

## IQAC EXECUTIVE COMMITTEE MEETING 2024-25

CIRCULAR

10.06.2024

There will be an IQAC Executive Committee Meeting on 14.06.2024 at 11.00 AM in Nanjil Hall. The following members are requested to attend the meeting without fail.

### Agenda:

- ✦ Action plan for the academic year 2024-2025
- ✦ Infosys training for students
- ✦ Induction program for first year students
- ✦ others

### Members to be Present:

#### Members of the Management

Prof. Dr. Ajeet Kumar Lal Mohan - Secretary, AJKCAS

Dr. S.Raju - Principal & Chairperson IQAC, AJKCAS

Dr.S.Mohanavel - Director IQAC, AJKCAS

Ms.Sujitha Amalin Nancy - Coordinator IQAC, AJKCAS

#### Members of Faculty

Ms. Bindu Ajeet - Associate Professor, Dept of CSHM

Dr.E.Deepa - Associate Professor & HOD, Dept of Aviation Management

Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies

Dr. M. Jasmine Priya - Assistant Professor & HOD, Dept of Languages

Dr. A S Aneesh Kumar - Associate Professor & HOD, Dept of CS&A

#### Student Representative

Ms. Evangeline Shiny VS- III Year B.Sc. DCFS

#### Office Administration

Ms. Prameela K Nair - HR Officer

Ms. M. Renupriya - System Administration



PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

A.J.K. College of Arts And Science  
Navakkarai, Coimbatore - 641 105.



**IQAC Executive Committee Meeting 2024-25**  
**Minutes of the Meeting**

Date & Time: 14.06.2024, 11 AM

Venue: Nanjil Hall

**Agenda**

- ✦ Action plan for the academic year 2024-2025
- ✦ Infosys training for students
- ✦ Induction program for first year students
- ✦ others

**Members Present:**

**Member of the Management**

- Prof. Dr. Ajeet Kumar Lal Mohan - Secretary, AJKCAS
- Dr. B. Sampath Kumar - Educationalist, AJK Educational Institutions
- Dr. S.Raju - Principal & Chairperson IQAC, AJKCAS
- Dr. S. Mohanavel - Director IQAC, AJKCAS
- Ms. Sujitha Amalin Nancy - Coordinator IQAC, AJKCAS

**External Expert: Academician**

- Dr. K. Vijila M.Sc. (Agri) - Professor, TNAU

**External Experts: Industry Representative**

- Thiru. JayaKumar Ramdass - Managing Director, Mahendra Submersible Pumps (P) Ltd.
- Mr. Esan Varghese - General Manager, MagGenome Technologies

**External Experts: Local Society Representative**

- Thiru. Nanjil Nadan, Sahithya Academy Winner and Social Worker

**Members of the Faculty**

- Ms. Bindu Ajeet - Associate Professor, Dept of CSHM
- Dr. E. Deepa - Associate Professor & HOD, Dept of Aviation Management
- Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies
- Dr. M. Jasmine Priya - Assistant Professor & HOD, Dept of Languages
- Dr. A S Anesh Kumar - Associate Professor & HOD, Dept of CS&A

**Alumnus**

- Mr. Kaja Hussain - Entrepreneur

**Student Representative**

- Ms. Evangeline Shiny VS - III Year B.Sc. DCFS

**Office Administration**

- Ms. Pameela K Nair - HR Officer
- Ms. M. Renupriya - System Administration



## MEETING MINUTES

1. Dr. S. Raju, Principal & IQAC Chairperson welcomed the IQAC Executive Committee members.
2. The Principal presented the action plan for the academic year 2024-25 including BOS meeting, Academic council meeting, Governing body meeting, College committee meeting and exam schedule for autonomous stream.
3. It was shared with the committee that a 21-day training program by Infosys in the campus has been planned for third-year students in the odd semester.
4. A 7-day induction program has been planned for the first year students.
5. Dr. B. Sampath Kumar informed to organise more FDPs.
6. Thiru. JayaKumar Ramdass suggested to conduct quality cultural activities.
7. Dr. K. Vijila advised to conduct programmes focussing SDGs.

*A S*

IQAC COORDINATOR



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IQAC DIRECTOR

PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

**A.J.K. College of Arts And Science  
Navakkarai, Coimbatore - 641 105.**



**AJK** COLLEGE OF  
ARTS AND SCIENCE  
An Eco-Friendly College  
**(AUTONOMOUS)**



Palakkad Main Road, Navakkarai, Coimbatore  
Tamil Nadu - 641105, Ph: 0422 - 3501700

**Action Taken Report**  
**For the IQAC Executive Committee Meeting (2024-2025) held on 14.06.2024**

S.NO.	SUGGESTIONS	STATUS
1.	21-day Training program at Infosys	Conducted from 08.10.2024 to 25.10.2024
2.	7-day induction program	Conducted from 27.07.2024
3.	BOS meeting	Conducted on 05,07.12.2024
4.	Academic council meeting	Conducted on 12.12.2024
5.	Governing body meeting	Conducted on 12.12.2024
6.	College committee meeting	Conducted on 29.10.2024
7.	Autonomous Exam Schedule	Scheduled in Aug, Sep & Oct 2024
8.	Conducting FDPs	Being conducted
9.	Conducting cultural programmes	Being organised
10.	Conducting SDG programmes	Being conducted

  
IQAC COORDINATOR



  
IQAC DIRECTOR

  
PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

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**Navakkarai, Coimbatore - 641 105.**

**IQAC EXECUTIVE COMMITTEE MEETING 2024-25**

**CIRCULAR**

**16.09.2024**

There will be an IQAC Executive committee meeting on 20.09.2024 at 10.30 AM in Nanjil Hall. The following members are requested to attend the meeting without fail.

**Agenda:**

- ✦ Students Feedback
- ✦ Performance appraisal
- ✦ ISO Audit
- ✦ others

**Members to be Present:**

**Members of the Management**

Prof. Dr. Ajeet Kumar Lal Mohan- Secretary, AJKCAS

Dr. S.Raju – Principal & Chairperson IQAC, AJKCAS

Dr.S.Mohanavel – Director IQAC, AJKCAS

Ms.Sujitha Amalin Nancy – Coordinator IQAC, AJKCAS

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Dr. A S Aneesh Kumar – Associate Professor & HOD, Dept of CS&A

**Student Representative**

Ms. Evangeline Shiny VS– III Year B.Sc. DCFS

**Office Administration**

Ms. Prameela K Nair – HR Officer

Ms. M. Renupriya – System Administration



PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

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**Navakkarai, Coimbatore - 641 105.**



## IQAC Executive Committee Meeting 2024-25

### Minutes of the Meeting

Date & Time: 20.09.2024, 11 AM




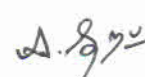
Venue: Nanjil Hall

#### Agenda

- ✦ Students Feedback
- ✦ Performance appraisal
- ✦ ISO Audit
- ✦ others

#### Members Present

##### Member of the Management

- Prof. Dr. Ajeet Kumar Lal Mohan - Secretary, AJKCAS 
- Dr. B. Sampath Kumar – Educationalist, AJK Educational Institutions
- Dr. S.Raju – Principal & Chairperson IQAC, AJKCAS 
- Dr.S.Mohanavel – Director IQAC, AJKCAS 
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##### External Expert: Academician

- Dr. K. Vijila M.Sc. (Agri) – Professor, TNAU 






##### External Experts: Industry Representative

- Thiru. JayaKumar Ramdass – Managing Director, Mahendra Submersible Pumps (P) Ltd. 
- Mr.Esan Varghese – General Manager, MagGenome Technologies 

##### External Experts: Local Society Representative

- Thiru. Nanjil Nadan, Sahithya Academy Winner and Social Worker 

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- Ms.Bindu Ajeet – Associate Professor, Dept of CSHM 
- Dr.E.Deepa – Associate Professor & HOD, Dept of Aviation Management 
- Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies 
- Dr. M. Jasmine Priya – Assistant Professor & HOD, Dept of Language 
- Dr. A S Aneesh Kumar – Associate Professor & HOD, Dept of CS&A 



##### Alumni

- Mr. Kaja Hussain – Entrepreneur 

##### Student Representative

- Ms. Evangeline Shiny VS– III Year B.Sc. DCFS 

##### Office Administration

- Ms. Prameela K Nair – HR Officer 
- Ms. M. Renupriya – System Administration 



## MEETING MINUTES

1. Dr. S. Raju, Principal & IQAC Chairperson welcomed the IQAC Executive Committee members.
2. The committee discussed the current student feedback mechanism and emphasized the need to strengthen student engagement and response accuracy.
3. Dr.B.Sampath Kumar suggested analysing the feedbacks department wise and preparing action plans accordingly.
3. The Principal announced that a performance appraisal will be carried out for teaching & non-teaching staff. It is planned to conduct biannually. The goal is to align performance evaluation with institutional goals and individual growth.
4. Dr. K.Vijila suggested to adopt a balanced scorecard approach, including teaching effectiveness, research output, student engagement and professional development.
5. Dr.Ajeetkumar Lal Mohan advised conducting ISO audit to evaluate the conformity and effectiveness of the management system and identify potential areas for improvement.
6. Mr.Esan Varghese advised to collect feedback from employers also.
7. Dr.S.Mohanavel informed to conduct more endowment activities.

*A. S. Raju*

IQAC COORDINATOR



*S. Sampath Kumar*  
IQAC DIRECTOR

PRINCIPAL & IQAC CHAIRPERSON  
PRINCIPAL

**A.J.K. College of Arts And Science  
Navakkarai, Coimbatore - 641 105.**

**Action Taken Report**  
**For the IQAC Executive Committee Meeting (2024-2025) held on 20.09.2024**

S.NO.	SUGGESTIONS	STATUS
1.	Students Feedback	Completed in September
2.	Performance appraisal	Completed in Oct 2024
3.	ISO Audit	Completed in Nov 2024
4.	Employer Feedback	Being collected from employers when they come to institute for placement purpose
5.	Endowment Activities	Being conducted.

*A. S. J.*

IQAC COORDINATOR



*S. J.*

IQAC DIRECTOR

PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

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**Navakkarai, Coimbatore - 641 105.**



## IQAC EXECUTIVE COMMITTEE MEETING 2024 - 25

CIRCULAR

27.11.2024

There will be an IQAC Executive committee meeting on 03.12.2024 at 11.00 AM in Nanjil Hall. The following members are requested to attend the meeting without fail.

### Agenda:

- ✦ Administrative Audit
- ✦ Certificate course
- ✦ NIRF
- ✦ AISHE
- ✦ AQAR
- ✦ Others

### Members to be Present:

#### Members from the Management:

Prof. Dr. Ajeet Kumar Lal Mohan - Secretary, AJKCAS

Dr. S.Raju - Principal & Chairperson IQAC, AJKCAS

Dr.S.Mohanavel - Director IQAC, AJKCAS

Ms.Sujitha Amalin Nancy - Coordinator IQAC, AJKCAS

#### Members of the Faculty

Ms.Bindu Ajeet - Associate Professor, Dept of CSHM

Dr.E.Deepa - Associate Professor & HOD, Dept of Aviation Management

Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies

Dr. M. Jasmine Priya - Assistant Professor & HOD, Dept of Languages

Dr. A S Aneesh Kumar - Associate Professor & HOD, Dept of CS&A

#### Student Representative

Ms. Evangeline Shiny VS - III Year B.Sc. DCFS

#### Office Administration

Ms. Prameela K Nair - HR Officer

Ms. M. Renupriya - System Administration



PRINCIPAL & IQAC CHAIRPERSON  
**A.J.K. College of Arts And Science**  
Navakkarai, Coimbatore - 641 105.

## IQAC Executive Committee Meeting 2024-25

### Minutes of the Meeting

Date & Time: 03.12.2024, 11 AM

Venue: Nanjil Hall

#### Agenda

- Administrative Audits
- Certificate course
- NIRF
- AQAR
- AISHE
- Others

#### Members Present:

##### Member of the Management

- Prof. Dr. Ajeet Kumar Lal Mohan- Secretary, AJKCAS
- Dr. B. Sampath Kumar – Educationalist, AJK Educational Institutions.
- Dr. S.Raju – Principal & Chairperson IQAC, AJKCAS
- Dr.S.Mohanavel – Director IQAC, AJKCAS
- Ms.Sujitha Amalin Nancy – Coordinator IQAC, AJKCAS

##### External Expert: Academician

- Dr. K. Vijila M.Sc. (Agri) – Professor, TNAU

##### External Experts: Industry Representative

- Thiru. JayaKumar Ramdass – Managing Director, Mahendra Submersible Pumps (P) Ltd.
- Mr.Esan Varghese – General Manager, MagGenome Technologies

##### External Experts: Local Society Representative

- Thiru. Nanjil Nadan, Sahithya Academy Winner and Social Worker

##### Members of the Faculty

- Ms.Bindu Ajeet – Associate Professor, Dept of CSHM
- Dr.E.Deepa – Associate Professor & HOD, Dept of Aviation Management
- Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies
- Dr. M. Jasmine Priya – Assistant Professor & HOD, Dept of Languages
- Dr. A S Aneesh Kumar – Associate Professor & HOD, Dept of CS&A

##### Alumni

- Mr. Kaja Hussain – Entrepreneur

##### Student Representative

- Ms. Evangeline Shiny VS– III Year B.Sc. DCFS

##### Office Administration

- Ms. Prameela K Nair – HR Officer
- Ms. M. Renupriya – System Administration



## MEETING MINUTES

1. Dr. S. Raju, Principal & IQAC Chairperson welcomed the IQAC Executive Committee members.
2. The Principal briefed regarding the planning of conducting administrative audit to enhance the quality of the departments & administrative outcomes.
3. A proposal was discussed to introduce new skill-enhancement certificate courses for students from next year. These courses will aim to develop industry-relevant competencies and improve student employability.
4. Our institution is planning to participate in the NIRF & AISHE.
5. The Director IQAC informed the members that 2023-24 documents are getting ready to submit Annual Quality Assurance Report (AQAR) soon.
6. Mr. Kaja Hussain suggested to collect feedback from parents and other stake holders like alumni etc.
7. Thiru. Nanjil Nadan advised to do more MoU activities.

A. Raju

IQAC COORDINATOR



IQAC DIRECTOR

PRINCIPAL & IQAC CHAIRPERSON

**PRINCIPAL**

**A.J.K. College of Arts And Science  
Navakkaral, Coimbatore - 641 105.**

**Action Taken Report**  
**For the IQAC Executive Committee Meeting (2024-2025) held on 03.12.2024**

S.NO.	SUGGESTIONS	STATUS
1.	Administrative audit	Conducted in February 2025
2.	Certificate courses	Initiatives were taken
3.	NIRF	Submitted in January 2025
4.	AQAR	Submitted in January 2025
5.	AISHE	Submitted in February 2025
6.	Parents Feedback	Will be collected during Parents Teachers Meet
7.	MoU activities	More MoU activities are organised

*A. S. S.*

IQAC COORDINATOR



*[Signature]*  
IQAC DIRECTOR

*[Signature]*  
PRINCIPAL & IOAC CHAIRPERSON  
**PRINCIPAL**

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## IQAC EXECUTIVE COMMITTEE MEETING 2024-25

CIRCULAR

4.3.2025

There will be an IQAC Executive committee meeting on 10.03.2025 at 11.30 AM in Nanjil Hall. The following members are requested to attend the meeting without fail.

### Agenda:

- ✦ Activities by IQAC
- ✦ Academic Audit
- ✦ Annual Stock Verification
- ✦ others

### Members to be Present:

#### Members from the Management

Prof. Dr. Ajeet Kumar Lal Mohan- Secretary, AJKCAS

Dr. S.Raju – Principal & Chairperson IQAC, AJKCAS

Dr.S.Mohanavel – Director IQAC, AJKCAS

Dr. G.Smitha – Coordinator IQAC, AJKCAS

#### Members of the Faculty

Ms.Bindu Ajeet – Associate Professor, Dept of CSHM

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Dr. M. Jasmine Priya – Assistant Professor & HOD, Dept of Languages

Dr. A S Aneesh Kumar – Associate Professor & HOD, Dept of CS&A

#### Student Representative

Ms. Evangeline Shiny VS– III Year B.Sc. DCFS

#### Office Administration

Ms. Prameela K Nair – HR Officer

Ms. M. Renupriya – System Administration



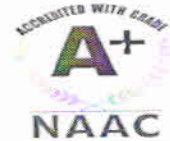
PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

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4/3/25



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Palakkad Main Road, Navakkarai, Coimbatore  
Tamil Nadu - 641105. Ph: 0422 - 3501700

## IQAC Executive Committee Meeting Minutes of the Meeting

Date & Time: 10.03.2025, 11.30 AM

Venue: Nanjil Hall

### Agenda

- + Submission of Aishe
- + Activities by IQAC
- + Administrative audit
- + others

### Member of the Management

- Prof. Dr. Ajeet Kumar Lal Mohan- Secretary, AJKCAS
- Dr. B. Sampath Kumar – Educationalist, AJK Educational Institutions
- Dr. S.Raju – Principal & Chairperson IQAC, AJKCAS
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- Dr. S. Umamaheswari - Associate Professor & HOD, Dept of Management Studies
- Dr. M. Jasmine Priya – Assistant Professor & HOD, Dept of Language
- Dr. A S Aneesh Kumar – Associate Professor & HOD, Dept of BCA

### Alumni

- Mr. Kaja Hussain – Entrepreneur

### Student Representative

- Mr. Lourthu Balan – III Year B.Sc. DCFS

### Office Administration

- Ms. Prameela K Nair – HR Officer
- Ms. M. Renupriya – System Administration



## MEETING MINUTES

1. Dr. S. Raju, Principal & IQAC Chairperson welcomed the IQAC Executive Committee members.
2. Dr.S.Mohanavel informed that Academic Audit and Annual Stock Verification will be conducted soon.
3. Secretary AJKCAS informed to conduct more ATPs, FDPs and SDPs.
4. He also informed to complete all 2024-25 academic activities, plan 2025-26 academic activities and schedule statutory committee meetings for 2025-26.
5. Ms.Bindu Ajeet advised to do the needful to distribute books, notebooks, uniform and other materials in time without delay.

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IQAC COORDINATOR



*S*  
IQAC DIRECTOR

*Bindu Ajeet*

PRINCIPAL & IQAC CHAIRPERSON  
**PRINCIPAL**

**A.J.K. College of Arts And Science  
Navakkarai, Coimbatore - 641 105.**



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### Action Taken Report

For the IQAC Executive Committee Meeting (2024-2025) held on 10.03.2025

S. NO.	SUGGESTIONS	STATUS
1.	To conduct ATP and SDP.	Conducted in March 2025
2.	To conduct Academic Audit	Conducted in March 2025
3.	To conduct Annual Stock Verification	Conducted in April 2025
4.	To complete 2024-25 activities, plan 2025-26 activities and schedule statutory committee meetings	Initiated the work & follow up is going on.
5.	Distribution of student materials in time.	Will be done from next sem.

IQAC COORDINATOR



IQAC DIRECTOR

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