

Ref: JCTCET/IQAC/Meeting/2019-2020/03

Date: 03/01/2020

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

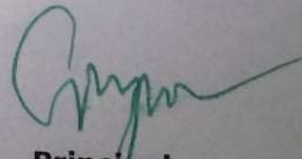
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22/01/2020 at Boardroom.
All the Faculty Members of IQAC are requested to attend the meeting at 11.00 am.

AGENDA

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

1. Action taken for the Academic Year plan for ODD Semester 2019-2020
2. NAAC Data Verification and Validation
3. Academic Year plan for Even Semester 2019-2020
4. Extension Activities by the Academic Departments.
5. Placement Activities
6. NIRF, AICTE Approval and Anna University Affiliation Process
7. Any other Matters

N. J. D. B. 3/1
IQAC Coordinator


Principal

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

Internal Quality Assurance Cell

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.Chandrasanan	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	Alumni: 2009-2013 Batch, Mech Door No:38 , Upper Attadi, Coonoor ,Nilgiris
			Mr.R.Thangam	Local Society: Ex-President, Pichanur Village
			Mr.Joshin Thomas	Student: IV Year- Civil
7.	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.O.Peethamparan	Parent: F/O,O.P.Abijith-IV ECE, Orottil Krishna Kripa House,Pudussery, Thekkethara,Kanjikode west, Palakkad

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 22/01/2020 at Board Room at 11 AM.

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 for the Academic Year plan for ODD Semester 2019-2020	IQAC - Coordinator presented the Action Taken Report of the Academic Year plan for ODD Semester of the academic year 19-20	-	-
3.	NAAC Data Verification and Validation	NAAC Data Verification and Validation submitted	-	IQAC Coordinator and all the HoDs
4.	Academic Year plan for Even Semester 2019-2020	IQAC - Coordinator presented the academic year plan of various academic departments and service sections for EVEN semester of the Academic Year 2019-2020. Principal suggested that IQAC team will monitor the activities which are to be executed as per schedule.	Continuous Process	All the Faculty Members
5.	Extension Activities by the Academic Departments	Principal informed that HoDs asked to take necessary steps to coordinate possible extension activity by the students of their department concerned. Prior approval has to be obtained from the Dean	Continuous Process	All HoDs

		and Principal and evidences are to be maintained for future reference		
6.	Placement Activities	Principal briefed the placement status for the Academic Year 2019-20 and also the academic departments are expected to coordinate with the placement department to achieve 100% placement	End of May 2020	Placement Officer and All HoDs
7.	NIRF,AICTE Approval and Anna University Affiliation Process	NIRF, AICTE Approval and Anna University Affiliation process to be started	Continuous Process	All HoDs & All Faculty Members
7.	Any Other Matter	Principal insisted to act proactively in order to get Higher Ranking in NIRF and Successful completion of AICTE Approval and Anna University Affiliation.	Continuous Process	All HoDs & All Faculty Members
8.	Vote of Thanks	IQAC Coordinator Proposed the Vote of Thanks and the meeting come to an end.	-	-

V. J. Arany
IQAC Coordinator

Principal
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT for the Minutes of Meeting of IQAC Meeting held on 22/01/2020.

S.No.	Points Discussed	Action Taken
1.	NAAC Data Verification and Validation	Data Verification and Validation Uploading Process Completed
2.	Academic Year plan for Even Semester 2019-2020	Plan of Activities from all the Departments for 2019-20 Even Semester Completed.
3.	Extension Activities by the Academic Departments	Circular Regarding Extension Activities is circulated to all departments.
4.	Placement Activities	Placement Training Hours included in Time Table
5.	NIRF,AICTE Approval and Anna University Affiliation Process	AICTE Approval and Anna University Affiliation Processes completed Successfully

V. S. Arun

IQAC Coordinator

[Signature]

PRINCIPAL

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