

# 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/21-22/IQAC/1

06/09/2021

### CIRCULAR

The seventh meeting for Internal Quality Assurance Cell (IQAC) for the academic year 2020-2021 will be convened on 08.09.2021 in the Principal cabin at 11.00 a.m. All the IQAC members are hereby asked to attend the meeting.

#### Agenda of the meeting:

1. Welcome Address
2. Review of previous minutes of meeting
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. Staff Journals and patent publications
11. Bus Parking Place
12. Vote of thanks

  
IQAC Coordinator

#### 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 – 08.09.2021

Members present in the meeting:

Sl. No	Name of the member with Designation	Category	Signature
1.	Dr. G.Jiji, 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.	Mrs. C. Ajila Jeya Reeta HOD/CSE	Teacher	
6.	Mr. R.R. Ravi A.P/Aero	Teacher	
7.	Mrs. E. Edwincy Lilly AP/S&H	Teacher	
8.	Mr. S. Merlin HOD/MBA	Teacher	
9.	Mrs. .J. Prabula HOD/MCA	Teacher	
10.	Mrs. P. Sherly Paul A.P/Rob	Teacher	

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

### Points Discussed:

- The chairperson gave a warm greeting to everyone present, went through the institutions academic calendar for the fall of 2020 – 2021, and offered the suggestions to improve the quality of the institution.
- 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 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 to publish in the reputed journals and asked to attend the national and international conferences.
- The heads of all the departments must motivate their faculties to engage in Faculty development programmes.
- The committee deliberated on the provision of a designated spot for bus parking.
- The committee required that the HODs ensure that the laboratory equipment is adequate and the teaching staff's course files are comprehensive.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 08.09.2021, 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 rules, the IQAC coordinator insisted to conduct all the tests and exams in to regulations, on accordance with University circulars and rules, the result were updated on web portals on time.	Assessment Tests/Exams were conducted for all departments according to the academic calendar, and correct 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 analyse the subsequent Results, remedial actions for failure students were followed and the same should be documented.	Necessary remedial steps were implemented for failure students in all the departments, in accordance with our Head of the Institution's requirements, in order to increase student's quality of education.
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.
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 journal publication for the staff was considered by the committee members.	The staff members published more journals.
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.

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

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 members recommend to maintain the lab equipment's and all the course files reg.	Faculties are maintaining the lab equipment's and the course files in proper way.
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.,**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

LJCET/AO/21-22/IQAC/2

07/02/2022

### CIRCULAR

The eighth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 09.02.2022 at Seminar hall of main block at 11.00 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 2021-2022 Odd semesters
3. Academic Council meeting
4. Class Committee Meeting
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. Value added courses and certificate courses
12. Internships
13. Training and Placement Activities
14. Academic and Administrative by IQAC
15. First year motivational program

**IQAC Coordinator**

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 - 09.02.2022

Members present in the meeting:

Sl. No	Name of the member with Designation	Category	Signature
1.	Dr. G.Jiji, 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.	Mrs. C. Ajila Jeya Reeta HOD/CSE	Teacher	
6.	Mr. R.R. Ravi A.P/Aero	Teacher	
7.	Mrs. E. Edwincy Lilly AP/S&H	Teacher	
8.	Mr. S. Merlin HOD/MBA	Teacher	
9.	Mrs. J. Prabula HOD/MCA	Teacher	
10.	Mrs. P. Sherly Paul A.P./Rob	Teacher	

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Points Discussed:

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

- The Chairperson reviewed the Institution Academic Calendar for 2020-2021 Odd Semester and suggested directions to follow the academic calendar of the institution to all departments.
- The Principal insist to take more attention on Academic Council Meeting for this current even semester.
- All HODs have been instructed to begin the NAAC accreditation process and work toward 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.
- The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputed companies.

  
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- 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.
- The committee emphasized on making well-defined long-term plans and deployment strategies.
- All the HODs suggested to conduct the Internship Program compulsorily.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 09.02.2022, the following actions were implemented.

FEED BACK	ACTION TAKEN/COMPLIANCE
The committee recommend the HOD to conduct the Internship Program to all the departments.	The Internship Program was conducted to all the third year students under the supervision of in-charged faculty.
According to University circulars all tests and exams were conducted according to the regulations, and the result copy were uploaded on the web portals 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 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.
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 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,	Motivational classes for class academic toppers, increased understanding of contemporary industry needs, and identification of the strengths and

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as well as providing more coaching classes, were all organized. These classes help them to enhance their academic performance.	limitations of slow learners, as well as more coaching classes, were all organized.
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.

  
IQAC Coordinator

  
Chairperson

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