

Ref: JCTCET/IQAC/Meeting/2022-2023/01

Date: 12.07.22

CIRCULAR

Sub: IQAC Meeting-Intimation to the Members of IQAC

An internal Quality Assurance Cell (IQAC) first Meeting is scheduled on 20.07.2022 at Boardroom.

All the Members of IQAC are requested to attending the meeting at 11.00 am.

AGENDA

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

1. Pre-Commencement preparations for ODD Semester 2022-2023
2. Faculty Appraisal Form for the academic year 2021-2022
3. Enrolment of faculties and students to NPTEL Courses
4. Course materials and questions Bank to the students
5. Approval of Budget 2022-23
6. Updation of Institution Website
7. Efforts on Students Admission for this Academic year 2022-23
8. Any other matters



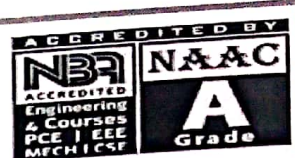
Director / IQAC


Principal



JCT | College of Engineering
and Technology

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai & Accredited by NAAC
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Internal Quality Assurance Cell

The following Members were presented during the meeting

S. No	Composition Criteria Specified by NAAC	No. of Members	Members	Designation
1.	One member from the Management	1	Shri.R.Durgashankar	Secretary
2.	Chairperson – Head of the Institution	1	Dr.S.Manoharan	Principal
3.	A Few Senior administrative officers	2	Dr.G.Rajiv Suresh Kumar	Vice Principal
			Mr.A.Chandrasanan	Administrative Officer
4.	One of the senior teachers as the coordinator/Director of the IQAC	1	Dr.G.Mahesh	HoD/Mech
5.	Teachers to represent all level (Three to eight)	3	Dr.K.Geetha	Professor/EEE
			Dr.I.J.IsaacPremkumar	ASP/Mech
			Mr.S.Renswick	AP/ECE
6.	One nominee each from local society, Students and Alumni	3	Mr.S.Navaneeth	Almni: Mech Vinayakanaganembara (po),palakad, kerala-678508
			Mr.R.Thangam	Local Society: Ex- President,PichanurVillage,
			Mr.Chandan Kumar	Student: IV year Mech
7.	One nominee each from Employers /Industrialists/Stakeholders	3	Mr.K.Kathirvel	Employer: Founder, Sai Sri Automation, Podanur, Coimbatore.
			Mr.P.Sakthivel	Industrialist: Assistant Automation Engineer LMW Ltd (unit-2), Kaniyur, Coimbatore.
			Mr.M.Gowtham	Parent: S/OKalpana M Erukkalampara Parissikal (Po) Palakkad Pin 678556

Minutes of meeting

- The first meeting of the Internal Quality Assurance Cell was held at 11 a.m. on 20.07.2022 in Board Room. The Director / IQAC Dr.G.Mahesh welcomed the IQAC members for the meeting.
- As per the directions of the Anna University classes shall be commenced from 10th of August for III and IV year students, 22nd of August for II year students.
- Principal given the instruction to HoD's, Advised the faculty members to fill the faculty appraisal form for the academic year 2021-2022.
- IQAC Coordinator requested all faculty members to register for at least one NPTEL course during the upcoming semester.
- Faculty members are informed to prepare Course material and Questions Bank for their Courses and provide them to students.
- The requested budget for various departments for the purchase of equipments, Consumables and other items were approved.
- Website shall be updated continuously with all the activities on time to time.
- Efforts may be put forth to improve the admission. The target is 100 % for this year.
- IQAC Coordinator insisted the Heads to conduct IIC event activities for Quarter I, Guest Lectures were to be conducted.

Finally, the coordinator thanked all the members for their presence and the suggestions offered.



Director / IQAC



Principal