



PONJESLY COLLEGE OF ENGINEERING
Nagercoil - 629003

PJCE/IQAC Meeting/2018-19/002

Date: 02-01-2019

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 04-01-2019 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. Follow up of Previous Meeting
2. Planning of Academic Audit
3. Functioning of various committees.
4. Student Mentoring.



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: 04-01-2019

Time: 03.00

Venue : Conference Hall

Minutes of the IQAC meeting held on 04-01-2019

Members Attended:

Sl. No.	Name	Category	Signature
1	Shri. Pon Robert Singh	Patron	
2	Dr.K.Thyagarajan	Chair Person	
3	Mrs.Bijulah Singh	Management Representative	
4	Prof.M.R.Geetha	IQAC Coordinator	
5	Prof.S.Arulson Daniel	Senior Administrative Officer	
6	Prof.Shaju Prakash	Member-Faculty	
7	Dr.G.Arumugasamy	Member-Faculty	
8	Dr.V.Anand	Member-Faculty	
9	Prof.Manju.C.Thayammal	Member-Faculty	
10	Prof.Banerji	Member-Faculty	
11	Prof.A.Saravanan	Member-Faculty	
12	Prof.Preeta Sherly	Member-Faculty	
13	Prof.R.Isaac Sajan	Member-Faculty	
14	Prof.N.K.Arulraj	Member-Faculty	
15	Dr.Saleem	Member- Local Society	
16	Mr.Suryaraj	Member - Alumni	
17	Mr.Pon Jashwin Singh	Member - Industrialist	
18	Mr.Brijesh	Member - Student Member	
19	Mr.Thomas Prem Kumar	Member - Parent Member	

The Minutes discussed as;

- The meeting commence with the opening remark of the Principal Dr. K. Thyagarajan about the functioning of IQAC in the last term
- 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 Dr. K. Thyagarajan, Principal requested all the members for open house discussion.
- The effectiveness of all the activities conducted in the previous year was verified.
- The Audit Evaluation Questionnaire was presented in the meeting and the academic audit was planned at the end of the semester.
- In view of Academic Audit, Heads of various Departments were informed to keep the records in all forms.
- It is resolved to implement student centric learning approaches, such as Group Discussion, Seminar and Peer Teaching in all courses.
- It is planned to arrange more number of Placement Training programs for the Final Years so as to make them face Interviews with confidence.
- Effectiveness of functioning of various committees was verified and also it was planned to document the function of each committee effectively.
- Dr. K. Thyagarajan, Principal insisted to increase the innovative methods of teaching and also instructed to improve the quality of Faculty and Student Publication.
- He also further added to counsel students to pursue higher studies to improve Higher education component..
- Mr. Pon Jashwin Singh, Industrialist insisted to encourage students to actively participate in events conducted in other reputed Institutions which will make the students more self-confident and self-reliant.
- Principal 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

- It was instructed to do documentation of all activities and events.
- Symposium, Management Meet, Interdepartmental events, cultural, sports events and workshops were organized and various committees were formed for the welfare of the students.
- It has been decided to implement Certification and value added courses effectively.
- Faculty members were insisted to publish research papers at least one per year in the SCOPUS / SCI/ Web of Science / UGC Care Journals and indexed journals.
- HOD conducted an internal audit after internal assessment to ensure correctness in evaluation and improve the evaluation system.
- HoDs were urged to sign MoU with reputed industries for the benefit of students.

Coordinator- IQAC



Principal

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