

INTERNAL QUALITY ASSURANCE CELL

2021 - 2022



A.R.J COLLEGE OF ENGINEERING AND TECHNOLOGY



Edayarnatham - 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/2021-2022/2

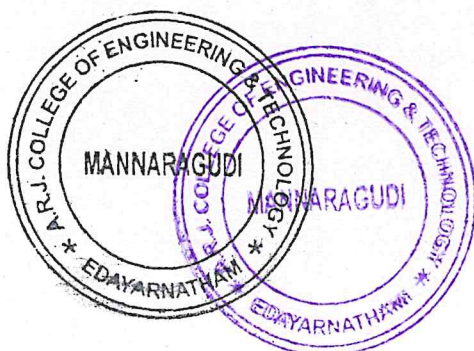
The Second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022, even semester will be convened on 10-12-2021 at 10:30 a.m. in online mode. All the IQAC members are hereby invited to attend the meeting without fail.

AGENDA

1. Welcome address
2. Review of previous minutes of meeting
3. Review of Academic calendar for 2020-2021 even semester
4. Annual IQAC Presentation
5. Mentoring Process
6. Project work for final years
7. Faculty and Students participation in symposium and Conference
8. Training and Placement cell
9. Faculty activities and achievements
10. Research and department activities
11. Class Committee meeting and students achievements
12. Covid-19 SOP implementations
13. Vote of Thanks

Copy to:

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



Dr. S. N. Ramesh Kumar
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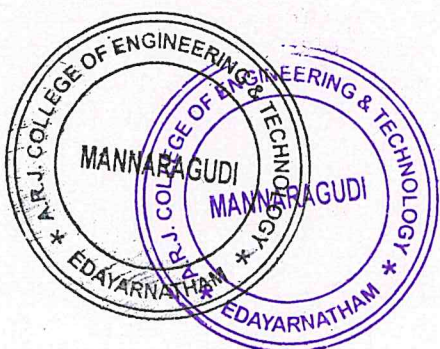
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(An ISO IQAC MINUTES OF MEETING)

POINTS DISCUSSED

- The Chairperson offered greetings, reviewed the institution's academic schedule for the semester of 2021-2022, and offered suggestions on how to include skill-based technical program in each department's calendar.
- The IQAC Annual report was presented by Mrs. R.kavitha, Coordinator/IQAC.
- The presentation of IQAC Annual Report demonstrates the overall significance of the NAAC and its seven criteria in great detail. The IQAC Coordinator discussed the duties and accountability of the charges.
- The IQAC Coordinator emphasized the value of planning events by different clubs, groups, and organizations, a request was made too 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 Principal demanded 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 IQAC Coordinator proposed that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.
- 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 to urge the students in their departments to finish their projects work on time.
- Alumni recommended that the training and placement department run a placement awareness session for all the departments.



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P.N. Ravi Kumar
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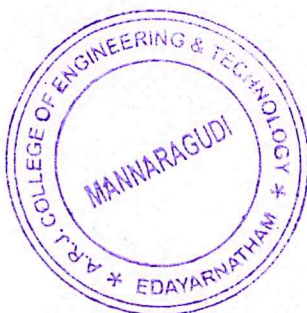
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Date & Time: 10-12-2021 at 10.30 a.m.

IQAC MEMBERS (2021-2022)

| SI. NO | NAME OF THE IQAC MEMBER | DESIGNATION | REPRESENTATION FORM | SIGNATURE |
|--------|--------------------------|--|-------------------------------|-----------|
| 1 | Dr.A.JEEVAGAN AYYANATHAN | HEAD OF INSTITUTION | VICE CHAIRMAN | |
| 2 | DR. KALIVARATHAN G | 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.A.ARUMUGA GANESAN | ASSISTANT PROFESSOR BIO | MEMBER | |
| 7 | MRS.M.GANGA | ARJ CET, ASSISTANT PROFESSOR-MBA | ALUMINI | |
| 8 | MR. DURAI MURUGAN | ADMIN | SENIOR ADMINISTRATIVE OFFICER | |
| 9 | MR.MUKILAN K L | PACK INDUSTRIES, COIMBATORE | NOMINEE FROM INDUSTRIALIST | |
| 10 | MR. GOKULRAJ | FOUNDER & MD JADAYU SOFTWARE TECHNOLOGY, THANJORE. | NOMINEE FROM EMPLOYER | |
| 11 | DR.SELVA MUTHUKUMAR | M.E., PH.D., AP GCE, THANJORE | NOMINEE FROM STAKEHOLDER | |
| 12. | Mr.S.NANDHA KUMAR | PRESIDENT | Nominee from Local Society | |
| 13 | PARITHA BARVEEN M | CSE STUDENT | Nominee from Students | |
| 14. | SHALINI E | CSE STUDENT | Nominee from Students | |



S.N. Rashunath

PRINCIPAL

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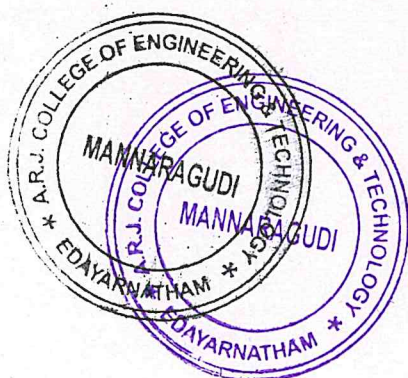


INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 10-06-2021

| PLAN OF ACTION | ACTION TAKEN |
|---|---|
| Online Classes | Mentors and class advisers have been given the responsibility of keeping an eye on the students participation in online classes. |
| The Principal discussed the action Plan for the academic year 2021-2022. | All the Departments have been prepared and submitted the following: 1. Academic Schedule 2. Course materials 3. Lesson plan 4. Placement Schedule |
| The Committee members recommended the faculty members to conduct Value Added Courses for all the departments. | 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. |
| Faculty Development Program | In December a faculty development program titled "Enhancing Employability and Career Readiness through Accreditation" is scheduled to take place. |



Dr. G. S. S.
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R. N. Raghunath

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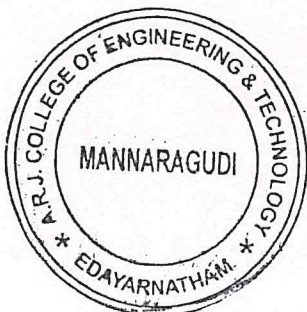
The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022, odd semester will be convened on 10-06-2021 at 10:30 a.m. in online mode. All the IQAC members are hereby invited to attend the meeting without fail.

AGENDA

1. Welcome address
2. Academic plan
3. NAAC Accreditation Process
4. Virtual/Online Process
5. Internal Assessment Test
6. Online Courses for students
7. Faculty Activities and Achievements
8. Value Added Course
9. First year Motivational/Induction Program
10. Placement
11. Awareness Program on Covid-19
12. Vote of Thanks

Copy to:

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



Dr. P. N. R. R. R.
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IQAC MEMBERS (2021-2022)

| SL. NO | NAME OF THE IQAC MEMBER | DESIGNATION | REPRESENTATIVE ON FORM | SIGNATURE |
|--------|-------------------------|--|-------------------------------|--------------------|
| 1 | Dr.AJEEVAGAN AYYANATHAN | HEAD OF INSTITUTION | VICE CHAIRMAN | <i>[Signature]</i> |
| 2 | DR. KALIVARATHAN G | PRINCIPAL | CHAIRPERSON | <i>[Signature]</i> |
| 3 | DR. MEENATCHISUNDARAM | VICE-PRINCIPAL | CO-ORDINATOR | <i>[Signature]</i> |
| 4 | Mrs.R.KAVITHA | ASSISTANT PROFESSOR-CSE | IQAC COORDINATOR | <i>[Signature]</i> |
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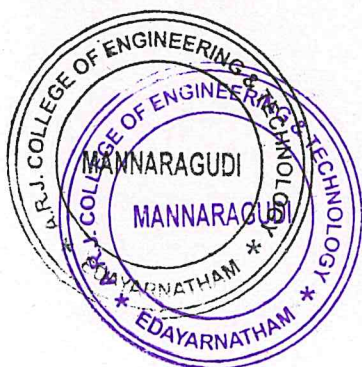
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IQAC MINUTES OF MEETING
POINTS DISCUSSED

- The Chairperson Welcomed the gathering and briefed the meeting agenda.
- The IQAC Coordinator presented the events that IQAC has planned. During the academic year 2021-2022, he also emphasized the results of all the events planned for the benefit of teachers and students.
- As directed by the federal and the state governments, the Committee has chosen to swiftly and effectively implement the Covid-19 preventative measures on campus.
- The Committee discussed the necessity of an IQAC in the institute and demanded that all HOD put the meetings remarks into practice.
- The Principal offered instruction on how to combine the skill-based technical program and addressed the academic calendar for the institution for the odd-numbered semester of 2021-2022.
- 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 Committee members discussed the schedule for the first year motivational program.
- The members of the committee advised setting up mentor-ship sessions for every type of students.
- The Principal gave all the HODs advice to require their academic members to write high impact publication in reputable, SCOPUS indexed journals and to seek for funding to secure projects with DST, AICTE, CSIR, etc..
- Because Covid-19 is spreading quickly over the world, IQAC has made the decision to host an online webinar in the month of June 2021 to raise awareness of Covid-19 prevention.



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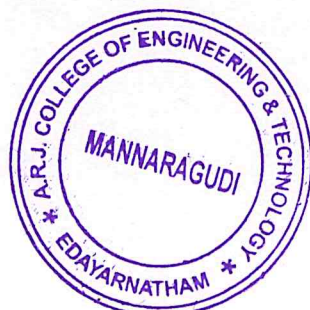
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 10-12-2021

| 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 requested that the HODs urge the students in their departments to submit their project work on time. | According to the academic calendar, all students in their senior year finished their projects. |
| It was urged for the Committee to hold class committee meetings and solicit student input. | Meetings of the class committee were held, and evaluations of student comments were gathered |
| To attract more reputable organizations for On-Campus placement drives, the Principal insisted on the creation of a Training and Placement cell. | Students were placed in reputed companies. |
| The Principal advised all the HODs to insist their faculty members to publish high impact articles in the SCOPUS indexed and reputed journals. | The employees wrote more publications in reputable SCOPUS indexed journals. |
| Club Activity | Collected and Analyzed the last year club activities to strengthen for the next academic year. |
| The Committee members discussed the journal publication for staff members | More journals were published by the staff members. |
| Covid-19 preventive measures. | On behalf of IQAC and Management, a department wise coordinator has been assigned to monitor the same. |
| 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. |



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