

**Internal Quality Assurance Cell**

JCTCET/IQAC/Meeting/2017-18/04

Date: 02/04/2018

**CIRCULAR**

Sub: IQAC Meeting-Intimation to the members of IQAC

An Internal Quality Assurance cell (IQAC) meeting is arranged on 11/04/2018 at Board Room. All the members of IQAC are requested to attend the meeting at 11.30 am. The points to be discussed in the meeting are as follows:

**AGENDA:**

1. Action Taken for the previous meeting minutes
2. NAAC, NBA regulation awareness programs to staff members.
3. Parents and students feedback collection.
4. Higher studies
5. Skill development programme and workshop for students.
6. Training / Workshop / Seminar / Guest Lecture organized through various departments and sections.
7. Any other matter

V. J. Dnyaneshwari  
Coordinator IQAC

Principal  
21/4/18  
PRINCIPAL

## Internal Quality Assurance Cell

Minutes of IQAC meeting held on 11/04/2018 at Board Room at 11.30am.

## Member's Present

Name	Designation
Shri.R. Durgashankar	-Secretary
Dr.G.Ramesh	-Principal
Dr.K.Rameshwaran	-Director
Mr.A.Chandrasahsan	-Administrative Officer
Dr.V.J.Arulkarthick	-Professor & Head/ECE
Dr.R.Perumal	-Professor & Head/PCE
Dr.G.Mahesh	-ASP/Mechanical
Mrs.R.Tharani	-AP/CSE
M.Romeo Antony	- <b>Alumini:</b> 2009-13 Batch,Mech, Door no:38,Upper Attadi,Coonoor, Nilgiris
Mr.R.Thangam,	- <b>Local Society:</b> Ex-President, Pichanur Village.
Mr.G.S.Hari	<b>Student:</b> III year-Civil
Mrs.K.Srigowri	<b>Employer:</b> Manager (HR), Genn Controls India Ltd, Coimbatore.
Dr.S.Charles	<b>Industry:</b> Senior Manager, Maxeye Technologies Ltd, Bangalore.
Mr.R Sebastian	<b>Parent:</b> ( F/oRajan Samuel-IV ECE),10/207,Vaither House,Venthapalayam, Athikode(PO)

The following Points were discussed:

S.No	Points Discussed	Action Plan	Target Date	Responsibility
1	Action Taken for the previous meeting minutes	IQAC- Coordinator explained the action taken report of the previous IQAC meeting held on 22/01/2017	-	-

2	NAAC, NBA regulation awareness programs to staff members.	IQAC Coordinator explained the awareness programs arranged for staff members.	Routine	IQAC Coordinator
3	Parents and students feedback collection	Feedback of parents, alumni, Industry experts, academicians and students for improving the academic performance.	Routine	IQAC Coordinator
4	Higher studies	Student's representatives requested the Principal for arranging Competitive exam awareness program and Coaching at earliest.	Routine activities	Principal & IQAC Coordinator
5	Skill development programme and workshop for students.	IQAC coordinator explained the proposal of various workshops and training programs for the Upcoming semester.	Routine activities	IQAC Coordinator & All HoD's
6	Training / Workshop / Seminar / Guest Lecture organized through various departments and sections.	IQAC coordinator informed about the forthcoming guest lecture, seminars, training programs arranged for students and faculty members.	Routine activities	IQAC Coordinator & All HoD's
7	Any other matter	Principal requested the Faculty member's to complete NBA files periodically.	Within September	IQAC Coordinator & All HoD's
8	Vote of Thanks.	IQAC coordinator proposed the Vote of Thanks and the meeting came to an end.	-	-

V. S. Dimpal  
Coordinator IQAC

PRINCIPAL 11/9/11



## Internal Quality Assurance Cell

ACTION TAKEN REPORT for the minutes of meeting of IQAC Meeting held on 11/04/2018.

S.No	Action Plan	Action Taken
1	IQAC Coordinator explained the awareness programs arranged for staff members.	NBA awareness & CEO mapping awareness programs are conducted in the month of May.
2	Feedback of parents, alumni, Industry experts, academicians and students for improving the academic performance.	By analyzing the feedback, necessary development activities will be taken in the forth coming semesters.
3	Student's representatives requested the Principal for arranging Competitive exam awareness program and Coaching at earliest.	Special competitive coaching classes are arranged for students by respective Department experts.
4	IQAC coordinator explained the proposal of various workshops and training programs for the Upcoming semester.	Workshops and training programs for Students are conducted by all Departments.
5	IQAC coordinator informed about the forthcoming guest lecture, seminars, training programs arranged for students and faculty members.	Various Guest lecture, Training Programs and seminar programs are organized by all Departments for students and faculty members.
6	Principal requested the Faculty member's to complete NBA files periodically.	All NBA files are verified by Principal, IQAC Coordinator & all HoD's Periodically.

  
 V. J. Armo  
 Coordinator-IQAC

  
 PRINCIPAL