INTERNAL QUALITY ASSURANCE CELL

2020 -2021

DATE:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

ARJCET/IQAC/CIR/2020-2021/2

The Second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-2021, even semester will be convinced on 10-12-2020 at 10:30 a.m. in 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. NAAC Accreditation Process
5. Mentoring System
6. Project work for final years
7. VAC
8. Faculty and Student participation in Symposium and Conference
9. Training and Placement cell
10. Faculty activities and achievements
11. Research and department activities
12. Staff journals and Patent Publications
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

Copy to:

- The chairperson for kind information
- HODs are to circulated to all faculty members
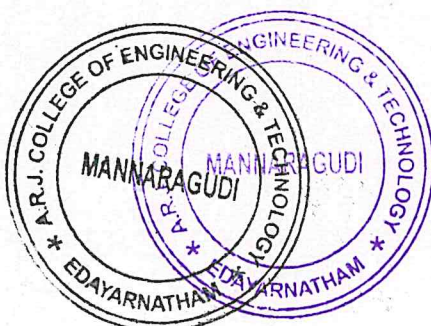- All IQAC committee members

PRINCIPAL

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

P. N. Raghunath

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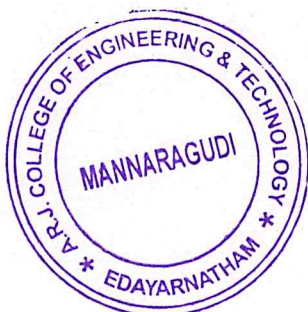EDAYARNATHAM, MANNARGUDI.

Meeting No:2

Date & Time: 10-12-2020 at 10:30 a.m.

IQAC MEMBERS (2020-2021)

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	

R.N. Rashunath

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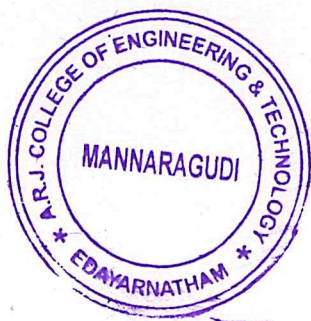**EDAYARNATHAM, MANNARGUDI.**

IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The chairperson offered greetings, reviewed the institution's academic schedule for the semester of 2019-2020, and offered suggestion on how to include skill-based technical program in each department's calendar.

- The IQAC Annual report was presented by Mr.R.Kavitha Coordinator/IQAC.

- 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.

- Senior faculty members urged that HODs get their employees and students involved in attending national and international conferences.

- The IQAC Coordinator proposed that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.

The Committee required the Faculty to employ cutting-edge teaching techniques throughout the delivery of their courses to improve the students learning capacity

- 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
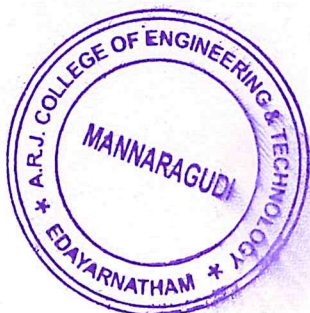EDAYARNATHAM, MANNARGUDI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 10-12-2020.

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.
Faculty Publications	Some of our faculty published their research work in reputed peer reviewed journals.
The Committee requested that the HODs urge the students in their departments to submit their project work on time.	All the final year students completed their project work as per the academic calendar.
Faculty Development Program	By participating in MOOCs, attending FDP, STTP, and workshops faculty members increased their competency.
It was urged for the Committee too hold class committee meetings and solicit student input.	Meeting of the class committee were held, and evaluations of student 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.	More articles were published in the SCOPUS indexed and reputed journals by the staff members.
The Committee instructed the HODs to conduct FDP for this academic year.	For teaching and non-teaching faculty FDPs were conducted for this year.
The members of the committee advised the faculty to provide value-added courses for all the disciplines.	Value added courses are being offered by all departments during the odd semester. For students in their second, third and fourth UG and first and second PG years, value-added courses have been designed. Each department has scheduled a minimum of 32 hours for a course, including a 2-Hour exam schedule, in their weekly regular timetable.
The Committee members instructed on conducting the regular Academic and Administrative Audit.	The regular Academic and Administrative Audit were conducted and discussed with the Principal.

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

DATE:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

## CIRCULAR

ARJCET/IQAC/CIR/2020-2021/1

The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-2021, odd semester will be convinced on 15.06-2020 at 10:30 a.m. in ARJCET Board Room. All the IQAC members are hereby invited to attend the meeting without fail.

AGENDA

1. Welcome address
2. Academic calendar for 2020-2021, odd semester
3. NAAC Accreditation Process
4. Faculty Development Program
5. Internal Assessment Test and Question Paper setting
6. Faculty Activities and Achievements
7. Value Added Course
8. Mentoring System
9. First year Motivational/induction program
10. Placement
11. Class Committee Meeting & Feedback System
12. Club Activities & MOUs
13. Vote of Thanks

Copy to:

- The chairperson for kind information
- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File
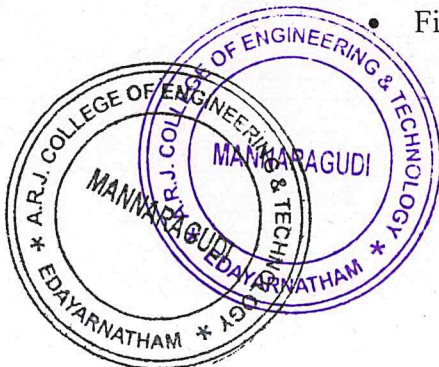
PRINCIPAL
PRINCIPAL
A.R.J. COLLEGE OF ENGG. & TECH
EDAYARNATHAM, MANNARGUDI,
R.N. Raghunath
PRINCIPAL
A.R.J. COLLEGE OF ENGG. & TECH
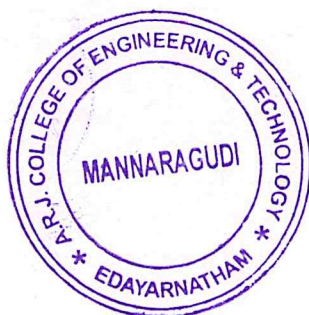EDAYARNATHAM, MANNARGUDI.

Meeting No: 1

Date & Time: 15-06-2020 at 10:30 a.m.

IQAC MEMBERS (2020-2021)

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

IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson welcomed everyone to the IQAC for the academic year 2020-2021, outlined the necessity for the committee in the organization, and urged all HODs to put the meetings discussions into practice.
- The Principal issued instruction on how to combine the skill-based technical programmes and addressed the academic calendar for the institutions 2020-2021 odd semester.
- The Committee suggested holding frequent meetings of the class committee so that the students could provide input and make improvements.
- The Committee has asked the faculty to introduce cutting-edge teaching techniques throughout the delivery of their courses in order to improve the students capacity for learning.
- The Committee has advised the faculty to focus more on the value-added courses offered by their departments.
- The Committee members spoke about the first-year motivating program's timetable.
- The members of the committee advised setting up mentorship sessions for every type of student
- The Committee gave the HODs should concentrate on MOUs with businesses and other institutions.
- The Principal tasked al HODs with organizing club activities and inspiring the students to come up with original ideas.

  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 IQAC Coordinator requested that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.

- The members of the committee recommended classifying the students as quick and slow learners depending on how they performed in the test. The department would then need to set up coaching workshops for the fast learners and motivating classes for the slow learners.

- The Committee has suggested that more faculty members participate in quality-improvement program for new developing technologies.

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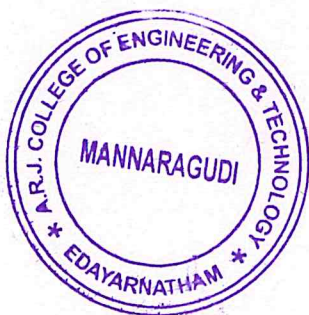EDAYARNATHAM, MANNARGUDI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 15-06-2020.

PLAN OF ACTION	ACTION TAKEN
The Principal discussed the action plan for the academic year 2020-2021.	All the departments have been prepared and submitted the following, 1. Academic Schedule 2. Lesson Plan 3. Course Materials 4. Placement Schedule
Anti-ragging squad	A squad has been organized to combat ragging. The group has designated a schedule to keep track of that.
The members of the committee insisted on holding the regularly scheduled class committee meeting for each department.	All the departments participated in the normal class committee meeting, and the Principal gathered and discussed the criticism.
The IQAC Coordinator pressed on the creation of a Training and Placement Cell increase the number of placement by inviting more reputable businesses to campus recruitment events.	Some of the students were placed in reputed companies.
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.