

INTERNAL QUALITY ASSURANCE CELL

2022 - 2023



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)

CIRCULAR

ARJCET/IQAC/CIR/2022-2023/2

The Second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023, even semester will be convened on 09-12-2022 at 10:30 a.m. in the ARJCET Board room. All the IQAC members are hereby invited to attend the meeting without fail

AGENDA

Welcome address

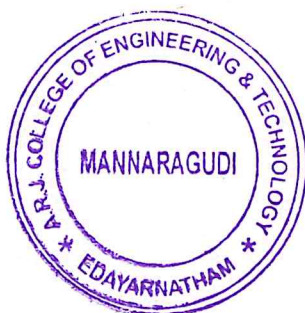
1. Review of previous minutes of meeting
2. Review of Academic calendar for 2022-2023 even semester
3. NAAC Accreditation Process
4. Project work for final years
5. MOUs
6. Faculty and Student participation in Symposium and Conference
7. Training and Placement cell
8. Research and department activities
9. Staff journals and patent publications
10. Class Committee meeting and students achievements
11. Vote of Thanks

Copy to:

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

P. V. Razhuvath

PRINCIPAL



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Date & Time: 09-12-2022 at 10:30 a.m.

IQAC MEMBERS (2022-2023)

SI. NO	NAME OF THE IQAC MEMBER	DESIGNATION	REPRESENTATION FORM	SIGNATURE
1	Dr.A.JEEVAGAN AYYANATHAN	HEAD OF INSTITUTION	VICE CHAIRMAN	
2	Dr.P.N.RAGHUNATH	PRINCIPAL	CHAIRPERSON	P.N. Raghunath
3	Dr.T.VENKADESAN	VICE-PRINCIPAL	IQAC COORDINATOR	T. Venkadesan
4	MRS.R.KAVITHA	ASSISTANT PROFESSOR- CSE	MEMBER	
5	MS.K.DEEPA	ASSISTANT PROFESSOR-CIVIL	MEMBER	K. Deepa
6	MR.A.ARUMUGA GANESAN	ASSISTANT PROFESSOR BIO	MEMBER	
7	DR.P.BHUVANESHWARI	ASSISTANT PROFESSOR S&H	MEMBER	P. Bhuvaneshwari
8	MRS.M.GANGA	ARJ IMS,ASSISTANT PROFESSOR-MBA	ALUMINI	M. Ganga
9	MR. DURAI MURUGAN	ADMIN	SENIOR ADMINISTRATIVE OFFICER	
10	MR.MUKILAN K L	PACK INDUSTRIES,COIMBATORE	NOMINEE FROM INDUSTRIALIST	M. Mukilan
11	MR. GOKULRAJ	FOUNDER & MD JADAYU SOFTWARE TECHNOLOGY, THANJORE.	NOMINEE FROM EMPLOYER	G. Gokulraj
12.	DR.SELVA MUTHUKUMAR	M.E.,PH.D.,AP GCE, THANJORE	NOMINEE FROM STAKEHOLDER	S. Selva Muthukumar
13	MR.NANTHA KUMAR S	PRESIDENT	NOMINEE FROM LOCAL SOCIETY	N. Nanthakumar
14.	PARITHA BARVEEN M	MBA STUDENT	NOMINEE FROM STUDENTS	P. Paritha Barveen
15	BHARATHI	CSE STUDENT	NOMINEE FROM STUDENTS	B. Bharathi

P.N. Raghunath

E.N. Raghunath

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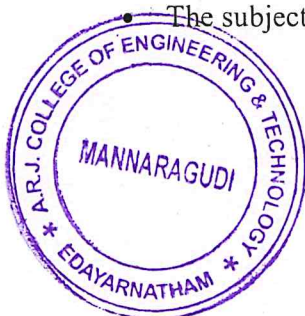
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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The chairperson gave a warm greeting to everyone present, went through the institution's academic calendar for the fall of **2022-2023**, and offered suggestions on how to include skill-based technical program in each department's calendar
- Senior faculty members urged that HODs get their employees and students involved in attending national and international conferences.
- The Principal reviewed the Academic council meeting held in the odd semester.
- 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 instructions to urge the students in their departments to finish their project work on time.
- In order to improve students' capacity for learning, the Committee urged that the Faculty adopt cutting-edge teaching techniques while delivering courses.
- Alumni recommended that the training and placement department run a placement awareness session for all the departments.
- The Committee required that the HODs ensure that the laboratory equipment is adequate and that the teaching staff's course files are comprehensive.
- The subject matter expert offered their help for the R&D-related efforts.



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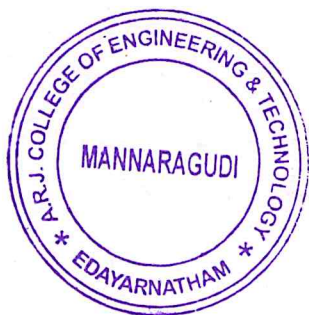


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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 09-12-2022.

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 of 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 student comments were gathered
To attract more reputable organization got On-Campus placement drives, the principal insisted on the creation of a Training and Placement cell.	Students were placed in reputed companies.
MOU Signed	14 MOUs were signed with reputed companies.
Senior faculty members recommended that HODs encourage staff and students to attend national and international conferences.	Faculty were urged to present more papers at future conferences and to attend the meeting. At several colleges, students took part in symposiums and paper presentations.
The journal publication for staff was considered by the Committee members.	The Staff members published more journals
Faculty Development Programs	5FDPs were conducted in various departments.
Members of the committee were given instruction 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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INTERNAL QUALITY ASSURANCE CELL (IQAC) CIRCULAR

ARJCET/IQAC/CIR/2022-2023/1

The First Internal Quality Assurance Cell (IQAC) meeting for the academic year **2022-2023**, odd semester will be convened on 10-06-2022 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 2021-2022 odd semester
3. NAAC Accreditation Process
4. Anna University Regulation 2021
5. Innovation in Teaching and Question paper setting
6. Internal Assessment test and question paper setting
7. Faculty activities and achievements
8. Value added courses
9. Placement and Training
10. First year Motivational Program
11. Research and Development Activities
12. Internships
13. Class Committee meeting and Students achievements
14. Club activities & MOUs
15. Vote of Thanks

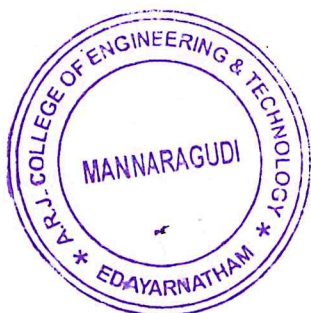
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- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File

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Meeting :1

Date & Time: 10/06/22at 10:30 a.m.

IQAC MEMBERS (2022-2023)

SI. NO	NAME OF THE IQAC MEMBER	DESIGNATION	REPRESENTATION FORM	SIGNATURE
1	Dr.A.JEEVAGAN AYYANATHAN	HEAD OF INSTITUTION	VICE CHAIRMAN	
2	Dr.P.N.RAGHUNATH	PRINCIPAL	CHAIRPERSON	
3	Dr.T.VENKADESAN	VICE-PRINCIPAL	IQAC COORDINATOR	
4	MRS.R.KAVITHA	ASSISTANT PROFESSOR- CSE	MEMBER	
5	MS.K.DEEPA	ASSISTANT PROFESSOR-CIVIL	MEMBER	
6	MR.A.ARUMUGA GANESAN	ASSISTANT PROFESSOR BIO	MEMBER	
7	Mr.R.CHANDRU	ASSISTANT PROFESSOR S&H	MEMBER	
8	MRS.M.GANGA	ARJ IMS,ASSISTANT PROFESSOR-MBA	ALUMINI	
9	MR. DURAI MURUGAN	ADMIN	SENIOR ADMINISTRATIVE OFFICER	
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13	MR.NANTHA KUMAR S	PRESIDENT	NOMINEE FROM LOCAL SOCIETY	
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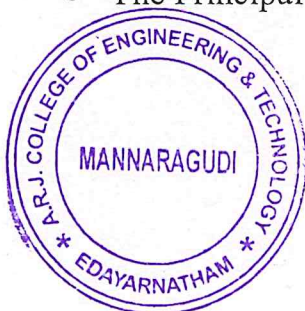


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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson gave a brief introduction to each member of the IQAC for the academic year 2022-2023, and she outlined the main duties of the IQAC, which include initial and planning supervising different actions required to raise the standard of instruction provided at institutions and colleges.
- The Committee discussed the necessity of an IQAC in the institute and demand that all HODs put the meeting's remarks into practice.
- The Principal offered instructions on how to include the skill-based technical program and addressed the academic calendar for the institution for the odd-numbered semester of 2021-2022.
- The HODs of several departments requested to begin and work towards the NAAC Accreditation process.
- The Principal mandated that, with a new curriculum and syllabus for the academic year 2021-2022, all HOD concentrate on the Regulation-2021(choice based Credits System-CBCS).
- 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 the more on the value-added courses offered by their departments.
- The Principal insisted that every HOD concentrate on MOUs with businesses and other institutions.
- The Principal asked all HODs to plan club activities.



R.N. Razhuvath

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

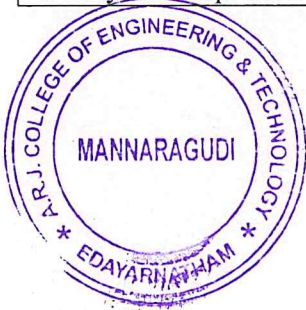
CIRCULAR

The following action has been taken for the IQAC meeting conducted on 10-06-2022.

PLAN OF ACTION	ACTION TAKEN
The Principal mandated that, with a new curriculum and syllabus for the academic year 2021-2022, all HODs concentrate on the Regulation-2021 (Choice Based Credit System-CBCS).	The new Regulation-2021 was introduced by all department HODs, and the first year HOD led a bridging course for all first semester students.
The Principal discussed the action plan for the academic year 2021-2022.	All the departments have been prepared and submitted the following. <ol style="list-style-type: none">1. Academic schedule2. Course materials3. Lesson Plan4. Placement Schedule
The members of the committee insisted on holding the regularly scheduled class committee meeting for each department.	The Principal received and discussed the input from the usual class committee meeting that was held in each department.
The members of the committee advised that the faculty provide 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.
The committee recommended that the HODs encourage the faculty members in their departments to take part in different faculty development initiatives	Most of the staff from various departments have attended FDP at various colleges.

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