Ref: JCTCET/IQAC/Meeting/2020-2021/04   Date: 18/05/2021
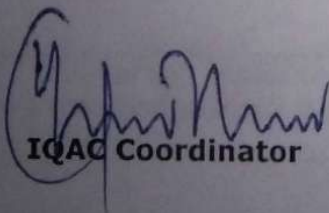
CIRCULAR

Sub: IAQC Meeting-Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22/05/2021 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.
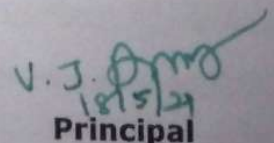
AGENDA

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

1. Action taken on previous Minutes of Meeting.

2. Preparation for NAAC Peer Team Visit.

3. Tec Talk should be given by All HOD's, Senior Faculty Members and Ph.D Degree holders.

4. Conducting Anna University Theory and Practical in Open Book System

5. Any other matters

IQAC Coordinator

Principal

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Pichanur, Coimbatore – 641 105

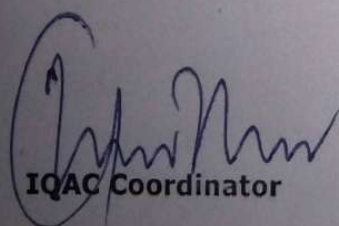## Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 22/05/2021 through online mode using Google Meet at 11 AM
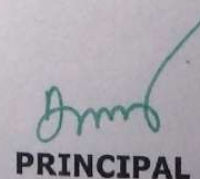
Members Present

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.Chandrahasan	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

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Pichanur, Coimbatore – 641 105

The Following Points were discussed

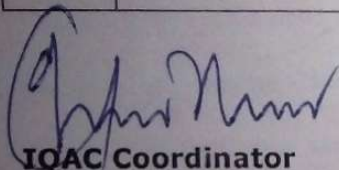| S.No.	Points Discussed	Action plan	Target Date	Responsibility
1.	Introduction Meeting	IQAC Coordinator welcomed each and every IQAC member for the New Academic Year meeting	-	-
2.	Action taken on previous Minutes of Meeting	•Action Taken Report approved by Principal and Presented.	-	IQAC Coordinator
3.	Tec Talk should be given by All HOD's, Senior Faculty Members and Ph.D Degree holders.	Principal instructed that All HOD's, Senior Faculty Members and Ph.D Degree holders should give Tec Talk on their Area of Interest and Expertise.	From 25.05.2021	All HOD's, Senior Faculty Members and Ph.D Degree holders.
4.	Conducting Anna University Theory and Practical in Open Book System	Principal Explained about Anna university Examination to be conducted in open book system..	As per Anna University Timetable Jun-2021	All HoDs, Faculties and All Exam cell Members
5.	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
6.	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 22/05/2021

S.No.	Points Discussed	Action Taken
1.	Action taken on previous Minutes of Meeting	•Action Taken Report approved by Principal and Presented.
2.	Tec Talk should be given by All HOD's, Senior Faculty Members and Ph.D Degree holders.	Conducting Tec Talk as per schedule prepared.
3.	Conducting Anna University Theory and Practical in Open Book System	Circular regarding Details about open book Examination is given to all students. All the Registered students join in the respective Google Class Room created. Instructed the students to send softcopy of their answer script to the respective Google Class Room and Hardcopy to the College. All Arrangements were made.
4.	Any Other Matter	The SOP is followed in campus.

IQAC Coordinator

PRINCIPAL