



TAMIL NADU Dr J. JAYALALITHAA FISHERIES UNIVERSITY

College level Fourth Quarterly Meeting for the year 2023

October to December 2023

(i) Fisheries College & Research Institute, Thoothukudi

The fourth quarterly meeting of IQAC was held on 12.10.2023 at the Conference Hall of this Institute to discuss about ways for effective functioning of IQAC. The following Committee Members and the teaching staff of the Institute participated in the meeting:

1. Dr. B. Ahilan, Dean, FCRI, Thoothukudi - Chairperson
2. Dr. N. Neethiselvan, Professor and Head, DFT&FE - Member Secretary
3. Dr. N. V. Sujathkumar, Professor and Head, DFEES - Member
4. Dr. J. Poongodi, Principal and IQAC Secretary, Kamaraj College
5. Mrs.S.Jinduja, Assistant Professor, Computer Science Dept., Kamaraj College
6. Mrs. A. Ramani, Manager, Dean's Office - Member
7. Th. A. S. Gokulakrishnan, III B.F.Sc. - General Secretary, Students' Representative

The chairperson Dr. B. Ahilan, Dean of this institute presided over the programme. Dr. N. Neethiselvan, Member Secretary of IQAC co-ordinated the programme and introduced the resource person Dr. J. Poongodi, Principal and IQAC Secretary and Mrs.S.Jinduja, Assistant Professor, Computer Science Department of Kamaraj College, Thoothukudi attended the meeting. Dr. J. Poongodi, Principal and IQAC Secretary delivered a talk on "Annual Quality Assurance Report (AQAR) – Files to be maintained". During her presentation, the following were suggested by the speaker for the preparation of report for NAAC :

1. Under criteria I: The reports are to be prepared with key words linked to the University website.
2. Under criteria II: Remedial classes for slow learners may be conducted and reported.
3. Under criteria III: Information on research grants obtained, workshop and seminar conducted, research articles published, and NSS activities are to be included in the report.
4. Under criteria IV: The class rooms may be given titles as "ICT enabled class rooms".
5. Under criteria V: Report on the functioning of Anti- Ragging, Anti- Drug and Grievance Committee are to be given in the Annual report.

Further, it was decided that the Member Secretary can make a visit to Kamaraj College, Thoothukudi to know the different files maintained by different departments for the compilation of annual report for NAAC Accreditation

The teaching staff of the Institute took part in the discussion.

Sd-/-----
Member Secretary

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Chairperson

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

The fourth quarterly meeting of IQAC was held on 17.11.2023 at 11. AM at this institute. The following IQAC Members were participated during the meeting.

1. Dr. Cherly Antony, Dean i/c., & Chairman
2. Dr. A. Uma, Professor & Head, DAAHM & Member Secretary
3. Mr. K. Hari, Administrative Officer & Member
4. Teaching Staff from the respective departments
5. Mr. Moulitharan (Alumni/ Student representative)

The following points were discussed and the points of action were decided.

a) Education & Teaching

- All the course teachers have to register the students attendance and upload the mark statements through EMS portal.
- Tamil text books have to be prepared at the earliest for UG courses.
- All the faculty serving as a student mentors are instructed to give more attention to take care of the students by counseling at fortnightly intervals. The report with photos are to be submitted every 15 days through coordinators.
- The status report of the academic auditing for the UG courses (2022-23) have to be submitted by the faculties.
- The facilities are requested to explore the possibilities for getting new endowment awards.
- Arrangements have to be made to depute a person to take English Communication classes on Saturdays for the students so as to improve their communication skills.
- The student coordinators and the wardens have to conduct parent teacher meeting once in two months to help parents to be more aware of their wards performance both in campus and hostel.

b) Research

NIRF Ranking:

NIRF Status have been circulated among the staff members and the head of the departments to follow up with the faculty accordingly. All the chairman are instructed to monitor the students by giving training on how to write the research papers and getting their published.

Research Proposal:

All the teaching faculty are instructed to prepare research proposals and submit to get the funding support from external funding agencies.

Extension:

The Head of the Departments are instructed to encourage the faculty, PG and Ph.D students to submit Research or Review articles to the journal of Agriculture Education.

A publication cell may be formed to give guidance for the PG & Ph.D students to enrich their skills on preparing research articles.

National Workshop:

Ponshrimp have to be conducted during the month of December 2023.

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Member Secretary

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Chairperson

(iii) College of Fisheries Engineering, Nagapattinam

The 4th Quarterly IQAC meeting was held on 14.12.2023 at College of Fisheries Engineering, Nagapattinam. The following members were participated in the meeting and the same has been minuted for a valuable action by the concerned.

- Dr. Mohamad Tanveer, Assistant Professor & Head and Dean i/c. as Member Secretary of IQAC
- Er. S. Monikandon, Assistant Professor & Head as Participant
- Er. C. Mercy Amrita, Assistant Professor as Participant
- Er. R. Regupathi, Assistant Professor as Participant
- Dr. M. Kamalakannan, Assistant Professor as Member of IQAC
- Er. R. Rengarajan, Assistant Professor (c) as Participant
- Er. P. Muthukrishnan, Assistant Professor (C) as Participant
- Er. R. Shawmiya, Assistant Professor (c) as Participant
- Er. S.N. Kopperundevi, Assistant Professor (c) as Participant
- Mr. G. Radhakrishnan, Superintendent as Member of IQAC
- Ms. G. Kavitha, Assistant as Participant

The following discussions were made for valuable action

Class committee meetings – Plan and outcome:

- All UG/PG year coordinators are advised to conduct the class committee meetings periodically 3 times in a semester – Action: All the Coordinators of UG & PG

Parent Teacher Meeting Plan and outcome:

- All coordinators are advised to conduct Parent-Teacher meetings just after the release of semester results – Action: All the Coordinators of UG & PG

Placement and Skill development:

- Placement Officers are advised to explore the possibility of Joint placement program – Action: Dr. P. Karthickkumar

Academic Auditing

- Faculty are advised to keep updated file for courses, research, and extension. An internal academic audit may be conducted during the next quarter – Action – All the Faculties & ETC Coordinators

Student Feedback

- All coordinators are instructed to follow up with students to submit feedback twice a semester. After submission, coordinators shall submit an undertaking to the Dean on the same – Action – All the Coordinators of UG & PG

Template for recording students counseling details

- A common format for counseling will be circulated to arrive at a standard format – Action – All the Coordinators of UG & PG

UG Admission 2023-24 (FE & EEE)

- The faculty members are advised to diagnose the issues for less admission strength during this academic year and promote the course to neighboring schools and public places for upcoming batch admissions – Action – Dr. P. Karthickumar, Er. S. Monikandon & Er. C. Mercy Amrita)

NAAC Accreditation Process

- Dean has briefed the NAAC accreditation process details that were discussed at UO's Meeting. Action – Dean i/c.,

NIRF Ranking

- All the faculty members are instructed to submit the supported documents of NIRF Ranking 2024 without delay to ETC Co-ordinator for further transmission to the University on-time. Action – All Faculties & ETC Coordinators.

UG Student Research Project

- It is planned to have industry-oriented project for IV B.Tech.(FE&EEE). The coordinators are requested to look into the possibilities for industry projects on or before 22/01/2024. The ATR should be submitted on 22/01/2024 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

IQAC Quarterly Meeting

- IQAC staff member is instructed to conduct every quarterly IQAC meeting during the second month of each quarter along with faculty monthly meeting without any deviation. Action – Dr. M. Kamalakannan.

New endowment to be instituted

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

Swayam Course

- All the Department Heads' are instructed to suggest five courses (It should be support 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.

Scholarship

- The ETC Co-ordinator to ensure that all eligible students must apply for the Government Scholarship as on time. Action – Dr. M. Kamalakannan.

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Member Secretary

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Chairperson

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

The fourth quarterly meeting of IQAC was held on 27.10.2023 at 03.00 pm in Dr. MGR Fisheries College and Research Institute, Thalainayeru, to discuss the effective

functioning of IQAC. All the faculty members (15 Nos.) attended the meeting. Dr. S. Balasundari, Dean i/c, Dr. MGR FCRI, Thalainayeru, explained the activities of IQAC carried out so far at the college level.

Plan of Action:

Education Quality Assurance Committee:

- Hiring of Resource person for spoken English from Arts & Science college of Nagapattinam or nearby college to improve spoken English skill of students
- Structured utilization of language lab facility in our college by the students

Teaching Evaluation Committee:

- Students feedback for the 2021-22 & 2022-23 batch will be collected, analyzed and appraise the report to the faculty members for further improvement.

Training Quality Assurance Committee:

- To conduct an awareness Programme in commemoration of "Kisan Diwas" on 22.12.2023.

Project Quality Assurance Committee:

- Analytical services and facilities available in the college Brochure – Preparation and circulation.
- Research project on "Development and Standardization of a Retort Pouch-Encased Choco Smoothie Infused with FPC" will be submitted by Department of Fish processing technology for university grant.

College & Campus Development Committee:

- To conduct monthly campus cleaning programme involving students and staff to maintaining a clean and healthy environment in the campus.

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Member Secretary

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Chairperson

(v) Institute of Fisheries Biotechnology, Vaniyanchavadi

The 4th quarterly meeting of Internal Quality Assurance Cell (IQAC) was held on 25.10.2023 at 10.30 am 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, Basic Sciences, TNJFU
- Dr. K. Kumanan, Member Secretary (IQAC) and Officer in Charge, TNJFU-IFBT
- Dr. Amit Ranjan, Member (IQAC) and Assistant Professor, TNJFU-IFPGS
- Mr. U. P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
- Dr. G. Geoprincy, Member (IQAC) and Assistant Professor (C), TNJFU-IFBT

The following agenda were discussed during the meeting

- Assessment of feedback responses from students
- Assessment of feedback responses from faculty

- Appreciation of the students by rewarding for their academic performance
- Encouraging exchange programs between Institution and Industry

After detailed discussions the following decisions were taken

Agenda 1: Assessment of feedback responses from students:

Students have been informed to update their feedback with specific remarks, once the semester gets over. The feedback will be assessed after getting their inputs

Agenda 2: Assessment of feedback response from faculty

Feedback has been obtained from the faculty members and the consolidated response is furnished below. Majority of the 'attributes' were graded either as Excellent or Very good'. Some suggested to add more books to the library.

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

Two students were given '**Academic Proficiency Prize**' (Topper of the 2021-2022 batch in the I year and Topper of the 2020-2021 batch in the II year) during the Independence Day Celebrations on 15th August, 2023.

Agenda 4: Encouraging exchange programmes between institution and industry:

Apart from the existing institutes/industries, few more will be identified during the current quarter for student interaction and exchange.

Others:

- Job placements have been provided for 8 graduates of 2019-2020 batch
- Academic Calendar has been prepared and communicated to students

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Member Secretary

Sd-/-----
Chairperson

(vi) Institute of Fisheries Postgraduate Studies, Vaniyanchavadi

The fourth quarterly meeting of Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Postgraduate Studies (IFPGS), OMR campus, Vaniyanchavadi, Chennai-603103 was held on 27.10.2023 at 11.00 am 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, Basic Sciences, TNJFU
- Dr. P. Sriram, Member Secretary (IQAC) and Professor, FPH, TNJFU-IFPGS
- Dr. E. Suresh, Member (IQAC) and Assistant Professor, FGB, TNJFU-IFPGS
- Mr. U. P. Shankar, Member (IQAC) and AO, TNJFU OMR Campus
- Mrs. N. Kalaiselvi, Member (IQAC), Alumni Representative, TNJFU-IFPGS

The following agenda were discussed during the meeting

- Assessment of feedback responses from the students
- Encouraging exchange programmes between institution and external membership from other organization for all PG / Ph.d students

- Motivation of students to involve in research work

After detailed discussions the following decisions were taken

Agenda 1: Assessment of feedback responses from students:

It was resolved to get descriptive comments of performance. Feedback from all the students for all the courses in addition to specific comments about teacher's performance will be obtained.

Agenda 2: Encouraging exchange programmes between institution and external membership from other organization for all PG / Ph.d students:

It has been mandatory to include members from other organization as chairman or member of the advisory committee for all PG and Ph.d students.

Agenda 3: Motivation of students to involve in research work:

Decision has been taken to motivate the PG / Phd students to take up special research programme during course work so to improve on the following.

- Research publications
- Generation of basic research data and
- Hands on training

Decision has been taken to publish the teaching manuals which are ready may be in this quarter.

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Member Secretary

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Chairperson

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

The **fourth quarterly meeting** of Internal Quality Assurance Cell (IQAC) of TNJFU-Institute of Fisheries Business School, Vaniyanchavadi, Chennai was held on **13.10.2023** at 4.00 pm at TNJFU, IFPGS, OMR campus.

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

- Dr. S. A, Shanmugam, Chairman (IQAC) and Dean, Basic Sciences, TNJFU
- Dr. V. Nagajothi, Member Secretary (IQAC) and Program Director, TNJFU-FBS
- Dr. Santhanakrishnan, External Expert.
- Dr. Amit Ranjan, Member (IQAC) and Assistant Professor, TNJFU, OMR, Campus.
- Mr. U. P. Shankar, Member(IQAC) and AO, TNJFU, OMR, Campus
- Dr. Soumyabratt Sarkar, Member(IQAC) and Assistant Professor, TNJFU, OMR, Campus.
- Mr. M. Balaji, Member (IQAC) and I MBA, Student Representative, TNJFU,OMR Campus.

The following agenda were discussed during the meeting

- Obtaining student input on the FBS teaching and learning process for the current UG and PG programmes.
- Strengthening the placement cell and placing the 2019-20 BBA class in reputed organizations such as farms, Hatcheries and feed factories.
- An academic bank of credit would be established by all UG and PG students enrolled in the current academic year 2023-24.
- FBS students must complete an anti-ragging online undertaking activity.
- Our students may create a digital marketing code of ethics and a two-minute video clip to post on social media.
- 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. Lets 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.

After detailed discussions the following decisions were taken

Agenda 1:Obtaining students input on the FBS teaching and learning process for the current UG and PG programmes.

Regular feedback from students is essential for improving the quality of education. However, it has been observed that the Feedback form undergraduate students at FBS lacks specific comments on the instructor's teaching ability. To address this, we have decided to educate students on the evaluation process, enabling them to provide constructive feedback and pinpoint reasons for grading whether good or bad. This will help us to identify areas for improvement and enhance the teaching methods of our faculty members.

Agenda 2: Strenthening the placement cell and placing the 2019-20 BBA batch in reputed organization such as farms, hatcheries and feed factories.

The importance of a placement cell in providing good job opportunities to students upon completing their studies cannot be overstated. We took great pride in the recent success of our 2019-20 BBA class. Some were successfully placed in highly reputable organizations such as farms, hatcheries and feed factories. This accomplishment serves as a testament to the effectiveness of our placement cell as well as the dedication of our students towards their careers. Moving forward we will continue to strengthen our placement cell and work towards providing even better job opportunities for our students, ensuring their success in the competitive job market. Further, there will be a mock interview for all students in their last year. They should all know about the latest trends in the Indian Fisheries Industries, such as how much fish is produced in india and by state, as well as the commercial terms used in both domestic and international fisheries marketing, GST, how to sell fish products, and how to market fish products online.

Together, the students set up an "Aquaculture and Fisheries – Start-up Hub" on the FBS campus, where they could work on new ideas, price analyses, digital presentations for different types of fish, and weekly assignments for MBA students on pricing fisheries goods. The TNJFU-FBS will provide the start-up Hub with a designated area for monitoring by the Society for Aquacultural Professionals, and TNJFU-FBS alumni will provide sufficient guidance.

Agenda 3: An Academic Bank of Credit would be established by all UG and PG students enrolled in the current academic year 2023-24

An academic bank of Credit would allow all undergraduate and postgraduate students enrolled in the current academic year of 2023-24 to store their academic credits. This would ensure that students have a record of all their academic achievements and can quickly transfer credits between institutions if needed. Establishing such a bank would also encourage students to pursue lifelong learning and continuing education, as they could accumulate credits over time and use them towards future degrees or certifications. An Academic Bank of Credits would be a great addition to the education system and benefit students in many ways.

Agenda 4: FBS students must complete an anti-ragging online undertaking activity.

This activity aims to educate students about the negative impacts of ragging and prevent such incidents from occurring on campus. All students must complete this activity as part of the institutions zero-tolerance policy towards ragging. The online undertaking activity reminds students that ragging is a severe offence and will not be tolerated at TNJFU-FBS. Staff members continuously watch the students to maintain a ragging-free environment on the FBS campus. Teachers pay a surprise visit to avoid ragging within the campus.

Agenda 5: Our students may create a digital marketing code of ethics and a two-minute video clip to present in the class room.

Our students have been given an exciting opportunity to showcase their creativity and knowledge by creating a digital marketing code of ethics and a two-minute video clip to present in the class. This initiatives not only encourages students to think critically about the ethical considerations of marketing, but also allows them to explore their skill in digital media production. We look forward to seeing the innovative and thought-provoking content that out students will produce. Students should adhere to the code of ethics intended for sales promotion when creating a digital marketing campaign for fisheries products. They should also avoid making any unnecessary product claims.

Agenda 6: 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 the 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 especially in Aquaculture and fisheries sector. These courses will help our students understand emerging.

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Member Secretary

Sd-/-----
Chairperson

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

The fourth quarter Internal Quality Assurance Cell Meeting was conducted on 31.10.2023 through virtual mode. The following members were participated.

1. Dr. Usha Antony, Dean and Chairman
2. Dr. N. Ramasubramanian, External Expert, Food Technology Consultant and Food Safety Auditor (Joined Online)
3. Dr. A. Uma, Member Secretary & Professor & Head
4. Dr. R. Biramapureeswaran, Member and Assistant Professor
5. Tmt. R. Shanthi, Administrative Officer
6. Mr. A. Jefrin, 2018 batch Alumni
7. Mr. N. Hemanandhan, III year student
8. Ms. G. Kayalvarsha, III year student

The following were discussed and deliberated and points for action were given

a. Teaching Learning

- Students feedback from B.Tech.(Food Technology) 2022 batch for II semester were collected on 09.10.2023. The feedback is to be completed for other semesters.
- 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.
- The result of water quality testing of 3 borewells in the college has been obtained. Two of the samples have presence of Caliform and one can be used.
- A water purification system with UV treatment can be used to provide drinking water.
- To identify the students difficulties to read and write the English language and arrange experts to conduct the basic spoken English class.
- To encourage the students for representing PowerPoint presentation for each subject.
- Awareness Programmes to be conducted for GATE/IELTS and ICAR examinations.
- Plan to purchase new books in the library
- Students have requested for internship in addition to once available for SC/ST

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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 08.11.2023 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.

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, 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. Mir Ishfaq Nazir)

- Guest Lectures to be arranged.
- Frequent field visits for the students to Farms, hatcheries, industries and TNJFU centres to be arranged.
- Regular class committee meeting to be conducted.
- DIVA Library to be updated with resources.
- Feedback from the students to be collected periodically.
- Laboratories to be further strengthened.
- Course files to be maintained.
- Students Grievance and redressal meeting to be conducted.
- Faculty empowerment programs to be encouraged.
- Parent teacher meeting to be arranged.
- Greening of campus to be ensured.

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 laboratories for more research awareness among the students. The students should be acquainted with the latest 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. Mir Ishfaq Nazir (Member Secretary).

Sd-/-----
Member Secretary

Sd-/-----
Chairperson

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

The IQAC monthly meeting was conducted on 29.12.2023. 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:

- Additional teaching staff requirements for the discipline of Nautical and Fisheries Resource / Fisheries Environment.
- Hostel facilities need to strengthen for boys and girls.
- Course syllabus need to be revised.

- Inclusion of B.Voc.(IFT) degree as education qualifications for the following TNJFU post such as (i) Sub Inspector of Fisheries, (ii) Engine Driver (iii) Deckhand, (iv) Fishery Assistant / Fisheries Overseas (v) Fisherfolks

Sd-/-----
Member Secretary

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Chairperson

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Member Secretary
Internal Quality Assurance cell
TNJFU, Nagapattinam