



PONJESLY COLLEGE OF ENGINEERING

NAGERCOIL-629003.

PJCE/IQAC Meeting/2020-21/002

Date: 25-03-2021


CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 29-03-2021 at 03:00 p.m. in the conference hall. 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. Review on academic activities
3. Safety measures for covid-19
4. Preparations of departments on the background of the NAAC
5. Effective online class amidst of pandemic
6. Students involvement in ICT academy courses




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



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Date: 29-03-2021

Time: 03.00

Venue: Conference Hall

Minutes of the IQAC meeting held on 29-03-2021

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	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.Vineesh Muthu Raja	Member – Student Member	
19	Mr.Thomas Prem Kumar	Member – Parent Member	

The Minutes discussed as;

The Minutes of the meeting were discussed on 29-03-2021 was read by Dr. M. R. Geetha, IQAC coordinator after welcoming the members. 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.
 - Website Updation
 - Preparedness for NAAC
 - Placement Activities
 - Innovations in Teaching and Learning
- Principal Dr. G. Natarajan briefed the progress on conducting academic activities i.e Theory and practical sessions and examinations through online mode for the odd semester of AY 2020-21. He also informed about the academic planning for even semester of 2020-21.
- Principal Dr. G. Natarajan, also informed IQAC members that in order to ensure safety from Covid-19 spread at college campus, security Guards and trained persons have been deployed at entrance gate and corridors for thermal scanning and other precautions. Also, he mentioned that all class rooms, laboratories and common places are being sanitized apart from the installation of hand sanitizers.
- Principal Dr. G. Natarajan urged the Heads of the Departments to focus on Internships, Training for competitive exams and skill development activities.
- It was resolved to conduct more placement activities for final year students through placement cell.
- Heads of various departments presented their NAAC preparedness status with respect to all criteria pertained to their program.
- Principal 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 mentioned ICT Academy is conducting workshops/webinars and lecture Series. AICTE is offering courses. All courses are in the basic level. It is for free and certificates will be provided. The HoDs were requested to ensure that maximum number of students join

the courses. It will help them to understand the fundamentals and in turn will be useful for their technical interviews.

- IQAC coordinator Dr. M. R. Geetha, discussed the outcomes of IQAC meeting and requested suggestions from the External members.
- Principal Dr. G. Natarajan suggested to initiate centralized clubs for student and workshop on Outcome Based Education (OBE) And NAAC Accreditation for the junior and newly appointed faculties.
- 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

- The Principal urged HoDs to submit report of audit held in the 3rd week of April.
- HoDs were urged to work towards achieving their Vision/Mission statements and in turn the Institution.
- Faculty members were insisted to apply proposals round the year and fetch the grants from funding agencies like AICTE, DST etc.,
- HoDs were asked to handover Research paper publication details and MoUs of Academic year 2019-2020 to IQAC.
- Faculty members were informed to make OBE awareness among students and other stake holders.
- Faculty members were detailed about Curriculum gap and informed to prepare curriculum gap for their own courses.
- Faculty members were informed to attend FDP and enroll for NPTEL online courses.

Coordinator- IQAC



Principal

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