



NCT/JCET/289/10-2023

DATE: 25/7/2023

CIRCULAR

Sub: IQAC Meeting notification – reg

The Internal quality assurance cell (IQAC) meeting is arranged on 29-7-2023 at 2.00 PM in the IQAC cell, JCET.

Agenda

1. Review of previous minutes of meeting
2. Action taken Report of previous meeting
3. AY 2022-2023 Even semester Audit Report status
4. Commencement of 2023-24 odd semester.
5. Final year B.Tech students project approval
6. Review of committees and Action plan
7. Lab Equipment availability and maintenance .
8. Staff Personal files
9. Calibration and testing of equipments
10. Stock verification Progress report
11. Committees review
12. ICT enabled activities
13. ISO files
14. Professional body activities
15. Mandatory disclosures-NIRF,ARIIA,CIL,KTU,UGC2F,MOEIIIC,UBA,NISP
16. Projects
17. Students Handbook
18. Students Induction Programme
19. Addon courses

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'.

N. Channu
PRINCIPAL

Copy to:

1. Advisor - Academics
2. Administrative Manager & Office
3. Dr.Umesha K, IQAC Director
4. All Department HoDs
5. E-mail to All IQAC Members - other than JCET
6. Mr.Manoj M, KTU Coordinator
7. Mr.Sanish V S , Management Representative
8. Mrs. Vijitha,IQAC Coordinator

DATE: 29/7/2023

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The meeting of IQAC was held at 2.00 PM on 29th July 2023 in the IQAC cell. The following members were present.

IQAC MEETING AY 2023-2024 ATTENDANCE SHEET

S.No	Position	Name	Designation & Department	Sign
1.	Chairperson	Dr.Gunasekaran N	Principal	N. Gunasekaran
2.	Director, IQAC	Dr.Shine K	HoD, ME	Dr.Shine K
3.	Coordinator	Ms.Vijitha G	Asst.Professor, ECE	Ms.Vijitha G
4.	Member	Ms.Rinchu P	Asst.Prof., Aero	Ms.Rinchu P
5.	Member	Ms.Remya M	Asst.Prof., CSE	Ms.Remya M
6.	Member	Ms.Chithra K G	Asst.Prof., Civil	Ms.Chithra K G
7.	Member	Mr.Vishnu Narayanan	Asst.Prof., Mech	Mr.Vishnu Narayanan
8.	Member	Ms Remya R	Asst.Prof., Applied Science	Ms Remya R
9.	Member	Ms.Suma R	Asst.Prof., MBA	Ms.Suma R
10.	Member	Mrs.Sayana M	Asst. Professor, ECE	Mrs.Sayana M
11.	Administrative Officer	Mr.Pranesh B J	Administrative Manager	Mr.Pranesh B J

The Chairperson Dr.Gunasekaran N welcomed the members for the tenth meeting of IQAC.

The following points were discussed in the meeting:

The minutes of the previous IQAC meeting were approved.

Action taken Report of previous meeting

A. No.	Action Points	Responsible Person	Remarks	Status C/IP/NS
1	Completion of Audit report pending files	IQAC coordinator and all staffs	Still a few files of S4 were found pending	C

2	Improvement of Results	Class Tutors make a register with the name list of students who failed in one or two courses before the commencement of every semester and the HoDs need to mention the students names to the subject handling staff during the first staff meeting and also monitor the action taken		IP
3	Publication and patents and Quality Improvement of Projects	HoDs and Project Guides		IP
4	Review of committees and Action plan	KTU cell and IQAC cell		IP

- o Principal informed all HoDs to prepare well in advance for the starting of odd semester of 2023-24 AY. IQAC Director should ensure that all documents pertaining to the commencement of classes are checked and verified by IQAC coordinators. Internal series test will be conducted with a maximum of 50 marks and assignments are to be given in 25 marks.
 - o HoDs have reported that the project work will be approved in the first week of August. Principal requested all to create maximum number of publications from the students projects.
 - o Principal requested Dr. Umasha, HoD, ECE to do the review work on committees.
 - o Principal requested HoDs to verify the availability of adequate number of experiments available as per the 2019 scheme of KTU syllabus.
 - o Personal files of all staff members must be maintained in the department and the same need to be updated as and when changes occur.
 - o Calibration has to take place once every year. Suitable agencies need to be identified
- Principal congratulated all those who were involved in the stock verification process, which was completed well on time.
- o ICT enabled activities initiative to organise and regular follow up needed
 - o Mr. Jadhav of ECE department has been entrusted to do the follow up.



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- Professional body activities Each department needs to do the follow up. Principal suggested that all projects worth funding from agencies need to be identified and taken up by the respective department.
- Steps needed to distribute the Students Handbook to all students
- Principal congratulated all the staff members who have organized and engaged various sessions of the bridge course and also for the cooperation of all for the Students Induction Programme.
- Addon courses to be introduced in all branches
- Dr. Sujeesh to organize the LET campaign and conduct a bridge course for the LET students
- Principal suggested better interaction and involvement of PTA, Alumni and suggested a grievance redressal cell, a higher education committee, more R&D activities and also the formation of a sports committee to look in to the concerned areas. He also reiterated the importance of academic audit, website upgradation and maintenance and file maintenance.
- Mr. Prajesh Raj informed NSITE the annual tech fest and BLOOM annual arts fest is planned in month of November and December
- All members present in the meeting accepted the above for the quality improvement.

The conclusions of the meeting and proposed action plan (August 23 – January 23)

A. No.	Action Points	Responsible Person	Target Date
1	Completion of Audit report pending files	IQAC coordinator and all staffs	06/08/2023



	Improvement of Results	Class Tutors make a register with the name list of 1 subject and 2 subject failed students before the commencement of every semester and the HoDs need to mention the students name to the subject handling staff during the first staff meeting and also monitor the action taken	5/08/2023 for ongoing semesters
3	Publication and patents and Quality Improvement of Projects	HoDs and Project Guides	----
4	Review of committees and Action plan	KTU cell and IQAC cell	-----

The meeting ended at 3.30 PM with a formal vote of thanks.