



TAMIL NADU Dr J. JAYALALITHAA FISHERIES UNIVERSITY

College level First Quarterly Meeting for the year 2024

January to March 2024

(i) Fisheries College & Research Institute, Thoothukudi

The 1st Quarterly Meeting for the year 2024 was held on 06.03.2024 at conference hall, FC&RI, Thoothukudi. The meeting was conducted to discuss about the strategies to be followed for assuring quality in academic, research and extension activities, general administration and infrastructure development of the institute. The following IQA committee members, teaching staff, administrative staff and invited speakers participated in the meeting.

1. Dr. B. Ahilan, Dean, FC&RI, Thoothukudi – Chairperson, IQAC
2. Dr. N. Jayakumar, Professor & Head, DFB&RM – Member Secretary, IQAC
3. Dr. N.V. Sujathkumar, Professor & Head, DFEES – Member, IQAC
4. Dr. D. Manimekalai, Assistant Professor, DAEM, Member, IQAC
5. Mr. S. Nambi, CEO, The A to Z Fisheries Project Management Services – Member, IQAC
6. Mrs. A. Ramani, Manager, Dean's Office – Member, IQAC
7. Dr. D. Radhika, Associate Professor and Head, Department of Zoology & IQAC Assistant Coordinator, VOC College, Thoothukudi
8. Dr. S. Gomathy Nayagam, Professor and Head, Department of Computer Science & IQAC Member, VOC College, Thoothukudi.
9. Teaching Staff Members – 17 Numbers (Including the Assistant Director of Physical Education).

The Chairperson, Dr. B. Ahilan, Dean, Fisheries College & Research Institute, Thoothukudi presided over the seventh meeting of IQAC. Dr. N. Jayakumar, Member Secretary of IQAC Coordinated the programme. The Member Secretary delivered the welcome address and introduced the invited speakers. Dr. D. Rathika and Dr. S. Gomathy Nayagam & the new IQAC Member, Mr. S. Nambi to the gathering. Dr. D. Manimekalai, Member, IQAC proposed the vote of thanks at the end of the meeting. Earlier, the invited speakers made a presentation on "Strategies for meeting NAAC Accreditation Requirements" and shared their experience in the NAAC Accreditation process. They suggested a list of activities to be undertaken and documents to be

kept ready for the NAAC Accreditation. Those activities and documents to be prepared are furnished below as the minutes of the meeting.

1. A file needs to be maintained for keeping the Syllabi of UG, PG, and Ph.D. and copy of all the documents like BoS meeting minutes, Academic Council meeting minutes, relevant circulars etc. (Action: ETC)
2. A file for "Students' Grievance Redressal System (Academic)" needs to be maintained for keeping the request letters of students concerning internal examination make-up test, reevaluation of papers, retotalling, convocation. Scholarship etc., and concerned letters regarding the steps taken for resolving the issue (Action: ETC)
3. Academic calendar needs to be prepared for each semester (Action: UG & PG Coordinators)
4. A file for keeping the documents pertinent to curriculum development, revision of syllabi, setting questions, thesis evaluations, participations in various bodies like BoS, Academic Council, Planning Board, Research Council, EEC etc. (Except Confidential Matters) (Action: HoDs & IQAC)
5. A file for keeping the records relevant to experiential learning through project work, field work and internship, etc. (Action: RAWI Coordinator & IQAC)
6. Collection and analysis of feedback of the students, teachers, industry personnel, alumni etc. on the syllabi and action taken (Action: BoS Coordinator and IQAC)
7. Collection and analysis of feedback of the students on the courses taught at the end of the semester and action taken (Action: UG and PG Coordinators)
8. Collection of particulars of the students' enrolled (Sanctioned and admitted) year-wise and reservation category-wise like SC,ST,OBC, Disabled person etc. (Action: ETC).
9. Special programmes for advanced learners and slow learners (Action: UG & PG Coordinators).
10. Collection of particulars of mentor-mentee meetings (Action: UG & PG Coordinators).
11. Course file needs to be maintained for keeping the lecture schedule, timetable, class notes, course outcomes and other relevant outcomes and other relevant documents (Action: UG & PG Course Teachers).
12. Project files need to be maintained for keeping the copy of the proposals, project sanction order, final report, AUC, success stories etc. (Action: PIs of the schemes, HoDs and IQAC).
13. Collection of copies of the publications like research papers, books, book chapters, proceedings etc. (Action: Authors, HoDs & IQAC)

14. Collection of records / certificates pertinent to awards, honours etc. (Action: Awardees, HoDs & IQAC)
15. Maintenance of SOP, Logbook, AMC repair and service particulars of lab equipment (Action: HoD's)
16. Maintenance of user details of sports facilities gym etc. (Action: AD of Physical Education)
17. Maintenance of user details of library, footfalls, user of CeRA etc. (Action: Assistant Librarian)
18. Maintenance of records pf extension activities undertaken by the students through NSS Literary Association, Science club etc. (Action: NSS Coordinator and Vice-President, Students Association)
19. Collection of all particulars of scholarships, fellowships, etc. (Action: ETC)
20. Collection of details of capacity building and skills enhancement for the students like soft skills, language and communication skill, life skills, ICT etc. (Action: UG & PG Coordinators)
21. Collection of particulars of career counselling and guidance for competitive exams, employment / higher education status of graduates, copies of appointment orders of ID cards of employed graduates (Action: Coordinator, Students Placement and Career guidance)
22. Collection of particulars of awards, medals, appreciation certifications, cash prizes etc. received by the students (Action: Coordinators, VP, Students Association)
23. Collection of particulars of students Grievances Redressal Committee like reports on the grievances, action taken etc. (Action: Coordinator, Students Grievances Redressal Committee)
24. Collection of particulars of measures taken for curbing the menace of ragging, ragging related grievances, action taken etc. (Action: Coordinator, Anti-Ragging Committee)
25. Collection of particulars of measures taken for curbing the menace of drug abuse, awareness programmes, action taken etc.
26. Collection of particulars of students participation in sports activities, cultural events quiz etc. (Action: Coordinators, VP, Students Associations)
27. Collection of particulars of Alumni Association, Alumni meeting minutes, circulars contributions made by the Alumni etc. (Action: General Secretary, Alumni Association)
28. Collection of particulars of welfare measures taken for the teaching and non-teaching staff (Action: Manager, Deans Office)

29. Collection of particulars of faculty empowerment strategies like financial support provided to the faculty for conference / workshop etc. and membership fee of professional bodies (Action: Manager, Deans Office)
30. Collection of professional development / administrative training programs organized by the institution for teaching and non-teaching staff (Action: Manager, Deans Office)
31. Collection of particulars on faculty undergoing online/face-to-face Faculty development programmes (FDP) (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.) (Action: HoDs, Manager, Deans Office).
32. Collection of particulars of measures initiatives of the institutions like collection and analysis of feedback, Collaborative quality initiatives with other institution, participation in NIRF, other quality audit like ISO, NBA etc. (Action: Member Secretary, IQAC).
33. Collection of particulars of measures initiated by the Institution for the promotion of gender equity, sensitization in circular and co-curricular activities, safety and security measures, facilities for women on campus (Action: VP, Students Association)
34. Collection of particulars of Environmental Consiousness and Sustainability like biogas plant, use of solar energy, use of LED, waste management, water conservation, green campus initiatives etc. (Action: Coordinator, Campus Cleaning Committee)

Important Notes:

- Please hand over a copy of all the documents / records / certificates / ICs / Minutes etc. to the IQAC along with the relevant geo-tagged photos and soft copies.
- Please collect the above mentioned details from the 1st January 2024 onwards. However, the details of the courses being taught now can be before 1st January 2024 i.e. from the date of the commencement of the course.

Sd-/-----
Member Secretary

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Chairperson

(ii) Dr. M.G.R. Fisheries College & Research Institute, Ponneri

IQAC Meeting of the faculty at the college of Dr. M.G.R. Fisheries College & Research Institute, Ponneri for the first quarter (January to March 2024) was conducted on

19.02.2024 at 12.30 p.m in the conference hall. The following members were present during the meeting.

1. Dr. Cheryl Antony, Dean i/c.,
2. Dr. A. Uma, Professor & Head, DAAHM
3. Mr. A. Kumaresan, External Expert (Shenglong Biotech India Pvt. Ltd)
4. Mr. K. Hari, Administrative Officer
5. Dr. N. Moulitharan (Alumni representative)
6. Students representatives

The following points were discussed and the points for action decided

- To invite fish farm experts to share their experience on virtual aspects in farming practices.
- To provide training to the students for making them job ready on the aspects related to PL selection, water quality management, feeding management before the completion of UG/PG degree programmes.
- To improve the presentation and report writing skills of the students and to arrange English classes for the improvement of language of the student; motivate students to participate in the conferences and to make them more exposed to the industries and to become more dedicated towards their profession and hard working.
- To conduct Shrimp Mela in association with Society of Aquaculture Professionals (SAP) and Industry. The budget estimate for shrimp mela to be worked out along with the schedule.
- To provide mini projects to students in the UG programme under the guidance of their mentors.
- The staff mentors assigned to students have to conduct meetings with the students on fortnightly basis and report the progress to the Chairmen, IQAC (Action: Student Mentors)
- To conduct meeting of the class every month, committees are formed four students from each batch / year and report the proceedings to the IQAC of the Institute. (Action: All Students Coordinators)
- To complete the academic auditing for the courses offered in the ongoing semesters. (Action: All course teachers and HoDs)

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Member Secretary

Sd-/-----
Chairperson

(iii) College of Fisheries Engineering, Nagapattinam

The first quarterly meeting of IQAC was held on 02.02.2024. The following faculty members were present in the meeting.

1	Dr.D.Kesavan	AP & H,DBS	6	Er.R.Rengarajan	AP(c),DFNM
2	Er.S.Monikandon	AP&H,DEEE	7	Er.P.Muthukrishnan	AP(c),DFNM
3	Er.C.MercyAmrita	AP,DBE	8	Er. R. Shawmiya	AP(c), DFPE
4	Er. R. Regupathi	AP,DBE	9	Er.S.N. Kopperundevi	AP(c), DAQE
5	Dr.M.Kamalakannan	AP,DBS	10	Mr. G. Radhakrishnan	AAO

The following points were discussed in the meeting.

(i) UG student research project:

- It is planned to have industry-oriented projects for IV B.Tech (FE&EEE). The coordinators are requested to look into the possibilities for industry projects on or before 22/1/2024. The ATR should be submitted on 22/1/2024 in this regard. **(Action: Mr. T.L.S. Samuel Moses, Dr.P.Karthickumar, Er. S. Monikandon and Dr.R.Thiyagu)**
- The zeroth review for the 2020-21 batch should be completed within the first week of the starting of the Internal Project semester. **(Action: Dr.M.Ramar and Er.C.Mercy Amrita)**

(ii) New endowment to be instituted:

- Faculty members are encouraged to provide/share their contributions for the Faculty Endowment Award. **(Action: Er. S. Monikandon)**

(iii) Swayam Course:

- All the Department Heads' are instructed to suggest five courses (it should be supported to the department courses) offered by Swayam to the ETC on or before 19.01.2024. **(Action: All Head of the Department and Dr. M. Kamalakannan and Er.R. Rengarajan)**

(iv) Scholarship:

- The ETC co-ordinator to ensure that all eligible students must apply for the Govt. Scholarship as on time **(Action: Dr. M. Kamalakannan)**

(v) Teaching-Smart Class room:

- The ETC Co-ordinator to submit the quotation value for one imbuild mini pc setup for projector with one speaker in 4 class rooms. **(Action: Dr. M. Kamalakannan)**

(vi) Review of Academic Programmes:

- The following measures needs to improve for academic programme
 - Updating curriculum based on industry trends.
 - Monitoring changes in accreditation requirements.
 - Reviewing assessment data and making adjustments.

(Action: Dr. D. Kesavan)

(vii) Accreditation of NAAC & NBA

- Dean has briefed the NAAC accreditation process details that were discussed at UO meeting **(Action: Dr. D. Kesavan)**

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Member Secretary

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Chairperson

(iv) Dr. M.G.R. Fisheries College & Research Institute, Thalainayeru.

The first quarterly meeting of IQAC was held on 03.01.2024 at 11.00 a.m in Dr. M.G.R Fisheries College and Research Institute, Thalainayeru, to discuss about the action for the first quarter of 2024 (January to March) and effective functioning of IQAC. All the faculty members (18Nos.) attended the meeting.

Dr. S. Balasundari, Deani/c, Dr. MGR FCRI, Thalainayeru, assessed the completion of proposed activities for October to November 2023.

Sl. No.	Plan of Action
1.	<p>Education Quality Assurance Committee (EQAC)</p> <ul style="list-style-type: none">• Spoken English class for the first-year students will be arranged to improve their communication skills by hiring resource person from Arts & Science college, Nagapattinam.• Structured utilization of the language lab facility by the students will be executed effectively.

2.	<p>Teaching Evaluation Committee (TEC)</p> <ul style="list-style-type: none"> Students' end semester feedback for the 2020-21&2021-22 batches will be collected, analyzed and the feedback will be circulated to the faculty members. Mid-semester feedback will also be collected to facilitate effective teaching. Documentation of class committee meetings and mentor-mentee meetings will be done. Effective usage of Virtual Reality headsets by all the course teachers will be ensured.
3.	<p>Training Quality Assurance Committee (TQAC)</p> <ul style="list-style-type: none"> Preparation of a training calendar for the year 2024 based on the minutes of EEC 2023. Submission of training proposals to MANAGE for three days and five days training programme. Regular conduct of inter-departmental need-based training programme once or twice in a month.
4.	<p>Research & Development Committee (R & D)</p> <ul style="list-style-type: none"> Faculties will be encouraged to submit R & D proposals for MoES, DBT and SERB-POWER grants. All faculties including the contractual staff will be encouraged to submit University Research Project (URP) proposal by March 15, 2024.
5.	<p>Administrative Quality Assurance Committee (AQAC)</p> <ul style="list-style-type: none"> Lecture on e-Tender procedure will be arranged Lecture on Administrative rules will be arranged
6.	<p>Sports and Co-curricular Development Committee (SCDC)</p> <ul style="list-style-type: none"> Volley ball ground will be established. Gym facilities will be upgraded for the effective utilization by the students. Students will be encouraged to participate in the upcoming inter and intra college competitions.

7.	<p>Placement and Business Promotion Committee (PBPC)</p> <ul style="list-style-type: none"> • Campus Interview will be conducted for outgoing students. • Soft skills development programme will be conducted. • Entrepreneurship development programme will be conducted.
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Revised sub-committee is constituted for IQAC of Dr. MGR FCRI, Thalainayeru with the following chairman and members.

Education Quality Assurance Committee (EQAC)

Sl. No	Name and Designation	Position
1.	Dr.J. Jaculine Pereira Assistant Professor and Head i/c	Chairman
2.	Mrs. M. Muthu Abishag Assistant Professor	Member
3.	Mr. S. Kesavan Assistant Professor	Member

Teaching Evaluation Committee (TEC)

Sl. No	Name and Designation	Position
1.	Dr. S. Santhoshkumar Assistant Professor and Head i/c	Chairman
2.	Dr. A. Subburaj Assistant Professor	Member
3.	All UG Batch coordinators	Member
4.	All UG Batch counsellors	Member

3. Training Quality Assurance Committee (TQAC)

Sl. No	Name and Designation	Position
1.	Mrs. S. Vimaladevi Assistant Professor	Chairman
2.	Mr. M. Mohammed Faizullah Assistant Professor (C)	Member

3.	Dr. R. Palani Assistant Professor (C)	Member
4.	Ms. G. FerolinJessina Assistant Professor (C)	Member

Research and Development Committee (R&D)

Sl. No	Name and Designation	Position
1.	Dr. V. Alamelu Assistant Professor	Chairman
2.	Dr. P. Elakkanai Assistant Professor	Member
3.	Dr. S. Deepika Assistant Professor	Member
4.	Mrs. S.J. Abisha Juliet Mary Assistant Professor	Member

Administrative Quality Assurance Committee (AQAC)

Sl. No	Name and Designation	Position
1.	Mr. M. Periyasamy Superintendent	Chairman
3.	Mrs. B. Renugadevi Junior Assistant	Member

Sports and Co-curricular Development Committee (SCDC)

Sl. No	Name and Designation	Position
1.	Mrs. S. Vimaladevi Assistant Professor	Chairman
2.	Mr. P. Praveenkumar Assistant Professor (C)	Member
3.	Dr. M. Petchimuthu Assistant Professor (C)	Member

Placement and Business Promotion Committee (PBPC)

Sl. No	Name and Designation	Position
1.	Mr. V. Durai Assistant Professor	Chairman
2.	Mr. M. Mohammed Faizullah Assistant Professor (C)	Member
3.	Dr. Brita Nicy Assistant Professor	Member

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

(v) Institute of Fisheries Biotechnology, Vaniyanchavadi

The first quarterly meeting of Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Biotechnology (IFBT), OMR, Campus, Vaniyanchavadi, Chennai – 603 103 was held on 28.02.2024 at 10.15 am at TNJFU OMR campus.

The meeting was attended by the chairman and the 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. L. Loganathan, Member (External Expert) and HR Manager, LCI, Pvt. Ltd
4. Dr. Amit Ranjan, Member (IQAC) and Assistant Professor, TNJFU-IFPGS
5. Mr. U.P. Shanker, Member (IQAC) and AO, TNJFU OMR Campus
6. Dr. G. Geoprincy, Member (IQAC) and Assistant Professor (c), TNJFU-IFBT
7. Mr. Sujith Sivan, Member, Alumnus, TNJFU-IFBT



The following agenda were discussed during the meeting

1. Action plan for 2024
2. Assessment of feedback responses from students
3. Appreciation of the students by rewarding for their academic performance
4. Encouraging exchange programmes between institution and industry

After details discussion the following decisions were taken:

Agenda 1: Action plan for 2024

- (i) The syllabus of B.Tech.(Biotechnology) degree programme will be revised to update current development in the field. Much emphasize will be given for producing industry ready graduates.
- (ii) Highlighting Placement activities
- (iii) Giving more thrust on "Blended Teaching Methods"

Agenda 2: Assessment of feedback responses from students:

Students have been informed to update their feedback with specific remarks, once the semester gets over. Students feed back for 4th and 6th semesters will by analysed.

Agenda 3: Appreciation of the students by rewarding for their academic performance:

'Academic Proficiency Prize' will be given to the students after receiving 4th and 6th semester results

Agenda 4: Encouraging exchange programmes between institution and industry:

Apart from the existing institutes/industries, few more will be identified for student internship. It is proposed to have a MoU with Life Cell International PVT Ltd, Chennai for internship programmes and research activities.

Others:

- (i) "Do's" and 'Don'ts' for specific laboratory activity will be displayed in the labs for the benefit of the students
- (ii) Proposed to organize a 'Demonstration on Lab Safety and Fire Safety' for the benefit of the students

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

(vi) Institute of Fisheries Postgraduate Studies, Vaniyanchavadi

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 10.01.2024 at 4.00 pm at TNJFU OMR campus.

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

- Dr. S. A, Shanmugam, Chairman (IQAC) and Dean i/c, Basic Sciences, TNJFU
- Dr. P. Sriram, Professor (FPH) and Member Secretary (IQAC), TNJFU-IFPGS
- Dr. E. Suresh Member (IQAC) and Assistant Professor (FGB), TNJFU-IFPGS
- Dr. K. Rajeswari, Founder and Managing Director, Bioklone Biotech Pvt Ltd., SIPCOT, Siruseri Chennai as External Expert.
- Dr. Amit Ranjan, Member (IQAC) and Assistant Professor (FNT), TNJFU-IFPGS
- Mr. U.P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
- Mrs. N. Kalaiselvi, Member (IQAC), Student Representative -IFPGS

The following agenda were discussed during the meeting and after detailed deliberations the following decisions were taken:

Agenda 1: Plan of action for the year 2024

A decision has been taken up to venture on the incubation ideas by suggesting 4-5 topics for the student's skill development after discussion with panel members involving industry also.

Agenda 2: Analysis of feedback on the courses offered from PG students.

In general, all the PG students have evaluated the teachers very good and good for the courses offered by the course teachers. They were also educated to offer their remarks if they rate the course teacher as excellent or poor.

Agenda 3: Encouraging exchange programmes between institution and industry.

It is being encouraged among all the PG students to collaborate with the industries, at present two Ph.d students belonging to life sciences have been linked to NIOT, Navalur and Symbion, Vandalur to carry out their research work.

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

(vii) TNJFU, Fisheries Business School, OMR Campus, Chennai

The First meeting of the Internal Quality Assurance Cell (IQAC) of TNJFU- Fisheries Business School (FBS), Muttukadu, ECR, Chennai-603112, held on 30.1.24 at 4.00 pm at the TNJFU – IFPGS, 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. V. Nagajothi, Member Secretary (IQAC) and Program Director, TNJFU-FBS
3. Dr.SanthanaKrishnan, External Expert
4. Dr. Amit Ranjan, Member (IQAC) and Assistant Professor, TNJFU-IFPGS
5. Mr. U. P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
6. Dr. Soumyabratt Sarkar, Member (IQAC) and Assistant Professor, TNJFU-FBS
7. Mr. M. Balaji, Member (IQAC) and I MBA, (Student Representative), TNJFU-FBS

The following agenda were discussed during the meeting

- Strengthening contact with various fisheries MNCs to escalate the process of placement for the passed-out graduates.
- All students need to be encouraged to prepare two minutes video related to cyber security laws
- Students of BBA and MBA program must be registered in Swayam and NPTEL portal for their mandatory MOOC.
- Obtaining student inputs on the FBS teaching and learning process for the current UG and PG programmes.
- Conducting career awareness programs at schools and colleges of Chengalpattu and Southern Chennai.

After detailed discussions the following decisions were taken

Agenda 1: Strengthening contact with various fisheries MNCs to escalate the process of placement for the passed-out graduates.

A list of MNCs operating in the Fisheries sector is to be identified, and the Indian Companies operating In India are identified for the placement of our MBA students. Companies like Godrej Agrovet prefer BFSc and MBA graduates more in managerial roles. An Introductory booklet to be prepared containing the curricula followed by the University, Program outcomes, course outcomes, and skillsets of our MBA graduates with detailed explanations. This booklet, along with a cover letter, is to be submitted to all the HR Heads in India along with the covering letter. The FBS staff will obtain a list of companies from the

Society for Aqua Cultural Professionals and approach our external expert, Dr. Santhanakrishnan.

Agenda 2: All students need to be encouraged to prepare two minutes video related to cyber security laws

Encouraging students to prepare two-minute videos related to cyber security laws can yield several positive outcomes, fostering educational and professional development. Here are a few anticipated outcomes:

Students engaging in video preparation will delve deeper into the subject matter of cyber security laws to ensure accurate and comprehensive content for their presentations. The process encourages self-directed learning, promoting a better understanding of legal frameworks governing cyber security.

Agenda 3: Students of BBA and MBA program must be registered in Swayam and NPTEL portal for their mandatory MOOC.

Mandatory participation in MOOCs offered by Swayam and National Educational Institutions in developing technology fields is crucial for our undergraduate and postgraduate students to understand these emerging areas better. Let's ensure our students are equipped with the knowledge and skills necessary to thrive in today's ever-changing world by making these courses a requirement.

Ensuring our FBS undergraduate and postgraduate students are well-equipped with the knowledge and skills necessary to thrive in today's ever-changing world is essential. One way to achieve this is through mandatory participation in MOOCs offered by Swayam and National Educational Institutions in developing technology fields. These courses will help our students understand emerging areas better and prepare them for future challenges. Our MBA and BBA students will appear for the MOOCs during April and June 2024.

Agenda 4: Obtaining student inputs on the FBS teaching and learning process for the current UG and PG programmes.

To continually enhance the quality of education, we are committed to obtaining valuable input from students regarding the teaching and learning processes within the Faculty of Business School (FBS) for both undergraduate (UG) and postgraduate (PG) programs. Engaging students in this feedback process is integral to fostering a collaborative and responsive educational environment. By seeking insights directly from our UG and PG students, we aim to comprehensively understand their experiences, perceptions, and suggestions related to the teaching methodologies, course content, and overall academic support provided by the FBS. This initiative is designed to ensure that the educational

programs align with the evolving needs of our diverse student body. We encourage students to share constructive feedback, highlighting particularly beneficial aspects and areas where improvements can be made. This feedback strengthens the communication channels between students and faculty. It empowers us to make informed adjustments that positively impact the teaching and learning experiences within the Faculty of Business School, fostering an environment conducive to academic excellence and personal growth.

Agenda 5: Conducting career awareness programs at schools and colleges of Chengalpattu and Southern Chennai.

Efficiently conducting career awareness programs for BBA and MBA in Fisheries Enterprises Management at schools and colleges in Chengalpattu and Southern Chennai involves collaborative partnerships with educational institutions. Tailored presentations will elucidate these programs' unique aspects and career opportunities. Through strategic networking and interactive sessions, students will gain valuable insights, fostering informed decisions about pursuing Fisheries Enterprises Management, thereby contributing to the growth and awareness of these regional programs.

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

(viii) College of Fish Nutrition and Food Technology, Madhavaram

The 1st External Quality Assurance Cell meeting was conducted at the College of Fish Nutrition and Food Technology, Madhavaram Milk Colony campus, Chennai on 19.02.2024 at 11.00 a.m. through virtual mode. The following members were present during the meeting.

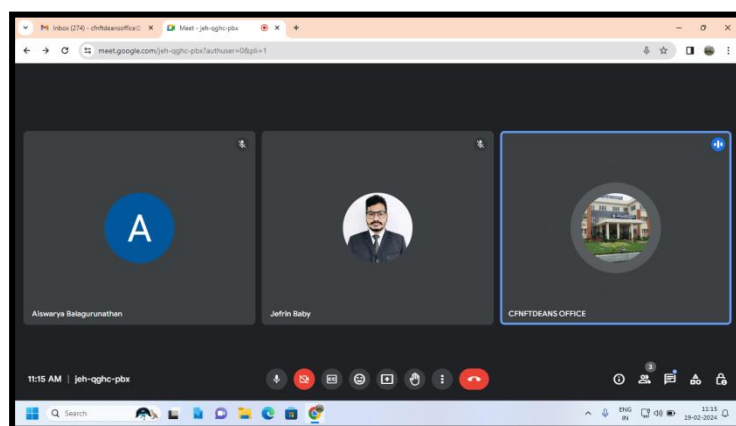
1. Dr. Usha Antony, Dean and Chairman
2. Dr.N.Ramasubramanian, External Member, Food Technology Consultant and Food Safety Auditor
3. Dr.A.Uma, Member Secretary and Professor & Head, DAAHM, Dr.MGR. FC&RI, Ponneri
4. Dr. R. Brimapureeswaran, Member and Assistant Professor
5. Tmt. R. Shanthi, Administrative officer
6. Mr. A. Jefferin, 2018 batch Alumni (joined online)
7. Ms. B. Aiswarya, 2018 batch Alumni (joined online)
8. Mr. J. M. Pugalarasan, III year student B.Tech. (Food Technology)
9. Ms. G. Rekha, III year student B.Tech. (Food Technology)

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

a. Teaching/Learning

1. Students' feedback from B.Tech. Food Technology 2020 batch for VI semester were collected on 13.02.2024.
2. Students' feedback from B.Tech. Food Technology 2023 batch for I semester were collected on 12.02.2024.
3. Faculty are to prepare subject course file containing syllabus, lesson plan, test schedule, term test and mark statement and also practical course file containing list of experiments and submit to the Batch Coordinators, who in turn have to submit it to the Dean.
4. External member suggested to conduct Spoken English and Personality Development class for both student and Alumni of this college
5. To identify the students difficulties to read and write the English language and arrange experts to conduct the basic spoken English class.
6. To encourage the students to present a 4 minutes PowerPoint presentation for each subject.
7. Awareness program to be conducted for GATE/IELTS and ICAR examinations.
8. To organize workshop/trainings for teachers to help students face group discussion and personal interview during placement.
9. FSSAI license for NADP laboratory and hostel Mess is to be obtained at the earliest.
10. Faculty are also to conduct short test/quiz at the end of completion of each unit to help students to improve their learning.
11. Plan to purchase new college bus for student internship and Industrial tour.
12. Student's representative suggests to improve the playground.
13. Purchase of chairs for Computer laboratory.





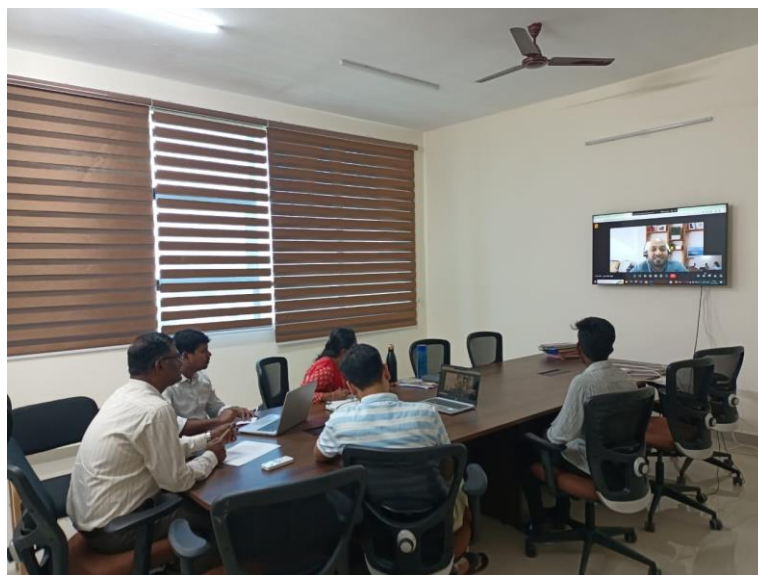
Sd-/-----
Member Secretary

Sd-/-----
Chairperson

(ix) TNJFU-Directorate of Incubation and Vocational Training in Aquaculture, Muttukadu

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 02.02.2024 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.

S.No.	Name	Position
1.	Dr. P. Chidambaram, Director, DIVA	Chairperson IQAC
2.	Dr.Imran Khan, Aqua Nutritionist, Cargill	Member (External Expert)
3.	Dr. E. Prabu, Assistant Professor, DIVA, Muttukadu	Member Secretary
4.	Ms. K. N. Krishnaveni, Assistant Professor (C), DIVA, Muttukadu	ETC Co-ordinator
5.	Mrs. S. Vijayalakshmi, Assistant, DIVA, Muttukadu	Member (Senior Administrative staff)
6.	Mr. Venkatesh, 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.E. Prabu):

- Entrepreneurship Guest Lectures to be arranged to motivate the students
- Student grievance redressal meeting to be conducted and file to be maintained
- DIVA Library to be digitalized
- Skill based training programs to be arranged
- Aquaculture units of DIVA to be updated
- Aquaculture infrastructure facilities to be improved
- Course files to be maintained.
- Faculty development programs to be encouraged.
- Parent teacher meeting to be arranged.
- Cleaning and greening of campus to be ensured.

Field visit to be arranged for students to the fish farms, hatcheries Chairperson further expressed his views upon the agenda and action plan. This was followed by the remarks of External expert on the agenda. The external expert member (Dr. Imran Khan) suggested about strengthening the often-field visits and more research awareness among the students. The students should be acquainted with the latest aquaculture technologies in the aquaculture was pointed by the external expert.

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

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

**(x) Directorate of Vocational and Incubation Training in Fisheries
Ramanathapuram**

The IQAC monthly meeting was conducted on 04.03.2024. The chairperson Dr.N. Neethiselvan, inaugurated the meeting, Mr.M. Kalaiarasan, Assistant Professor, and Mr. A. Vijayakumar, Assistant, and the students were attended the meeting.

The following points were discussed as follows:

1. Additional teaching staff requirements for the discipline of Nautical and Fisheries Resource / Fisheries Environment.
2. Hostel facilities were strengthened
3. Inclusion of B.Voc. (IFT) degree as educational qualifications for the following TNJFU post such as (i) Sub Inspector of Fisheries, (ii) Engine Driver, (iii) Deckhand, (iv) Fishery Assistant / Fisheries Overseas, (v) Fishermen, and (vi) Seaman.

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

Sd-/-----
Member Secretary
Internal Quality Assurance cell
TNJFU, Nagapattinam