

Ref: JCTCET/IQAC/Meeting/2020-2021/03

Date: 03/03/2021

CIRCULAR

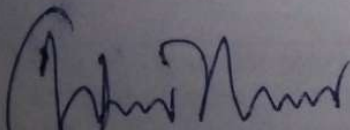
Sub: IAQC Meeting-Intimation to the Members of IQAC

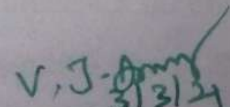
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12/03/2021 through online mode using Google Meet due to Pandemic. All the Faculty Members of IQAC are requested to use the link [<https://meet.google.com/nni-ygbi-tso>] to join the meeting at 11.00 am.

AGENDA

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

1. Action taken on previous Minutes of Meeting.
2. Review on NAAC result .
3. Conducting webinars, workshops and project contest.
4. Conducting Online Classes.
5. Reviewing Practical subjects
6. Tec talk by faculty members
7. Any other matters


IQAC Coordinator


Principal

Minutes of IQAC Meeting held on 12/03/2021 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.Chandrasahsan | 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 |

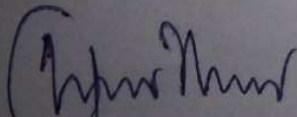
The Following Points were discussed

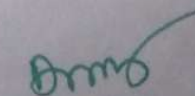
| S.No. | Points Discussed | Action plan | Target Date | Responsibility |
|-------|---|---|----------------------------------|--------------------------------|
| 1. | Introduction Meeting | IQAC Coordinator welcomed each and every IQAC member for the New Academic Year meeting | - | - |
| 2. | Action taken on previous Minutes of Meeting | •Action Taken Report approved by Principal and Presented. | - | IQAC Coordinator |
| 3. | Review on NAAC result . | NAAC Peer team visited on 12-02-2021 and 13.02-2021 our college. The NAAC Result and the Mark awarded is Explained to All members by our principal. | - | NAAC Coordinator and All HoDs |
| 4. | Conducting webinars, workshops and project contest. | Principal instructed all HoDs to take necessary actions to conduct webinars, workshops and project contest in Online Mode. | As per Anna University Timetable | All HoDs and Faculties |
| 5. | Conducting Online Classes and Student counselling. | Principal Advised to All HOD's to monitor the online classes. If any Grievance it should be solved immediately through student counselling. | Routine Work | All HoDs and Faculties |
| 6. | Reviewing Practical subjects | All faculties and HOD's must review their Department Practical subjects | During May-2021 | All HoDs and Faculties |
| 7. | Tec talk by faculty members | All faculties and HOD's must Handle a session on their Area of Interest. | During May-2021 | All HoDs and Faculties |
| 8. | Any Other Matter | Principal Explained about the Standard Operating Procedure(SOP) prescribed by state and central Govt. regarding COVID-19 Pandemic have to be followed strictly inside the campus. | - | All HoDs & All Faculty Members |
| 9. | Vote of Thanks | IQAC Coordinator Proposed the Vote of Thanks and the meeting come to an end. | | |

Internal Quality Assurance Cell

ACTION TAKEN REPORT for the Minutes of Meeting of IQAC Meeting held on 12/03/2021

| S.No. | Points Discussed | Action Taken |
|-------|---|---|
| 1. | Action taken on previous Minutes of Meeting | •Action Taken Report approved by Principal and Presented. |
| 2. | Review on NAAC result . | Principal explained about Criterion wise report and mark to all. Principal concluded that there is good scope to get good marks. |
| 3. | Conducting webinars, workshops and project contest. | Online webinars, workshops are planned to be conducted in the forthcoming days. |
| 4. | Conducting Online Classes and Student counselling. | Online Classes conducted as per Time Table. Counselling given to students over phone regarding their online class Attendance and academic performance. |
| 5. | Reviewing Practical subjects | Reviewing is conducted based on schedule |
| 6. | Tec talk by faculty members | Tec talk is conducted based on schedule |
| 7. | Any Other Matter | The SOP is followed in campus. |


IQAC Coordinator


PRINCIPAL