



TAMIL NADU Dr.J.JAYALALITHAA FISHERIES UNIVERSITY Nagapattinam

1st Meeting Minutes on Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) present in various constituent units of Tamil Nadu Dr. J. Jayalalithaa Fisheries University have conducted their 1st Meeting for planning their activities for guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) in the University. The following are the minutes of the meetings in respect of Internal Quality Assurance Cells (IQAC) of TNJFU.

1. Fisheries College & Research Institute, Thoothukudi

The First meeting of IQAC was held on 17.05.2022 at 11.00 AM in the conference Hall of Fisheries College & Research Institute, Thoothukudi to discuss the ways for effective functioning of IQAC at Fisheries College & Research Institute, Thoothukudi.

It was decided to arrange special lectures from the faculty staff of VOC College, Thoothukudi which is the approved institute of the National Assessment and Accreditation Council (NAAC). All the members accepted that the special lectures would help to frame future IQAC activities of FCRI, Thoothukudi.



A special lecture on "Activities and Strategies followed in the Internal Quality Assurance Cell at VOC College" was delivered by two staff members from the IQAC of V.O.Chidambaram College, Thoothukudi from 11.00 am to 1.00 pm at the Conference Hall on 19.05.2022 for the benefit of staff as well as members of IQAC of the institute.

The staff and IQAC committee members participated in the programme and had discussion.



Minutes of Second IQAC Meeting

The Second meeting of the IQAC was held on 18.07.2022 at 03.30 PM at the conference Hall of Fisheries College & Research Institute, Thoothukudi. The following committee members participated in the meeting.

- 1) Dr.R. Santhakumar, Dean, FC&RI, Thoothukudi- **Chairperson**
- 2) Dr.N. Neethiselvan, Professor and Head, DFT&FE- **Member Secretary**
- 3) Dr.N.V. Sujathkumar, Professor and Head, DFEES- **Member**
- 4) Th.V. Thanuskodi, AAO (Retd.,) Dean's Office- **Member**
- 5) Tmt.T. Sowntharya @ Veniselvi, Junior Assistant- **IQAC Office**
- 6) Th.S. Devaraj, Attendant- **IQAC Office**

The following aspects were discussed for effective functioning of IQAC, FCRI, Thoothukudi.

- Creation of separate email ID for IQAC of FC&RI, Thoothukudi
- Timely submission of monthly and periodical reports to IQAC, Nagapattinam
- Conduct of quarterly review meetings to discuss about the progress of IQAC, FC&RI, Thoothukudi
- Arrangement of the submission of feedback forms by students and staff in the IQAC web portal of the University.

Inauguration of Office building for IQAC of FC&RI, Thoothukudi

The Office building of Internal Quality Assurance Cell (IQAC) of the Fisheries College & Research Institute, Thoothukudi was inaugurated by Dr.P.Paul Pandian, Ph.D., Fisheries Development Commissioner (Rtd.), Govt of India, in the august presence of the respected Vice –Chancellor Dr.G. Sugumar on 25.07.2022 by 4.00 p.m. The Chairperson of IQAC and the Dean i/c of the Institute, Dr.R. Santhakumar, the Member Secretary Dr.N.Neethiselvan, Professor and Head, Department of Fishing Technology Fisheries Engineering and the members of IQAC cell Dr.N.V.Sujathkumar, Professor and Head, Department of Fisheries Extension Economics Social Science and Mr.V. Thanuskodi, Assistant Account Officer, Dean’s Office were present duly occasion. The Professor and Head of different departments, Teaching & Non-teaching staff of the institute participated in the event. The Chairperson of IQAC, Dr.R.Santhakumar briefed the activities of the cell from the date of inception (17.05.2022) and future course of actions to the special invitee Dr.P.Paul Pandian and the respected Vice-Chancellor.



2. Dr. M. G. R. Fisheries College & Research Institute, Ponneri

- The First Meeting of IQAC was conducted on 20.07.2022 at Dr.M.G.R. Fisheries College & Research Institute, Ponneri.
- A lecture was given by the invited speaker Dr.K.V. Radha, Professor, Department of Chemical Engineering, Anna University on the “Roles and Functions of Internal Quality Assurance Cell”
- The staff and students representatives were presented and got sensitized on the roles, functions and strategies of IQAC.



Based on the minutes of the meeting, the following sub-committees are constituted at Dr.M.G.R. Fisheries College & Research Institute, Ponneri for effective implementation of the activities related to IQAC.

(i) Education Quality Assurance Committee (EQAC)

Sl.No.	Name and Designation	Position
1	Dr. Cheryl Antony Professor and Head, Department of Aquaculture, Dr.M.G.R. FC&RI, Ponneri	Chairman
2	Dr. A. Uma Professor and Head, Department of Aquatic Animal Health Management, Dr.M.G.R. FC&RI, Ponneri	Member
3	Mrs. S. Aruna Assistant Professor, Department of Aquatic Environment Management, Dr.M.G.R. FC&RI, Ponneri	Member

4	Mrs. S. Agnes Dany Angela Assistant Professor and Head, Department of Fisheries Extension Economics and Statistics, Dr.M.G.R. FC&RI, Ponneri	Member
5	Mrs. Nimish Mol Stephen Assistant Professor and Head, Department of Fish Processing Technology, Dr.M.G.R. FC&RI, Ponneri	Member
6	Mr.R. Velmurugan Assistant Professor & Head Department of Fishing Technology & Fisheries Engineering, Dr.M.G.R. FC&RI, Ponneri	Member
7	Mr.P. Pavin Kumar Assistant Professor & Head Department of Fisheries Resource Management, Dr.M.G.R. FC&RI, Ponneri	Member

(ii) Administrative Quality Assurance Committee (AQAC)

Sl.No.	Name and Designation	Position
1	Mr. K. Hari Administrative Officer (c), Dean's Office Dr.M.G.R. FC&RI, Ponneri	Chairman
2	Mrs. N.R. Thanalakshmi Superintendent, Dean's Office Dr.M.G.R. FC&RI, Ponneri	Member
3	Mrs. M.P. Nethra Devi, Assistant, Dean's Office, Dr.M.G.R. FC&RI, Ponneri	Member

(iii) Teaching Evaluation Committee (TEC)

Sl.No.	Name and Designation	Position
1	Mrs. S. Agnes Dany Angela Assistant Professor and Head, Department of Fisheries Extension Economics and Statistics, Dr.M.G.R. FC&RI, Ponneri	Chairman
2	Coordinators and Counsellors of all batch UG Programme	Member
3	Coordinators and Counsellors of all batch PG and Ph.D. programmes.	Member

3. College of Fisheries Engineering, Nagapattinam

The guest lecture on IQAC – Roles and Responsibilities was conducted on 22.07.2022 at Seminar Hall, CoFE, Nagapattinam. The following members of CoFE were attended the programme.

Sl.No	Name and Designation
1.	Dr. N. Manimehalai Dean i/c, CoFE, Nagapattinam
2.	Dr. Mohammed Tanveer Associate Professor & Head
3.	Dr. T. Anand Assistant Professor & Head
4.	Dr. D. Kesavan Assistant Professor & Head
5.	Er. Sivakumar Assistant Professor & Head
6.	Er. S. Monikandan Assistant Professor & Head
7.	Dr. M. Ramar Assistant Professor
8.	Dr. P. Karthick kumar Assistant Professor
9.	Er. D. Babiyola Assistant Professor
10.	Er. R. Rengarajan Assistant Professor (Contractual), DFNM
11.	D. Muthukrishnan Assistant Professor (Contractual), DFNM
12.	Er. Pradeep Assistant Professor (Contractual)
13.	Er. R. Harini Assistant Professor (Contractual)
14.	G. Radhakrishnan Superintendent
15.	K. Rajathilagam Assistant
16.	A.Arulkrishnaveni Steno typist
17.	G. Kavitha Assistant
18.	R. Shawmiya Student (M.Tech) (FPE) – II - year
19.	C. Mohamed Maideen Assistant

Earlier during the inaugural programme, Dr.T.Anand, Assistant Professor and Member Secretary (IQAC –CoFE) welcomed the presenter and other teaching and non-teaching staff of CoFE. During the address Dr.N.Manimehalai Dean i/c, CoFE elucidated the importance of IQAC. Dr.P.Karthickumar, Assistant Professor and Member IQAC-CoFE proposed Vote of thanks.

Prof.V.Madhurima, Professor and Director, IQAC (Internal Quality Assurance Cell), Central University of Tamil Nadu, Thiruvavur presented a guest lecture on "IQAC –Roles and Responsibilities" After the lecture, CoFE staff interacted with the Director regarding the functional modalities of IQAC at CUTN Thiruvavur.



4. Dr. M.G.R. Fisheries College & Research Institute, Thalainayeru

The committee meeting of IQAC was held on 27.05.2022 at 3.00 pm through virtual mode. The executive committee members were present in the meeting.

Dr. S. Balasundari, Dean Dr. MGR FCRI, Thalainayeru welcomed the committee members. Dr. A. Subburaj, Assistant Professor, Member Secretary IQAC briefed on the roles and functions of Internal Quality Assurance Cell. The external expert, Mr. Kumaraswamy, Director, M/s. Nector Exports Private Limited, Pondicherry has given

suggestions to improve field-level practical exposure for the UG students and gave field-level practical training. Mr. N. Siva, Alumni Representative (2017-18 batch) has suggested in current practices/academics, the field level training is given only in the final year (last two semester) and this training can be split into one week for each semester. Finally, the Dean, Dr. MGR FCRI, proposed a vote of thanks.

5. Institute of Fisheries Biotechnology, Vaniyanchavadi

The first meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Biotechnology (IFBT), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 25.07.2022 at 2.30 pm at the TNJFU OMR campus. The meeting was attended by the committee members of the IQAC. The following items were on the agenda for the IQAC of TNJFU-IFBT's meeting.

1. Assessment for feedback responses from students/parents/stakeholders on quality related institutional processes
2. Development and application of quality benchmarks/parameters for TNJFU-IFBT

After detailed discussions, the following decisions were taken.

- i. It was decided to get feedback from Teacher/ Faculty members about the teaching, learning and evaluation procedures of TNJFU-IFBT based on the questionnaire developed by TNJFU.
- ii. It was also decided to develop quality benchmarks for teaching and co-curricular activities for TNJFU-IFBT

6. Institute of Fisheries Post Graduate Studies, Vaniyanchavadi

The first meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Postgraduate studies (IFPGS), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 25.07.2022 at 2.30 pm at the TNJFU OMR campus. The meeting was attended by the committee members of the IQAC. The following items were on the agenda for the IQAC of TNJFU-IFPGS's meeting.

1. Assessment for feedback responses from students/parents/stakeholders on quality related institutional processes.
2. Development and application of quality benchmarks/parameters for TNJFU-IFPGS

After detailed discussions, the following decisions were taken.

- i. It was decided to get feedback from Teacher / Faculty members about the teaching, learning and evaluation procedures of TNJFU-IFPGS based on the questionnaire developed by TNJFU.
- ii. It was also decided to develop quality benchmarks for teaching and co-curricular activities for TNJFU-IFPGS

7. Fisheries Business School, Vaniyanchavadi

The first meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU-Fisheries Business School (FBS), Muttukadu, ECR, Chennai was held on 25.07.2022 at 2.30 pm at the TNJFU – IFPGS, OMR campus. The meeting was attended by the committee members of the IQAC. The meeting of the IQAC of TNJFU-IFBT had the following issues on the agenda.

1. Assessment for feedback responses from students/parents/stake holders on quality related institutional processes
2. Development and application of quality benchmarks/parameters for TNJFU-FBS

After detailed discussions, the following decisions were taken.

- a) It was decided to get feedback from Teacher / Faculty members about the teaching, learning and evaluation procedures of TNJFU-FBS based on the questionnaire developed by TNJFU.
- b) It was also decided to develop quality benchmarks for teaching and co-curricular activities for TNJFU-FBS

8. College of Fish Nutrition and Food Technology, Madhavaram

The 1st Internal Quality Assurance Cell meeting was conducted at College of Fish Nutrition and Food Technology, Madhavaram Milk Colony campus, Chennai on 05.08.2022 at 11.00 a.m. The members were presented during the meeting. The following points were discussed and deliberated upon.

I. Teaching/Learning

1. Students feedback should be collected periodically, which should be given before the mid semester assessments.
2. Identity of the student is to be protected.
3. Students must be given orientation for providing the feedback.

4. Word document will be better for feedback, so that it can be printed and submitted in a box kept in the college.
5. Staff orientation should be given so that they do not give a biased response to students, based on their feedback of the course.
6. Third party / anonymous person should collect and summarize the feedback from students
7. Alumni feedback should be taken after giving orientation to the alumni students.
8. Faculty should be assured that the feedback given by students will not affect their salary and increments if any.
9. The feedback collected must be strictly action oriented, to enhance the teaching-learning process.
10. Based on the feedback the institute will draw a programme to help the staff to enhance their skills, as required, like visiting industry independently, without students.
11. In more practice-oriented subjects like Good Manufacturing Practice (GMP) – industry experts can be invited for students' learning.
12. Channelizing / facilitating the improvement on the part of the staff is to be done by the institution.
13. Counselling is to be given for both staff and students.
14. Counselling classes to be arranged every week for every batch.
15. 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.
16. Senior student volunteers who are performing may be co-opted to train juniors in the academic aspects before their exams through seminars and special classes / tutorials.

II. Research

1. Show case the students research projects by inviting industry experts. This will also improve the quality of the projects taken for study.
2. E-newsletter/journals/blogs can be published by motivating students, on a monthly basis.
3. Seminars/presentation to be given by both faculty and students / outsiders at periodic intervals to facilitate updating of both faculty and students.

4. It must be ensured that the project includes an advanced technology or usage of an advanced equipment. Efforts must be taken for patenting and publishing of the research work.

III. Extension

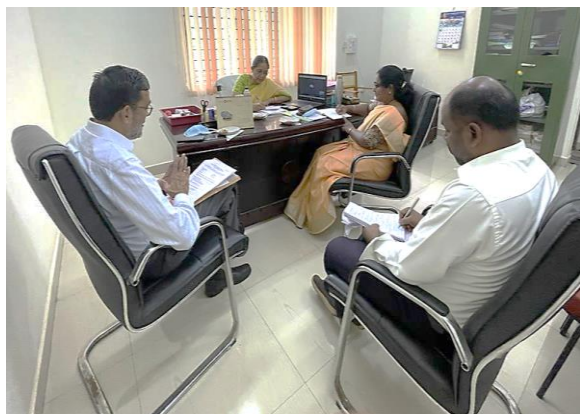
1. NSS activities – may continue with support from NGOs.
2. Tree planting – may continue with the Eco-Club of CFNFT with support from Nizhal.
3. Food Safety Club should be formed so that students engage with street vendors in surrounding areas and Hostel Mess staff to conduct food safety awareness programmes for the workers handling food.
4. Licensing and FSSAI registration must be facilitated for the vendors and hostel mess as a Food Safety Club activity.

IV. Co-curricular & Extra Curricular activities

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

V. Infrastructure & Other facilities

1. Strengths, weaknesses, opportunities and threats analysis of CFNFT by the faculty and technical staff.
2. Academic – sub-committees of faculty may be constituted to execute the points of action identified in this and subsequent meetings of the IQAC.
3. Administration – office staff to be given orientation, regarding the activities of IQAC to facilitate more efficient functioning.
4. New buildings of hostel, laboratories and workshops is required to meet the standards of concerned authorities such as ICAR and AICTE.



9. Directorate of Incubation and Vocational Training in Fisheries, Ramanathapuram

The IQAC monthly meeting was conducted on 08.08.2022 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 two students were attended the meeting. The following points were discussed as follows:

PPIFT, DIVE, Ramanathapuram (Fishing Technology)

1. It has been discussed with the University for additional Staff for effective function of Internal Quality Assurance Cell and Academic niche.
2. The classes have been planned offline to increase the quality of nautical subjects and when the additional staff is provided, the classes will be conducted efficiently.
3. Proposed to increase sport facilities at DIVE, Ramanathapuram.

PPIFT, DIVE, Madhavaram (Fish Processing Technology)

1. Students and staff are encouraged to filling their individual feedback forms established in the University website under the IQAC portal.
2. Planned to strengthen the IQAC at college level towards increasing the overall performance of the students & staff.

10. Directorate of Incubation and Vocational Training in Aquaculture, Chennai

A meeting among the committee members of Internal Quality Assurance Cell of Directorate of Incubation and Vocational training in Aquaculture, Muttukadu was held on 05.08.2022 at 11.00 AM 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 external expert member has joined the meeting in online mode.

The meeting was started by welcoming all the meeting attendees and invitation of Chairperson, Dr. N. Felix for briefing about the IQAC by the Member Secretary (Dr. Mir Ishfaq Nazir). Chairperson has 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:

- Challenges in aqua industries related to ingredients and disease incidences.
- Proper Laboratories maintenance with Standard Operating Procedures (SOPs) for all equipment's.
- Follow safety measures while working in Labs.
- Soft skill training to B.Voc students.
- Students' exposure towards basic concepts of Biochemistry, Biotechnology and metabolism which are key areas and demands for the industries.
- The total marks (150) of each subject in the curriculum should be divided into 75:75 (Theory: Practical).

During the meeting, other members suggested that the B.Voc (Industrial Aquaculture) Syllabus to be revised as per the guidelines of Agriculture Skill Council of India (ASCI) and more emphasis should be given on the practical aspects of the courses and skill oriented subjects.

Further, Senior Administrative officer of DIVA, suggested to have fishermen quota for admission to B.Voc (Industrial Aquaculture).

The meeting was concluded with remarks from the Chairperson and vote of thanks by Dr. E Prabu (ETC Co-ordinator).



Signature of Senior Administrative Staff
Internal Quality Assurance Cell

Member 1: _____


REGISTRAR i/c
Tamil Nadu Dr. J. Jayalalithaa Fisheries University
Vettar River View Campus,
Nagapattinam - 611 002.

Signature of Senior Administrative Staff
Internal Quality Assurance Cell

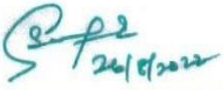
Member 2: _____


FINANCE OFFICER
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Signature of Member Secretary
Internal Quality Assurance Cell


DIRECTOR OF RESEARCH i/c
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Signature of the Chairperson
Internal Quality Assurance cell


VICE-CHANCELLOR
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