

Ref: JCTCET/IQAC/Meeting/2019-2020/01

Date: 05/06/2019

**CIRCULAR****Sub: IAQC Meeting-Intimation to the Members of IQAC**

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An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12/06/2019 at Boardroom.  
All the Faculty Members of IQAC are requested to attend the meeting at 11.00 am.

**AGENDA**

The points to be discussed in the meeting are as follows:

1. Pre-Commencement preparations for the ODD Semester 2019-2020
2. NAAC SSR Preparations and Peer Team Visit
3. Enrolment of Faculties and Students to NPTEL Courses
4. Apply for the Funded Projects in DST, DBT, TNSSTC and other Funding Organizations
5. Placement Training
6. Extra-Curricular Activity
7. Addressing Issues of Individual Students
8. Any other matters

V.S. [Signature]  
**IQAC Coordinator**

[Signature]  
**Principal**

PRINCIPAL  
JCT College of Engineering & Technology  
Pichanur, Coimbatore - 641 105

## Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 12.06.2019 at Board Room at 11 AM

## Members Present

S.No.	Composition Criteria Specified by NAAC	No of Members	Members	Designation
1.	One member from the Management	1	Shri.R.Durgashankar	Secretary
2.	Chair Person - Head of the Institution	1	Dr.G.Ramesh	Principal
3.	A few senior Administrative Officers	2	Dr.K.Geetha	Dean (Academics and Research)
			Mr.A.Chandrasan	Administrative Officer
4.	One of the senior teachers as the coordinator / Director of the IQAC	1	Dr.V.J.Arulkarthick	Vice Principal
5.	Teachers to represent all level (Three to Eight)	3	Dr.V.VijyaGopal	Professor & Head/FT
			Dr.Isaac Prem Kumar	ASP/ Mechanical
			Mr.S.Renswick	AP/ECE
6.	One/Two Nominees from Alumni/Local Society/Student	3	Mr.M.Romeo Antony	<b>Alumni:</b> 2009-2013 Batch, Mech Door No:38 , Upper Attadi, Coonoor ,Nilgiris
			Mr.R.Thangam	<b>Local Society:</b> Ex-President, Pichanur Village
			Mr.Joshin Thomas	Student: IV Year- Civil
7.	One/Two Nominees from Employers/Industrialists/Stake Holders	3	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.O.Peethamparan	<b>Parent:</b> F/O, O.P. Abijith- IV ECE, Orottil Krishna Kripa House, Pudussery, Thekkethara, Kanjikode west, Palakkad

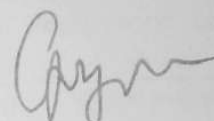


## The Following Points were discussed

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 meeting	-	-
2.	Pre Commencement preparations for the ODD Semester 2019-2020	<ul style="list-style-type: none"> <li>• Departmental Academic Calendar.</li> <li>• Lecture Plans.</li> <li>• Course learning Objectives and Outcomes.</li> <li>• Lecture Notes.</li> <li>• Updating the Library with appropriate books suggested by the faculty member.</li> <li>• Modifying the Laboratories to cater the needs of revised syllabus and new technology.</li> </ul>	-	All Faculty Members
3.	NAAC SSR Preparations and Peer Team Visit	NAAC SSR to be prepared in well manner. NAAC Peer team may visit our college in the month March 2020	Routine Work	NAAC Coordinator and All HoDs
4.	Enrolment of Faculties and Students to NPTEL Courses	IQAC Coordinator requested all the faculty members to register for at least one NPTEL Course during the upcoming semester.	-	All Faculty Members
5.	Apply for the Funded Projects in DST ,DBT,TNSTC and other Funding Organizations	All the HoDs are requested to send at least one project proposal for project funding to any of these agencies. Also motivate the Ph.D Holders and senior Professors to send proposals.	-	All HoDs
6.	Placement Training	Placement and Training Department should give intensive Training in the areas like soft skill training, programming skill to our students. It can be included in the Timetable.	Regular Work	Placement and Training Department
7.	Extra-Curricular Activity	Physical Education Director should encourage our students to take part in all tournaments. The GYM should be utilized by our Students properly to		

		maintain their health.(Boys and Girls)		
8.	Addressing Issues of Individual Students	<ul style="list-style-type: none"><li>•Additional Classes for Slow Learners</li><li>•Students Counselling</li></ul>	Regular Work	All Faculty Members
9.	Any Other Matter	<ul style="list-style-type: none"><li>•Guest Lectures are to be conducted</li><li>•Should encourage the students to attend Seminars and Conferences</li><li>•Should Organize Workshop</li></ul>	Regular Work	All HoDs & All Faculty Members
10.	Vote of Thanks	IQAC Coordinator Proposed the Vote of Thanks and the meeting come to an end.		

V. J. Army  
IQAC Coordinator



Principal

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