



**JP COLLEGE OF ENGINEERING**  
College Road, Ayikudi, Tenkasi – 627852  
Affiliated to Anna University and Approved by AICTE

Ref: JPCOE/NAAC/IQAC/Committee

Date:26.08.2021

Submitted to the GC Members for approval

Sub: Approval for creation of the Internal Quality Assurance Cell (IQAC)

In accordance with the guidelines of the National Assessment and Accreditation Council (NAAC), we have established the Internal Quality Assurance Cell (IQAC) following the revised Accreditation Framework (*Version 7 dated February 20, 2022*), issued in February 2020. Enclosed herewith is the composition of the newly formed IQAC for your kind approval. Appointed members will serve for a period of two years. The IQAC is mandated to convene at least twice in a year, with a quorum consisting of two-thirds of the total number of members. Furthermore, all agenda items, meeting minutes, and Action Taken Reports will be electronically maintained in a retrievable format and must bear the signatures of authorized individuals.

As stated in the guidelines of IQAC by NAAC,


Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

For your kind approval, Please

Encl: Proposed Nominated Members list of IQAC

  
PRINCIPAL

  
Dr. M. RAJKUMAR, B.E.,M.E.,Ph.D.,  
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ADMINISTRATOR



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**CREATION OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

(As per Revised Accreditation Framework in FEB, 2020) *Version 7 dated 20.02.2020*

Sl. No.	Composition	Member	Category
1	Chairperson	Dr. M. Rajkumar, Principal	Head of the Institution
2	Teachers to represent all level (Three to Eight)	Dr. S. D. Jayavathi, Head/ECE	Professor
		Dr. V. Jeyalakshmi, Head/EEE	Professor
		Dr. P Nancy, Head/CSE	Assistant Professor
		Mr. Vinoth Rajkumar, ECE	Assistant Professor
		Mrs. M. Shenbagavalli, ECE	Assistant Professor
		Dr. I. Davis Jacob, Physics	Assistant Professor
		Ms. Stella Rose Malar, ECE	Assistant Professor
3	One member from the Management	Rev. Sr. B. Hamlet, Administrator	Management Representative
4	Few Senior administrative officers	Mrs. A. Mercy, Chemistry	Scholarship In-charge
		Mr. P. Rajvel Nagarajan, EEE	Training & Placement Officer
		Mr. Palani, CIVIL	Admission Cell
5	One nominee each from local society, Student and Alumni	Mr. M. Mari Esakki Kumar, M.E., (Ph.D)	Nominee from Local Society
		Rajkumar. R, III CSE	Nominee from student – Pre final year - Male
		Rubasree, III ECS	Nominee from student – Pre final year - Female
		Mr. M. Antony Manoj, Entrepreneur, Tenkasi <i>ECE Alumnus, 2011-2015 Batch.</i>	Nominee from Alumni
		Mr.E.Srinivasan, Electrical Engineer, Ramco Cements, Tirunelveli <i>EEE Alumnus 2009-2013 Batch.</i>	

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6	One Nominee each from Employers/ Industrialists/ Stakeholders	T.A.Venkateswaran, Deputy Manager- Maintenance, Sandfits Foundries Private Limited, 200/1A, Trichy Road, Ravathur Pirivu, Kannampalayam Post Coimbatore-641402	Nominee from Employer
		Mr.A.Manikanda Natarajan, Electrical Engineer, Shesayee Papers and Boards, Elanthaikulam, Singamparai Post-Mukkudal (Via), Tamil Nadu 627601	Nominee form Industrialists
7	One of the senior teachers as the coordinator/ Director of the IQAC	Dr. E. A. Mohamed Ali, ASP/ECE	IQAC Coordinator

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**Date:27.08.2021**

**Constitution of the IQAC**

IQAC is constituted in JP College of Engineering under the chairmanship of Head of the Institution Dr. M. Rajkumar, with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.


As per the guidelines of NAAC, IQAC Constitution is as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Nominated members will serve for a period of two years. The IQAC ought to convene at twice in a year. The meeting's quorum should be two-thirds of the total number of members. The agenda, minutes, and Action Taken Report must be kept electronically in a format that can be easily retrieved and must be signed by authorized parties.

  
IQAC Coordinator

  
PRINCIPAL

  
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## Minutes of IQAC Meeting-1

Dated:31.08.2021

Date of the Meeting: 31.08.2021

Venue: Conference Hall

The first meeting of the IQAC is scheduled for August 31st, 2021, at 10:30 A.M. in the conference hall. Your esteemed presence and invaluable guidance are kindly requested for this occasion. The following agendas items were discussed.

### Agenda of the Meeting

1. Introduction of IQAC Members
2. Review the Academic Calendar for 2021-22 (Odd semester)
3. NAAC, ISO Process
4. Internal Assessment and Question papers setting
5. Faculty activities and achievements
6. Value Added Courses and Certificates courses
7. Training and Placement Activities
8. Roles and Responsibilities of IQAC
9. Research and Development Activities
10. Class Committee Meetings
11. First year Motivational Programme

### Points Discussed:

#### Item No. 1: Introduction of IQAC Members

Chairperson welcomed all the stake holders of JPCOE IQAC for the first meeting. He briefly explained the importance of IQAC for an educational institution.

#### Item No. 2: Review the Academic Calendar for 2021-22 (odd semester)

The committee reviewed the Academic calendar for the 2021-2022 Odd semester and confirmed the inclusion of skill-based technical programs as per the planned schedule.

#### Item No. 3: NAAC, ISO Process

All HODs have been instructed to begin the ISO and NAAC accreditation process and work towards it.

#### Item No. 4: Internal Assessment and Question paper setting

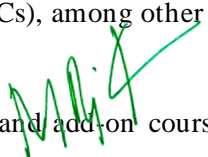
The principal emphasized the importance of maintaining quality standards in preparing internal assessment questions, and the committee discussed the standardized format for question paper setting.

#### Item No. 5: Faculty activities and achievements

The committee urged faculty members to actively engage in attending conferences, workshops, Faculty Development Programs (FDPs), and Value Added Courses (VACs), among other activities.

#### Item No. 6: Value Added Courses and Certificates courses

The committee encouraged professors to prioritize certificate and add-on courses relevant to their respective disciplines.

  
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## Item No. 7: Training and Placement Activities

The IQAC coordinator stressed the need for the training and placement cell to increase the number of on-campus placement drives by attracting reputable organizations.

## Item No. 8: Roles and Responsibilities of IQAC

Dr. E. A. Mohamed Ali presented an Overview of IQAC. The process, procedure and the benefits of NAAC were clearly explained. He also explained the importance of IQAC for NAAC and further insisted the documents preparation for SSR submission at the earliest.

## Item No. 9: Research and Development activities

Industry experts emphasized the importance of faculty involvement in Research and Development activities.

## Item No. 10: Class Committee Meetings

The committee emphasized the importance of conducting class committee meetings to gather student feedback for future improvements, in compliance with university norms.

## Item No. 12: First year motivational Programmes

The committee suggested adopting alternative approaches to address the needs of first-year students and help them transition smoothly into college life.

## Additional Points Discussed:

The following college activities were appreciated by the members:

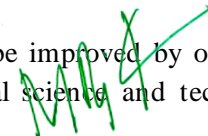
- i) The College enjoys a positive reputation in society.
- ii) The College is doing excellent work on the environment, including through Green Environment and Eco-friendly initiatives.
- iii) Participation of the student in the Project Expo.
- iv) Establishment of various clubs and additional programmes. The programmes have received positive feedback from students.
- v) Preparation and Submission of research grants.

Members suggested the following points for continuous improvement:

- i) **Infrastructure:** Boys and girls sports facilities.
- ii) **Coaching:** Students may be divided into fast and slow learners, and they may receive specialised coaching.
- iii) **Library Use:** Since the library's resources, particularly its E-journal collection, are underutilised, instructors might encourage each class's students to conduct a seminar to help them make better use of the library.
- iv) **Student Performance and Practical Learning:** Corrective actions should be taken to raise students' scores each semester.

The lack of practical knowledge among students can be improved by offering value-added courses, conducting various national and international science and technology days, and inspiring the students to take part in competitions.

- v) **Placement:** During the orientation programme, the members may be able to determine the student's mindset and true interests at the time of admission. The members proficiency with

  
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various skills may be assessed. They may be able to identify or designate the skill set needed for them to achieve their goal based on that goal. The student might be able to accomplish their goals over the course of 4 years.

Efforts may be increased to improve students' communication skills as well as their group discussion skills.


- vi) **Research:** Activities related to research and development need to be given more weight. Give faculty members space to conduct research activities and encourage them to submit project proposals.

Finally, principal thanked all the members for providing valuable suggestions.

Dr. S.D. Jayavathi proposed the Vote of Thanks

  
IQAC COORDINATOR

  
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First Meeting of Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Venue: Conference Hall

Date:31.08.2021

Time:10.30 AM-12.30 PM

S.No.	Name of the member	Signature
1	Dr. M. Rajkumar	
2	Rev. Sr. B. Hamlet	
3	Dr. S. D. Jayavathi	
4	Dr. E. A. Mohamed Ali	
5	Dr. V. Jeyalakshmi	
6	Dr. P. Nancy	
7	Mr. G. Vinoth Rajkumar	
8	Mrs. M. Shenbagavalli	
9	Dr. I. Davis Jacob	
10	Ms. Stella Rose Malar	
11	Mrs. A. Mercy	
12	Mr. P. Rajvel Nagarajan	
13	Mr. M. Palani	
14	Mr. M. Mari Esakki Kumar	
15	Mr. E. Srinivasan,	
16	T. A. Venkateswaran,	
17	Mr. A. Manikanda Natarajan,	
18	Rajkumar. R, III CSE	
19	Rubasree, III ECS	
20	Mr. M. Antony Manoj,	

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## **IQAC - Frame work**

### **Roles and Responsibilities**

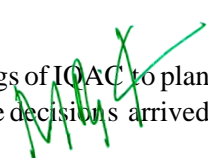
#### **Internal Quality Assurance Cell**

The core functionalities of the Internal Quality Assurance Cell (IQAC) will include the following:

- IQAC shall focus towards streamlining the activities and processes of the Institute for its continuous developments in standards and achievement.
- IQAC shall strive to achieve quality enhancement with a conducive academic environment and an effective quality culture with establishment of best practices.
- IQAC shall facilitate to build an organized methodology of documentation, establish procedures and guidelines to collect data on various rubrics / parameters with respect to affiliation, accreditation and ranking policies.
- IQAC shall organize quality initiative programmes for the faculty and students with a focus to bridge the gap between industries and the institute.
- IQAC shall inculcate quality awareness and credibility for external accreditation within each stakeholder of the Institution.
- IQAC shall bring coordination among various departments and activities of the institution and accumulate all the good practices for the innovative development of the institution.
- IQAC shall maintain and coordinate using its own Website, whose link is associated with the Institute's Website to inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data regularly.

#### **Duties & Responsibilities of Coordinator, Internal Quality Assurance Cell**

- The Coordinator, Internal Quality Assurance Cell (IQAC) shall disseminate information on various quality parameters of engineering education.
- He / She shall coordinate the documentation of various programmes / activities leading to quality improvement. The Coordinator, IQAC shall prepare the Annual Quality Assurance Report of the Institute every year, upload the same in the Institute's Website and submit the same to NAAC with appropriate quality parameters. T
- he Coordinator, IQAC shall call for Performance Based Appraisal System Proforma along with evidences every year from the faculty members and coordinate the scrutiny of the filled-in proforma through appropriately constituted committee.
- The Coordinator, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities and shall execute the decisions arrived / recommendations from the members in time.


  
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- The Coordinator, IQAC shall provide information to NAAC by preparing the Reaccreditation Assessment Report (RAR).
- The Coordinator, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the Institute in close association with higher authorities.
- The Coordinator, IQAC shall arrange for feedback responses from the students on evaluation of performance of their teachers and analysing the same in coordination with the HoDs of the concerned departments and provide the processed report to the concerned faculty through HoD.
- The Coordinator, IQAC shall conduct of inter and intra college workshops and seminars on quality related themes and promote the quality culture of the Institute and assist quality audit process.

  
**PRINCIPAL**

  
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