

IGAT EXECUTIVE COMMITTEE MEETING

Date: 20.01.2018

Time: 11.00 am

Sl. No. Member

Signature

01. Dr. Ajit Kumar Lal Mahan  
Professor - Dept. of Catering & Hotel Management

# MEETING - 1

02. Mr. [Name]  
Associate Professor - Dept. of Catering & Hotel Management  
ADKCA

03. Dr. B. Chandrasekhar  
Advisor - ADKCA


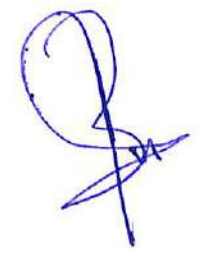
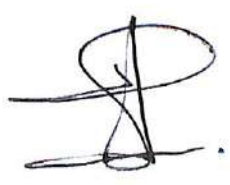

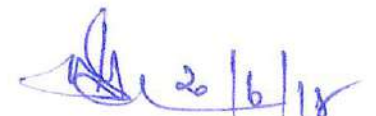
04. Dr. B. Lakshmi Kumar  
IGAT Chairperson  
ADKCA

05. Mr. B. [Name]  
IGAT [Name]

# IOAE EXECUTIVE COMMITTEE MEETING.

Date: 20.06.2018

Time: 11.00 am

S.No	Members	Signature
01.	Dr. Ajeet Kumar Lal Mohan Professor - Dept. of Catering Science & Hotel Management Secretary - AIKEAS	
02.	Mr. Bindu Ajeet Associate Professor - Dept. of Catering Science & Hotel Management Director - AIKEAS.	
03.	Dr. B. Sampath Kumar Advisor - AIKE Educational Institutions.	
04.	Dr. B. Sathesh Kumar. IOAE Chairperson AIKEAS	
05.	Mr. B. Manimekale. IOAE Coordinator	

SNO Members Signature

06. Dr. K. Vijila  
Professor - Agricultural Microbiology  
TNAU, Coimbatore

07. Thiru. Jayakumar Ramadas  
Managing Director  
Mahendrasubmersible Pumps (P) Ltd.,  
Vice President - CMA  
Coimbatore

08. Mr. A. Jeyachandran  
Corporate Consultant  
Taj Group of Hotels, Chennai.

09. Thiru. Nanjil Nadan  
Sahitya Academy Winner &  
Social Worker.

10. Dr. Pradeepa.  
Coordinator - Centre for Research.  
Dean, Computer Science

S.No

Members

11. Dr. G. Angelina Prasanna

Coordinator - I.C.T. Centre for  
Digital Learning

Head - Dept. of Information Technology  
& Computer Science

Signature  
G. Angelina Prasanna

12. Mr. S. Nagendran

Assistant Professor

Dept. of Management Studies

Signature  
S. Nagendran

13. Mr. I. Subitha

Alumni

Signature  
I. Subitha

14. Mr. Tijeesh

Student Representative

I M.Sc. Electronics & Communication  
Systems

Signature  
Tijeesh

15. Mr. Parthiva

Office Administrator

Signature  
Parthiva

IOAE EXECUTIVE COMMITTEE MEETING

Time: 11:00 am

Date: 20.06.18

Agenda:

- \* New Research programme.
- \* Value Added Certificate Course.
- \* Faculty Orientation programme.
- \* Institutional local chapter - Swayam NPTL
- \* Meet with NERT.

Meeting Minutes:

Dr. B. Sathesh Kumar, IOAE chairperson welcomes the gathering. He explains about the status report on quality sustenance. He presented the presentation & pointed out the phenomenal growth of the institution of the academic year 2017-18. He explained about the operationalizing methods as a mechanism for the effective implementation of curriculum of curricular programme was conducted for newly

joined faculty members. 2020/21 012

\* On the basis of feedback from Parents & students attendance is centralised & everyday for & AN, the college informed the students absent status through SMS to the parents.

\* Co-curricular & extra curricular activities were conducted periodically.

\* Internal test papers were corrected by the faculty members on the same day. Centralized

evaluation system was established.

\* Bridge Course was conducted for the first year students.

\* Value added & Certificate Courses (interdisciplinary) are conducted for students for 40 hours.

\* Eight papers were presented in the International Journals & 103 research articles were published in the reputed UGC journals.

\* Research Scholars published their research

articles were published in the reputed UGC approved journals.

2 Ranked 115<sup>th</sup> rank in Unnat Bharath Abhiyan among Higher Educational Institutions in India.

3 As per the direction of MHRD, the activities connected with the implementation of Digital Action plan 17 by 17 were continued. We motivate our students to come forward & register in Swayam Prabha website. Nearly 586 students were registered.

4 NEE unit conducted a special camp at the Pudukkuthi Tribal Village & Pochanur Village from 4.01.2018 to 6.01.2018 to provide a unique opportunity for the students to be in groups & live with collective experience of sharing & constant interaction with the community of the village.

- 7 The college newsletter for the academic year 2017-18 was published.
- 3 27 companies were visited our institution to conduct the on-campus interview & provided 1234 offer letters were provided to the final year students.
- 7 It was suggested to apply for an institutional local chapter of Cswayam & NPTEL burses.
- 7 It was decided to put MoU with NCVT & to get the different types of courses for the students beneficiary.
- 7 It was decided to get the research programme for Catering science and Hotel Management & Management (full time / part time).
- 7 It was suggested to apply & get the



the NSDC (National Skill Development Corporation) training for UPM & CDF students.

It was decided to introduce the practice of Google classroom concept for the benefit of students, where the faculty members can post their lecture notes in the Google classroom. The students can submit the assignment through the Google classroom & the faculty members will evaluate the same and marks will be evaluated.

The new course B.Sc. Biotechnology was started in this academic year 2018-19.

The UGC (National Skill Development Corporation) Training for Corporate Sector

## Suggestions

## Status.

Strengthening Research Activities

Faculty members were requested to publish their Research papers in UGC Care List of Journals.

Monitoring mechanism

Academic Audit and Review meeting of Quality Circles Conducted.

Institutional Social Responsibility

Departments are motivated to conduct the social awareness events.

Orientation programs

Orientation programs was conducted for students.

Research Programs

M.Phil & Ph.D In management and Catering, Science & Hotel Management were Introduced


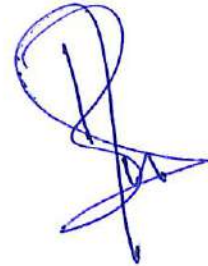
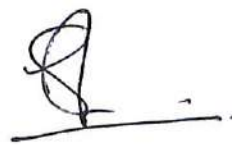
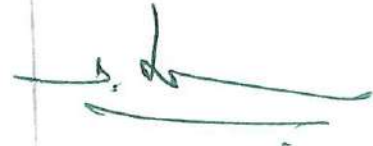
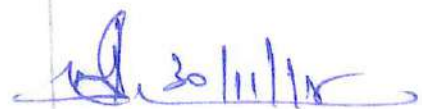


PRINCIPAL  
AJK COLLEGE OF ARTS & SCIENCE  
NAVAKKARAI,  
COIMBATORE - 641 108

# MEETING - 2

IQAC EXECUTIVE COMMITTEE MEETING.

DATE: 30.11.2018

S.No.	MEMBERS NAME	SIGNATURE
01.	Dr. AJEET Kumar LAZ MOHAN Professor - Department of Catering science & Hotel Mgmt Secretary - AJK CAS.	
02.	Ms. BINDU AJEET. Associate Professor - Department of Catering science & Hotel Management Director - AJK CAS.	
03.	Dr. B. SAMPATH Kumar Advisor - AJK Educational Institutions.	
04.	Dr. B. SATHISH Kumar IQAC Chairperson Principal - AJK CAS	
05.	Ms. B. MANIMARALA IQAC Coordinator	

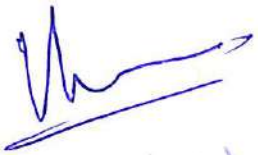
S.No.

Members

Signature


06. Dr. K. VIJILA

Professor - Agricultural Microbiology  
Tamilnadu Agricultural University  
Coimbatore

DATE: 30.11.18  
  
Aptara:

07. Thiru. Jayakumar Ramdass

Managing Director  
Mahendra Submersible Pumps (P) Ltd.,  
Vice President - CMAA  
Coimbatore



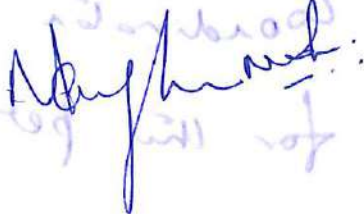
08. Mr. A. JEYA CHANDRAN

Corporate Consultant  
Taj Group of Hotels, Chennai.



09. Thiru. NANJIL NADAN

Sahitya Academic Winner &  
Social Worker



10. Dr. Pradeepa

Co-ordinator, Centre for Research  
Dean - Computer Science



Agree As

SNO. MEMBERS SIGNATURE

11. Mr. M.N. KATHIRAVAN  
HOD - Department of Biotechnology  
AJECAS.  
ABSENT

12. Dr. G. ANGELENE PRASANNA  
Coordinator - ICT & Centre of  
Digital Learning  
HOD - Dept. of Information Technology  
& Computer Science (PLU)  
C. J. P.

13. Ms. ARCHANA PRASAD  
HOD - Department of Costume Design  
& Fashion  
AJECAS.  
A. P.

14. Mr. S. NARENDRA  
Assistant Professor,  
Dept of Management Studies  
AJECAS.  
S. N.

15. Mr. I. Jyotha  
Alumni.  
I. J.

S-NO

# MEMBERS

NAME

SIGNATURE

16.	Mr. JIGESH Students Representative I M Sc Electronics & Communication Systems Areas	Jigesh
17.	Mr. PANTHA Office Administration Areas	Pantha

IOAC EXECUTIVE COMMITTEE MEETING

DATE : 30.11.18

TIME : 4.00 pm

Agenda :

1) Bharathiar University - Rank Holders.

2) NEVRT

3) Local chapter - Swayam + NPTB

4) AIB Green Initiative Programme

5) Orientation Programme on NAAE

MEETING MINUTES.

\* Dr. B. Sathesh Kumar, IOAC chairperson  
welcomes the gathering.

Coordinator presented the activities of the college for the period of June to October 2018.

\* Members appreciated the Principal and faculty members for achievements of University ranks in Bharathiar University examination.



The following University Rank holders are -

- 1) Mr. Vinduya. VP - B.Sc. Vns Com - 1<sup>st</sup> Rank
- 2) Mr. Anjali. Cm - B.Sc. Vns Com - 9<sup>th</sup> Rank
- 3) Mr. Lakshitha k - B.Sc. CSTM - 2<sup>nd</sup> Rank
- 4) Mr. Bibindas. S - B.Sc. CSTM - 3<sup>rd</sup> Rank
- 5) Mr. Arun Sundaresan - B.Sc. CSTM - 4<sup>th</sup> Rank
- 6) Mr. Jeganathan. A - B.Sc. CSTM - 8<sup>th</sup> Rank
- 7) Mr. Deepu. M - B.Sc. CSTM - 9<sup>th</sup> Rank
- 8) Mr. Chinga Jegan. A - B.Sc. CSTM - 10<sup>th</sup> Rank
- 9) Mr. Anitha. K - B.Sc. Ecs - 3<sup>rd</sup> Rank
- 10) Mr. Anila Sankar - B.Sc. Ecs - 8<sup>th</sup> Rank
- 11) Mr. Jaimin Thomas - Msw - 10<sup>th</sup> Rank
- 12) Mr. Anamma. K.P - M. Com - 5<sup>th</sup> Rank
- 13) Mr. Bari the. B - Msc. CS - 8<sup>th</sup> Rank
- 14) Mr. NeeThu Ninan - Msc Ecs - 3<sup>rd</sup> Rank

\* Our college has become the local chapter

of NPTEL Courses & NCVRT

Sl. No.	NCCRT Courses	Duration	Duration
1)	Certificate in Home Wiring	3 months	3 months
2)	Certificate in North Indian Dishes	3 months	3 months
3)	Certificate in Soup & Sauce Making	3 months	3 months
4)	Certificate in Cashier.	6 months	6 months
5)	Certificate Course in Advanced Photography	6 months	6 months
6)	Certificate in Basic Financial Services	6 months	6 months
7)	Certificate in Computerised Financial Management	6 months	6 months
8)	Certificate in Office Accounting	6 months	6 months
9)	Certificate in Personality Development	6 months	6 months
10)	Certificate in Office Practice Management	6 months	6 months
11)	Certificate in Wedding & Events Photography	3 months	3 months
12)	Certificate in TV Programme Production	6 months	6 months
13)	Certificate in Multimedia Flash.	3 months	3 months
14)	Diploma in Multimedia Animation.	6 months	6 months
15)	Certificate in Mushroom Production	6 months	6 months
16)	Certificate in Vermi Composting	6 months	6 months
17)	Certificate in Computer Hardware & Networking	6 months	6 months
18)	Diploma in Database Programming	6 months	6 months

were provided to the students.

\* While analyzing the student performance & outcomes, the CIA examinations were conducted on the 35<sup>th</sup> day of the semester. Strict evaluation was made by the faculty for both internal & model examinations.

\* IQAC organized the One day National level Workshop was conducted on Octom Band Education on 29<sup>th</sup> July 2019.

\* It was suggested to motivate the students to know the importance of Awarazam & NPTEL courses & to register in the courses.

\* It was decided to buy bicycles as one of the A2K Green initiative Programme for pollution free campus.

\* It was decided to conduct the programmes through Women Empowerment Cell for the

Self Help Group (SHGs) Women.

\* It was decided to conduct the Orientation Programme on NAAC in the month of December

2018 organized by IQAC.

\* It was decided to conduct the 7 days FDP for faculty members in the month of

April / May 2019.

Suggestions

Status.

Swayam + NPTEL

Motivated students to register in NPTEL & Swayam Courses.

Bicycles for students.

Two bicycles for girls and two for boys were introduced in ASKAS Campus.

Programs through Women Cell Empowerment for SHG.

Two days free training programme on Silk thread Jewellery making for SHG (Madukkarai) conducted from 19-12-2018 to 20-12-2018

Oriental program on NAAC

An orientation program on NAAC RAI guidelines & preparations conducted on 27/1/2019.


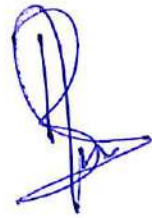
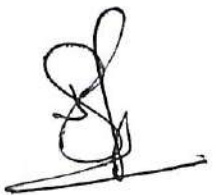

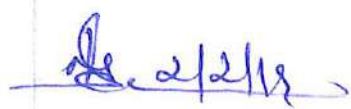

7 day FDP are to be organized

12 one day FDPs were conducted due to working day constrain

# MEETING - 3

# IQAC EXECUTIVE COMMITTEE MEETING.

Date: 02.02.2019

S.No.	MEMBER'S NAME	SIGNATURE
01.	Dr. AJEET KUMAR LAL MOHAN Secretary, AJK CAS.	
02.	Ms. BINDU AJEET DIRECTOR, AJK CAS	
03.	Dr. B. Sambath Kumar Advisor - AJK Educational Institutions	
04.	Dr. B. SATHISH KUMAR IQAC CHAIRPERSON	
05.	Ms. B. MANIMEKALA	
06.	Dr. K. VIJILA PROFESSOR - AGRICULTURAL MICROBIOLOGY TNAU	

07. THIRU. JAYAKUMAR RAMDASS  
Managing Director - MAHENDRA  
Pumps  
Vice President - CMA.

[Signature]

08. Mr. JEYA CHANDRAN.  
Corporate Consultant  
TAG Group of Hotels

[Signature]

09. THIRU. NANJIL NADAN  
SAHITYA ACADEMIC WINNER &  
SOCAL WORKER.

[Signature] 02/02/2019

10. Dr. S. N. SURESH

S. N. Suresh  
02/02/19

11. Dr. PRADEEPA

[Signature]  
K. Arun A

12. Dr. M. N. KATHIRAVAN

13. Dr. G. ANGELINE PRASANNA

[Signature]

14. Dr. MERLIN THAMMA JOY

ABSENT

15. Ms. ARCHANA PRASAD

[Signature]

16. Mr. S. NAVEENDRAN
17. Mr. S. SARAVANAN
18. Mr. DINESH KUMAR G.R.
19. Mr. I. JUBITHA.
20. Mr. JEEESH
21. Ms. Parvatha
22. M. Jasminepriya

S. Naveen

S. Saravanan

D. Dinesh Kumar G.R.

I. Jubitha

absent

P. Parvatha

M. Jasminepriya



# IOAC EXECUTIVE COMMITTEE MEETING.

DATE: 02.02.19

TIME: 02.00 pm

## Agenda:

1. Result Analysis
2. Certificate Course.
3. Value Added Course.
4. Department Activities
5. NSS activities

## MEETING MINUTES:

\* Dr. B. Sathesh Kumar, IOAC Chairperson welcomed the gathering.

\* Ms. B. Manimekale, IOAC Coordinator explains about the status report on quality sustenance. She presented the presentation and pointed out the phenomenal growth of the institution, activities conducted from the month of September to December 2018.

\* Retest and remedial was conducted for stu.

learners.

\* To strengthen the research activities, the faculty members are motivated to publish the research paper in the UGC approved journals.

In the academic year 2018, (from June 2018 to Jan 2019), 44 research articles were published in the UGC approved journals.

\* IQAC scrutinized the mode of conducting the internal test, quality of quality papers and evaluation of answer scripts.

\* Parent Teacher Association was conducted at the end of semester

\* The faculty members are provided the individual institutional mail ID under the domain name of ajkeas.com

\* IQAC organized the Orientation Programme on NAAC RAF Guidelines & Preparation on Jan 27th 2019. The file inspection on IQAC was done on the same date.

The following decisions were taken in the meeting :-

# It is suggested to have department wise MoU's. Academic events and internships should be organized / conducted on these MoU's, for the student welfare.

# It is suggested to conduct the Gender Equity Programmes.

# Mr. Nanjil Nadan suggested to conduct the programmes on religious harmony & cultural harmony, that indicates that there is love, affection in between different religions in institutions.

# It is decided to conduct the two days National Book Exhibition.

# Dr. B. Sathesh Kumar decided to conduct the next Executive Committee Meeting in the March 2019.

# Dr. Ajeet Kumar Lal Mohan suggested to include more external panel members.

# It is decided to conduct the Awareness Programme on plastic and to declare the Narakbarai

Village as Plastic free.

\* It is decided to put MOU with National Testing Agency (NTA), for the beneficial of faculty members and students.

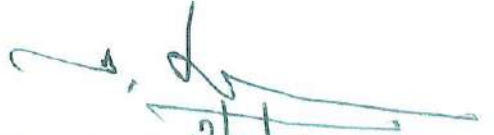
\* It is decided to start the following Certificate and Diploma courses provided by Bharathiar University in the next Academic year 2019-2020.

- 1) Certificate in Communicative English.
- 2) Certificate in JAVA.
- 3) Diploma in E-Commerce Applications
- 4) Diploma in Secretarial Practice
- 5) Diploma in Cyber security.

\* Uploaded our college data for NIRF 2019 ranking on 30.11.2018.

2/2/2019

Minutes Prepared By

  
2/2/19  
Dr. B. Suresh Kumar  
IQAC CHAIRPERSON

## ACTION TAKEN REPORT

**for the IQAC Executive Committee Meeting held on 02/02/2019**

S. NO.	SUGGESTIONS	STATUS
1.	Departments to sign MoUs with industries and conduct activities.	All the departments signed many MoUs with various industries and organized many academic events with them.
2.	Encourage the students for internships.	Departments were informed to sign for linkage with industries and send students for internships (other than their curriculum requirement). Training reports are maintained in the departments.
3.	College to conduct gender equity programs.	Gender equity programs were conducted.
4.	College to conduct the programs on religious harmony and cultural harmony.	Diwali, Christmas, Pongal and Onam festivals are celebrated every year.
5.	College to start Certificate and Diploma courses offered by the Bharathiar University.	Initiatives are taken for the same.

  
**IQAC CHAIRPERSON**

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2/2/2019

Minutes Prepared By





Dr. B. Satheesh Kumar,

IOAC CHAIRPERSON

## ACTION TAKEN REPORT

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**IQAC CHAIRPERSON**

**AJK COLLEGE OF ARTS AND SCIENCE**  
**COIMBATORE 641105**

**IQAC Executive Committee Meeting**  
**Minutes of the Meeting**

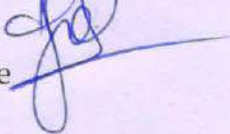

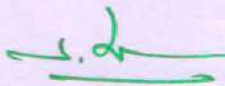
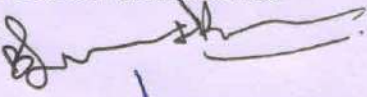
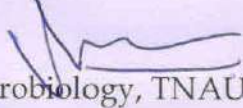
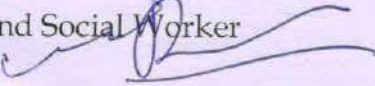
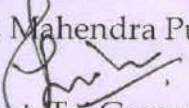

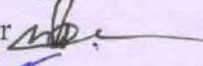
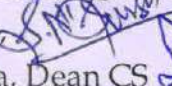
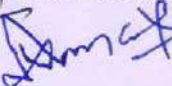
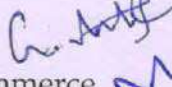


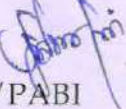
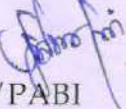
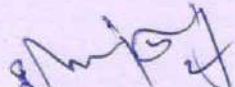
**Date & Time:** 28-3-2019, 02:00PM

**Venue:** Board Room

**Agenda:**

1. Certificate and Diploma courses offered by Bharathiar university
2. Internship program during summer vacation
3. Faculty enrichment programs
4. Research and publications

**Members Present:**

1. Dr. Ajeet Kumar Lal Mohan  
Secretary, AJK College of Arts and Science 
2. Ms. Bindu Ajeet   
Director, AJK College of Arts and Science
3. Dr. B. Satheesh Kumar   
Principal, AJK College of Arts and Science
4. Dr. B. Sampath Kumar   
Advisor, AJKCAS
5. Dr. K. Vijila M.Sc., (Agri)   
Professor of Agricultural Microbiology, TNAU
6. Thiru. Nanjil Nadan   
Sahithya Academic Winner and Social Worker
7. Thiru. Jayakumar Ramdas   
Managing Director, Mahendra Pumps, Vice President CMA
8. Mr. Jayachandran,   
Corporate Consultant, Taj Group of Hotels
9. Ms. B. Manimekala, IQAC Coordinator 
10. Dr. S.N. Suresh 
11. Dr. K. Pradeepa, Dean CS 
12. Dr. G. Angeline Prasanna, HOD/CS 
13. Dr. A. Merlin Thanga Joy, Dean/Commerce 
14. Dr. Archana Prasad, HOD/CDF 
15. Mr. S. Nagendran 
16. Mr. S. Saravanan, HOD/ECS 
17. Mr. GR. Dinesh Kumar, HOD/PABI 



18. Ms. I Jubitha, Student *Jubitha*  
19. M. Jasmine Priya, HOD/Languages *Jasmine Priya*  
20. Mr. Jijeesh, I M.Sc ECS *Jijeesh*  
21. Ms. Pavithra, Office *Pavithra*

**Minutes:**

1. Dr. B. Satheeshkumar, Chairperson-IQAC & Principal, AJKCAS welcomed the EC members.
2. Ms. B. Manimekala, IQAC Coordinator presented the activities conducted from November 2018 the members.
3. Dr. K. Vijila appreciated the placement initiatives taken by the college.
4. She suggested that Bharathiar University diploma/certificate courses also can be provided to the students.
5. Thiru. Jayakumar Ramdas suggested motivating students to undergo minimum 21 days internship. during the summer vacation period.
6. The Principal said that the summer vacation period could be used for internship programs.
7. Mr. Jayachandran appreciated the college for conducting FDPs for the faculty members.
8. He congratulated PG department of the college for securing 100% result in University Examinations.
9. Dr. SN Suresh informed to concentrate on research programmes and collaborative research.
10. The Principal informed the committee that new certificate and value added courses will be introduced for the next academic year.

*[Signature]*  
Dr. B. Satheeshkumar  
Principal & IQAC Chairperson



PRINCIPAL  
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