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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

JIT/IQAC/ODD SEM /2020-2022/01

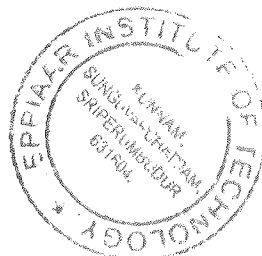
15.07.2020

The first Internal Quality Assurance cell meeting for academic year 2020-2021 odd semester will be conducted on 19.07.2020 at 10.30 am in the seminar hall. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda for Meeting:

1. Review of Academic calendar for 2020-2021 Odd semester.
2. NBA-Accreditation process.
3. Innovation in teaching and learning method.
4. Question paper setting
5. Faculty Activities and Achievements.
6. Research and development Activities.
7. First year Orientation programme.
8. Class committee Meeting and student Achievements.
9. Online course.
10. Value added courses and certificate courses
11. Training and placement cell activities.
12. Academic and Administrative Audit by IQAC.


Coordinator




IQAC Chairperson

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KUNNAM, SUNGUVARCHATRAM,
SRIPERUMBUDUR - 631604.

Copy to:

The Managing Director the kind information.

All IQAC members.

All the HODs and the Faculty members.

File

MINUTES OF MEETING

1. Review of Academic calendar for 2020-2021 Odd semester.

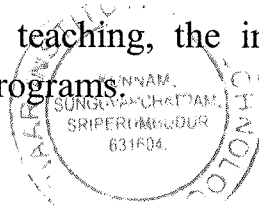
- The review of academic calendar 2020-2021 of odd semester was done by the principal and all IQAC members.
- The committee determined that the total number of working days was adequate.
- Committee members suggested that all the events should be conducted given in the calendar.
- Academic calendar deviation report has to be submitted at the semester to verify the effectiveness of calendar.

2. NBA-Accreditation process

- In the meeting Principal enquired each department head about the progress of the NBA-Accreditations process and their ability to finish the work on time.
- The committee has conducted progress of NBA process.
- Effectiveness of NBA progress has been verified by the monitor institute NBA experts.
- The chairperson insisted the IQAC member to work.

3. Innovation in teaching and learning method.

- All members of the department must adhere to the new innovations in teaching and learning methods.
- Insisted the faculty members to use a student survey to monitor the effectiveness of ICT-tools.
- To introduce innovations into teaching, the induction and Training cell administers Faculty induction programs.



A handwritten signature in black ink, appearing to be 'D. N. K.' with a long horizontal stroke extending to the right.

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4. Question paper setting

- Bloom's Taxonomy should be adhered to while setting the question paper
- Faculties are insisted to ensure Survey Based/ Case study questions in Part-c
- Courses coordinators are instructed to ensure the of question paper.

5. Faculty Activities and Achievements

- In order to motivate the faculty members, all departments and the IQAC Cell is maintaining records of faculty accomplishments.
- Academic achievements and performance of each faculty are monitored and rewarded accordingly.
- Faculty members research activities and their contribution for the development of the institution will be monitored during the self-appraisal meeting.

6. Research and development Activities.

- Faculty members are insisted on publishing a minimum of two articles each year after being made aware of the value of faculty publications in Scopus and WoS.
- The importance of faculty citations in Scopus and WoS was also explained to the faculty.

7. First year Orientation programme.

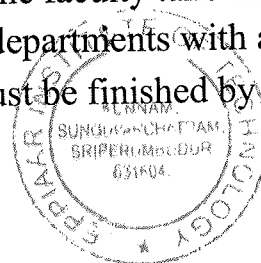
- AICTE guidelines followed to conduct orientation programs.
- Orientation/ Induction program conducted in the previous academic year was reviewed.


8. Class committee Meeting and student Achievements.

- Three class committee meeting is ensured to be held each semester.
- During the meeting, the faculties are instructed to advice the students and check that they are not having any issues with subject-handling faculties, and assign counselors to monitor the students and help them to do well in the semester exams.

9. Online course.

- The committee has mandated that the faculty take additional certificate and add-on courses in their respective departments with a greater focus.
- Each online certification course must be finished by faculty and students each semester.




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- Faculty members and students are insisted to do course in Mooc (specifically in NPTEL).

10. Value added courses and certificate courses

- Courses are delivered in accordance with suggestions made by industry experts and educational standards.
- The department heads were asked to set up value-added and add-on courses for the students by the members of the IQAC.

11. Training and placement cell activities

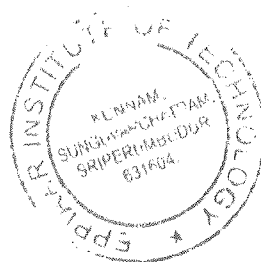
- Classes in aptitude were made available to help the students for placement.
- Members suggested that mock interview will be conducted to train the students.

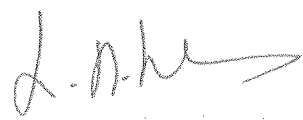
12. Academic and Administrative Audit by IQAC

- The committee members insist on conducting the regular Academic and Administrative Audit in accordance with Anna University Regulation.
- Internal audits are conducted twice annually, and inputs are taken into consideration for the success of development of the institution.

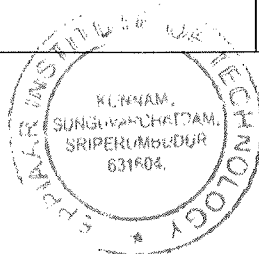
Follow up Action:

1. SAR submitted for CSE department.
2. Special class timetable followed for the students.
3. Events conducted by professional, personality development societies.
4. Online placements class conducted.
5. Feedback collected from the students and Alumni.
6. Faculty members attended more online FDP, webinar and Workshop.



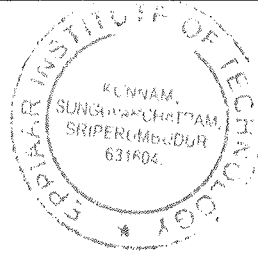

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S.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1.	Dr.L.M.Merlin Livingston	Principal	Chairperson	
2	Dr.R Thandaiah Prabu	IQAC Coordinator	Coordinator	
3	Mr.V. Yokesh	NBA Coordinator	Member	
4	Dr.Somasundaram M	IQAC & NAAC Coordinator - RMK College	Mentor	
5	Mr.R.Madhiyazhagan	Senior Technical Lead at Xtrachef Technologies	Member	
6	Ms.Prathiba	Alumni- Senior Software Engineer, Newgen Software Technology Pvt Ltd	Member	
7	Mr.Issac Silvin	Alumni- Business Development Manager, KARR Technologies	Alumni – Member	
8	Mr.H.Shine	Placement Officer	Member	
9	Dr.S.Kamatchi	HOD-ECE	Member	
10	Dr.B. Rajeshkumar	Head-/MECH	Member	
11	Dr. Suresh S	Head - S&H	Member	



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12	Dr.P.Latha	Head - IT	Member	<i>P. Latha</i>
13	Dr.K.Thamilarasi	Head – CSE	Member	<i>Thamilarasi</i>
14	Mr.Antony Charles	Head – EEE	Member	<i>Antony Charles</i>
15	Dr.Soniya Jenifer Rayan	MoE - IIC Coordinator	Member	<i>Soniya</i>
16	Mrs.W.Nancy	NIRF Coordinator	Member	<i>W.Nancy</i>
17	Mrs.K.P.Jecintha	Parent-Tata Consultancy Services	Member	<i>Jecintha</i>
18	Mr.Vishnuprasath	Student	Member	<i>Vishnuprasath</i>
19	Ms.Pavithra	Student	Member	<i>Pavithra</i>
20	Mr. Vijayan	Management Representative	Member	<i>Vijayan</i>



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JIT/IQAC/EVEN SEM 2020-2021/01

04.01.2021

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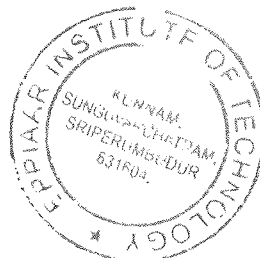
The Second Internal Quality Assurance cell meeting for academic year 2020-2021 even semester will be conducted on 07.01.2021 at 10.30 am in the Seminar hall. All the IQAC member are hear by informed to attend the meeting without fail.

Agenda for Meeting:

1. Review of Academic calendar for 2020-2021 Even semester.
2. Governing council Meeting.
3. NBA-Accreditation process.
4. Innovation in teaching and learning method.
5. Question paper setting.
6. Faculty Activities and Achievements.
7. Research and development Activities.
8. Class committee Meeting and student Achievements.
9. Online course.
10. Value added courses and certificate courses.
11. Training and placement cell activities.
12. Academic and Administrative Audit by IQAC.
13. ERP software utilization.
14. International Conference.
15. Appraisal meeting.

Coordinator

IQAC Chairperson



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Copy to:

The Managing Director for the kind information.

All IQAC members.

All the HODs and the Faculty members.

File

MINUTES OF MEETING

1. REVIEW OF ACADEMIC CALENDAR FOR 2020-2021 EVEN

SEMESTER:

- The review of academic calendar 2020-2021 of even semester was done by the principal and all IQAC members.
- The committee determined whether the total number of working days was adequate.

2. GOVERNING COUNCIL MEETING:

- The suggestion given by the Governing council members will be implemented and monitored by the IQAC members.

3. NBA-ACCREDITATION PROCESS:

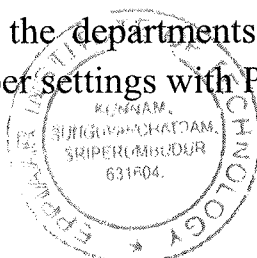
- In the meeting, Principal mam asked all the department HODs regarding the status of the NBA-Accreditation process and complete the work in time.
- The committee insisted on a reviewed the NAAC process's.

4. TEACHING AND LEARNING METHODS:

- All the departmental members will have to follow the new Innovation in teaching and learning methods
- The committee was determined about implementing cutting-edge instructional strategies.

5. QUESTION PAPER SETTING:

- All the faculty members of all the departments should frame the Internal assessment test and question paper settings with PO and CO mappings.



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- Bloom's Taxonomy should be adhered to while setting the question paper.

6. FACULTY ACTIVITIES AND ACHIEVEMENTS:

- Every year the faculty activities and achievements will be maintained in all the department and in the IQAC Cell for the accreditation purposes
- The faculties are required to produce 100 percent results.
- Faculty accomplishments are tracked.
- Each employee is rewarded based on performance.

7. RESEARCH AND DEPARTMENT ACHIEVEMENTS:

- Faculty members are also informed to publish research articles in SCIE indexed, Scopus and UGC Care Journals.
- Research hour must be utilized effectively by the faculty members.

8. CLASS COMMITTEE MEETING AND STUDENT ACHIEVEMENTS:

- Each semester three class committee meetings must be conducted.
- Feedback to be collected.

9. ONLINE COURSES:

- All the faculty members were insisted to register online Course.
- All the students were insisted to register online Course.

10. VALUE ADDED COURSES:

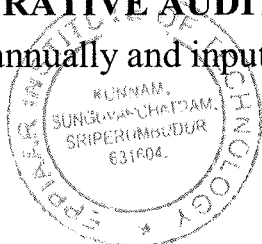
- Value added Courses are conducted based on industrial expert's recommendation and in accordance with industry requirements.


11. TRAINING AND PLACEMENT CELL ACTIVITIES:

- Aptitude classes were offered to assist the students in finding employment.
- Mock interviews were planned to assist the students in finding employment.

12. ACADEMIC AND ADMINISTRATIVE AUDIT BY IQAC:

- Internal audits are conducted annually and inputs are taken into consideration for the success of the college.




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- The committee members insist on conducting the regular Academic and Administrative Audit in accordance with Anna University Regulation.

13.ERP SOFTWARE USAGE:

- All the faculty members are asked to apply leave only by ERP software (Campus Management System).
- All the Internal marks and University marks should be entered on time in CMS.
- The software is effectively used to track the performance of students.
- The software is being used to track student's attendance.

13.INTERNATIONAL CONFERENCE:

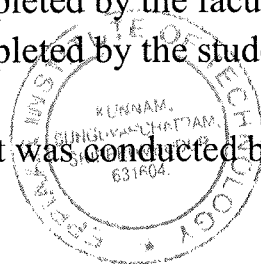
- All the faculty members and final year students are asked to submit abstract in the International conference "ICRISET 21".

14. SELF APPRAISAL MEETING:

- Appraisal meeting with the Managing Director for Academic the year 2020-2021 will be conducted for all the faculty in terms of publication, patent, Project and Anna University results in the end of the semester.
- Based on their performance Promotion / Increment will be given.

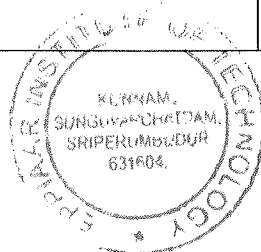
FOLLOW UP:

1. The academic calendar is planned for the academic year 2021-2022.
2. The class committee meeting was done for even semester.
3. The NPTEL certificate courses done by the faculty members and the students.
Number of students completed online course:
Number of faculty members completed online course:
4. All the faculty members and students were published paper in the conference.
5. Publication Review meeting was conducted.
6. Internal and external placement training were conducted by the placement cell.
7. Total no. of value added courses Approved by Anna University:03
8. The number of online courses completed by the faculty members: 47
The number of online courses completed by the students: 681
9. Academic and Administrative audit was conducted by IQAC.



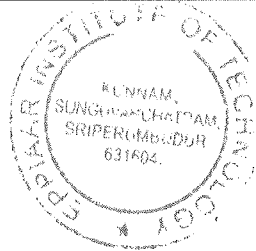
L. N. Prasad
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6	Ms.Prathiba	Alumni- Senior Software Engineer, Newgen Software Technology Pvt Ltd	Member	
7	Mr.Issac Silvin	Alumni- Business Development Manager, KARR Technologies	Alumni – Member	
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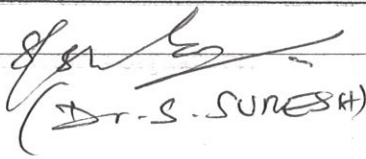

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AUDIT OBSERVATION SHEET

IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Dr. Suresh S.		Department: S & H	
Auditor: Dr. Thandiah Prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
01.	MA 8402 - statistics & numerical Methods notes - completed Question bank - completed.	9.1.3	C
Auditee Signature:  (Dr. S. Suresh)		Auditor's Signature: 	




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AUDIT OBSERVATION SHEET

IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Dr. Shenbaga Ezhil		Department: S & H	
Auditor: Dr. Thandiah Prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
01.	probability & distribution notes - completed	9.1.3	C
	Question bank - Completed.		Completed

Auditee Signature:

S.S. Ezhil

Auditor's Signature:

Dr. Thandiah Prabhu



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JIT/COMMON/FORM-34



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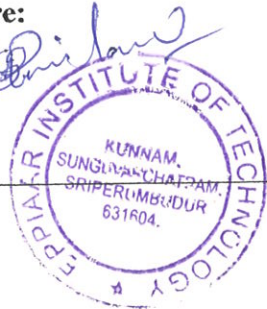


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AUDIT OBSERVATION SHEET

IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Dr. Ravikumar J.		Department: MECA	
Auditor: Dr. Thandiah Prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
01.	ME 8693 / HMT Question bank - completed Notes - completed	9.1.3	C
02.	ME 8492 / KOM Question bank - completed Notes - completed	9.1.3	C
Auditee Signature:		Auditor's Signature:	



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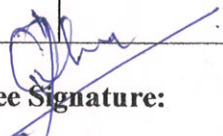


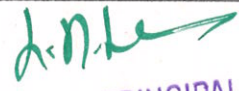
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AUDIT OBSERVATION SHEET

IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Mrs. Scintia Clavinda		Department: IT	
Auditor: Dr. Thandiah Prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
1.	Question bank - JIT - 2106 Must be included Version 4.0 change	9.1.3	<u>OI</u> Completed
	Note - first page format Change - Headings Must be Included	9.1.3	<u>OI</u> Completed
2.	Mobile Communication Notes - Completed. Question bank - Completed	9.1.3	
Auditee Signature: 		Auditor's Signature: 	
		 PRINCIPAL JEPPIAAR INSTITUTE OF TECHNOLOGY KUNNAM, SUNGUVARCHATRAM. SRIPERUMBUDUR - 631604	



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IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Mr. Yokesha		Department: ECE	
Auditor: Dr. Thandiah prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
01.	CE8076 - PE Notes Completed Question bank Completed	9.1.2	C
02.	EC 8004 - Wireless network Notes - Completed Question bank - Completed.	9.1.3	C
Auditee Signature:		Auditor's Signature:	



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IQAC

Audit No: 01		Date: 7/12/2021	
Auditee: Mrs. Sudha Mercy		Department: CSE	
Auditor: Dr. Thandiah Prabhu		C- Conformity , NC- Non- Conformity OI- Opportunity for improvement	
S.No	Observation	Clause No:	Status : C/NC/OI
01	Design of Analysis of Algorithm Question Bank - format need to be checked. Notes - Completed	9.1.3	NC <u>Completed.</u>
02.	Distributed System - Question bank - latest- Questions need to be updated Notes - Completed.	9.1.3	OI <u>Completed.</u>
03.	Information Retrieval Technique. Notes - Completed. Question bank - latest questions has to be updated.	9.1.3	OI <u>Completed.</u>
Auditee Signature: <i>S. Sudha Mercy</i>		Auditor's Signature: <i>Dr. Thandiah Prabhu</i>	



Dr. Thandiah Prabhu
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ACADEMIC YEAR 2020-2021 (EVEN SEMESTER)

NOTES VERIFICATION REPORT-ECE

SUBJECT CODE	SUBJECT NAME	YEAR/SEM	NAME OF THE FACULTY	NAME OF THE COURSE COORDINATOR	VERIFICATION OF COORDINATOR REMARKS & SIGNATURE	HOD REMARKS & SIGNATURE
EC8491	communication Theory	II/IV	Mrs.W. Nancy	Mrs.M. Benisha	<i>[Signature]</i>	<i>[Signature]</i>
EC8452	Electronic Circuits - II	II/IV	Mrs. Mary Cynthia	Dr. S. Kamatchi	<i>[Signature]</i>	<i>[Signature]</i>
EC8453	Linear Integrated Circuits	II/IV	Dr.S. Kamatchi	Mrs.W.Nancy	<i>[Signature]</i>	<i>[Signature]</i>
EC8691	Microprocessor & Microcontroller	III/06	MS.A. Perimala	Mr.V. Yokesh	<i>[Signature]</i>	<i>[Signature]</i>
EC8095	VLSI Design	III/06	MS.S. Surekha	Dr. S. Kamatchi	<i>[Signature]</i>	<i>[Signature]</i>
MA8451	Probability & Random Process	II/04	Mr. Senthil Kumar	Dr. S. shenbaga Ezhil	<i>[Signature]</i>	<i>[Signature]</i>
EC8451	Electromagnetic fields	II/04	Dr. Prajith Prabhakar	Mr.A. Anton V	<i>[Signature]</i>	<i>[Signature]</i>



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GE8291	EVS	II/04	Dr. S. Dorothy	Dr. N. Bhuvana	VB	
EC8652	Wireless communication	III/06	Mrs. M. Benisha	Mrs. W. Nancy	W. Nancy	
MC8591	Principles of Management	III/06	Mrs. W. Nancy	Mrs. Mary Cynthia	Cyts	
EC8651	TL & RF Systems	III/06	Mrs. Mary Cynthia	Mr. Yolcesh	yjtl	
EC8004	Wireless Networks	III/06	Mr. V. Yolcesh	MS. A. Perimala	Peri	
EC8094	Satellite communication	IV/08	Dr. S. Kamathi	Mrs. M. Benisha	Benisha	
GE8076	Professional Ethics in Engineering	IV/08	Mr. V. Yolcesh	Mrs. S. Mary Cynthia	Cyts	



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