

**INTERNAL QUALITY ASSURANCE CELL**

***2019-2020***



## A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)



DATE:

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

*ARJCET/IQAC/CIR/2019-2020/1*

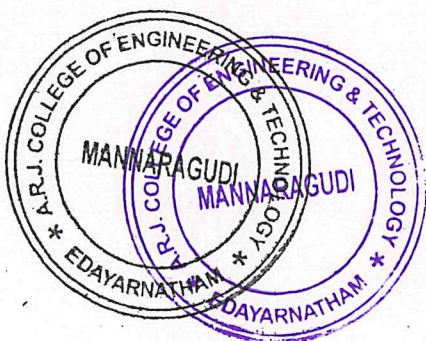
The first Internal Quality Assurance Cell (IQAC) meetings for the academic year 2019-2020, odd semester will be convened on 12-06-2019 at 10:30 a.m. in the ARJCET Board room. All the IQAC members are hereby invited to attend the meeting without fail.

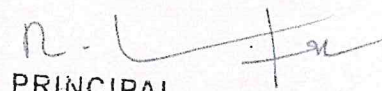
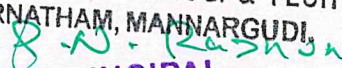
#### AGENDA

1. Welcome address
2. Academic calendar for 2019-2020, odd semester
3. Functioning of IQAC
4. Faculty Development Program
5. Faculty Activities and Achievements
6. First year Motivational/induction Program
7. Class Committee Meeting & Feedback system
8. Value added course
9. Vote of Thanks.

#### Copy to:

- The chairperson for kind information
- All HODs are to be circulated to all faculty members
- All IQAC Committee members
- File



  
PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.  
  
PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.



# A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)



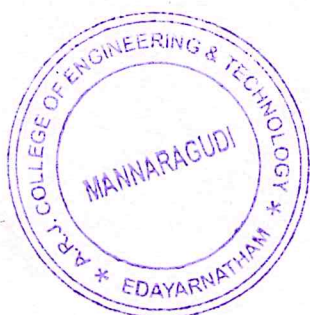
Meeting No: 1

Date & Time: 12-06-2019 at 10:30 a.m.

## IQAC MEMBERS (2019-2020)

Sl. NO	NAME OF THE IQAC MEMBER	DESIGNATION	REPRESENTATION FORM	SIGNATURE
1	Dr.A.JEEVAGAN AYYANATHAN	HEAD OF INSTITUTION	VICE CHAIRMAN	
2	DR. LOGANATHAN R	PRINCIPAL	CHAIRPERSON	
3	DR. MEENATCHISUNDARA M	VICE-PRINCIPAL	CO-ORDINATOR	
4	Mrs.R.KAVITHA	ASSISTANT PROFESSOR-CSE	IQAC COORDINATOR	
5	Ms.K.DEEPA	ASSISTANT PROFESSOR-CIVIL	MEMBER	
6	Mr.R.R.CHANDRU	ASSISTANT PROFESSOR BIO	MEMBER	
7	MR. DURAI MURUGAN	ADMIN	SENIOR ADMINISTRATIVE OFFICER	
8	MR.MUKILAN K L	PACK INDUSTRIES.COIMBATORE	NOMINEE FROM INDUSTRIALIST	
9	MR. GOKULRAJ	FOUNDER & MD JADAYU SOFTWARE TECHNOLOGY, THANJORE.	NOMINEE FROM EMPLOYER	
10	DR.SELVA MUTHUKUMAR	M.E.,PH.D.,AP GCE, THANJORE	NOMINEE FROM STAKEHOLDER	
11	Mr.S.NANDHA KUMAR	PRESIDENT	NOMINEE FROM LOCAL SOCIETY	
12.	M.KOWSALYA	MBA STUDENT	NOMINEE FROM STUDENTS	
13	SHALINI E	CSE STUDENT	NOMINEE FROM STUDENTS	

PRINCIPAL



R.N. Raghunath

PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.





## A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

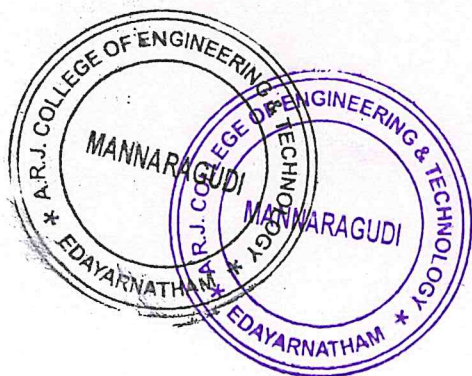
(An ISO 9001:2015 Certified Institution)



### IQAC MINUTES OF MEETING

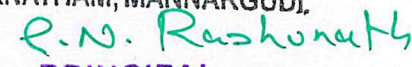
#### POINTS DISCUSSED

- The Chairperson gave a brief introduction to each member of the IQAC for the academic year 2019-2020 and emphasized that the main duty of the IQAC is to start, organize, and oversee different activities that are required to raise the standard of instruction provided in institutions and colleges.
- The Coordinator provided a briefing on how the IQAC operates. A centralized document repository was also mentioned by him as being necessary.
- The Principal issued instructions on how to combine the skill-based technical program and addressed the academic calendar for the institutions 2019-2020 odd semester.
- The IQAC decided to conduct a thorough analysis of the students gender, rural/urban, government/management quota, religion/caste, medium of instructions, economic position, etc.
- The members discussed creating a useful framework for the IQAC to concentrate on quality standards.
- The implementation of the electives and value added courses that were suggested at the previous meeting was discussed.
- The IQAC advised that faculty members publish at least one research paper year in journals that are indexed by SCOPUS, SCI, and the web of Science.
- It was also decided to more MOUs for the benefit of students.
- To assure accuracy in evaluation and enhance the evaluation system, the IQAC decided to perform an internal audit for each internal assessment.



  
PRINCIPAL  
PRINCIPAL

A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI,

  
PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.



A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)

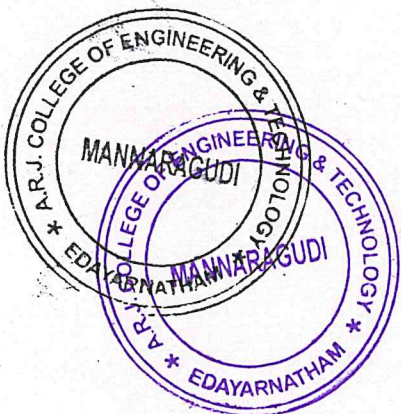



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT


The following action has been taken for the IQAC meeting conducted on 12-06-2019.

PLAN OF ACTION	ACTION TAKEN
The Principal discussed the action plan for the academic year 2019-2020.	All the departments have been prepared and submitted the following. 1. Academic Schedule 2. Lesson plan 3. Course Materials 4. Placement schedule .
Quality circle.	A Quality circle called IQAC has been established to assess internal audit.
MOU signed.	MOU signed with 8 companies for this year.
The Committee recommended that HODs encourage staff members in their departments to take part in various faculty development program.	The majority of the. Workers from different departments have taken FDP at different institutions .
All HODs were contacted by IQAC members to arrange value Added Courses for the students.	In all disciplines value added courses for the students were offered.
Members of the committee insisted on carrying out the routine Academic and Administrative Audit.	The routine Academic and Administrative Audit was completed and the Principal was consulted.



  
PRINCIPAL

PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.

  
PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.





## A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)



DATE:

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

*ARJCET/IQAC/CIR/2019-2020/2*

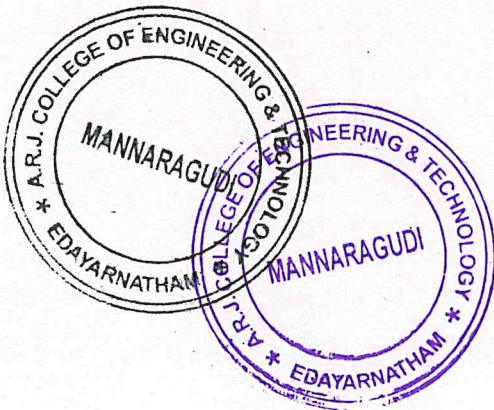
The second Internal Quality Assurance cell (IQAC) meeting for the academic year 2019-2020, even semester will be convened on 13-12-2019 at 10.30 a.m. in the ARJCET Board Room. All the IQAC members are hereby invited to attend the meeting without fail.

#### AGENDA

1. Welcome address
2. Review of previous minutes of meeting
3. Review of Academic calendar for 2019-2020 even semester
4. Project work for final years
5. Training and Placement cell
6. Research and Department activities
7. Class Committee meetings and students achievements
8. Staff journals and Patent Publications
9. Academic and Administrative Audit by IQAC
10. Vote of Thanks

#### Copy to:

- The chairperson for kind information
- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File



*R. L. J. S.*  
PRINCIPAL  
PRINCIPAL

A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.

*P. N. R. S. R. S.*  
PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.



A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)



Meeting No: 2

Date & Time: 13-12-2019 at 10:30 a.m.

IQAC MEMBERS (2019-2020)

SI. NO	NAME OF THE IQAC MEMBER	DESIGNATION	REPRESENTATION FORM	SIGNATURE
1	Dr.A.JEEVAGAN AYYANATHAN	HEAD OF INSTITUTION	VICE CHAIRMAN	
2	DR. LOGANATHAN R	PRINCIPAL	CHAIRPERSON	
3	DR. MEENATCHISUNDARA M	VICE-PRINCIPAL	CO-ORDINATOR	
4	Mrs.R.KAVITHA	ASSISTANT PROFESSOR-CSE	IQAC COORDINATOR	
5	Ms.K.DEEPA	ASSISTANT PROFESSOR-CIVIL	MEMBER	
6	Mr.R.R.CHANDRU	ASSISTANT PROFESSOR BIO	MEMBER	
7	MR. DURAI MURUGAN	ADMIN	SENIOR ADMINISTRATIVE OFFICER	
8	MR.MUKILAN K L	PACK INDUSTRIES,COIMBATORE	NOMINEE FROM INDUSTRIALIST	
9	MR. GOKULRAJ	FOUNDER & MD JADAYU SOFTWARE TECHNOLOGY, THANJORE.	NOMINEE FROM EMPLOYER	
10	DR.SELVA MUTHUKUMAR	M.E.,PH.D.,AP GCE, THANJORE	NOMINEE FROM STAKEHOLDER	
11	Mr.S.NANDHA KUMAR	PRESIDENT	NOMINEE FROM LOCAL SOCIETY	
12.	M.KOWSALYA	MBA STUDENT	NOMINEE FROM STUDENTS	
13	SHALINI E	CSE STUDENT	NOMINEE FROM STUDENTS	

PRINCIPAL



PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.





## A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)



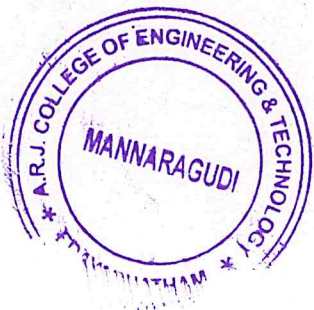
### IQAC MINUTES OF MEETING

#### POINTS DISCUSSED

- The Chairperson gave a warm getting to everyone present, went through the institutions academic calendar, and offered suggestions on how to include skill-based technical program in each department calendar.
- The Principal that all HODs show a serious interest in the NAAC procedure and the accompanying work on criteria. Additionally it is encouraged that they focus more to finish the NAAC Program files.
- The Committee requested that class committee meetings be held on a regular basis so that students may provide comments for future development.
- The Committee gave the HODs instruction on how to encourage the students in their department to finish their project work using the correct rubrics and assessment process.
- In order to improve students capacity for learning the committee urged that the Faculty adopt cutting-edge teaching techniques while delivering courses.
- The IQAC coordinator emphasized the value of clubs, groups and organizations organizing events a request was made to all the academics to plan new program.
- The Committee recommended that faculty members (Mentors) encourage students to learn about new concepts and technologies as well as teach them moral ethics so that they can develop into good people. This is because, on the one hand, technology is developing at an increasingly rapid rate while, on the other, moral values are eroding.
- The IQAC Coordinator proposed that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.

Alumni recommended that the training and placement department run a placement awareness session for all the departments.

- The Principal gave all the HODs advice to require their academic members to write high impact publications in reputable, SCOPUS-indexed journals and to seek for funding to secure projects with DST, AICTE, CSIR, etc.
- The Committee members gave orders to all of the faculties to keep all records in order for IQAC to perform an academic and administrative audit.



PRINCIPAL  
A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.





## A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY

Edayaranatham - Mannargudi

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

(An ISO 9001:2015 Certified Institution)

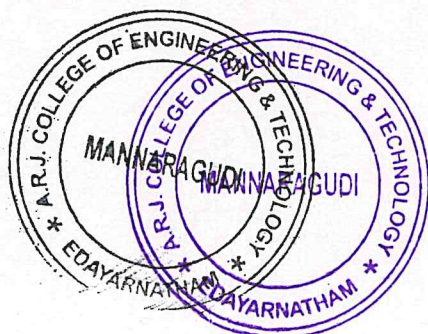


### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 13-12-2019.

PLAN OF ACTION	ACTION TAKEN
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.
The Committee asked all HODs to encourage their department students to complete project work on time.	According to the academic calendar, all the students in their senior year finished their projects.
It was urged for the Committee to hold class committee meetings and solicit students input.	Meetings of the class committee were held and evaluations of students comments were gathered.
The principal gave all of the HODs advice to require their faculty members to write high impact publications in reputable journals that are indexed by SCOPUS.	The employees wrote more publications in reputable, SCOPUS- indexed journals.
Faculty Development Programs	Faculty Development programs were organized in various departments.
Alumni suggested for conducting awareness program for all the departments.	Life skill training programs were conducted for the students of all departments.
Students Feedback Analysis	Every semester, IQAC has examined the students comments and recommended the required improvement actions based on the input.
Value Added Courses	14 Value Added courses were conducted in all departments..
Members of the committee were given instructions on how to perform the routine academic and administrative audit.	The routine Academic and Administrative Audit was completed and the Principal was consulted.



*[Signature]*  
PRINCIPAL

PRINCIPAL

A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.

*[Signature]*  
PRINCIPAL

A.R.J. COLLEGE OF ENGG. & TECH  
EDAYARNATHAM, MANNARGUDI.