

Internal Quality Assurance Cell

JCTCET/IQAC/Meeting/2018-19/01

Date: 04/07/2018

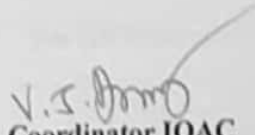

CIRCULAR

Sub: IQAC Meeting-Intimation to the members of IQAC

An Internal Quality Assurance cell (IQAC) meeting is arranged on 12/07/2018 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. Pre-commencement preparations for the ODD semester 2018-2019.
2. NBA peer team visit and preparations.
3. Formation of committee in each and every department to conduct FDP, Workshop, Guest Lecture and conferences.
4. Enrollment of staff and students to NPTEL Courses.
5. Addressing issues of individual student
6. Any other matter.


Coordinator IQAC
PRINCIPAL

Dr. G. Ramoesh, M.E., Ph.D.,
Principal
JCT College of Engineering and Technology
Pichanur, Coimbatore - 641 105

Internal Quality Assurance Cell

Minutes of IQAC meeting held on 12/07/2018 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.Chandrasahana	-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	-Alumini:2009-13 Batch,Mech, Door no:38,Upper Attadi,Coonoor, Nilgiris
Mr.R.Thangam,	-Local Society: Ex-President, Pichanur Village.
Mr.G.S.Hari	Student: IV year-Civil
Mrs.K.Srigowri	Employer: Manager (HR), Genn Controls India Ltd, Coimbatore.
Dr.S.Charles	Industry: Senior Manager, Maxeye Technologies Ltd, Bangalore.
Mr.R Sebastian	Parent: (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	Introduction Meeting	IQAC Coordinator welcomed each and every IQAC member for the new academic year IQAC meeting.	-	-

2	Pre-commencement preparations for the ODD semester 2018-2019	<ul style="list-style-type: none"> • Departmental Academic Calendar. • Lecture plans. • Course learning Objectives and Course Outcomes. • Topic learning Objectives and Outcomes. • Lecture notes (Hand written). • Updating the library with appropriate books as suggested by the faculty members. • Modifying the laboratories to cater for the needs of revised syllabus and new technology. 	19/07/2018	All staff members
3	NBA peer team visit and preparations	NBA peer team may visit our college in the month of October 2018.	Routine work	IQAC Coordinator & All HoD's
4	Enrollment of staff and students to NPTEL Courses.	IQAC coordinator requested all the staff members to register for at least one NPTEL course for the upcoming semester	10/08/2018	All staff members
5	Addressing issues of individual student.	<ul style="list-style-type: none"> • Additional classes for slow learners • Personal guidance to students approaching with difficulties • Mentoring of students to motivate 	Routine work	All Mentors
6	Any other matter.	<ul style="list-style-type: none"> • Extra lectures are allocated in the time table for courses of difficult nature. • Teaching methodology workshops are conducted • Lectures are conducted on prerequisite topics • Expert lectures are conducted on topics related to the course, but, outside the syllabus 	Routine work	All HoD's & staff members

7	Vote of Thanks.	IQAC coordinator proposed the Vote of Thanks and the meeting came to an end.	-	-
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V. J. [Signature]
Coordinator IQAC

[Signature]
PRINCIPAL
Dr. G. Ramesh M. E. Ph.D.
JCT College of Engineering and Technology
Pichanur, Coimbatore - 641 105

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ACTION TAKEN REPORT for the minutes of meeting of IQAC Meeting held on 12/07/2018.

S.No	Action Plan	Action Taken
1	Pre-commencement preparations for the ODD semester 2018-2019	All staff members prepared Course file and hand written notes for their allocated subjects and the same is submitted to Principal for verification.
2	NBA peer team visit and preparations	All NBA files are verified by Principal, IQAC Coordinator & all HoD's Periodically and all files are updated up to date.
3	Enrollment of staff and students to NPTEL Courses.	All staff members registered in NPTEL courses.
4	Addressing issues of individual student.	Mentoring of students to motivate in their studies is done by allocated mentor periodically and the same is verified by HoD's and Principal.
5	Any other matter.	Expert lectures are conducted on topics related to the course, but, outside the syllabus for effective learning.

V. J. Dhanu
Coordinator-IQAC


PRINCIPAL

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