

# 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

As per the NAAC committee's suggestion, Internal Quality Assurance Cell (IQAC) was established in our institute and the cell has been effectively discharging its duties towards enhancing the quality parameters of the institute in all aspects with effect from July 05-2019. The IQAC committee is headed by **Prof. Dr.E.SIVAKUMAR**, HOD/Mech as the Convener and now (26/07/2023) the existing committee was restructured under the guidance of the Head of the Institution **Prof. Dr.J.PRAKASH**. The restructured IQAC members list is given in the attachment.

The primary objective of IQAC is

- To create a robust model of governance for the academic and administrative activities to uplift the institution to higher altitudes in the ever challenging academic environment.
- To promote culture of innovation, entrepreneurship along with communal harmony, human values and professional ethics.
- To frame policies and provide resources to take part in professional ranking systems of educational systems at state, national and international platforms.

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.

The IQAC committee has been updated and reformed based on the new recruitment and relieved faculty members of the institution. In the newly formed committee the HODs and faculty members are allotted as in-charges of the various 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 reformation of IQAC will enable the institution to attain the next generation milestones of education policies and also to facilitate continuous improvement in academic and administrative activities. I expect full co-operation and support from all the teaching members and non-teaching staff to the IQAC committee and its IQAC activities.

DIRECTOR

DIRECTOR

T.J.S. ENGINEERING COLLEGE  
Peruvoyal, Kavaraipttai  
Gummidipoondi Taluk,  
Thiruvallur Dist. - 601 208



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## COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation
1.	Management Representative	Mr.A.Kabilan	Director-T.J.S group of Institutions
2.	Chairperson – Head of the Institution	Dr. J.Prakash	Principal
3.	Academic Advisor	Dr.P.Parthiban	Associate Professor-NIT Trichy
4.	Management Nominee	Mr. S.Elumalai	Administrative Officer
5.	IQAC Coordinator	Dr. E.Sivakumar	Professor & Head-MECH
6.	Faculty Members	Dr. S. Velmurugan	Professor & Head-ECE
		Dr. M. SathyaPriya	Associate Professor-ECE
		Dr. S. Arjunan	Professor & Head -S&H
		Mrs. M. Shunmuga Sankari	Associate Professor& Head-EEE
		Dr. R. Senthil Kumar	Associate Professor -S&H
		Mrs.C.Agnes	Assistant Professor-CSE
		Mr.M.Prakash	Assistant Professor - MECH
	Mrs.C.Shalini	Assistant Professor -ECE	
7.	Nominee from the Alumni	Mr. S. Nigamanandha Sharma	Senior Analyst - Capgemini
8.	Nominee from Local Society	Mr.P.Ravikumar	Director-Redfine HR
9.	Nominee from Student	Mr.Bharath Kumar	IV Yr-MECH
10.	Nominee from Employer	Mr. M.R.Ramesh	Asst. General Manager , Western Thomson (India) Limited
11.	Nominee from Industrialist	Dr.N. Subramani	Managing Director, Malathi Engineering
12.	Nominee from Parent	Dr. Mohammed Abdul Saleem	Quality Analyst- Cameo



*J.S.A.*  
PRINCIPAL

T.J.S. ENGINEERING COLLEGE  
Peruvoyal, Kavaraipeetai,  
Gummidipoondi Taluk,

T.J.S.Nagar, Peruvoyal, Kavaraipeetai, Near Redhills, Gummidipoondi Taluk, Thiruvallur Dist - 601 206.  
Phone : 044 27967602, 27967604, 27967605, Cell : 7373730006 / 9788877774

E-mail : [tjsivanandam@ymail.com](mailto:tjsivanandam@ymail.com), [tjsivanandam@gmail.com](mailto:tjsivanandam@gmail.com) Website : [www.tjsec.in](http://www.tjsec.in)



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Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk,

Thiruvallur District-601206.

Ph:04427967600, E-mail: tjsivanandam@gmail.com, Web: www.tjsec.in



24.07.2023

## Internal Quality Assurance cell (IQAC)

The first Internal Quality Assurance cell (IQAC) meeting for the academic year 2023-24 will be held at the IQAC cell on 26<sup>th</sup> July, 2023. All the members of IQAC are requested to attend the meeting from 10.00 a.m. to 12.30 p.m. with the following Agenda items being discussed.

**PRINCIPAL**

### **AGENDA**

1. Welcome Address
2. AQAR 2021-22
3. NAAC SSR Preparation
4. Internship and In-plant training
5. Value added Courses
6. Introduction of New UG Programme
7. Publication

**PRINCIPAL**  
**T.J.S. ENGINEERING COLLEGE**  
Peruvoyal, Kavaraipettai,  
Gummidipoondi Taluk,  
Thiruvallur Dist - 601 206.

### Copy to

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



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		Dr. S. Arjunan	Professor & Head -S&H
		Mrs. M. Shunmuga Sankari	Associate Professor & Head-EEE
		Dr. R. Senthil Kumar	Associate Professor -S&H
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11.	Nominee from Industrialist	Dr.N. Subramani	Managing Director. Malathi Engineering
12.	Nominee from Parent	Dr. Mohammed Abdul Saleem	Quality Analyst- Cameo



*J. Prakash*  
PRINCIPAL

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Peruvoyal, Kavaraipettai,  
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## Internal Quality Assurance Cell (IQAC)

### IQAC Minutes of Meeting 2023 – 2024

(1<sup>st</sup> Meeting 2023-2024)

Held On 26<sup>th</sup> July 2023

Venue: IQAC CELL- TJSEC

Chair Person: Dr. J. Prakash., 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 26<sup>th</sup> July 2023 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

#### Quality Assurance Initiatives of the institution.

1. The Chairperson extended a Warm welcome to Heads of departments.
2. The minutes of the previous meeting was ratified by the IQAC. The Cell also reviewed the Action Taken Report and approved the same.
3. The IQAC Coordinator presented the report on Publications, Industries visit IIC and EDC cell activities and MOUs signed with various industries.
4. The Chairperson gave advice to faculty's to write high impact publication in reputable , Scopus indexed journals and to seek for funding to secure projects with DST, AICTE, CSIR etc
5. The Chairperson reviewed the Academic activities of the year 2022-2023 and directed the HOD to train the students as per the industry need.
6. The Chairperson expressed new UG programme (AIML & IT) will be introduced for next AY (2023 – 2024).



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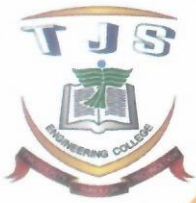
7. IQAC Coordinator thanks to principal and HOD for submission of AQAR 2021-2022 and Chairperson asked to prepare SSR as soon as possible.
8. The Chairperson instructed that the college should organize one International Level Conference for every two years on a particular area of research or on the area of current trend towards research and industrial requirement.
9. The Chairperson instructed that invite Subject Experts or Experts from the industry to deliver lectures in the courses being offered in the current semester in addition to the regular class room teaching.

  
IQAC Coordinator



**Principal**

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Thiruvallur Dist - 601 206.



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## Internal Quality Assurance Cell IQAC Committee Members and Attendance-(2023-2024)

S.No	IQAC Members Name	Designation	Signature
1.	Mr.A.Kabilan	Director-T.J.S group of Institutions	
2.	Dr. J.Prakash	Principal	
3.	Dr.P.Parthiban	Associate Professor-NIT Trichy	
4.	Mr. S.Elumalai	Administrative Officer	
5.	Dr. E.Sivakumar	Professor & Head-MECH	
6.	Dr. S. Velmurugan	Professor & Head-ECE	
7.	Dr. M. SathyaPriya	Associate Professor-ECE	
8.	Dr. S. Arjunan	Professor & Head -S&H	
9.	Mrs. M. Shunmuga Sankari	Associate Professor & Head-EEE	
10.	Dr. R. Senthil Kumar	Associate Professor -S&H	
11.	Mrs.C.Agnes	Assistant Professor-CSE	
12.	Mr.M.Prakash	Assistant Professor - MECH	
13.	Mrs.C.Shalini	Assistant Professor -ECE	
14.	Mr. S. Nigamanandha Sharma	Senior Analyst - Capgemini	
15.	Mr.P.Ravikumar	Director-Redfine HR	
16.	Mr.Bharath Kumar	IV Yr-MECH	
17.	Mr. M.R.Ramesh	Asst. General Manager Western Thomson (India) Limited	
18.	Dr.N. Subramani	Managing Director Malathi Engineering	
19.	Dr. Mohammed Abdul Saleem	Quality Analyst- Cameo	



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## Internal Quality Assurance cell (IQAC)

### Action taken report (1<sup>st</sup> Meeting 2023-2024)

Held on 26.07.2023

Plan of Action	Action taken
Students to Participate in Internships/In-plant training	All the Department Students completed In-plant training / Internship
SSR for the Second cycle	SSR for the second cycle will be submitted in the month of October 2023.
The Committee recommended that all HOD Encourage their Faculty Members to Attend FDP, Workshop etc	All the Faculty members attend the FDP and Workshop
The Committee recommended that all HOD Encourage their Faculty Members to publish their papers in SCI/SCIE/Scopus Indexed journals	Few Faculty Member Publish their Paper in SCI/SCIE/Scopus Indexed journals
New UG Programme has to start	Two UG Programme IT & AIML Started for the Academic Year 2023-24

*E. Sankar*  
IQAC Coordinator

*J. Sivanandam*  
Principal

*J. Sivanandam*  
PRINCIPAL  
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23.02.2024

## Internal Quality Assurance cell (IQAC)

The second Internal Quality Assurance cell (IQAC) meeting for the academic year 2023-24 will be held at the IQAC cell on 26<sup>th</sup> February, 2024. All the members of IQAC are requested to attend the meeting from 10.00 a.m. to 12.30 p.m. with the following Agenda items being discussed.

PRINCIPAL

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Thiruvallur Dist - 601 206.

### Agenda

1. Welcome Address
2. NAAC SSR Preparation
3. Student Satisfaction Survey
4. AAA Audit
5. Infrastructure and Maintenance
6. Publication

### Copy to

1. IQAC Members
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## Internal Quality Assurance Cell (IQAC)

### IQAC Minutes of Meeting 2023 – 2024

(2<sup>nd</sup> Meeting 2023 - 2024)

Held On 26<sup>th</sup> February 2024

Venue: IQAC CELL- TJSEC

Chair Person: Dr. J. Prakash., 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 26<sup>th</sup> February 2024 from 10.00 am to 12.30 pm in IQAC Cell.

#### Ratification of the Previous Minutes

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#### Quality Assurance Initiatives of the institution.

1. The Chairperson extended a Warm welcome to Heads of departments.
2. The minutes of the previous meeting was ratified by the IQAC. The Cell also reviewed the Action Taken Report and approved the same.
3. The various committees are implemented under the IQAC for Quality improvement of the college.
4. IQAC Coordinator informed that the submission of SSR for the second cycle before July'2024.
5. The Chairperson instructed to concentrate on improvement of the following facilities.

#### Physical Infrastructure & Maintenance:

- It includes both the academic and non-academic spaces that support the teaching-learning process, which includes
  - i. Classrooms Laboratories
  - ii. Library
  - iii. Playground and sports facilities
  - iv. Administrative and support areas
  - v. Technology infrastructure



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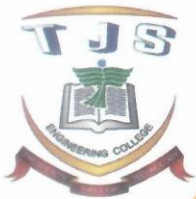
It ensures proper planning, budget allocation, and monitoring mechanisms that are essential to utilize the resources efficiently and ensure that the physical infrastructure is well-maintained.

6. SSS (Student Satisfactory Survey) should be conducted online mode through the Internal Quality Assurance Cell.
7. Regular website updating is necessary and the faculty from each department must coordinate with the web manager to update their details in the website.
8. The members suggested Industrial specific technical training to be given in prior to students to clear core company placements.
9. The academic advisor suggested that Full-fledged training in the areas like soft skill, verbal, Aptitude, Technical skills and Value added training on emerging fields to be conducted for the good placement.
10. The chairperson instructed to IQAC coordinator. Internal Audit committee to be formed and Academic and Administrative report should be submitted to IQAC Cell for AY (2022-2023).

  
IQAC Coordinator

  
Principal

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## Internal Quality Assurance cell (IQAC)

### Action taken report(2<sup>nd</sup> Meeting 2023-2024)

Held on 26.02.2024

Plan of Action	Action taken
Placement Activity	External Agency, Face Prep gave the Training to the third and final year Students to improve their Skills.
Various MOU has signed for placement and exchange	Various MOUS Signed for placement and exchange for knowledge sharing
Academic audit report 2023-24	Academic audit report for the Academic year 2023-24 were audited
Value added courses	All department Conducted value added course
SSR for the Second cycle	SSR for the second cycle will be submitted in the month of July 2024.

IQAC Coordinator

Principal

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