

**Internal Quality Assurance Cell**

JCTCET/IQAC/Meeting/2018-19/09

Date: 06/09/2018

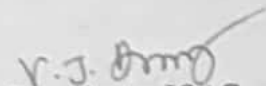
**CIRCULAR**

Sub: IQAC Meeting-Intimation to the members of IQAC

An Internal Quality Assurance cell (IQAC) meeting is arranged on 14/09/2018 at Board Room. All the members of IQAC are requested to attend the meeting at 11.00 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. Addressing issues of individual student.
4. Value added courses
5. Mentorship scheme for the students
6. Analysis of Academic results
7. Any other matter.

  
Coordinator IQAC

  
PRINCIPAL

Dr. G. Ramesh, 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.

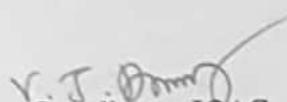
## Member's Present


Name	Designation
Shri.R. Durgashankar	-Secretary
Dr.G.Ramesh	-Principal
Dr.K.Rameshwaran	-Director
Mr.A.Chandrasekhar	-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> IV 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	Introduction Meeting	IQAC Coordinator welcomed each and every IQAC member for the IQAC meeting.	-	-

2	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
3	Addressing issues of individual student.	<ul style="list-style-type: none"> <li>• Additional classes for slow learners</li> <li>• Personal guidance to students approaching with difficulties</li> <li>• Mentoring of students to motivate</li> </ul>	Routine work	All Mentors
4	Value added courses	<ul style="list-style-type: none"> <li>• Detailed discussion on various aspects Value added courses were held</li> </ul>	-	-
5	Mentorship scheme for the students	<ul style="list-style-type: none"> <li>• It was suggested to put a formal mentor-mentee system in the college</li> </ul>	Routine work	All mentors
6	Analysis of Academic results	<ul style="list-style-type: none"> <li>• It was suggested that the Principal and HoD members will analyze the academic results for the areas of improvement.</li> </ul>	-	Principal, IQAC Coordinator & All HoD's
7	Any other matter.	<ul style="list-style-type: none"> <li>• Extra lectures are allocated in the time table for courses of difficult nature.</li> <li>• Teaching methodology workshops are conducted</li> <li>• Lectures are conducted on prerequisite topics</li> <li>• Expert lectures are conducted on topics related to the course, but, outside the syllabus</li> </ul>	Routine work	All HoD's & staff members
8	Vote of Thanks.	IQAC coordinator proposed the Vote of Thanks and the meeting came to an end.	-	-

  
Coordinator IQAC

  
PRINCIPAL  
Dr. G. Ramesh, M.E., Ph.D.,  
Principal,  
JCT College of Engineering and Technology  
Pichur, Coimbatore - 641 115

## Internal Quality Assurance Cell

ACTION TAKEN REPORT for the minutes of meeting of IQAC Meeting held on 14/09/2018.

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	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.
4	Value added courses	Detailed discussion on various aspects of value added courses were held. It was informed that a separate committee comprising of faculty members has been assigned the responsibility for working out the modalities of the value added courses.
5	Mentorship scheme for the students	Faculty members as mentors for the students with well defined mentor roles and contact mechanisms. Mentor note must be maintained by faculty members.
6	Analysis of Academic results	Result analysis has been done by the Principal, IQAC Coordinator & All HoD's for the strengths and weakness, highlighting the areas of improvement
7	Any other matter.	Expert lectures are conducted on topics related to the course, but, outside the syllabus for effective learning.

  
Coordinator-IQAC

  
PRINCIPAL

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