

Ref: JCTCET/IQAC/Meeting/2019-2020/04

Date: 21/05/2020

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

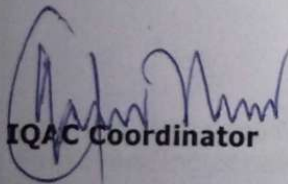
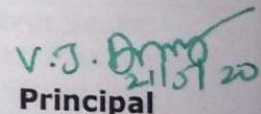
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An Internal Quality Assurance Cell (IQAC) meeting is arranged on 28/05/2020 through online mode using Google Meet due to Pandemic. All the Faculty Members of IQAC are requested to use the link [<https://meet.google.com/nni-ygbi-tso>] to join the meeting 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. Preparation for Anna university online Examination for Final year Students
3. Any other matters

  
IQAC Coordinator  
Principal

Pichanur, Coimbatore – 641 105

## Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 28/05/2020 through online mode using Google Meet at 11 AM

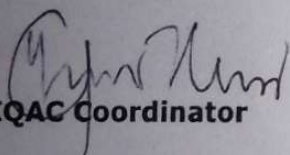
## Members Present

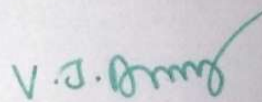
S.No.	Composition Criteria Specified by NAAC	No of Members	Members	Designation
1.	One member from the Management	1	Shri.R.Durgashankar	Secretary
2.	Chair Person – Head of the Institution	1	Dr.V.JArulkarthick	Principal
3.	A few senior Administrative Officers	2	Dr.K.Geetha	Dean (Academics and Research)
			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

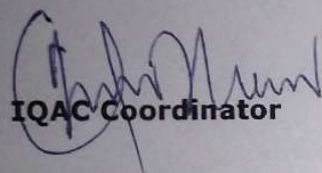
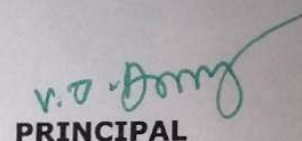
S.No.	Points Discussed	Action plan	Target Date	Responsibility
1.	Introduction Meeting	IQAC Coordinator welcomed each and every IQAC member for the New Academic Year meeting	-	-
2.	Action taken on previous Minutes of Meeting	Action taken Report Approved by Principal	-	All Faculty Members
3	Preparation for Anna university online Examination for Final year Students	All necessary steps to be taken for smooth conduction of online Examination.	April / May - 2020	Exam cell Coordinator
4	Vote of Thanks	IQAC Coordinator proposed the vote of Thanks and the meeting come to an end		

  
 IQAC Coordinator

  
 PRINCIPAL

**Internal Quality Assurance Cell****ACTION TAKEN REPORT** for the Minutes of Meeting of IQAC Meeting held on 28/05/2020

S.No.	Points Discussed	Action Taken
1.	Action taken on previous Minutes of Meeting	Action taken report Approved by Principal and presented
2.	Preparation for Anna university online Examination for Final year Students	All the necessary steps taken for conducting online Examination for final year Students.
3.	Any other matter	The SOP is followed in campus during the Pandemic.

  
IQAC Coordinator  
PRINCIPAL