



# T.J.S. ENGINEERING COLLEGE

(Approved by AICTE, Affiliated to Anna University, Chennai & Accredited by NAAC)  
An ISO 9001:2015 Certified Institution



Letter of IQAC formation

06.06.2018

This is to inform you that as per the NAAC guidelines, it has been decided to establish an Internal Quality Assurance Cell (IQAC) in our institution with effect from **June 06 -2018**. The IQAC committee will be headed by **Dr. D. THAMILARASI, Prof. / EEE and NAAC Co-ordinator** as the Convener and will consist of members as given in the attachment.

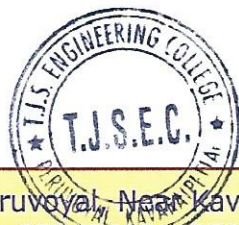
The primary aim of IQAC is

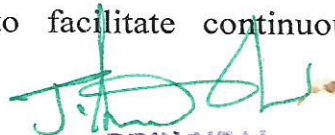
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The establishment and functioning of the IQAC will be based on the guidelines given by National Assessment and Accreditation Council (NAAC). It is available in the website <http://www.naac.gov.in/guidelines.asp>. It is attached herewith for your information.

HODs and faculty members are the in-charges of the functional units. They are requested to go through the Guidelines of the IQAC. They are also requested to encourage all the teaching and non-teaching members in their departments to go through the guidelines.

The establishment of IQAC will enable the institution to assure quality in all academic and administrative activities and to facilitate continuous



  
PRINCIPAL

T.J.S. ENGINEERING COLLEGE

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Phone : 044 27967600, 27967602, 27967604, 27967605, Fax : 044 27967606.

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improvement. I request active support from all the faculty members and non-teaching staff to the IQAC committee and the IQAC activities.

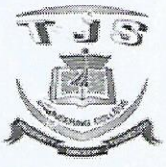


**DIRECTOR**  
DIRECTOR

T.J.S. ENGINEERING COLLEGE  
PERUVOYAL, KAVARAIPETTAI,  
GUMMIDIPOONDI TALUK,  
THIRUVALLUR DIST: 601 206

**PRINCIPAL**

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Ph: 04427967600, +91 7373730006

Mail Id: tjsivanandam@gmail.com

Website: www.tjsec.in

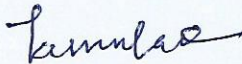


03.07.2018

## Internal Quality Assurance cell (IQAC)

### Circular

The first internal quality assurance cell (IQAC) meeting for the academic year 2018-19 will be held at the conference hall on July 4, 2018. All the members of IQAC are requested to attend the meeting from 10 a.m. to 12.30 p.m.

  
IQAC Coordinator

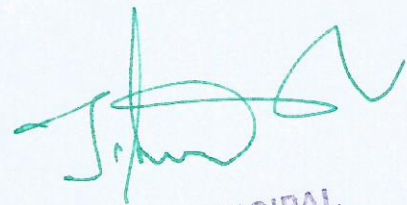
  
Principal

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Thiruvallur-Dist - 601 206.

### Copy to

1. IQAC
2. All HOD's (to circulate among their staff members)
3. Library
4. Notice Board
5. File



  
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03.07.2018

## Internal Quality Assurance cell (IQAC)

### Circular

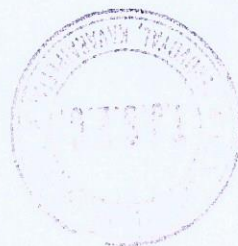
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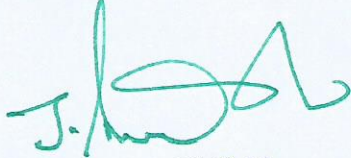
### Agenda

1. Welcome Address
2. Discussion of Curriculum
3. Digital Cell
4. Value added courses
5. Online student satisfaction survey
6. Result Analysis

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## Internal Quality Assurance Cell (IQAC)

### IQAC Minutes of Meeting 2018-19

(1<sup>st</sup> Meeting 2018 -2019)

HELD ON 04<sup>th</sup> July 2018

Venue: Placement Seminar Hall, TJSEC

Chair Person: Dr. T.Palani M.E., Ph.D.,

A meeting for forming an Internal Quality Assurance cell in our Institution has been conducted by the Principal with Heads of all departments on 04<sup>th</sup> July 2018 from 10.00 am to 12.30 pm in IQAC Cell.

#### Ratification of the Previous Minutes

The minutes of the previous meeting was ratified by the IQAC. The Cell also reviewed the Action Taken Report and approved the same.

#### Discussion of Curriculum-feedback and GAP analysis from Stake holder

- The five stakeholder groups that should be consulted for curriculum-related comments are students, parents, staff members, alumni, and faculties.
- At the beginning of the semester, feedback must be collected. A sizable number of people ought to participate in the feedback.

#### Format of report and updating on web site and stored on Digital Cell.

- After consulting past reports that were posted online, the principal placed emphasis on the format of reports, emphasizing that each report of an event should include the goal of conducting the event, information regarding the need for this events, identifying GAP that the events are targeting, a photo of attendees, their feedback, and the resource person for the event.



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- The report should also be signed by the head of the institute and stamped with the college seal. Finally these content will stored in Digital Cell.

## Value added courses in Institute and also to promote Interdisciplinary studies.

- The Principal, TJSEC, advises that you visit the UGC website to find out what kind of value-added courses the Institute should provide.
- Faculty at TJSEC will place special emphasis on the course's investigative component

## Online student satisfaction survey and Grievance Redressal Form In public domain

- According to the NAAC guidelines, TJSEC must conduct an online survey on student satisfaction. Students must participate fully in all activities.

## Result analysis

- All HoDs are required to conduct result analyses for each semester and submit them to the principal office. Corrective action plan must also be included by the Report.

*Tamilas*  
IQAC Coordinator

*P. Balan*  
Principal

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*[Signature]*  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC COMMITTEE MEMBERS & ATTENDANCE (AY 2018-2019)

S.NO.	IQAC Member	Representing position	Signature
1.	Dr. T. Palani	Head Of The Intuition	
2.	E. K.T .Siva Kumar Professor Anna University Editor- Valarum Ariviyal Magazine	Member representing by the management	
3.	Mr. S. Elumalai Administrative Officer	Senior Administrative Officer	
4.	Prof. Dr. D. Thamilarasi	IQAC Convener / Prof. -EEE	
5.	Mr. S. Sivachandran	HOD - CIVIL	
6.	Mr. Dakchina Moorthy A V B	HOD - CSE	
7.	Mrs. M. Shunmuga Sankari	HOD - EEE	
8.	Mr. D. Lakshmi Kanth	HOD - S&H	
9.	Mrs. S. Jeya Anusuya	HOD -ECE	
10.	Mr. A. Jayaveeran	HOD - MECH	
11.	Mr. K. Kaviarasan	Senior Faculty Member	
12.	Prof. R. Ravikumar	Senior Faculty Member	
13.	Mrs. C. Shalini	Senior Faculty Member	
14.	Mrs T. Karpagam	Senior Faculty Member	
15.	Mr. Dr. Senthil Kumar Raju	Senior Faculty Member	
16.	Mr. K. Baranitharan	Placement Officer	
17.	Mr. P. Prabhu Chief librarian	In charge of library	



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18.	Mr. M. Rajesh III YEAR/ MECH/TJSEC	Student Nominee	<i>M. Rajesh</i>
19.	Mr. S. Jegan Alumni Association/ TJSEC	Alumni Nominee	<i>S. Jegan</i>
20.	Dr.N. Subramani Managing Director, Malathi Engineering	Industrialist	<i>Subra</i>
21.	J.Dhanachezhian Member Lions Club	Local Society	<i>J. Dhanach</i>
22.	Mr. A. Vignesh Transport Manager	In charge of Transport	<i>A. Vignesh</i>
23.	Mr. M. Kumaraguru	Physical Director	<i>M. Kumaraguru</i>



*[Handwritten Signature]*

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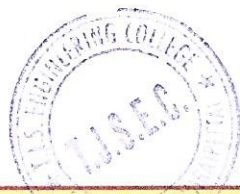
## Internal Quality Assurance cell (IQAC)

### Action taken report

(1<sup>st</sup> Meeting 2018 -2019)  
HELD ON 04<sup>th</sup> July 2018

Plan of Action	Action taken
Curriculum feedback	The five stakeholder groups that should be consulted for curriculum-related comments are students, parents, staff members, alumni, and faculties.
Format of report and updating on web site and stored on Digital Cell	The each and every event report should also be signed by the head of the institute and stamped with the college seal. Finally this content will store in Digital Cell.
Value added courses	All department Conducted value added course
Result analysis	All department head submitted their result analysis to Principal
Remedial Classes for student having poor performance and low attendance	University result improved, and nil arrears student's no's increased.
Industry institute MOU's to enhance placements	Significant numbers of MOU'S have signed with the industries through Department & Placement Cell.

*Lambert*  
IQAC Coordinator



*P. Palani*  
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*J. S. S. S.*  
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07.05.2019

## Internal Quality Assurance cell (IQAC)

### Circular

The Second internal quality assurance cell (IQAC) meeting for the academic year 2018-19 will be held at the conference hall on 8<sup>th</sup> May 2019. All the members of IQAC are requested to attend the meeting from 10 a.m. to 12.30 p.m.

  
IQAC Coordinator

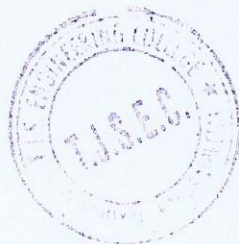


Principal

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### Agenda

1. Welcome Address
2. Innovative teaching methodology
3. Training & Placement
4. The Entrepreneur and Development Cell
5. Student Project
6. stakeholders' involvement

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Website: www.tjsec.in



## Internal Quality Assurance Cell (IQAC)

### IQAC Minutes of Meeting 2018-19

(2<sup>nd</sup> Meeting 2018 -2019)

HELD ON 08<sup>th</sup> May 2019

Venue: Placement Seminar Hall, TJSEC

Chair Person: Dr. T.Palani M.E., Ph.D.,

A meeting for forming an Internal Quality Assurance cell in our Institution has been conducted by the Principal with Heads of all departments on 08<sup>th</sup> May 2019 from 10.00 am to 12.30 pm in IQAC Cell.

#### Ratification of the Previous Minutes

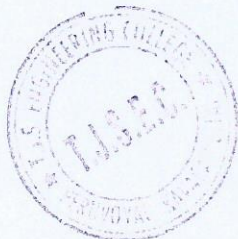
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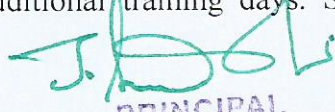
#### Innovative teaching methodologies to improve effective teaching learning process

- IQAC Head explained the Usage of innovative teaching strategies in the classroom.
- It can make learning easier and more effective to the students. Experimenting with diverse strategies in the classroom is an iterative process that will assist teachers in promoting learning to encourage student growth.

#### Training and Placement Cell

- Mr. K.Bharanitharan, TPO Convener, presented the Action Plan. He stated that, AMCAT training will be provided beginning in the second year to help students become more proficient at coding for Action Plans.
- In the placement training sessions, the principal voiced his opinion that the student mentors should keep an eye on their wards' progress in the coding practice and ensure that the absent students receive additional training days. Students



  
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should be encouraged to land jobs with reputable employers that offer competitive pay packages.

## The Entrepreneur and Development Cell Activity

- The Principal commended the EDC members for organizing numerous activities and events.
- The Principal also urged the EDC Convener to inform and encourage faculty and students in each research area to submit applications for excellent projects through the Business Incubation Cell.

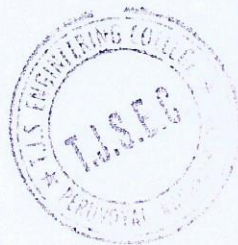
## Students Projects

- The principal has issued instructions regarding how to maximize student participation by emphasizing the importance of club society and mini project activities.
- Mentors were asked to identify and give real time problems to students as their mini/major projects

## Methodologies to improve stakeholders' involvement

- Departments must distribute copies of institute- and department-level bulletins and magazines with all external stakeholders, including alumni, parents, and employers.
- A database for parent, alumni, and employer email addresses must be created by each department.

*Lamela*  
IQAC Coordinator



*P. Balan*  
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*J. Sivanandam*  
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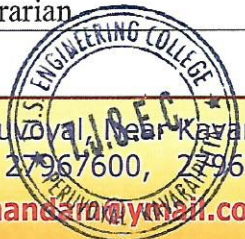
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2.	E. K.T .Siva Kumar Professor Anna University Editor- Valarum Ariviyal Magazine	Member representing by the management	
3.	Mr. S. Elumalai Administrative Officer	Senior Administrative Officer	
4.	Prof. Dr. D. Thamilarasi	IQAC Convener / Prof. -EEE	
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6.	Mr. Dakchina Moorthy A V B	HOD - CSE	
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9.	Mrs. S. Jeya Anusuya	HOD -ECE	
10.	Mr. A. Jayaveeran	HOD - MECH	
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12.	Prof. R. Ravikumar	Senior Faculty Member	
13.	Mrs. C. Shalini	Senior Faculty Member	
14.	Mrs T. Karpagam	Senior Faculty Member	
15.	Mr. Dr. Senthil Kumar Raju	Senior Faculty Member	
16.	Mr. K. Baranitharan	Placement Officer	
17.	Mr. P. Prabhu Chief librarian	In charge of library	



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19.	Mr. S. Jegan Alumni Association/ TJSEC	Alumni Nominee	<i>S. Jegan.</i>
20.	Dr.N. Subramani Managing Director, Malathi Engineering	Industrialist	<i>Dr. N. Subramani</i>
21.	J.Dhanachezhian Member Lions Club	Local Society	<i>J. Dhanach</i>
22.	Mr. A. Vignesh Transport Manager	In charge of Transport	<i>A. Vignesh</i>
23.	Mr. M. Kumaraguru	Physical Director	<i>M. Kumaraguru</i>



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## Internal Quality Assurance cell (IQAC)


### Action taken report

(2<sup>nd</sup> Meeting 2018 -2019)

HELD ON 08<sup>th</sup> May 2019

Plan of Action	Action taken
Innovative teaching methodologies to improve effective teaching learning process	IQAC Head explained the Usage of innovative teaching strategies in the classroom.
AMCAT training to enhance the placement activity	Successfully the AMCAT training program was conducted and many students have cleared the exams.
Industry institute MOU's to enhance placements	Significant number of MOU'S have signed with the industries through Department & Placement Cell.
The Entrepreneur and Development Cell Activity	Various Programme were conducted by EDC cell
Students Projects	Final year students completed their project
improve stakeholders' involvement	All department prepared Newsletter and distributed to all stake holders

  
IQAC Coordinator

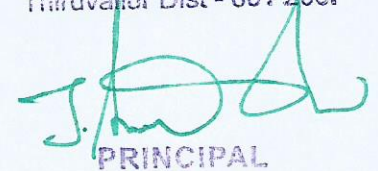


Principal

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