



# J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



## INTERNAL QUALITY ASSURANCE CELL (2021-2022) CIRCULAR

The First Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2021 – 2022 has been planned to conduct through online mode to be held on 16.08.2021 at 10.00am along with its executive members. All the IQAC members are hereby informed to attend the meeting without fail.

### Agenda for the meeting as follows.

1. Review of previous minutes of meeting
2. Academic Activities Plan
3. Submission of annual report by the IQAC coordinator
4. Academic Review meeting
5. Class committee meeting
6. Faculty Activities & Achievements
7. Review of Admission process
8. Discuss the placement for the academic year 2020-2021 and its improvement
9. NSS/YRC Achievements.
10. Any other matters.

  
**IQAC CO-ORDINATOR**  
**Dr. N. SATHYABALAJI, M.E., MISTE., Ph.D.,**  
IQAC - COORDINATOR  
J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY



Copy to: 1. All IQAC committee members

ERODE, DT. PIN- 638 506

2. All HoD and all faculty members
3. Governing council
4. Office file
5. IQAC file



**CHAIR PERSON**  
**(Dr. K. Sridharan)**

**PRINCIPAL**  
**JKK MUNIRAJAH COLLEGE**  
**OF TECHNOLOGY**  
**T.N. PALAYAM (Po)-638 506.**  
**GOBI (Tk), ERODE (Dt).**



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### INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

List of IQAC Committee Members are as follows:



POSITION	COMMITTEE MEMBERS	DESIGNATION
Chairperson	Dr.K.SRIDHARAN	Principal
Management Representative	Mrs. KASTHURIPRIYAKIRUP AKARMURALI.M	Secretary
Academic Expert	Dr.C.PALANISAMY	Principal, BANNARIAMMAN INSTITUTE OF TECHNOLOGY
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE
Members from Administration	Dr.S.BMANOOJKUMAAR.	Asst.Prof. /CSE
Members of Faculty	Dr.C.SARAVANAN	Prof.&Head/EEE
	Dr.C.MURUGESAN	Prof.&Head/ECE
	Mr.S.M PRANESH	Asst.Prof./EEE
	Mr..K.SRIRAM	Asst.Prof/MECH
Industry Nominee	Mr.P ACHANDRASEKAR	Members
Local Society	Mr.RSRAJU	Members
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE
	Mr.GPALANISAMY	Asst.Prof. /EEE
Students Members 1.	Mr.P.ISAKKIRAJA	III-EEE
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE



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**INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22  
MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MEETING**

**AGENDA**

The **First IQAC** meeting for this academic year **2021-22** was conducted through online mode on **16.08.2021** during 10.30 am -1.00 pm **Dr .K. SRIDHARAN Chairperson**, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by **Dr. N. SATHYABALAJI Professor & Head Department of Computer Science Engineering and coordinator of IQAC.**

1. Review of previous minutes of meeting
2. Academic Activities Plan
3. Submission of annual report by the IQAC coordinator
4. Academic Review meeting
5. Class committee meeting
6. Faculty Activities & Achievements
7. Review of Admission process
8. Discuss the placement for the academic year 2019-20 and its improvement
- 9 NSS/YRC Achievements.
10. Any other matters.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

The following IQAC members attended the meeting



POSITION	COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
Chairperson	Dr.K.SRIDHARAN	principal	
Management Representative	Mrs.KASTHURIPRIYAK RUPAKARMURALI.M	Secretary	
Academic Expert	Dr.C.PALANISAMY	Principal, BANNAR IAMMAN INSTITUT EOF TECHNOLOGY	
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE	
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	Mr.S.M.PRANESH	Asst.Prof./EEE	
	Mr.K.SRIRAM	Asst.Prof/MECH	
Industry Nominee	Mr.CHANDRASEKARP.A	Members	
Local Society	Mr.RAJU R.S	Members	
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE	
	Mr.PALANISAMY G	Asst.Prof. /EEE	
Students Members 1.	Mr.ISAKKIRAJA	EEE	
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE	

### **THE FOLLOWINGS POINTS WERE DISCUSSED:**

Review of previous minutes of IQAC Meeting and action plan taken report on the discussion of the previous meeting. The last IQAC meeting was held on 20-04-2021 at 10.00am. The minutes of meeting were readout with a formal discussion with all IQAC members. The minutes of meeting of were approved by the IQAC members

- Resolved to ratify the annual report submitted by the institution for the academic year 2020-2021.
- To discuss the choice based credit system of UG & PG curriculum and syllabus.(R 2021)
- The committee instructed the faculty members to attend technical programs like webinars, online courses, and Conferences etc. to enhance the effective knowledge in their area of interest.
- To ratify and action taken on the proceedings of the academic review meeting for the academic year 2020-2021
- The committee reviewed the Admission process for the academic year 2021-2022.the merit scholarship and other fee concession for the welfare of the students.
- To ratify and action taken on the proceedings of the class committee meeting for the academic year 2020-2021
- To submit the result of the Anna University Examination held during the Nov/Dec 2020 and Apr/May 2021
- To submit and discuss the placement for the last academic year 2020-2021 and its improvement
- The committee invoked the Training and Placement Cell to strengthen the number of placements.
- To submit and discuss the Faculty development initiatives and financial support in the last

academic year 2020-2021 and its improvement.

- To submit and ratify the proceeding of various committees like sexual harassment anti ragging and various clubs
- It has decided to conduct value added courses beyond curriculum and for enhancing skills of the student in advanced technological field
- Committee suggested to conduct Motivational Programme for the students
- The Committee advised the faculty members to use innovative teaching during their course delivery to enhance the students understanding capability.
- To discuss the students' Performance in competitive exam like GATE/TANCET etc.
- The IQAC committee encouraged NCC/YRC Cell to concentrate on social welfare activities and awareness program for rural people.
- The committee members insisted the faculty members to effectively utilize the Moodle platform for enhancing teaching learning process in their online mode (TLP)

IQAC coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of December 2021

  
**IQAC CO-ORDINATOR**  
**Dr. N. SATHYABALAJI, M.E., MISTE., Ph.D.,**  
IQAC - COORDINATOR  
J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY  
T.N. PALAYAM (PO), GOBI (TK),  
ERODE DT, PIN : 638 506.



  
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**(Dr. K. Sridharan)**  
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Action Taken Report on the decisions of the IQAC meeting held on 16-08-2021. To implement the decisions of the above mentioned meeting of the IQAC. The following actions were taken

<b>Plan of Action</b>	<b>Action taken</b>
Submission of the annual report submitted by IQAC coordinator.	Resolved to ratify the annual report submitted by the institution for the academic year of 2020-2021.
To discuss the choice based credit system of UG & PG curriculum and syllabus.(R 2021)	Anna University Regulations 2021 curriculum and syllabus were discussed to fill the gaps in curriculum through seminars, workshops, value additions and to make the students attain the graduate attributes effectively.
To ratify and action taken on the proceedings of the Academic review meeting for the academic year 2020-2021	Resolved to ratify the feedbacks received from Academic review feedback. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.
To ratify and action taken on the proceedings of the class committee meeting for the academic year 2020-2021	Resolved to ratify the feedbacks received from Class committee meeting feedback. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.

<p>The committee instructed the faculty members to attend technical programs like webinars, online FDP, Online courses, and conferences etc. to enhance the knowledge in their area of interest.</p>	<p>Faulty members from all the departments have attend the technical programs like webinar, online courses and conferences etc. to enhance the knowledge in their area of interest.</p>
<p>The committee discussed about the reopening date and schedule preparation for the even semester and advised the faculty members to use innovative teaching method and tools during their course delivery to enhance the students learning capability. It was suggested to conduct the class using online platform in an effective manner as per the direction of the university</p>	<p>Verified whether all the faculty members used digital platform effectively for the course delivery and also checked that they incorporated innovative teaching method and tools such as quiz, puzzle, and animated videos etc.to make the session more interesting for the better learning of students.</p>
<p>To submit and discuss the placement for the last academic year 2020-2021 and its improvement</p>	<p>The percentage of placement for the academic year 2020-2021 is 84.01%. The number of companies visiting the campus was improved more than the previous year. Suggested to conduct more company specific training for Better results.</p>
<p>The committee reviewed the Admission process for the academic year 2021-2022, The merit scholarship and other fee concession for The welfare of the students.</p>	<p>The committee verified the department wise students admitted count, strategies followed, merit scholarship and other fee concession Given during admission 2021-2022.</p>
<p>Training and Placement Cell</p>	<p>Training and Placement Cell submitted a Tentative placement for the academic year 2021-2022 to IQAC. The students are to be</p>

	<p>Given a full-fledged training in the areas like soft skill. Verbal, Aptitude, training skills and value added training to get placed in top companies.</p>
<p>The IQAC Committee encouraged NSS/YRC Cell to concentrate on social welfare activities and awareness programs for rural people.</p>	<p>Organized 75<sup>th</sup> Independence Day Celebration on 15.08.2021 Through NSS/YRC Cell. More than 20 awareness programs were conducted By NSS unit in the academic year.</p>



**IQAC CO-ORDINATOR**  
**Dr. N. SATHYABALAJI, M.E., MISTE., Ph.D.,**  
 IQAC - COORDINATOR  
 J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY  
 T.N. PALAYAM (PO), GOBI (TK),  
 ERODE DT, PIN: 638 506.




**CHAIR PERSON**  
**(Dr. K. Sridharan)**  
**PRINCIPAL**  
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## INTERNAL QUALITY ASSURANCE CELL (2021-2022) CIRCULAR

The Second Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2021 – 2022 has been planned to conduct through online mode on 24-12-2021 at 10.30am along with its executive members. All the IQAC Members are hereby informed to attend the meeting without fail.

### Agenda for the meeting as follows.

1. Review of the Previous Minutes of Meeting
2. First year class induction programs
3. Library Activities
4. Review of NAAC Criteria work
5. Department Activities
6. Review of Anna University Result
7. Placement Activities
8. Faculty Development Program
9. Any Other Matter

**IQAC CO-ORDINATOR**

**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D.,**

IQAC - COORDINATOR

J,K,K.MUNIRAJAH COLLEGE OF TECHNOLOGY

T.N.PALAYAM (PO), GOBI (TK),

ERODE DT, PIN: 638 506.

Copy to:

1. All IQAC committee members
2. All HOD and faculty members
3. Governing council
4. IQAC file



**CHAIR PERSON**

**(Dr. K. Sridharan)**

**PRINCIPAL**

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### **AGENDA**

The **second IQAC** meeting for this academic year **2021-22** was conducted through online mode on **24.12.2021** during 10.30 am -1.00 pm **Dr .K. SRIDHARAN Chairperson**, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by **Dr. N. SATHYABALAJI** Professor & Head Department of Computer Science Engineering and coordinator of IQAC.

1. Review of the Previous Minutes of Meeting
2. First year class induction programs
3. Library Activities
4. Review of NAAC Criteria work
5. Department Activities
6. Review of Anna University Result
7. Placement Activities
8. Faculty Development Program
9. Any Other Matters



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### INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

The following IQAC members attended the meeting



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Chairperson	Dr.K.SRIDHARAN	principal	
Management Representative	Mrs.KASTHURIPRIYAK RUPAKARMURALIM	Secretary	
Academic Expert	Dr.C.PALANISAMY	Principal, BANNAR IAMMAN INSTITUT EOF TECHNOLOGY	
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE	
Members from Administration	Dr.S.B.MANOOJKUMAAR	Asst.Prof. /CSE	
Members of Faculty	Dr.C.SARAVANAN	Prof.&Head/ EEE	
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	Mr.S.M.PRANESH	Asst.Prof./EEE	
	Mr.K.SRIRAM	Asst.Prof/MECH	
Industry Nominee	Mr.CHANDRASEKARP.A	Members	
Local Society	Mr.RAJU R.S	Members	
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE	
	Mr.PALANISAMY G	Asst.Prof. /EEE	
Students Members 1.	Mr.ISAKKIRAJA	EEE	
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE	

### **THE FOLLOWINGS POINTS WERE DISCUSSED**

Review of previous minutes of IQAC Meeting and action taken report on the decisions of the previous meeting. The last IQAC meeting was held on 16-08-2021 at 10.00am. The minutes of meeting were readout with a formal discussion with all IQAC members. The minutes of meeting were approved by the IQAC members

- The IQAC committee discussed about the NAAC criteria wise work status, supporting documents hardcopy preparation. It was decided to conduct review meeting by January 2022 to verify the criteria wise files.
- The chairperson of IQAC insisted all the HOD's to closely monitor the students attendance, syllabus completion, and usage of quizzes, ppt's and other ICT tools to enhance the students learning capability.
- The committee discussed about first year inaugural ceremony for the academic year 2021-2022.
- The committee advised the first year Coordinator to prepare the schedule for induction Program for the first year students as per University guidelines.
- The IQAC Committee reviewed about the lab experiments completion internal exam result analysis and University semester exam. It is directed to complete the pending laboratory experiments and syllabus at the earliest so that students can be given coaching for the preparation of University exam.
- The committee advised to all head of the departments to advise their students to pursue online courses to enhance their skills
- Committee decided to focus on appointment and relieving of Teaching and Non-teaching Members.
- The chairperson asked to submit the budget proposal of institution, various departments and Library for the financial year 2021-2022

- Committee planned to review and ratify Quality Assurance/Accreditation/Ranking Initiatives
- The committee decided to conduct academic audit and financial audit for the academic year 2021-2022
- The committee instructed to all the HOD's of various department to submit students feedback for the academic year 2021-2022 about the class and review of academic meeting
- The committee suggested to conduct soe awareness / orientation and programme for promoting the students innovative ideas through Entrepreneurship Development Cell.
- It was decided to conduct an awareness program on higher education for the final and pre final year students
- The committee asked to submit the proceedings of various committees like Grievances/ Redressed, sexual harassment, anti-ragging, various clubs and forums.
- The committee suggested to conduct social welfare activities and awareness programs for rural people through NSS/YRC unit.
- The committee discussed and submit the Research work and its progress in the academic year 2021-2022(odd semester)
- The Committee encouraged HEC (Higher Education Cell) of the college to conduct some awareness and training programs on GATE and Central / State Government Examinations for the final and pre-final year students.
- The committee discussed about the issues related to women and to make the college campus a safe place for women students and faculty members by organizing awareness programs for female students and faculty through Women Empowerment Cell.

IQAC coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of February 2022.

  
**IQAC CO-ORDINATOR**  
**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D.,**  
 IQAC - COORDINATOR  
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Action Taken Report on the decisions of the IQAC meeting held on 24-12-2021. To implement the decisions of the above mentioned meeting of the IQAC. The following actions were taken

Plan of Action	Action taken
Minutes of previous meeting	Analyze the previous year pending works and making it to be over.
To submit the budget proposal of institution, various departments and library for the academic year 2021-22.	To review and ratify the proposal of the institution, various departments and library for the academic year 2021-22.
To submit the processing of the Academic review meeting students feedback for the academic year 2021-22.	To review and ratify the proceedings of the Academic review meeting students feedback for the academic year 2021-22.
The chairperson of IQAC insisted all the HOD's to closely monitor the students attendance, syllabus completion, and usage of quizzes, ppt's and other ICT tools to enhance the students learning capability.	The IQAC committee verified that class are conducted effectively through the common platform. Student's attendance syllabus completion, usage of quizzes, ppt's animated videos and other ICT tools etc. through frequent audits and follow-ups.
The committee discussed about first year inaugural ceremony for the academic year 2021-2022	First year class for the academic year 2021-2022 was inaugurated on 22.11.2021
The committee advised the first year Coordinator to prepare the schedule for induction Programme for the first year students as per University guidelines.	Induction programme for the first year students was conducted from 23.11.2021 to 30.11.2021 as Bridge course.
The IQAC Committee reviewed about the lab experiments completion Internal exam result analysis and University semester exam. It is directed to complete the pending laboratory experiments and syllabus at the earliest so that students can be given coaching for the preparation of University exam.	The committee verified the Internal Exam Result analysis, web portal entry, Lab experiments completion and Intensive Coaching for the preparation of University semester exam through frequent follow ups and audits.
The committee suggested to conduct social welfare activities and awareness programs for rural people through NSS/YRC unit.	Around 8 social welfare and awareness programs were conducted in and outside the campus through NSS and YRC unit of our institution to acquire leadership qualities and democratic attitude

  
**IQAC CO-ORDINATOR**  
**Dr. N. SATHYBALAJI, M.E., MISTE., Ph.D.,**  
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## CIRCULAR

The Third Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2021 – 2022 has been planned on 18:02:2022 at 10.30 A.M at the chairman's room along with its executive members. All the IQAC Members are hereby informed to attend the meeting without fail.

### Agenda for the meeting as follows.

1. Minutes of the Previous Meeting
2. Approval of Pervious Mom
3. Women Empowerment Cell activities
4. Faculty Achievements
5. Department activities
6. Placement Cell activities
7. To Encourage the Students For Publish Research Paper
8. NSS/YRC Cell activities
9. Others If Any

**IOAC CO-ORDINATOR**  
**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D.,**  
IQAC - COORDINATOR  
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**CHAIR PERSON**

**(Dr. K. Sridharan)**  
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## **INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-2022**

### **AGENDA**

The **Third IQAC** meeting for this academic year **2021-22** was conducted through online mode on **18.02.2021** during 10.30 am -1.00 pm **Dr .K. SRIDHARAN Chairperson**, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by **Dr. N. SATHYABALAJI Professor & Head Department of Computer Science Engineering** and coordinator of IQAC.

- 1. Minutes of the Previous Meeting**
- 2. Approval of Pervious Mom**
- 3. Women Empowerment Cell activities**
- 4. Faculty Achievements**
- 5. Department activities**
- 6. Placement Cell activities**
- 7. To Encourage the Students For Publish Research Paper**
- 8. NSS/YRC Cell activities**
- 9. Others If Any**



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### INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

The following IQAC members attended the meeting



POSITION	COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
Chairperson	Dr.K.SRIDHARAN	principal	
Management Representative	Mrs.KASTHURIPRIYAK RUPAKARMURALI.M	Secretary	
Academic Expert	Dr.C.PALANISAMY	Principal, BANNAR IAMMAN INSTITUT EOF TECHNOLOGY	
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE	
Members from Administration	Dr.S.B.MANOOJKUMAAR	Asst.Prof. /CSE	
Members of Faculty	Dr.C.SARAVANAN	Prof.&Head/ EEE	
	Dr.C.MURUGESAN	Prof.&Head/ ECE	
	Mr.S.M.PRANESH	Asst.Prof./EEE	
	Mr.K.SRIRAM	Asst.Prof/MECH	
Industry Nominee	Mr.CHANDRASEKARP.A	Members	
Local Society	Mr.RAJU R.S	Members	
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE	
	Mr.PALANISAMY G	Asst.Prof. /EEE	
Students Members 1.	Mr.ISAKKIRAJA	EEE	
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE	

### THE FOLLOWINGS POINTS WERE DISCUSSED

- Review of previous minutes of IQAC Meeting and action taken report on the decisions of the previous meeting. The last IQAC meeting was held on 24.12.2021 at 10.30am. The minutes of meeting were readout with a formal discussion with all IQAC members. The minutes of meeting of were approved by the IQAC members
- As per situation of pandemic due to covid 19, all precautions to be taken for online teaching methodology.
- Full notes with PPT with good interactive audio video should be prepared by staff members.
- All faculty members should be taken online lecture in recorded mode and made available for the students.
- Committee suggested to conduct Motivational Programme for the students through their classes.
- The minutes of the last meeting of IQAC was circulated to all the members and readout, there were no objections to the minutes, hence confirmed by the Chairman of the meeting.
- It was encouraged to conduct Social Welfare Activities and awareness programme for rural people through NSS and YRC cell.
- The committee advised to all heads to advise their students to pursue online courses to enhance their skills
- Academic Monitoring of online classes would be Monitoring by HODs and principal.
- It was also decided to conduct a motivational program for faculties
- Review of the following processes was discussed by the committee. There are mentor file, Course file contents ,Lab course file and conduction
- It was suggested to conduct a stress management program for all faculty members
- Project and Final year exams for session should be planned.
- The coordinator insisted to organize various social responsibility activities through NSS for local people in an around our campus

- The detailed step-by-step process involved in the NAAC accreditation was explained.
- It was discussed about the strengthening of placement activities by bringing more numbers of reputed companies for on –campus placement drives
- A separate NAAC Audit team has been constituted to do audits in the month of March.

IQAC coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of April 2022.

**IQAC CO-ORDINATOR**  
**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D..**  
IQAC - COORDINATOR  
J,K,K.MUNIRAJAH COLLEGE OF TECHNOLOGY  
T.N.PALAYAM (PO), GOBI (TK),  
ERODE DT, PIN : 638 506.



**CHAIR PERSON**

**(Dr. K. Sridharan)**  
**PRINCIPAL**  
**JKK MUNIRAJAH COLLEGE**  
**OF TECHNOLOGY**  
**T.N. PALAYAM (Po)-638 506.**  
**GOBI (TK), ERODE (Dt).**



# J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY


Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



Action Taken Report on the decisions of the IQAC meeting held on 18-02-2022. To implement the decisions of the above mentioned meeting of the IQAC. The following actions were taken

Plan of Action	Action taken
Approval of previous MOM	The minutes of the last meeting of IQAC was circulated to all the members and readout, There were no objections to the minutes, hence confirmed by the Chairman of the meeting.
Completion of academic activities through online platform. Preparation of internal marks and the submission of exam forms.	Academic department heads are responsibility for this action.
Student satisfaction survey	The student satisfaction survey is to be shared with the students through IQAC.
Review of the following processes was discussed by the committee. There are mentor file, Course file contents ,Lab course file and conduction	Above mentioned process monitoring by departments head and academic experts.
The minutes of previous meeting was circulated to all the members for their approval.	There are no objections to the minutes, hence confirmed by the chairman of the meeting.
It is planned to conduct Awareness programme on covid-19 and their effects	Conducted Awareness programme through the online mode among the students and motivated to organized camp for kabasura kudinner to the peoples.
All the department should complete the NAAC work on or before March 2022.	All the department complete the 95% of work in their criteria
Chairman of IQAC advised that for the upcoming NAAC accreditation, all the academic departments and administration office must be convergent towards the goal.	Department's heads are responsibility for above achievement.

  
**IQAC CO-ORDINATOR**  
**Dr. N. SATHYABALAJI, M.E., MISTE., Ph. D.,**  
IQAC - COORDINATOR  
J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY  
T.N. PALAYAM (PO), GOBI (TK),  
ERODE DT, PIN : 638 506.



  
**CHAIR PERSON**  
**(Dr. K. Sridharan)**  
**PRINCIPAL**  
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## CIRCULAR

The Fourth Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2021 – 2022 has been planned on 18-04-2022 at 10.30 A.M at the chairman's room along with its executive members. All the IQAC Members are hereby informed to attend the meeting without fail.

### Agenda for the meeting as follows.

1. Minutes of the Previous Meeting
2. Discussing the Importance of IQAC
3. Discussion on the Current Circulars
4. Discussion of the Website Updation
5. Discussion on Status of PMKVY Project
6. Discussion on Weekly Report Submission
7. Any Other Matter



  
**IQAC CO-ORDINATOR**  
**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D.,**  
IQAC - COORDINATOR  
J.K.K.MUNIRAJAH COLLEGE OF TECHNOLOGY  
T.N.PALAYAM (PO), GOBI (TK),  
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1. All IQAC committee members
2. All HOD and faculty members
3. Governing council
4. IQAC file



**CHAIR PERSON**

**(Dr. K. Sridharan)**

**PRINCIPAL**  
**JKK MUNIRAJAH COLLEGE**  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

List of IQAC Committee Members are as follows:



POSITION	COMMITTEE MEMBERS	DESIGNATION
Chairperson	Dr.K.SRIDHARAN	Principal
Management Representative	Mrs. KASTHURIPRIYAKIRUP AKARMURALI.M	Secretary
Academic Expert	Dr.C.PALANISAMY	Principal, BANNARIAMMAN INSTITUTE OF TECHNOLOGY
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE
Members from Administration	Dr.S.BMANOOJKUMAAR.	Asst.Prof. /CSE
Members of Faculty	Dr.C.SARAVANAN	Prof.&Head/EEE
	Dr.C.MURUGESAN	Prof.&Head/ECE
	Mr.S.M PRANESH	Asst.Prof./EEE
	Mr..K.SRIRAM	Asst.Prof/MECH
Industry Nominee	Mr.P ACHANDRASEKAR	Members
Local Society	Mr.RSRAJU	Members
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE
	Mr.GPALANISAMY	Asst.Prof. /EEE
Students Members 1.	Mr.P.ISAKKIRAJA	III-EEE
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE



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## INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-2022

### AGENDA

The **Fourth IQAC** meeting for this academic year **2021-22** was conducted through online mode on **18.04.2022** during 10.30 am -1.00 pm **Dr .K. SRIDHARAN Chairperson**, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by **Dr. N. SATHYABALAJI** Professor & Head Department of Computer Science Engineering and coordinator of IQAC.

1. Minutes of the previous meeting
2. Discussing the Importance of IQAC
3. Discussion on the Current Circulars
4. Discussion of the Website Updation
5. Discussion on Status of PMKVY Project
6. Discussion on Weekly Report Submission
7. Any Other Matter



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### INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

The following IQAC members attended the meeting



POSITION	COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
Chairperson	Dr.K.SRIDHARAN	principal	
Management Representative	Mrs.KASTHURIPRIYAK RUPAKARMURALI.M	Secretary	
Academic Expert	Dr.C.PALANISAMY	Principal, BANNAR IAMMAN INSTITUT EOF TECHNOLOGY	
IQAC Coordinator	Dr.N.SATHYABALAJI	Prof.&Head/CSE	
Members from Administration	Dr.S.B.MANOOJKUMAAR	Asst.Prof. /CSE	
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	Mr.S.M.PRANESH	Asst.Prof./EEE	
	Mr.K.SRIRAM	Asst.Prof/MECH	
Industry Nominee	Mr.CHANDRASEKARP.A	Members	
Local Society	Mr.RAJU R.S	Members	
Alumni Member	Ms.S.ABINAYA	Asst.Prof. /ECE	
	Mr.PALANISAMY G	Asst.Prof. /EEE	
Students Members 1.	Mr.ISAKKIRAJA	EEE	
Students Members 2.	Mr.M.ARULMURUGAN	II-CSE	

### **THE FOLLOWINGS POINTS WERE DISCUSSED**

Review of previous minutes of IQAC Meeting and action taken report on the decisions of the previous meeting. The last IQAC meeting was held on 18.04.2022 at 10.30am. The minutes of meeting were read out with a formal discussion with all IQAC members. The minutes of meeting were approved by the IQAC members

- A brief plan about Academic related processes were discussed and IQAC coordinator insisted all departments to adhere to the Academic Calendar without much deviation.
- The importance of IQAC and updating the details periodically to all the coordinators.
- The Committee suggested accumulating knowledge about gap identification between industry and institution.
- All the faculty members are encouraged to present at least one paper in conference/journal. All the faculty members are requested to send their PG projects to the conference or journal.
- The committee decided to prepare IQAC Annual plan for the academic year 2021-2022 and to submit the same in front of governing council for approval.
- All the members are requested to concentrate and follow up the current circular related to the call for proposals for applying various schemes and call for papers in various reputed institution.
- The committee advised the faculty members to use innovative teaching during their online class course delivery to enhance the students understanding capability.
- All the members are requested to submit the weekly report every Thursday to prepare R&D report.
- Committee suggested to conduct alumni meet for this academic year.
- The chair person instructed to all the department coordinator to complete all PMKVY projects before April 2022.
- Heads of various departments are requested to encourage the students to take part in field projects, mini projects and internships to inculcate experimental and participative learning.

- The chairman of IQAC encouraged all department students to participate online workshops, seminars and webinar etc.
- The committee discussed about the Admission process for the academic year 2022-2023, The merit scholarship and other fee concession to be given for the welfare of the students.
- The IQAC committee made discussion about the faculty requirement and recruitment process for the academic year 2022-2023.

IQAC coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of August 2022



**IQAC CO-ORDINATOR**  
**Dr.N.SATHYABALAJI, M.E.,MISTE.,Ph.D.,**  
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**CHAIR PERSON**

**(Dr. K. Sridharan)**  
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Action Taken Report on the decisions of the IQAC meeting held on 18-04-2022. To implement the decisions of the above mentioned meeting of the IQAC. The following actions were taken

Plan of Action	Action taken
The importance of IQAC and updating the details periodically to all the coordinators	The prime importance of Research and Development activities for the academic year 2021-22 are explained in detail to the members.
All the faculty members are encouraged to present at least one paper in conference/journal. All the faculty members are requested to send their PG projects to the conference or journal.	Chairperson will provide necessary help to prepare and format of manuscript to the faculties.
All the members are requested to concentrate and follow up the current circular related to the call for proposals for applying various schemes and call for papers in various reputed institution.	Department coordinators are responsibility for the proposal. Also insisted to submit papers in conference organized by reputed institutions.
All the members are requested to submit the weekly report every Thursday to prepare R&D report.	The details of innovative student projects sponsored by the funding agencies.
The chair person instructed to all the department coordinator to complete all PMKVY projects before April 2021.	The coordinator will be completed the projects given by PMKVY during the end of the semester.
The chairman of IQAC encouraged all department students to participate online workshops, seminars and webinar etc.	Students from various departments were participated in several online webinar.
The IQAC committee made discussion about the faculty requirement and recruitment process for the academic year 2022-2023.	Chairperson publishes the wanted advertisement about requirement of faculty in various departments through the daily newspaper.
The committee discussed about the Admission process for the academic year 2022-2023, The merit scholarship and other fee concession to be given for the welfare of the students.	The merit scholarship given to those who losing their parents by covid-19 disease. The fee concession given to the students

**IQAC CO-ORDINATOR**  
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**CHAIR PERSON**  
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