



NCT/JCET/289/12-2022

DATE:4/08/2022

CIRCULAR

Sub: IQAC Meeting notification – reg

The Internal quality assurance cell (IQAC) meeting is arranged on 17-08-2022 at 3.00 PM in the boardroom, JCET.

Agenda

1. Review of previous minutes of the meeting
2. Action taken report of the previous meeting
3. Academics
 - i. Review and discussion of KTU audit
 - ii. Review of the activities of previous semester
 - iii. Availability of lab. equipment and their maintenance
 - iv. Projects, funding requests, and creation of publications from them
 - v. Skills up-gradation for faculty members, FDPs, STTPs, etc.
 - vi. Maintenance of adequate FSR
4. Administrative services
 - (i) Conduct regular hostel and mess committee meetings
 - (ii) Wi-Fi services for hostels and academic block
 - (iii) Availability of counselor on the campus once a week
 - Upgradation and maintenance of college website on a regular basis
5. Placement and training services
 - (i) Training on aptitude tests and GATE
 - (ii) Job-oriented training programs and foreign language training
 - (iii) Soft Skills and life skills training to the students
6. Employee welfare and career growth
 - (i) Changes in the HR policies conducive to creating a happier working environment
 - (ii) Staff club activities for recreation and motivation of staff members

All the members are requested to attend the meeting in order to improve the quality of education and make our institution a 'Centre of Excellence

Director, IQAC

Principal

E-copy to: The members of IQAC



Internal Quality Assurance Cell meeting (AY 2021-22)
Attendance sheet

Venue: Board room

Date: 17/08 /2022

Time: 3 PM

No	Name	Address	Position	Signature
1	Dr. N. Gunasekaran	Principal of the College	Chairperson	-Sd-
2	Dr. K. Dileep	HOD, Department of ME,	Director	-Sd-
3	Ms.Vijitha G	Asst. Professor, Department of ECE	Coordinator	-Sd-
4	Mr. Pranesh BJ	Administrative manager	Management Representative	-Sd-
5	Dr. Lakshmi Narayanan	HOD, Department of Aeronautical Engineering	Department Coordinator	-Sd-
6	Ms.Sreekala R	Asst. Professor, Department of CSE	Department Coordinator	-Sd-
7	Dr. S C Devadass	HOD, Department of CE	Department Coordinator	-Sd-
8	Dr. Umesha	HOD, Department of ECE	Department Coordinator	-Sd-

9	Prof. K R. Vijayakumaran Pillai	HOD, Department of Applied Sciences	Department Coordinator	-Sd-
10	Dr. Ashokan C	HOD, Department of MBA	Department Coordinator	-Sd-
11	Mrs. Sayana M	Asst. Professor, Dept. of ECE	Member	-Sd-
12	Mr. Gokul das	Assistant Panchayath Secretary	Member/Local Society	-Sd-
13	Ms. Gopika G	ECE S6	Student Member	-Sd-
14	Mr. Viswajith M	Scientist LPSC, VSSC	Alumnus	
15	Mr. P K Vashist	Unit head, Instrumentation ltd. Palakkad	Member from Industry	

Internal Quality Assurance Cell
Minutes of the IQAC meeting (AY 2021-22)

Venue: Board room

Date :17/08/2022

Time: 3 PM

The Chairperson Dr. N. Gunasekaran welcomed the members for the eleventh meeting of the IQAC. He then handed over the session to the IQAC director, Dr. Dileep K.

The IQAC Director welcomed all the members to the meeting and reasoned. He reiterated the importance of IQAC from the NBA and NAAC points of view. He reviewed the details of KTU audit and also pointed the shortcomings and findings that has to be corrected and rectified well in advance.

Agenda 1&2: Review of minutes of IQAC meeting and the action-taken report of the meeting held on 29.10.2021

He reviewed the points of the previous meeting one by one. The coordinator of NAAC, Ms. Vijitha G informed that the NAAC SSR has been submitted successfully. Results in the end semester examination need to be improved progressively.

Agenda 3 Academics

- In order to get better results, faculty members should teach easier and relevant portions of the syllabus from the examination point of view.
- Selected faculty members may be sent for FDPs and training to effectively communicate with and manage students.
- IQAC director suggested various methods to overcome the shortcoming in the KTU audit.
- HoDs shall assess faculty members on their teaching aptitude and communication skills and if found unsatisfactory, they should undergo training to improve their performance or to attend FDP/STTPs as applicable.
- Principal suggested that the remedial classes need to be conducted in full swing to help the slow learners.
- He also suggested that those who publish papers as faculty members of the college need to mention the name of the institution in their publications.
- More home works and assignments may be given to students for a better understanding of the courses.

Agenda 4 Administrative services

- Dr. Dileep suggested that regular hostel and periodical mess committee meetings may be conducted as a welfare measure.
- Principal suggested that the progress of works in respect of other committees also need to be monitored and verified.
- Wi-Fi services are considered as an essential service for the hostels of a professional institution and therefore such service must be extended to the hostels and academic blocks.

Agenda 5 Placement and training services

- Job Oriented Training Programme and training on aptitude tests and GATE may be provided to deserving students.
- Training on soft skills and life skills may be imparted to the students to improve their employability.
- Mr. Satish Kumar, placement officer, suggested that the skill development of students must be seriously taken up at the department level.

Agenda 6 Employee welfare and career growth

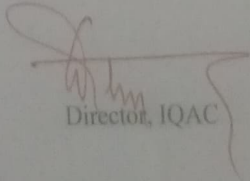
- Some changes in the HR policies are required for making the working environment happier and more conducive to career growth and progress.

The conclusions of the meeting and proposed action plan

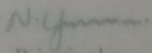
Sl. No.	Action Points	Responsible Person	Target Date
1	Completion of Audit reports hort comings file.	IQAC Coordinator and all staffs	15/09/2022
2	Improvement of Results	All faculty members and HoDs	Continuous
3	Publication and patents and Quality Improvement of Projects	HoDs and Project Guides	Continuous
4	Review of committees and action plan	In charge of all committees	30/09/2022
5	Job oriented training programs and soft skills training	Placement officer	Continuous
6	LCD projectors in classrooms and Wi-Fi services to the hostel and whole academic block	Administrative manager	10/10/2022

Ms.Vijitha G, coordinator IQAC proposed the date for the next meeting and the same was unanimously decided in the month of October 2022. The meeting ended at 3.45 PM with a formal vote of thanks.

Coordinator, IQAC



Director, IQAC



Principal