

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/22-23/IQAC/1

08/08/2022

CIRCULAR

The ninth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 10.08.2022 at Principal room at 11.30 a.m. 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. Important 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. Value added courses and certificate courses
11. Solar Panel, LED lights and Camera fittings
12. Overtime towards the NAAC work

IQAC Coordinator

PRINCIPAL

PRINCIPAL
Lord Jegannath College of Engg.
PSN NAGAR,
RAMANATHICHANPUTHUR - 629402
KANYAKUMARI DISTRICT

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 – 10.08.2022

Members present in the meeting:

Sl.No	Name of the member with Designation	Category	Signature
1	Dr. P. Suyambu, Management - 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	Ms. S. Nancy Celes HOD/CIVIL	Teacher	
7	Mr. R.R. Ravi AP/Aero	Teacher	
8	Mrs. P. Vincy Praveena AP/ S&H	Teacher	
9	Mr. S. Merlin HOD/MBA	Teacher	
10	Mrs. Prabula HOD/MCA	Teacher	
11	Mrs. Sherly Paul AP/Robo	Teacher	

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

Points Discussed:

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

- All the NAAC heads and department heads are strictly informed to stay at evening and forward their work towards the NAAC accreditation.
- 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.
- 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 programme as well as to attend more conferences and seminars.
- The committee was discussed to provide Solar Panel, Biogas, Cameras, LED Lights and Paver Walks.
- National level workshop was planned to conduct by Department of Aeronautical Engineering.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Based on the recommendations given in the ninth IQAC meeting held on 10.08.2022, the following actions were implemented.

FEED BACK	ACTION TAKEN/COMPLIANCE
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 according to the all web portals were updated 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 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 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.
According to the Institution's Academic Calendar for the 2022-2023 Even Semester, National level workshop was pre-planned to conduct.	The National level workshop was systemized by the Department of Aeronautical Engineering on 10-11-2022 under the title "Multi Rotar Drones UAV's".
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.


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The committee members insisted to conduct 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 learner's strengths and weaknesses, to provide more coaching classes, to be organized. These classes help them to enhance their academic performance.	Motivational classes for class academic toppers, increased understanding of contemporary industrial needs, and identification of the strengths and 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.
The IQAC Coordinator insisted the staff members to stay back at the evening time to work towards NAAC.	The staff members stay 4-6pm, work towards NAAC.

IQAC Coordinator

Chairman

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

LJCET/AO/22-23/IQAC/2

06/02/2023

CIRCULAR

The tenth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 08.02.2023 at Principal room 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 2022-2023 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. Value added courses and certificate courses
12. Training and Placement Activities
13. Drug Awareness Program and Tree plantation program

IQAC Coordinator

PRINCIPAL

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Lord Jegannath College of Engg,
PSN NAGAR,

RAMANATHICHANPUTHUR- 629402
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING – 08.02.2023

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.	Mrs. C. Ajila Jeya Reeta HOD/CSE	Teacher	
6.	Mr. R.R. Ravi AP/Aero	Teacher	
7.	Mrs. T. Jasmine AP/S&H	Teacher	
8.	Ms. C.K. Bharathi Koushika AP/MBA	Teacher	
9.	Mrs. S. Jeslin Robila AP/MCA	Teacher	
10.	Mrs. P. Sherly Paul AP/Rob	Teacher	

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

Points Discussed:

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

- The IQAC coordinator happily informed that ISO has been certified for our institution.
- The Chairperson reviewed the Institution Academic Calendar for 2022-2023 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 2022-2023 Even Semester, skill-based technical programs will 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 basic.
- The committee has insisted to conduct regular parents Teachers Meeting


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- 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.
- Planned to conduct Drug Awareness Program on 26-06-2023 and tree plantation program on 10-07-2023.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Based on the recommendations given in the tenth IQAC meeting held on 08.02.2023, 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 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 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.
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 2022-2023 Even Semester, skill-based technical programmes are asked to conduct.	According to the Institution's Academic Calendar for the 2022-2023 Even Semester, technical programmes were conducted in all the departments.

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PRINCIPAL

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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 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 to identify slow learners strengths and weaknesses, and provide more coaching classes, to be 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	By bringing in more suitable companies, the training and placement cell is attempting to

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placement drives by bringing in more reputed companies.	enrich and increase the number of on-campus placement drives.
Drug Awareness program was insisted to execute by the Institution.	The Drug Awareness Program was governed by institution on 26-06-2023.
The Institution decided to plant trees in and around LJCET campus.	On July 10, 2023, the Tree Plantation Program was carried out by Department of Agricultural Engineering.

IQAC Coordinator

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