

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/20-21/IQAC/1

04/08/2020

CIRCULAR

The fifth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 06.08.2020 through online at 11.00 a.m. All the IQAC members are hereby asked to attend the meeting.

Agenda of the meeting:

1. Welcome the members and introduction about 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. Value added courses and certificate courses

IQAC Coordinator

Copy to:

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

PRINCIPAL

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Points Discussed:

The IQAC Chairperson welcomed all the members for the fifth 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.
- 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 asked to motivate their faculties to engage in Faculty development programmes.
- 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 on conducting all tests and exams according to the academic calendar and updating all in web portal data inputs on time.
- The committee instructed the HOD's to encourage their department students to complete innovative project work.

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

ACTION TAKEN REPORT

Based on the recommendations given in IQAC meeting held on 06.08.2020, through online 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.	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 all departments.
According to the Institution's Academic Calendar for the 2020-2021 Even Semester, skill-based technical programmes are asked to conduct.	According to the Institution's Academic Calendar for the year 2020-2021 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.	Faculties from all departments participated in various Faculty Development Programs directed by the HOD.

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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 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 asked 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 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 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

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

LJCET/AO/20-21/IQAC/2

08/02/2021

CIRCULAR

The sixth meeting for Internal Quality Assurance Cell (IQAC) will be convened on 10.02.2021 through online at 10.00 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 2020-2021 Even semesters
3. Academic Council Meeting
4. Academic and administrative by IQAC
5. Project work-Final Year
6. Faculty students' participation in conferences
7. Innovation in Teaching and Learning process
8. Internal assessment and question paper setting
9. Faculty Activities and Achievements
10. Research and Development Activities
11. Class Committee Meetings
12. Value added courses and certificate courses
13. Training and Placement Activities


IQAC Coordinator


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the sixth meeting – 10.02.2021

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. Shanmuga Priya –HOD/ECE	Teacher	
5.	Mr. Asir Chandra Shinoo HOD/CSE	Teacher	
6.	Mr. T. Nandha Rajan AP/AERO	Teacher	
7.	Dr. A. Kumar, HOD/S&H	Teacher	
8.	Mr. G.L. Allan Bel A.P /MBA	Teacher	
9.	Mrs. J. Prabula HOD/MCA	Teacher	
10.	Mrs. P. Sherly Paul AP/Rob	Teacher	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Points Discussed:

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

- The Chairperson reviewed the Institution Academic Calendar for 2020-2021 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 2020-2021 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.

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

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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 to 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.
- The committee insisted to make well defined perspective plans and the deployment.

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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	Under the supervision of HODs, faculties completed their respective Theory and Practical courses in accordance with university criteria, and were required


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Chairperson

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