

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

LJCET/AO/18-19/IQAC/01

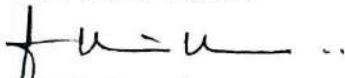
06/08/2018

### CIRCULAR

The first meeting for Internal Quality Assurance Cell (IQAC) will be convened on 08.08.2018 by 10.30 am at Chairman Office. All the IQAC members are hereby asked to attend the meeting.

#### Agenda of the Meeting:

1. Welcome the members and Introduction of IQAC
2. General Academic Activities
3. Internal Assessment and Question Paper Setting
4. Class Committee Meetings
5. Department Events and Programs
6. Collaborative Quality Initiatives
7. Innovation in Teaching and Learning Process
8. Research and Development Activities
9. Training and Placement Activities
10. Project Work-Final Year
11. Vote of Thanks

  
IQAC Coordinator

  
PRINCIPAL  
PRINCIPAL

Lord Jegannath College of Engg & Tech  
PSN NAGAR,  
RAMANATHICHANPUTHUR- 629402  
KANYAKUMARI DISTRICT

#### Copy to:

1. The Chairman
2. All HODs
3. All IQAC members
4. Principal office
5. File



# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting – 08.08.2018

Members present in the meeting:

Sl.No	Name of the member with Designation	Category	Signature
1	Dr. P. Suyambu, Chairman	Management	
2	Dr.G.Jiji, Principal & IQAC Chairperson	Chairperson	
3	Prof. Franklin George Jobin, Dean	Teacher	
4	Dr. A. Manikandan, Vice Principal	Coordinator	
5	Dr. K. Shanmugapriya, HOD/ECE	Teacher	
6	Mr. R. Asir Chandra Shinoo, AP/CSE	Teacher	
7	Mr. R. Ravi AP/Aero	Teacher	
8	Mrs. P. Vincy Praveena, AP/ S&H	Teacher	
9	Mr. S. Merlin ,HOD/MBA	Teacher	
10	Mrs. J. Prabula, HOD/MCA	Teacher	
11	Mrs. P. Sherly Paul, AP/ Robo	Teacher	

Dr. G. JIJI, M.Tech., Ph.D.,  
PRINCIPAL  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 08.08.2018, the following actions were implemented.

FEED BACK	ACTION TAKEN/COMPLIANCE
The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.	A class committee meeting was organized in accordance with university norms, and feedback was gathered and examined by the Principal in all departments.
The IQAC coordinator insisted in accordance with University circulars and rules, after conducting all tests and exams it must be uploaded to the web portals and were updated on time followed by Academic calendar.	Assessment Tests/ Exams were conducted for all the departments according to the academic calendar, and correct procedures were followed for failing students after the results were analyzed.
The committee members insisted to conduct Assessment Test/ Exams as per Academic Calendar for all departments and subsequent Result Analysis, Remedial actions for failure students were noted and the same should be documented.	Necessary remedial steps were implemented for all departments, in accordance with our Head of the Institution's requirements, in order to increase academic quality.
The committee members insisted to conduct Online student feedback list to undertake, through google form. Skill-based technical programs also intended to all the department.	Feedback forms were collected and analyzed. According to the Institution's Academic Calendar for the 2018-2019 odd Semester, skill-based technical programs conducted in all the departments.
The committee has urged professors to focus more on certificate and add-on courses in their disciplines.	Value added and Add-on courses for all the students were conducted in the all departments.
According to the Institution's Academic Calendar for the 2018-2019 Odd Semester, skill-based technical programs are decided to conduct in all the departments.	According to the Institution's Academic Calendar for the 2018-2019 Odd Semester, technical programs were conducted in all the departments.

  
Dr. G. JIJI, M.Tech., Ph.D.,  
PRINCIPAL

Lord Jegannath College of Engg. & Tech  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Points Discussed:

The IQAC Chairperson welcomed all the members for the first IQAC meeting and the following points were discussed.

- Briefly described the importance of forming IQAC for an educational institution and introduced all the IQAC members.
- Also the prime responsibilities for improving the performance of the academic activities which will enhance the quality of education given to student's community.
- The committee discussed the necessity of IQAC for our institution and insist all HODs to present the current issues to solve and improve the quality of the education.
- The committee asked to pay attention on conducting class committee meeting for students so that to receive the useful feedback for the betterments.
- The committee instructed all the teachers to follow new teaching methodologies to deliver courses for students to improve their learning capabilities and interests.
- All the teachers are advised to concentrate more on conducting add-on courses and value added courses to impart additional knowledge apart from curriculum.
- The heads of all the departments are to motivate their faculties to engage in Faculty Development Programs.
- The Principal insist to take more attention on Academic Council Meeting for this current Odd semester.
- According to University circulars and regulations, the IQAC Coordinator insisted to conduct all tests and exams according to the academic calendar and to update all the details in web portal data input on time.
- The committee instructed the HOD's to encourage their Department students to complete innovative project work.

**Dr. G. JIJI, M.Tech., Ph.D.,**  
**PRINCIPAL**  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

LJCET/AO/18-19/IQAC/02

04/02/2019

### CIRCULAR

The second meeting for Internal Quality Assurance Cell (IQAC) will be convened on 06.02.2019 in Principal Cabin at 11.30 a.m. All the IQAC members are hereby asked to attend the meeting without fail.

#### Agenda of the meeting:

1. Welcome address
2. Review of Previous Minutes of Meeting
3. Academic Council Meeting
4. Class Committee Meetings
5. Updating of NAAC Process Documents
6. Faculty & Student's Participation in Conferences
7. Innovation in Teaching and Learning Process
8. Internal Assessment and Question Papers Setting
9. Faculty Activities and Achievements
10. Research and Development Activities
11. First Year Motivational Program
12. Value Added Courses and Certificate courses

**IQAC Coordinator**

**PRINCIPAL**  
**PRINCIPAL**

Lord Jegannath College of Engg & Tech  
PSN NAGAR,  
RAMANATHICHANPUTHUR- 629402  
KANYAKUMARI DISTRICT

#### Copy to:

1. The Chairman
2. All HODs
3. All IQAC members
4. Principal office and file

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the second meeting – 06.02.2019

Members present in the meeting:

Sl.No	Name of the member with Designation	Category	Signature
1	Dr. P. Suyambu, Chairman	Management	
2	Dr. G.JJI, Principal & IQAC Chairperson	Chairperson	
3	Prof. Franklin George Jobin -Dean	Teacher	
4	Dr. A. Manikandan – Vice Principal	Coordinator	
5	Dr. K. ShanmugaPriya –HOD/ECE	Teacher	
6.	Mr. Asir Chandra Shinoo AP/CSE	Teacher	
7.	Mr. R. R. Ravi A.P/Aero	Teacher	
8.	Mrs. P. Vincy Praveena A.P./ S&H	Teacher	
9.	Mr. S. Merlin HOD/MBA	Teacher	
10.	Mrs. Prabula HOD/MCA	Teacher	
11.	Mrs. Sherly Paul A.P./Rob	Teacher	

Dr. G. JJI, M.Tech., Ph.D.,  
PRINCIPAL  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.	Faculties from all the departments participated in various Faculty Development Programs directed by the HOD.
The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.	Under the supervision of HODs, faculties completed their respective Theory and practical courses in accordance with university criteria, and were required to keep account of this in their course files on a regular basis.
The committee members insisted to conduct Parents Teachers meeting for all departments.	Meetings with parents and teachers were held in all departments and feedbacks were reviewed.
All HODs have been instructed to begin the NAAC accreditation process and work towards it.	In all departments, regular NAAC preliminary preparation, and Internal Audits were undertaken.
The committee suggested the NSS to perform more in rural social welfare operations and awareness projects.	Various rural social welfare operations and awareness campaigns were carried out by the NSS.
The committee insisted on holding motivational classes for class academic toppers, raising as well as understanding of current industrial needs, and identifying the slow learners strengths and weaknesses, as well as planned to provide more coaching classes.	Motivational classes for class academic toppers, increased understanding of contemporary industry needs, according to the strengths and limitations of the students. For slow learners, more coaching classes, were organized. These classes help them to enhance their academic performance.
The IQAC Coordinator insisted that the training and placement cell to increase the number of on-campus placement drives by bringing more reputed organizations.	By bringing in more suitable companies, the training and placement cell is attempting to enrich and increase the number of on-campus placement drives.

IQAC Coordinator

Chairperson  
Dr. G. JIJI, M.Tech., Ph.D.,  
PRINCIPAL  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



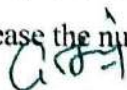
(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Points Discussed:

The IQAC Chairperson welcomed all the members for the second IQAC meeting and the following points were discussed.

- The Chairperson reviewed the Institution Academic Calendar for 2018-2019 Even Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- According to the Institution's Academic Calendar for the 2018-2019 Even Semester, skill-based technical programs will be incorporated as scheduled.
- The Principal insist to take more attention on Academic Council Meeting for this current Odd semester.
- All HODs have been instructed to begin the NAAC accreditation process and work towards it.
- The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.
- The committee has instructed that professors adopt new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has urged professors to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.
- The committee has insisted to conduct regular Parents Teachers Meeting in all the department.
- The committee urge the NSS to perform in more rural social welfare operations and awareness projects.
- The experts in the industry extended their support to Research and Development activities.
- The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputed companies.

  
Dr. G. Saji, M.Tech., Ph.D.,  
PRINCIPAL  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402



# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

- The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and to identify the slow learners' strengths and weaknesses, as well as providing more coaching classes to help them to enhance their academic performance.
- Alumni suggested to conduct awareness programs by Training and Placement Cell for all the departments.
- The committee emphasized on making well-defined long-term plans and deployment strategies.
- The committee insisted to make well defined perspective plans and the deployment.
- The committee members recommend the faculties to publish the papers in indexed journal publications.

Dr. G. JIJI, M.Tech., Ph.D.,  
PRINCIPAL

Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 06.02.2019, the following actions were implemented.

FEED BACK	ACTION TAKEN/COMPLIANCE
The Chairperson talked on how to make the NAAC accreditation process operate better.	The principal pushed and inspired the faculty to complete their work on the accreditation procedure.
According to University circulars and all tests and exams were conducted followed by regulations, the IQAC coordinator insisted on accordance with University circulars and rules, after the conducting the exam result should be updated on web portal input on time. Should follow the academic calendar.	Assessment Tests/Exams were conducted for all departments according to the academic calendar, and corrective procedures were performed for failing students after the results were analyzed.
The committee members insisted to conduct Assessment Test/Exams as per academic calendar for all departments and subsequent Result analysis, remedial actions were taken for failure students and the same should be documented. The committee members insisted to conduct Online student feedback to undertake.	Necessary remedial steps were implemented for all departments, in accordance with our Head of the Institution's requirements, in order to increase academic quality. Student feedback were collected in order improve the students welfare in all departments.
The committee has urged professors to focus more on certificate and add-on courses in their disciplines.	Value added and Add-on courses for all the students were conducted in the all departments.
According to the Institution's Academic Calendar for the 2018-2019 Even Semester, skill-based technical programs will be conducted.	According to the Institution's Academic Calendar for the 2018-2019 Even Semester, skill based technical programs were conducted in all the departments.

  
Dr. G. JIJU, M.Tech., Ph.D.,  
PRINCIPAL

Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402

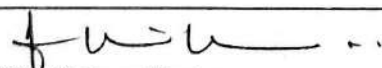
# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY




(Approved by AICTE and Affiliated to Anna University Chennai)  
PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.	Faculty from all departments participated in various Faculty Development Programs directed by the HOD.
The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.	Under the supervision of HODs, faculties completed their respective Theory and Practical courses in accordance with university criteria, and were required to keep account of this in their course files on a regular basis.
The committee members insisted to conduct Parents Teachers meeting for all departments.	Meetings with parents and teachers were held for all departments and feedbacks were reviewed.
All HODs have been instructed to begin the NAAC accreditation process and work towards it.	In all departments, regular NAAC preliminary preparation, and Internal Audits were undertaken.
The committee recommend the NSS to perform more rural social welfare operations and awareness projects.	Various rural social welfare operations and awareness campaigns were carried out by the NSS.
The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learners strengths and weaknesses, as well as providing more coaching classes, were all organized.	Motivational classes for class academic toppers, increased understanding of contemporary industry needs, and identification of the strengths and limitations of slow learners, as well as more coaching classes, were all organized. These classes help them to enhance their academic performance.
The IQAC Coordinator insisted that the training and placement cell increase the number of on- campus placement drives by bringing in more respected companies.	By bringing in more respected firms, the training and placement cell is attempting to enrich and increase the number of on-campus placement drives.
The committee members discussed the journal publication for staff members.	More Journals were published by the Faculties.

  
IQAC Coordinator

  
Chairperson  
Dr. G. JIJI, M.Tech., Ph.D.,  
PRINCIPAL  
Lord Jegannath College of Engg. & Tech.  
PSN Nagar, Ramanathichanputhur  
Kanyakumari District - 629 402