

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

Date: 28/08/2020

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

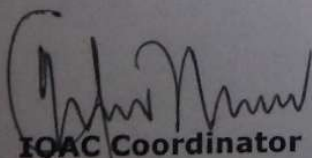
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An Internal Quality Assurance Cell (IQAC) meeting is arranged on 02/09/2020 through online mode using Google Meet due to Pandemic. All the Faculty Members of IQAC are requested to use the link [<https://meet.google.com/nni-ygbi-tso>] to join the meeting at 11.00 am.

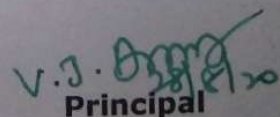
**AGENDA**

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

1. Pre-Commencement preparations for the ODD Semester 2020-2021 through Online Mode
2. Postponement of NAAC Visit due to Pandemic and Expected NAAC Peer Team Visit-preparation regarding
3. Enrolment of Faculties and Students to Online Courses
4. Mentorship scheme for students
5. Placement Training
6. Addressing Issues of Individual Students during Pandemic
7. Any other matters



**IQAC Coordinator**



**Principal**

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

## Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 02/09/2020 through online mode using Google Meet at 11 AM

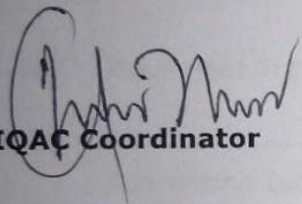
### Members Present

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.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	<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
			Ms.U.Arathi	Student: IV Year- CSE
6.	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.D.Radha Krishnan	<b>Parent:</b> 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

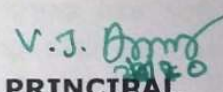
The Following Points were discussed

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.	Pre-Commencement preparations for the ODD Semester 2020-2021 through Online Mode	<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 to adopt Online Learning.</li> </ul>	-	All Faculty Members
3.	Postponement of NAAC Visit due to Pandemic and Expected NAAC Peer Team Visit-preparation regarding	NAAC Peer team may visit our college in the month December 2020	Routine Work	NAAC Coordinator and All HoDs
4.	Enrolment of Faculties and Students to NPTEL Courses	Principal instructed all HoDs to advice all the faculty members and students to register for at least one NPTEL Course during the upcoming semester.	Routine Work	All Faculty Members
5.	Mentorship scheme for students	Counselling should be given to mentoring students to attend online classes regularly.	Routine Work	All Faculty Members
6.	Placement Training	Virtual Placement and Training and e-content for soft skills to be provided to students	Routine Work	Placement and Training Department
7.	Addressing Issues of Individual Students during Pandemic	Class Advisor should conduct meeting along with all subject handling faculty and HoD to resolve the difficulties facing in online classes	Routine Work	All Faculty Members

8.	Any Other Matter	<p>Principal given the following Instruction about Covid'19 Precautionary Measures taken in the campus:</p> <ol style="list-style-type: none"> <li>1. All the Teaching and Non-Teaching Members should wear mask while entering in the campus.</li> <li>2. Temperature Screening should be done for all at the entrance</li> <li>3. Sanitizer is kept and all the Teaching and Non-Teaching Members should sanitize their hands frequently</li> </ol>	Routine Work	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**



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**Internal Quality Assurance Cell**

**ACTION TAKEN REPORT** for the Minutes of Meeting of IQAC Meeting held on 02/09/2020

S.No.	Points Discussed	Action Taken
1.	Pre-Commencement preparations for the ODD Semester 2020-2021 through Online Mode	<ul style="list-style-type: none"> <li>All the Faculty members prepared Course Files, PPTs and Lecture notes for their allocated subjects and the same is submitted to Principal for Verification.</li> <li>All the Classes conducted.</li> </ul>
2.	Postponement of NAAC Visit due to Pandemic and Expected NAAC Peer Team Visit- preparation regarding	All NAAC Criterion Files are prepared.
3.	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.
4.	Mentorship scheme for students	Telephonic Counselling given to students regarding their studies and attendance
5.	Placement Training	Placement and Training Department given intensive Training in the areas like soft skill training; programming skill to our students through Online Mode.
6.	Addressing Issues of Individual Students during Pandemic	Online Meeting is conducted to educate the students how to safe guard from Covid'19.
7.	Any Other Matter	<ul style="list-style-type: none"> <li>All the necessary Measures taken for the prevention of Covid'19 Pandemic.</li> </ul>

**IQAC Coordinator**

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