**JCT** | **College of Engineering and Technology**

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai & Accredited by NAAC
Pichanur, Coimbatore - 641105 | info@jct.ac.in | www.jct.ac.in | 0422 2636900

NBA | NAAC
A Grade

Ref: JCTCET/IQAC/Meeting/2022-2023/03

Date: 10.01.23

# CIRCULAR

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

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An internal Quality Assurance Cell (IQAC) Third Meeting is scheduled on 24.01.2023 at Boardroom.

All the Members of IQAC are requested to attending the meeting at 3.00 pm.

## AGENDA

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

1. IIC Event Activities for Quarter III
2. Action taken of the previous meeting minutes.
3. Discussing about Autonomous work.
4. Discussing on professional society membership for Students.
5. Technical quiz for Students
6. Course File Preparation for Even sem 2022-23
7. Any other matters

**Director / IQAC**

**Principal**

## 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.Chandrahasan | 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 | Almni: 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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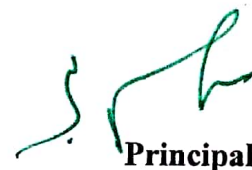MECH | CSE
A Grade

## Minutes of meeting

On January 24th 2023, Internal Quality Assurance Cell (IQAC) 3rd Quarter meeting was conducted at 3pm in Board Room. The function was started by Principal Dr.S.Manoharan and he welcomed the IQAC members and also honored on the Dias.

- Dr.G.Mahesh (Director / IQAC) has introduced the members and presented the activity of 3rd Quarter meeting of Internal Quality Assurance Cell (IQAC) – [2022-2023] and briefly explained the proposed activities plan to conduct IIC activities for Quarter III.

- Based on the 2nd Quarter meeting, the action taken report details were discussed and it was approved by the Principal.

- As per the guidance of the Principal, Autonomous documentation has been prepared and it should be submitted on or before Feb 2023.

- Mr.K.Kathirvel Founder of Sai Sri Automation, Podanur, and Coimbatore suggested that enrolling the students in Professional society membership and promoting them for Startup ideas. All the Department Heads were instructed by the Principal to take care on the valuable points to develop the Entrepreneurship for students.

- Mr.P.Sakthivel Assistant Automation Engineer LMW Ltd (unit-2), Kaniyur, Coimbatore. Insisted to conduct Technical quiz on every Saturday to identify the talent of students.

- Also Principal advised to all the HoD's to prepare the Course File for Even SEM 2022-23 before commencement of the academic schedule.

- Dr.I.J.Isaac Premkumar, ASP/Mech suggested to conduct Slip test on first hour throughout the academic year to improve the writing practice of the students.

Finally Dr.G.Mahesh IQAC coordinator has concluded the meeting with Vote of thanks.

**Director / IQAC**

**Principal**