefed about the IQAC and the role of Committee members. Further the goals and strategies of IQAC were also explained by the Chairperson of IQAC, DIVA. This was followed by the remarks of External expert on the agenda. The external expert member (Dr. Imran Khan) emphasized the agenda into three aspects viz. Academic, Administrative and Research aspects, where he suggested that all the goals should be decided with proper timeline. He has mainly focused on the following aspects:

- Seeking experts' guidance on seed quality and water quality management in aquaculture.
- Standard protocols for feed manufacturing in terms of raw material quality, Formulation, and Quality assurance of feeds.
- Follow in-processing technologies at Feed mill.
- Knowledge of feed formulation softwares.
- Competent instructions in technological marketing and engineering elements of constructing various aquaculture systems.
- Students' exposure towards Feed mills, Aquaculture farms, and Processing plant facilities.

During the meeting other members suggested that having internship opportunities in feed industries would be more helpful for students. Furthermore, Senior Administrative officer of DIVA, suggested to have Industrial visits in other states to gain a broad understanding of the sector.

The meeting was concluded with remarks from the Chairperson and vote of thanks by Dr. Mir Ishfaq Nazir (Member Secretary).

Note: The photographs of the meeting are enclosed as annexure.


Chairperson
IQAC Committee



**TNJFU-DIRECTORATE OF INCUBATION AND VOCATIONAL TRAINING IN
AQUACULTURE, MUTTUKADU**

Members Present 2nd IQAC Meeting on 17.11.2022

P. Leena

Ms. P. Leena

Student' Representative

Dr. E Prabu 17/11/22

Assistant Professor

ETC Co-ordinator

Mr. K Dhanabalan 17/11/22

Senior Administrative Officer

Dr. Imran Khan

Dr. Imran Khan

Aqua Nutritionist, Cargill

External Member

Dr. Mir Ishfaq Nazir 17/11/22

Assistant Professor

Member Secretary

Dr. P. Chidambaram 17/11/22

Director, DIVA

chairperson