

## Internal Quality Assurance Cell

JCTCET/IQAC/Meeting/2018-19/03

Date: 26/11/2018

## CIRCULAR

Sub: IQAC Meeting-Intimation to the members of IQAC

An Internal Quality Assurance cell (IQAC) meeting is arranged on 02/12/2018 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 even semester 2018-2019.
2. Action taken for the previous minutes of meeting.
3. Review on NAAC re-accreditation process
4. Academic and OBE audit
5. Enrollment of staff and students to NPTEL Courses.
6. Details for Anna university affiliation
7. Any other matter.

  
Coordinator IQAC  
PRINCIPAL

Dr. G. Ramosh, 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

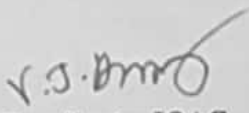
Name	Designation
Shri.R. Durgashankar	-Secretary
Dr.G.Ramesh	-Principal
Dr.K.Rameshwaran	-Director
Mr.A.Chandrasanan	-Administrative Officer
Dr.V.J.Arulkarthick	-Professor & Head/ECE
Dr.R.Perumal	-Professor & Head/PCE
Dr.G.Mahesh	-ASP/Mechanical
Mrs.R.Tharani	-AP/CSE
M.Romeo Antony	-Alumini:2009-13 Batch,Mech, 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	Action taken for the previous minutes of meeting	IQAC coordinator explained the action taken report of the previous IQAC meeting held on	-	-
3	Review on NAAC re-accreditation process	IQAC coordinator explained the status of NAAC reaccreditation Process	-	-
4	Academic and OBE audit	Principal and IQAC coordinator informed the tentative plan to conduct academic and OBE audit.	24/12/2018	Principal & IQAC coordinator
5	Pre-commencement preparations for the EVEN semester 2018-2019	<ul style="list-style-type: none"> <li>• Departmental Academic Calendar.</li> <li>• Lecture plans.</li> <li>• Course learning Objectives and Course Outcomes.</li> <li>• Topic learning Objectives and Outcomes.</li> <li>• Lecture notes (Hand written).</li> <li>• Updating the library with appropriate books as suggested by the faculty members.</li> <li>• Modifying the laboratories to cater for the needs of revised syllabus and new technology.</li> </ul>	14/12/2018	All staff members
6	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	31/12/2018	All staff members
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> <li>• IQAC coordinator</li> </ul>	Routine work	All HoD's & staff members

		explained the importance of NAAC and he requested IQAC team to take necessary steps to get more marks.		
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  
Pichanur,Coimbatore - 541 105

## Internal Quality Assurance Cell

ACTION TAKEN REPORT for the minutes of meeting of IQAC Meeting held on 02/12/2018.

S.No	Action Plan	Action Taken
1	Pre-commencement preparations for the EVEN 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	Review on NAAC reaccreditation process	All staff members are requested to update their allotted NAAC criteria files without fail with proper supporting documents.
3	Enrollment of staff and students to NPTEL Courses.	All staff members registered in NPTEL courses.
4	Academic and OBE audit	Academic and OBE audit has been conducted during Jan-2018
5	Any other matter.	Expert lectures are conducted on topics related to the course, but, outside the syllabus for effective learning.

  
 V.J. Suresh  
 Coordinator-IQAC

  
 PRINCIPAL

 Dr. G. Ramesh, M.E., Ph.D.  
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