



VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
AFFILIATED TO BHARATHIAR UNIVERSITY
KOVAIPUDUR, COIMBATORE - 42

AQAR – 2023-2024

CRITERIA – VI

Metric - 6.5.2 Institutional Review on Teaching and Learning Process

IQAC Review Minute- Teaching and Learning



VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

An Autonomous Institution, Affiliated to Bharathiar University and Approved by AICTE
Re-Accredited by NAAC with 'B++' Grade

KOVAIPUDUR, COIMBATORE – 641 042

Phone: 0422-2605162 E-mail: principal@vlbjcas.ac.in Website: www.vlbjas.ac.in

MINUTES OF THE MEETING OF THE IQAC HELD ON 20.01.2024

The meeting of the IQAC was held on 20.01.24. The meeting commenced with the welcome note by the Principal. The items of the agenda were taken up for discussion one by one after brief presentation by Mr R.Kanaganaj, IQAC Coordinator.

Item No.1.1: To approve the minutes of the previous meeting held on 28.06.2023

The minutes of the previous meet along with detailed action taken report was presented for approval.

Resolution:

Members of IQAC appreciated the action taken on the suggestions provided by them in previous meeting. Members also highlighted the improvement in placement of students so far compared to previous years.

Resolved to approve the minutes of the previous meeting held on 28.06.2023

Item No.1.2: To report and approve the submission of AQAR 2022-23 and NIRF

The IQAC coordinator presented the AQAR 2022-2023 and NIRF for approval of IQAC member

Resolution:

Suggestions are given by members to improve the Industry academia linkages.

Resolved to approve the NIRF and AQAR 2022-2023 for submission.

Item No.1.3: To report Activities / quality initiatives of the IQAC in the previous years

The IQAC coordinator presented various activities of the IQAC in the previous year and after discussion the following resolution was passed

Resolution:

Suggestions are given by members to have frequent Parent-teachers meet to monitor and improve academic performance.

Members suggested to develop curriculum with specialization in particular subject based on industrial requirements.



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Resolved to approve the activities and quality initiatives undertaken by IQAC during the last academic year 2022-2023(Odd semester).

Item No.1.4 To report Activities / Action plan for the even semester of the academic year 2023-2024:

The IQAC coordinator presented the quality initiatives and bench marks of various statutory, non statutory committees, functional centers and clubs, for the academic year 2023-24.

Resolution:

Resolved and approve the Action Plan for Even Semester

Item No.1.5 Any other matter

The members appreciated the overall effort taken by IQAC for quality improvement of students and institution.

As there was no other matters for discussion the meeting was wound up after the Vote of thanks proposed by Dr. K.Vasudevan, Vice-Principal, VLB CAS .

R. Karan
20/1/24

IQAC COORDINATOR

IQAC CO-ORDINATOR
VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
AUTONOMOUS
KOVAIPOUDUR, COIMBATORE - 641 042.



S. Vasudevan
20/1/24
PRINCIPAL

PRINCIPAL
VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
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Members Present at the IQAC Meeting held on 20.1.2024 :

| S.No | Name | Designation | Signature |
|------|--|------------------------------|-----------------------------|
| 1. | Dr.B.Satheeshkumar Principal | Chairman | |
| 2. | Dr. K.Vasudevan Vice Principal | IQAC Advisor | |
| 3. | Mrs Jaishree Suryakumar, CEO & Secretary | Management Representative | - |
| 4. | Mr. P.M.Mohanan Vice President , Luker Electric Technologies, Coimbatore. | Industrial Expert | 20/1/24 |
| 5. | Mr.S.Sakthivel Manager- HRD, Indo Shell Cast Pvt.Ltd, Coimbatore. | Industrial Expert | 20/1/24 |
| 6. | Prof. K.Vijayan, Advisor, SET Group of Institutions | Local Society Member | - |
| 7. | Mr Mohammed Asik, Senior Software Developer, Avatu , Pune | Employer | Mohammed Asik 20/01/2024 |
| 8. | Mr. V.Murugesan HOD, Computer Science | Teaching Member | 20/1/24 |
| 9. | Dr. A.Sulekha, HOD, Commerce | Teaching Member | 20/1/24 |
| 10. | Dr.B.Suresh, Asst.Prof, ECS | Teaching Member | 20/1/24 |



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| | | | |
|-----|--|----------------------------|-------------|
| 11. | Mr. B.Ramesh Asst Prof, IT & CT | Teaching Member | |
| 12. | Dr. R.Sindhuja, Asst Prof, B.Com CA | Teaching Member | 20/1/24 |
| 13. | Ms S.Priyanka, HR | Administrative Official | 20/1/24 |
| 14. | Ms M.Priyanka, IQAC Assistant | Administrative Official | |
| 15. | Ms V.Sharadha, Office Assistant | Administrative Official | |
| 16. | Mr. G.Ragunath, Assistant Consultant, TCS | Alumni | - |
| 17. | Deva.S, III B.Sc CT | Student Member | |
| 18. | Arunkumar, II B.Com IT | Student Member | |
| 19. | Sanika Prabhakaran , I MBA | Student Member | |
| 20. | Dr N.Latha, Head, Dept of B.Com (CS & IT) | IQAC Coordinator | |
| 21. | Mr R.Kanagaraj, Hend, Dept of IT & CT | IQAC Coordinator | |



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MINUTES OF THE MEETING OF THE IQAC HELD ON 07.06.2024

The meeting of the IQAC was held on 07.06.2024. The meeting commenced with the welcome note by the Principal. The items of the agenda were taken up for discussion one by one, after brief presentation by Mr R.Kanagaraj, IQAC Coordinator.

Item No.1: To approve the minutes of the previous meeting held on 20.01.2024

The minutes of the previous meeting along with action taken report was presented for approval.

Resolution:

Resolved to approve the minutes of the previous meeting held on 20.01.2024 and the IQAC was appreciated for the action taken upon the suggestion offered by the members.

Item No.2: To report the Activities / quality initiatives of the IQAC in the previous years

The IQAC coordinator presented the various activities initiated by the IQAC in the previous year and after discussion the following resolution was passed.

Resolution:

Resolved to approve the activities and quality initiatives undertaken by IQAC during the academic year 2023-2024 Even semester.

Item No.3: To report the submission of AQAR 2022-2023 and to approve the submission of AQAR for the academic year 2023-2024.

AQAR 2022-2023 was successfully submitted and approved by NAAC.

Resolution :

Resolved to approve the AQAR 2023-2024 for submission

Item No.4 To report the Activities / Action plan for the odd semester of the academic year 2024-2025:

The IQAC coordinator presented the quality initiatives, action plan and bench marks of various statutory, non statutory committees, functional centers and clubs, for the academic year 2024-2025.

Resolution:

Resolve to approve the action plan for the Odd semester of 2024-2025.



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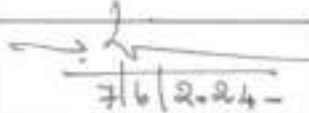
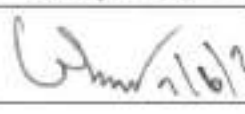


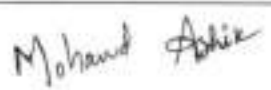
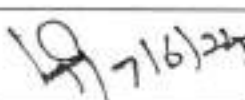
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Item No.5 Any other matter

The members appreciated the overall effort taken by IQAC towards quality enhancement and recommended to conduct Value added and Skill oriented programmes to the for the benefit of the students. .

As there were no other matters for discussion the meeting was wound up after the Vote of thanks proposed by Dr.K.Vasudevan, Vice Principal.

Members Present :

| S.No | Name | Designation | Signature |
|------|---|------------------------------|--|
| 1. | Dr.B.Satheeshkumar Principal | Chairman |  7/6/2024 |
| 2. | Dr. K.Vasudevan Vice Principal | IQAC Advisor |  7/6/24 |
| 3. | Mrs Jaishree Suryakumar, CEO & Secretary | Management Representative | - |
| 4. | Mr. P.M.Mohanani Vice President , Luker Electric Technologies, Coimbatore. | Industrial Expert |  |
| 5. | Mr.S.Sakthivel Manager- HRD, Indo Shell Cast Pvt.Ltd, Coimbatore | Industrial Expert |  |
| 6. | Prof. K.Vijayan, Advisor, SET Group of Institutions | Local Society Member | - |
| 7. | Mr Mohammed Asik, Senior Software Developer, Avatu , Pune | Employer |  |
| 8. | Mr. V.Murugesan HOD, Computer Science | Teaching Member |  7/6/24 |


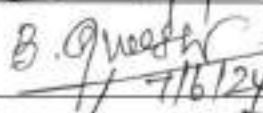
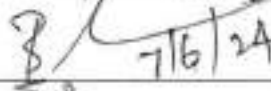
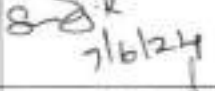

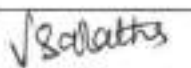

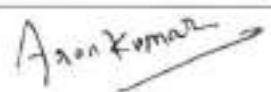

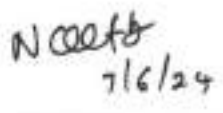



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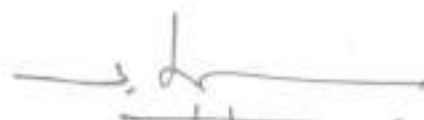
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| | | | |
|-----|--|-------------------------|---|
| 9. | Dr. A.Sulekha, HOD, Commerce | Teaching Member |  7/6/24. |
| 10. | Dr.B.Suresh, Asst.Prof, ECS | Teaching Member |  7/6/24 |
| 11. | Mr. B.Ramesh Asst Prof, IT & CT | Teaching Member |  7/6/24 |
| 12. | Dr. R.Sindhuj, Asst Prof, B.Com CA | Teaching Member |  7/6/24 |
| 13. | Ms S.Priyanka, HR | Administrative Official |  7/6/24 |
| 14. | Ms M.Priyanka, IQAC Assistant | Administrative Official | - |
| 15. | Ms V.Sharadha, Office Assistant | Administrative Official |  |
| 16. | Mr. G.Ragunath, Assistant Consultant,TCS | Alumni |  |
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| 19. | Sanika Prabhakaran , I MBA | Student Member |  |
| 20. | Dr N.Latha, Head, Dept of B.Com (CS & IT) | IQAC Coordinator |  7/6/24 |
| 21. | Mr R.Kanagaraj, Head, Dept of IT & CT | IQAC Coordinator |  7/6/24 |



IQAC CO-ORDINATOR
VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
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7/6/2024

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31
OF SERVICE
EXCELLENCE

Subject : FOOD AND BEVERAGE SERVICE - V
Subject Code : 21BHM5A3
Class : III YEAR
Academic Year : 2023 - 2024 ODD / EVEN
Teacher : A. KARTHIK PRAKASH
Department : CSHM

PERSONAL LOG BOOK

FACULTY TIME TABLE





| PERIOD / DAY ORDER | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------|---|-------|-------|---|---|---|---|
| Day 1 | | | | | | | |
| Day 2 | | FBS-v | | | | | |
| Day 3 | | | FBS-v | | | | |
| Day 4 | | | | | | | |
| Day 5 | | | | | | | |
| Day 6 | | FBS-v | FBS-v | | | | |

No. of hours per week : 4

No. of weeks planned : 12

Total planned hours : 48

LECTURE PLAN





| S.No | Details of topics proposed to be covered | Teaching aids used | Date & Period of Lecture | Initial of HOD / Principal |
|----------------|---|-----------------------|--------------------------|---|
| <u>Unit-I</u> | | | | |
| 1. | Queidon Service - Introduction | ppt | 17.05.2021 |    |
| 2. | Mise en place for queidon | ppt, lecturing | 17.06.2021 | |
| 3. | Special equipments used in queidon | ppt | 20.05.2021 | |
| 4. | Care and maintenance of equipment. | powerpoint/ppt | 20.06.2021 | |
| 5. | Taking the order in queidon | lecturing | 21.06.2021 | |
| 6. | Methods of serving the dish at the table | ppt | 21.06.2021 | |
| 7. | Seating and joining at the table | lecturing, ppt | 22.06.2021 | |
| 8. | Caring waiter used in queidon | ppt | 22.06.2021 | |
| 9. | Dishes prepared on the queidon | ppt | 23.06.2021 | |
| 10. | Flaming in queidon service | video, lecturing, ppt | 23.06.2021 | |
| <u>Unit-II</u> | | | | |
| 11. | Function catering - Introduction | ppt | 27.06.2021 |  Interhall Process Auditor |
| 12. | Types of function, function service staff and | lecturing | | |

LECTURE PLAN

| S.No. | Details of topics proposed to be covered | Teaching aids used | Date & Period of Lecture | Initial of HOD / Principal |
|-------|--|--------------------|--------------------------|----------------------------|
| | Responsibilities | | 2.07.2021 | |
| 13. | Service methods in function catering | ppt | 3.07.2021 | |
| 14. | Booking and organization of function, and function menu | lecturing, ppt | 5.07.2021 | |
| 15. | Seating tabling, Seating arrangements | lecturing | 6.07.2021 | |
| 16. | Banquet Layouts | lecturing | 10.07.2021 | |
| 17. | Instructions to service staff, Order of Service for a formal function | lecturing | 10.07.2021 | |
| 18. | Reception and ordering of wines. | lecturing | 12.07.2021 | |
| 19. | Lighting organization & procedure at a wedding buffet, reception, family, dress up | ppt | 13.07.2021 | |
| 20. | Procedure for toast | lecturing, ppt | 15.07.2021 | |
| 21. | Planning of buffets & sit down and plate buffets | ppt | 18.07.2021 | |
| 22. | Facilities required for Exhibitions, Seminars, Fashion Shows, Trade fairs etc | lecturing | 21.07.2021 | |

LECTURE PLAN

| S.No. | Details of topics proposed to be covered | Teaching aids used | Date & Period of Lecture | Initial of HOD / Principal |
|-------|---|--------------------|--------------------------|----------------------------|
| | <u>Unit-III</u> | | | |
| 23. | Outdoors catering: Meaning | ppt | 21.7.2021 | |
| 24. | Preliminary survey of the place and comfort of party | ppt | | |
| 25. | Hiring of service personnel | lecturing | 19.8.2021 | |
| 26. | Making a list of service equipment required | lecturing | 19.8.2021 | |
| 27. | Setting up counters and allowing stations | lecturing | 21.8.2021 | |
| 28. | Specialized forms of service: Hospital tray service | ppt, lecturing | 22.8.2021 | |
| 29. | Specialized forms of service: Airline service, Railway service. | ppt, lecturing | 25.8.2021 | |
| | <u>Unit-IV</u> | | | |
| 30. | Budgeting for the F&B departments & Introduction, meaning | lecturing | 25.8.2021 | |

| RECORDED | | | | |
|----------|------------------|-------------------------------------|--------------|---|
| | Date of Coverage | Date of Study Material Distribution | No. of Pages | Initial of HOD |
| Unit I | 23.06.2023 | 20.06.2023 | 07 |  |
| Unit II | 21.07.2023 | 18.07.2023 | 09 |  |
| Unit III | 22.08.2023 | 20.08.2023 | 05 |  |
| Unit IV | 3.10.2023 | 19.09.2023 | 12 |  |
| Unit V | 17.10.2023 | 10.10.2023 | 14 | |

| PROGRAMMES AND ACTUAL WORKING | | |
|-------------------------------|---------------|------------------------|
| Particulars | As Programmed | As per Actual Position |
| No. of Lecture Classes | 48 | 47 |
| No. of Assignments | - | - |
| No. of Tests | 3 | 3 |
| No. of Seminars | 1 | 1 |

| No. of Students | | |
|-----------------|--------------------------|-------------------------------|
| In the Class | Appearing for Final Exam | With less than 75% Attendance |
| 29 | 29 | 4 |


Signature of the Member of Faculty

Certified that this Log Book is complete in all respects and this may be record

Internal Process Auditor

Verified
St. Pooja
7/11/23


Head of the Department


PRINCIPAL

V.L.B.JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

Autonomous

Kovaipudur, Coimbatore - 641 042



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Subject : *Bakery And Confectionery*
Subject Code : *22BHM304*
Class : *II year - III SEMESTER*
Academic Year : *2023 - 2024* ODD / EVEN
Teacher : *Chinna Raj-T*
Department : *CS.HR*

PERSONAL LOG BOOK

FACULTY TIME TABLE

| PERIOD / DAY ORDER | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------|---|---|---|---|-----|-----|---|
| Day 1 | | | | | | | |
| Day 2 | | | | | | | |
| Day 3 | | | | | | b/c | |
| Day 4 | | | | | | b/c | |
| Day 5 | | | | | b/c | | |
| Day 6 | | | | | | | |

No. of hours per week : 03

No. of weeks planned : 12 x 3

Total planned hours : 36

LECTURE PLAN

| S.No. | Details of topics proposed to be covered | Method(s) used | Date & Duration of Lecture | Topic in HOD / Professor |
|---------------|--|----------------|----------------------------|--------------------------|
| UNIT 1 | | | | |
| 1. | INTRODUCTION TO BAKERY & CONFECTIONERY | PPT | 11/6/23 | Process Audit |
| 2. | RAW MATERIALS USED | | 20/7 | |
| 3. | IN BAKERY - TYPES OF FLOUR, FAT | 21/7/23 | | |
| 4. | FLAVORING AGENTS, SWEETENING AGENT AND THEIR USE | 21/7/23 | | |
| 5. | CHARACTERISTICS OF GLUTEN | 21/7/23 | | |
| 6. | EQUIPMENTS USED IN BAKERY, INCLUDE VARIOUS EQUIPMENT | 21/7/23 | | |
| 7. | BAKERS AS AN ENTREPRENEUR | 10/7/23 | | |

LECTURE PLAN

| S.No. | Details of topics proposed to be covered | Teaching aids used | Date & Period of Lecture | Initial of HOD / Principal |
|-------|---|--------------------|--------------------------|----------------------------|
| | UNIT - 2. | | | |
| 1. | BREADS AND CAKES | } Lectures ppt | IV 4-7-23 | |
| 2. | BREAD MAKING FLOW CHART | | IV 5-7-23 | |
| 3. | VARIOUS BREAD DESIGN MAKING METHOD | | IV 11-7-23 | |
| 4. | COMMON FRUITS FOUND IN BREAD - RECIPE FOR PLAIN BREAD, WHITE AND CORN BREAD | | IV 18-7-23 | |
| 5. | METHODS OF MAKING CAKES | | IV 19-7-23 | |
| 6. | COMMON FRUITS IN CAKES | | IV 20-7-23 | |
| 7. | RECIPE FOR SPONGE, TEA CAKE AND CHOCOLATE MUFFINS | | IV 27-7-23 | |

Internal Process Auditor

LECTURE PLAN

| S.No. | Details of topics proposed to be covered | Teaching aids used | Date & Period of Lecture | Initial of HOD / Principal |
|-------|---|--------------------|--------------------------|----------------------------|
| | UNIT - 3. | | | |
| 1. | COOKIES | } ppt | IV 28/7/23 | |
| 2. | TYPES OF COOKIES | | IV 3/8/23 | |
| 3. | METHOD OF MAKING COOKIES | | IV 11/8/23 | |
| 4. | COMMON FRUITS AND THEIR CAKES IN COOKIES | | IV 16/8/23 | |
| 5. | RECIPE FOR ANY TWO CHOCOLATE AND PEANUT BUTTER | | IV 21/8/23 | |
| 6. | COOKING FOR SPECIAL NEEDS - SUGAR FREE, LOW FAT | | IV 26/8/23 | |
| 7. | SUGAR FREE COOKING SUGAR ALTERNATIVES | | IV 26/8/23 | |

Internal Process Auditor

| S.No. | Details of topics proposed to be covered | Teaching aids used | Day & Period of lecture | Initial of HOD / Principal |
|----------|---|--------------------|--------------------------|----------------------------|
| UNIT - 4 | | | | |
| 1. | Types of icings | PPT | III 01/07/23 (4,5) | |
| 2. | Butter cream, Fondant, Royal Icing (Puffage), Walmer (Glaze), Fondant King | | | |
| 3. | American Frostings and difference between Swiss Cream and Swiss Cream (fresh cream) icings. | | | |
| 4. | Petit Four - Meaning, types and materials used for petit four | PPT | IV 2/9/23 (3,5) | |
| 5. | Hot and Cold Desserts (Name only) | PPT | V 11/9/23 19/9/23 | |
| 6. | Recipes for Caramel Custard, Queen of Pudding | | | |
| 7. | Bark Souffle, Mousse, Bavaroise | | | |

Internal Process Auditor

| UNIT - 5 | | DAY | DATE | |
|----------|--|-----|---------------------------|--|
| 1. | PASTRY: Basic Pastry, Meaning | PPT | III 3/10/23 (4,5) | |
| 2. | SHORT CRUST PASTRY - SHORT SHEET CRUST PASTRY | | | |
| 3. | SAVEDY SHORT CRUST PASTRY, SWEET SHEET CRUST PASTRY | | | |
| 4. | FLAKY SHORT, CRUST - PUFF PASTRY, CRUST PASTRY | PPT | IV 5/10/23 (4,5) | |
| 5. | RECIPE FOR THE ABOVE COMMON PASTRY IN ALL THE ABOVE PRODUCTS | PPT | V 11/10/23 12/10/23 | |
| 6. | PIES MEANING, PREPARATION OF PIES, BOLLING OF PIE DOUGH | | | |
| 7. | COMMON PROBLEMS IN FRUIT PIES PRELUDED FOR MAKING TART SHEET | | | |
| 8. | PHYLLO DOUGH'S EXAMPLES (NAME ONLY) | PPT | VI 13/10/23 | |

H.P.A.

Internal Process Auditor

Syllabus approved by :



Principal



STUDENTS PERFORMANCE

| ROLL No. | Assignments | | | | Pre-Model | | Model | Seminar | Att % | Internal Marks |
|----------|-------------|---|---|-------|-----------|-----|-------|---------|-------|----------------|
| | 1 | 2 | 3 | Marks | I | II | | | | |
| | | | | | CIA | CIA | | | | |
| 1 | | | | | 22 | 20 | 20 | 4 | 6 | 28 |
| 2 | | | | | 22 | 25 | 26 | 4 | 8 | 32 |
| 3 | | | | | 15 | 22 | 18 | 5 | 10 | 31 |
| 4 | | | | | 24 | 26 | 20 | 4 | 8 | 31 |
| 5 | | | | | 28 | 28 | 20 | 5 | 8 | 29 |
| 6 | | | | | 23 | 30 | 26 | 4 | 8 | 33 |
| 7 | | | | | 35 | 35 | 34 | 4 | 10 | 40 |
| 8 | | | | | 29 | 29 | 24 | 5 | 8 | 34 |
| 9 | | | | | 25 | 33 | 23 | 4 | 8 | 33 |
| 10 | | | | | 18 | 20 | 22 | 5 | 6 | 29 |
| 11 | | | | | 27 | 28 | 22 | 5 | 8 | 33 |
| 12 | | | | | 25 | 21 | 25 | 4 | 8 | 32 |
| 13 | | | | | 23 | 22 | 21 | 4 | 8 | 31 |
| 14 | | | | | 35 | 20 | 22 | 5 | 6 | 31 |
| 15 | | | | | 24 | 27 | 26 | 5 | 10 | 36 |
| 16 | | | | | 27 | 30 | 25 | 4 | 10 | 36 |
| 17 | | | | | 22 | 22 | 20 | 4 | 8 | 30 |
| 18 | | | | | 26 | 24 | 23 | 4 | 8 | 32 |
| 19 | | | | | 31 | 23 | 24 | 5 | 8 | 34 |
| 20 | | | | | 27 | 25 | 23 | 5 | 8 | 33 |
| 21 | | | | | 23 | 26 | 23 | 4 | 8 | 32 |
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| RECORDED | | | | |
|----------|------------------|-------------------------------------|--------------|----------------|
| | Date of Coverage | Date of Study Material Distribution | No. of Pages | Initial of HOD |
| Unit I | 3/7/23 | 3/7/23 | PPT | AS |
| Unit II | 27/7/23 | 27/7/23 | PPT | AS |
| Unit III | 24/8/23 | 24/8/23 | 10 pages | AS |
| Unit IV | 19/9/23 | 19/9/23 | 12 pages | AS |
| Unit V | 3/10/23 | 13/10/23 | 16 pages | AS |

| PROGRAMMES AND ACTUAL WORKING | | |
|-------------------------------|---------------|------------------------|
| Particulars | As Programmed | As per Actual Position |
| No. of Lecture Classes | 36 | 35 |
| No. of Assignments | 02 | 02 |
| No. of Tests | 03 | 03 |
| No. of Seminars | 01 | 01 |

| No. of Students | | |
|-----------------|--------------------------|-------------------------------|
| In the Class | Appearing for Final Exam | With less than 75% Attendance |
| 21 | 21 | — |



Signature of the Member of Faculty

Certified that this Log Book is complete in all respects and this may be record

Internal Process Auditor:

Verified
 Ql. Parig
 4/11/23



Head of the Department



PRINCIPAL