



PONJESLY COLLEGE OF ENGINEERING
Nagercoil - 629003

PJCE/IQAC Meeting/2021-22/002

Date: 20-08-2021

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 24-08-2021. at 3:00 p.m. in the conference hall. All the IQAC members are informed to attend the meeting without fail.

Agenda for the Meeting....

1. Introduction of members of the restructured IQAC.
2. Objectives of IQAC by IQAC Coordinator.
3. Functions of IQAC by Chair person.
4. Follow up of previous meeting.
5. Academic planning and execution of odd semester during COVID-19 pandemic.
6. Preparedness for the NAAC files.



Principal
PRINCIPAL

PONJESLY COLLEGE OF ENGINEERING
NAGERCOIL 629 003

Copy forward to:

1. The Honorable Chairman for kind information
2. The Office Superintendent
3. All HOD's
4. IQAC Committee members & File



PONJESLY COLLEGE OF ENGINEERING

NAGERCOIL-629003.

Date: 24-08-2021.

Time: 03.00

Venue: Conference Hall

Minutes of the IQAC Meeting held on 24-08-2021

Members Present for the Meeting:

Si. No.	Name	Category	Signature
1.	Shri. Pon Robert Singh	Patron	
2.	Dr.G.Natarajan	Chair Person	
3.	Mrs.Bijulah Singh	Management Representative	
4.	Dr.M.R.Geetha	IQAC Coordinator	
5.	Prof.S.Arulson Daniel	Senior Administrative Officer	
6.	Dr.R.Isaac Sajan	Senior Administrative Officer	
7.	Dr. Justin Moses Selvamony	Member-Faculty	
8.	Dr.G.Arumugasamy	Member-Faculty	
9.	Dr. V. Anand	Member-Faculty	
10.	Dr. Manju.C. Thayammal	Member-Faculty	
11.	Prof.Banerji	Member-Faculty	
12.	Dr.Kanthavel Kumaran	Member-Faculty	
13.	Prof.Preeta Sherly	Member-Faculty	
14.	Prof.M.Maria Sheeba	Member-Faculty	
15.	Prof.N.K.Arulraj	Member-Faculty	
16.	Dr.Saleem	Member- Local Society	
17.	Mr.Suryaraj	Member – Alumni	
18.	Mr.Pon Jashwin Singh	Member – Industrialist	
19.	Mr.Vineesh Muthu Raja	Member – Student Member	
20.	Mr.Andrews Charles	Member – Parent Member	

The Minutes discussed as;

The meeting commenced with the opening remark of the Principal Dr. G. Natarajan about the importance of IQAC and its functions.

- Dr. M. R. Geetha, IQAC coordinator welcomed all the members of the restructured IQAC.
- The minutes of the meeting conducted on 27-08-2021 was read by Dr. M. R. Geetha, IQAC coordinator. Review of the minutes was taken by the members and the minutes of the meeting were approved.
- IQAC took a note of the following issues that followed from the last meet
 - Academic sessions during covid-19
 - Internships and skill development activities
 - Placement activities
- IQAC coordinator made a detailed presentation on the objectives of IQAC and Quality policy of the Institution was reviewed.
- The Chairperson Dr. G. Natarajan, Principal appreciated the placement officer and all the Department placement coordinators for placing more number of students in various companies.
- Principal Dr. G. Natarajan urged the Heads of the Departments to review all the documentations. Further, IQAC took the note of departmental proposition and accordingly suggestions were given.
- He further added about the installation of various centralized clubs for students and the restructured Institute cells.
- Principal Dr. G. Natarajan briefed on the measures taken against Covid-19 spread at college campus.
- The Chairperson Dr. G. Natarajan informed about the academic planning for odd semester of 2021-22 and requested all the members for open discussion on academic excellence.
- As per need of the time and keeping pace with changes in college activities, IQAC unanimously recommended to update the college website.

- PONJESLY COLLEGE OF ENGINEERING
- IQAC coordinator Dr. M. R. Geetha, discussed the outcomes of IQAC meeting and requested suggestions from the External members.
 - Prof.N.K.Arulraj, Department of ECE suggested to conduct more placements related activities as it would aid the students for campus recruitment in the forthcoming semester.
 - Dr.R.Isaac Sajan, Department of CSE as academic expert insisted to strengthen the research and development activity for faculty and students.
 - Principal concluded the discussion and IQAC coordinator proposed the vote of Thanks.


Coordinator- IQAC




Principal & Chairperson
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ACTION TAKEN REPORT

- IQAC recommended concerned faculty members for updating department activities in college website.
- Heads of the Departments were urged to review all the NAAC documentations
- HoDs were insisted to submit funding proposals for organizing seminar/conference and workshop.
- IQAC suggested HoDs for organizing conference, workshop and seminar to promote research cultures among the students and the faculty.
- Librarian was informed to submit requirements for additional books and journals in the central library.
- Staff members were instructed to make Video/Power Point preparation for online classes
- HoDs were requested to insist Staff members to upload Course Material in the website.

Coordinator- IQAC

Principal



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