

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/19-20/IQAC/1

06/08/2019

CIRCULAR

The third meeting for Internal Quality Assurance Cell (IQAC) will be convened on 08.08.2019 at Principal Cabin at 11.30 a.m. All the IQAC members are hereby asked to attend the meeting.

Agenda of the meeting:

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2019-2020 Even semesters
3. Academic Council Meeting
4. Project work-Final Year
5. Faculty students' participation in conferences
6. Innovation in Teaching and Learning process
7. Internal assessment and question paper setting
8. Faculty Activities and Achieve
9. Research and Development Activities
10. Class Committee Meetings
11. Mentoring system
12. Training and Placement Activities

IQAC Coordinator

PRINCIPAL

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

PRINCIPAL

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

Copy to:

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING – 08.08.2019

Members present in the meeting:

Sl.No	Name of the member with Designation	Category	Signature
1.	Dr. G.J IJI, Principal & IQAC Chairperson	Chairperson	
2.	Prof. Franklin George Jobin -Dean	Teacher	
3.	Dr. A. Manikandan – Vice Principal	Coordinator	
4.	Dr. K. ShanmugaPriya –HOD/ECE	Teacher	
5.	Mr. C. Tamil Selvan-HOD/CIVIL	Teacher	
6.	Mrs. G. Devi Visalakshi HOD/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.	Mr. S. Kesavan HOD/MSW	Teacher	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Points Discussed:

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

- The Chairperson reviewed the Institution Academic Calendar for 2019-2020 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 2019-2020 Even Semester, skill-based technical programmes will be incorporated as scheduled.
- The Principal insist to take more attention on Academic Council Meeting for this current even semester.
- The committee instructed the HOD's to encourage their department students to complete innovative project work.
- All HODs have been instructed to begin the NAAC accreditation process and work towards it.
- Senior faculty members proposed holding a national workshop to provide practical education to students.
- 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 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 course files on the regular basis.
- The committee has insisted to conduct regular parents Teachers Meeting.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

- The committee observed the NSS to perform more rural social welfare operations and awareness project.
- The experts in the industry extended their support Research and Development activities.
- According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputed companies.
- 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 to help them enhance their academic performance.
- Alumni suggested to conduct awareness programs by Training and Placement Cell for all departments.
- The committee emphasized on making well-defined long-term plans and deployment strategies.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 08.08.2019, 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.
According to University circulars and all tests and exams were conducted in to regulations, the IQAC coordinator insisted on accordance with University circulars and rules, to conduct all tests and exams and update in the web portals on time. Instruct to 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 analysed.
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 and the same should be documented The committee members insisted to conduct Online student feedback to undertake.	Necessary remedial steps were implemented in all departments, in accordance with our Head of the Institution's requirements, in order to increase academic quality. Student feedback were collected in order to improve welfare of the students.
According to the Institution's Academic Calendar for the 2019-2020 Odd Semester, skill-based technical programmes will be conducted.	According to the Institution's Academic Calendar for the 2019-2020 Odd Semester, technical programmes were conducted in all the departments.
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.


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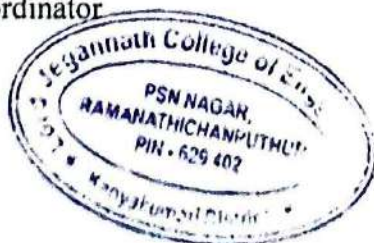


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The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.	Under the supervision 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 Meetings with parents and teachers 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 observed 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.


IQAC Coordinator




Chairperson
Dr. G. JIJI, M.Tech., Ph.D.,
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

LJCET/AO/19-20/IQAC/2

05/02/2020

CIRCULAR

The fourth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 06.02.2020 through online at 11.30 a.m. All the IQAC members are hereby asked to attend the meeting.

Agenda of the meeting:

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2019-2020 Even semester
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 programme
12. Value added courses and certificate courses

IQAC Coordinator

PRINCIPAL

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING – 06.02.2020

Members present in the meeting:

Sl.No	Name of the member with Designation	Category	Signature
1.	Dr.G.JJI, Principal & IQAC Chairperson	Chairperson	
2.	Prof. Franklin George Jobin -Dean	Teacher	
3.	Dr. A. Manikandan – Vice Principal	Coordinator	
4.	Dr. K. ShanmugaPriya –HOD/ECE	Teacher	
5.	Mr. C. Tamil Selvan-HOD/CIVIL	Teacher	
6.	Mrs. G. Devi Visalakshi HOD/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	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Points Discussed:

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

- The Chairperson reviewed the Institution Academic Calendar for 2019-2020 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 2019-2020 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.
- The committee observed the NSS to perform more rural social welfare operations and awareness projects.
- The experts in the industry extended their support to Research and Development activities.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 06.02.2020, 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.
According to University circulars and All tests and exams were conducted in to regulations, the IQAC coordinator insisted on accordance with University circulars and rules, conducting all tests and exams according to the web portals were updated on time. academic calendar and updating all web portal data inputs on time	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 analysed.
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 and the same should be documented The committee members insisted to conduct Online student feedback was undertaken, and student feedback in order improve the for all departments.	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 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.


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According to the Institution's Academic Calendar for the 2019-2020 Even Semester, skill-based technical programmes will be conducted.	According to the Institution's Academic Calendar for the 2019-2020 Even Semester, technical programmes were conducted in all the departments.
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 Meetings with parents and teachers were held for Parents Teachers meeting for all departments.	Meetings with parents and teachers were held for all departments all departments and feedbacks were reviewed.
All HODs have been instructed to begin the NAAC accreditation process and work toward it.	In all departments, regular NAAC preliminary preparation, and Internal Audits were undertaken.
The committee observed 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. Classes to help them enhance their academic performance.	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.

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The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputed companies.	By bringing in more suitable companies, the training and placement cell is attempting to enrich and increase the number of on-campus placement drives.
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IQAC Coordinator

Chairperson

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