

Ref: JCTCET/IQAC/Meeting/2022-2023/02

Date: 11.11.22

**CIRCULAR**

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


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An internal Quality Assurance Cell (IQAC) Second Meeting is scheduled on 16.11.2022 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. Action taken of the previous meeting minutes
2. AQAR submission as per the new format
3. Faculty Publication and submission of proposals
4. Association Activities and Other Club Activities
5. Placement Training for the eligible Students
6. Analysis of Academic Results Even sem 2021-22
7. Course File Auditing for Odd sem 2022-23
8. Preparation for Anna university Practical Examination

  
**Director / IQAC**

  
**Principal**

### Internal Quality Assurance Cell

The following Members were presented during 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.Chandrasan	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.Isaac Premkumar	ASP/Mech
			Mr.S.Renswick	AP/ECE
6.	One nominee each from local society, Students and Alumni	3	Mr.S.Navaneeth	Alumni: Mech Vinayaka nagar nembara (po),palakad, kerala-678508
			Mr.R.Thangam	Local Society: Ex-President, Pichanur Village,
			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/O Kalpana M Erukkalam para Parissikal (Po) Palakkad Pin 678556



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### Minutes of Meeting

- On November 16<sup>th</sup> 2023, Internal Quality Assurance Cell (IQAC) 2<sup>nd</sup> Quarter meeting was conducted at 11 am in Board Room. The meeting was started by Director / IQAC Dr.G.Mahesh and he welcomed the IQAC members and also honored on the Dias.
- Based on the 1<sup>st</sup> Quarter meeting, the action taken report details were discussed and it was approved by the Principal.
- As per the guidance of the IQAC Coordinator, AQAR documentation has been prepared and it should be submitted on before the 31<sup>st</sup> of December 2022.
- Faculty members were directed to publish at least one paper in Journals indexed in SCI/Scopus/UGC-CARE Journals and submit proposals to the relevant funding agencies. These parameters will help us to score good ranking in NIRF /Magazines.
- IQAC insisted to inaugurate various associations, cells, clubs and student chapters and proposed to conduct various programs.
- It was decided to conduct placement training classes and Software training programme for the Final year students. The placement officers were informed to arrange for the same and to conduct successfully.
- Faculty members were insisted to analysis the Academic Results for Even sem 2021-22 and also report should be submitted to the principal.
- The Department IQAC staff in charges advised to Audit, Course File for Odd sem 2022-23 and also report should be submitted to Director / IQAC on December 15th 2023.
- As per the guidance of the Principal, All the heads were advised about the successful conduction of forthcoming Anna University Practical Examination.

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

Director / IQAC

Principal