

Ref: JCTCET/IQAC/Meeting/2020-2021/01

Date: 02/12/2020

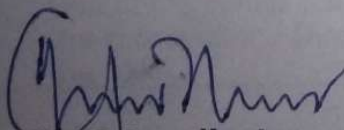
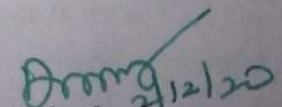
CIRCULAR**Sub:** IAQC Meeting-Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10/12/2020 through online mode using Google Meet due to Pandemic. All the Faculty Members of IQAC are requested to use the link [<https://meet.google.com/nni-ygbi-tso>] to join the meeting at 11.00 am.

AGENDA

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

1. Action taken on previous Minutes of Meeting.
2. NAAC Peer Team Visit and preparation regarding
3. Preparation for conducting Anna University Practical and Theory Examination in Online Mode.
4. Conducting Online Placement Training and Online Placement Drive
5. Any other matters


IQAC Coordinator
Principal

Pichanur, Coimbatore – 641 105

Internal Quality Assurance Cell

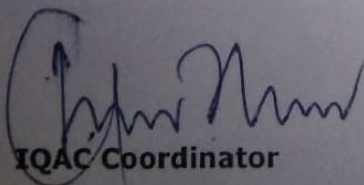
Minutes of IQAC Meeting held on 10/12/2020 through online mode using Google Meet at 11 AM

Members Present

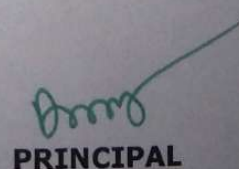
S.No.	Composition Criteria Specified by NAAC	No of Members	Members	Designation
1.	One member from the Management	1	Shri.R.Durgashankar	Secretary
2.	Chair Person – Head of the Institution	1	Dr.V.JArulkarthick	Principal
3.	A few senior Administrative Officers	2	Dr.K.Geetha	Dean (Academics and Research)
			Mr.A.Chandrasan	Administrative Officer
4.	Teachers to represent all level (Three to Eight)	3	Dr.G.Gnanavel	Professor & Head/FT
			Dr.Isaac Prem Kumar	ASP/ Mechanical
			Mr.S.Renswick	AP/ECE
5.	One/Two Nominees from Alumni/Local Society/Student	3	Mr.M.Romeo Antony	Alumni: 2009-2013 Batch, Mech Door No:38 , Upper Attadi, Coonoor ,Nilgiris
			Mr.R.Thangam	Local Society: Ex-President, Pichanur Village
			Ms.U.Arathi	Student: IV Year- CSE
6.	One/Two Nominees from Employers/Industrialists/Stake Holders	3	Mrs.K.Srigowri	Employer: Manager (HR), Genn Controls India Ltd, Coimbatore
			Dr.S.Charles	Industry: Senior Manager, Maxeye Technologies Ltd, Bangalore
			Mr.D.Radha Krishnan	Parent: F/O, R.Aakash Raj-IV CSE, 11/174 GSRS Nagar, BellePalayam,Sirumugai Post,Mettupalayam TK Coimbatore-641302
7.	One of the senior teachers as the coordinator / Director of the IQAC	1	Dr.G.Rajiv Suresh Kumar	Professor & Head/CSE

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.	Action taken on previous Minutes of Meeting	• Action Taken Report approved by Principal and Presented.	-	IQAC Coordinator
3.	NAAC Peer Team Visit and Criterion Wise preparation regarding	NAAC Peer team may visit our college in the month February 2021	Routine Work	NAAC Coordinator and All HoDs
4.	Preparation for conducting Anna University Practical and Theory Examination in Online Mode.	Principal instructed all HoDs to take necessary actions to conduct practical Examinations in Online Mode. According to AU Guide lines	As per Anna University Timetable	All HoDs and Exam Cell Incharge
5.	Placement Training and Placement Drive	Virtual Placement Training and Placement Drive to be conducted for Final Year Students.	Routine Work	Placement and Training Department
6.	Any Other Matter	Principal Instructed all HoDs to take care of conducting online examination. If any Grievance raised by student at most care should be given to sort out the problem.	During Practical and Theory Examination	All HoDs & All Faculty Members
9.	Vote of Thanks	IQAC Coordinator Proposed the Vote of Thanks and the meeting come to an end.		



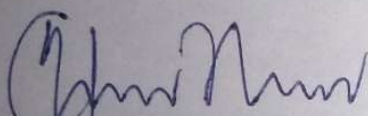
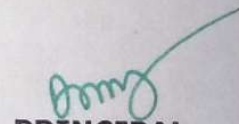
IQAC Coordinator



PRINCIPAL

ACTION TAKEN REPORT for the Minutes of Meeting of IQAC Meeting held on 10/12/2020

S.No.	Points Discussed	Action Taken
1.	Action taken on previous Minutes of Meeting	• Action Taken Report approved by Principal and Presented.
2.	NAAC Peer Team Visit and Criterion Wise preparation regarding	All NAAC Criterion Files are to be updated with 19-20 Details.
3.	Preparation for conducting Anna University Practical and Theory Examination in Online Mode.	Anna university Examination
4.	Online Placement Training and Placement Drive	Placement and Training Department given intensive Training in the areas like soft skill training; programming skill to our students through Online Mode. And Placement Drive also Planned to conduct in Online mode.
5.	Any Other Matter	• All the necessary Actions taken for Conducting AU Exams in Online mode.


IQAC Coordinator
PRINCIPAL