



PONJESLY COLLEGE OF ENGINEERING

NAGERCOIL-629003.

PJCE/IQAC Meeting/2023-24/002

Date: 03-08-2023


CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 05-08-2023. 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. Students induction Programme
2. Academic Audit Report and students Feedback-faculty Evaluation Report
3. Preparedness for NAAC 1st Cycle
4. Curriculum Enrichment
5. Mentoring activities




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: 05-08-2023

Time: 03.00 PM

Venue: Conference Hall

Minutes of the IQAC Meeting held on 05-08-2023

Members Present for the Meeting:

Sl. 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.	Dr. R. S. Chithra	Member-Faculty	
12.	Prof. A. Saravanan	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. Jim Stel Jacob	Member - Student Member	
20.	Mr. Andrews Charles	Member - Parent Member	

The meeting commenced with the opening remark of the Principal Dr. G. Natarajan about the functioning of IQAC in the last term.

The Minutes discussed as;

- Dr. M. R. Geetha, IQAC coordinator welcomed all the IQAC members.
- Minutes of the previous meeting were read by the IQAC coordinator with the permission of the Principal and confirmed by the consensus.
- The Chairperson G. Natarajan requested all the members for open house discussion.
- Principal Dr. G. Natarajan briefed the progress on academic activities and the effectiveness of all the activities conducted in the previous semester was verified and he also insisted HODs to conduct more activities.
- Principal Dr. G. Natarajan recalled the audit report conducted in the month of July 2022 and suggested to rectify the weakness before the next Academic Audit.
- HODs were asked to take action to improve the performance of faculty members rated less than 75% by the students (Student Feedback-Faculty Evaluation).
- The chairperson asked the HODs to be ready with necessary documents for NAAC Ist cycle likely to be applied in the month of September, 2023.
- First year coordinator was asked to coordinate and conduct the student induction program for five days and to arrange motivational speakers for those events.
- It was resolved to organize Industrial visits for the second and third.
- HODs were insisted to update the events organized by the department and other achievements in the Institute website periodically.
- External members shared their experience and suggested more add-on and certification courses to enrich the curriculum.
- Principal G. Natarajan concluded the discussion and stressed the need of effective mentoring to students
- IQAC coordinator proposed the vote of Thanks and meeting came to an end.

Coordinator- IQAC

Principal & Chairperson



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ACTION TAKEN REPORT

- HODs were instructed to submit details of activities conducted during academic year 2022-2023.
- Principal Dr. G. Natarajan verified, whether weakness noted in the audit report conducted in the month of July 2022 got rectified.
- First Year Coordinator was instructed to submit Student Induction Program File of Academic year 2022-2023.
- HoD's were asked to handover Industrial Visit details of academic year 2022-2023.
- Principal verified about updating of achievements and events details in Website. Incomplete details were identified and concerned HoDs were insisted to update it at the earliest.
- HoD's were informed to instruct mentors to counsel students who and all weak in studies and irregular to class.


IQAC Coordinator


Principal



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