



PONJESLY COLLEGE OF ENGINEERING
Nagercoil - 629003

PJCE/IQAC Meeting/2020-21/001

Date: 05-08-2020

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 07-08-2020. at 3:00 p.m. through Google Meet. All the IQAC members are informed to attend the meeting without fail.

Agenda for the Meeting....

1. To review and confirm the minutes of the earlier meeting
2. Updation of College website
3. Preparation of the department for the NAAC
4. Submit the proposal for the Seminar, Symposium and Workshop
5. Strengthening Department and Central library and maintenance of infrastructure
6. Effective online class amidst of pandemic



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: 07-08-2020

Time: 03.00PM

Minutes of the IQAC Meeting held on 07-08-2020

Members Present Online for the Meeting:

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

The Minutes discussed as:

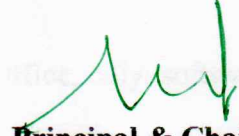
Dr. M. R. Geetha, IQAC Coordinator welcomed the members present online for the meeting.

- The minutes of the meeting conducted on 07-08-2020 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.
 - MoUs in the Departments
 - Assignment questions given to the fast learners in higher Bloom's Taxonomy level
 - FDP attended by the Faculties
 - The Health Insurance facility is availed to all Faculties
 - Research Publications by Faculty
- As per need of the time and keeping pace with changes in college activities and also reviewing the website of other colleges, IQAC unanimously recommended to update the college website.
- On the background of peer team visit for Accreditation, 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.
- Principal Dr. G. Natarajan, had given information of funding agencies providing assistance to organize seminar/conference and workshop. The issues were discussed in the meeting and IQAC suggested organizing conference, workshop and seminar to promote research cultures among the students and the faculty. Head of the departments are advised to submit proposals.
- Prof. R. Isaac Sajan, Department of CSE suggested providing additional books and journals in the central library. Further, he also suggested paying special attention for maintenance of infrastructure, equipment and other facilities in the campus.
- Principal Dr. G. Natarajan insisted the need and importance of making Video/Power point preparation for online classes and to follow different innovative techniques to make the students understand the concepts at ease.
- He also requested the HoDs to plan the execution of the work related to Course Material preparation to upload in the website.
- 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 placement related activities as it would aid the students for campus recruitment in the forthcoming semester.
- Principal concluded the discussion and there being no other points to discuss, IQAC coordinator proposed the vote of Thanks.



Coordinator- IQAC



Principal & Chairperson

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ACTION TAKEN REPORT

- Academic audit report conducted in the previous term was reviewed and HoDs were informed to rectify corrections.
- It was decided to organize training programs (Microsoft Office, tally, software's etc.) for the Lab Instructors.
- Department heads were suggested to establish more MOUs and collaboration for the betterment of the faculty and the students.
- Students were motivated to participate in project competitions and other inter departmental events.
- It was decided to conduct value added courses for students.

Coordinator - IQAC

Principal



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