



NCT/JCET/289/3-2023

DATE: 19/02/2023

**CIRCULAR**

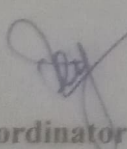
**Sub: IQAC Meeting notification – reg**

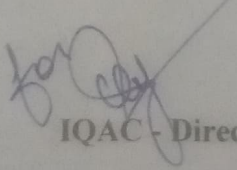
The Internal quality assurance cell (IQAC) meeting is arranged on 10-03-2023 at 11.30 AM in the IQAC Room, JCET.

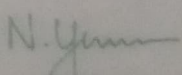
**Agenda**

1. Review of previous minutes of the meeting
2. Action taken report of the previous meeting
3. Academics
  - (i) Students' feedback on faculty, analysis, report, and actions
  - (ii) IQAC internal audit report of 2022-23 odd semester
  - (iii) Availability of lab. equipment and their maintenance
  - (iv) continuous improvement measures
  - (v)
4. Administrative services
  - (i) Conduct regular hostel and mess committee meetings
  - (ii) Wi-Fi services for hostels and academic block
  - (iii) Log-in ID and institution email ID for all students
  - (vii) 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.

  
IQAC- Coordinator

  
IQAC - Director

  
PRINCIPAL

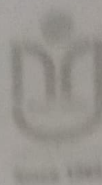
E-copy to: The members of IQAC

**JAWAHARLAL COLLEGE OF ENGINEERING AND TECHNOLOGY**  
 JAWAHAR GARDENS, LAKKIDI, MANGALAM, PALAKKAD DISTRICT, KERALA



Sl. No	Name	Address	Position	Signature
1	Dr. N. Gunasekaran	Principal of the College	Chairperson	
2	Dr. K. Dileep	HOD, Department of ME,	Director	
3	Ms. Vijitha Mukundan	Asst. Professor, Department of ECE	Coordinator	
4	Mr. Pranesh BJ	Administrative manager	Management Representative	
5	Dr. Lakshmi Narayanan	HOD, Department of Aeronautical Engineering	Department IQAC Member	
6	Dr. Vijay Sankar	HOD, Department of CSE	Department IQAC Member	
7	Dr. S C Devadass	HOD, Department of CE	Department IQAC Member	
8	Dr. Umesha K	HOD, Department of ECE	Department IQAC Member	
9	Prof. K R. Vijayakumaran Pillai	HOD, Department of Applied Sciences	Department IQAC Member	





10	Dr. Archana C	HOD, Department of MBA	Department IQAC Member	
11	Mrs. Sayana M	Asst. Professor, Dept. of ECE	Department IQAC coordinator	
12	Mr. Vishnu Narayanan	Asst. Professor, Dept. of ME	Department IQAC coordinator	
13	Ms. Rinchu P	Asst. Professor, Dept. of Aero	Department IQAC coordinator	
14	Ms. Anu TP	Asst. Professor, Dept. of CSE	Department IQAC coordinator	
15	Ms. Remya R	Asst. Professor, Dept. of ECE	Department IQAC coordinator	
16	Ms. Neethu M James	Asst. Professor, Dept. of MBA	Department IQAC coordinator	
17	Chitra KG	Asst. Professor, Dept. of CE	Department IQAC coordinator	

**Agenda 1&2: Review of minutes of tenth IQAC meeting and the action-taken report of the previous meeting**

He reviewed the points of the previous meeting one by one. NAAC visit has been completed and the institution is awarded with NAAC A+. Faculties should update and preparations of course files were not happening at the required pace. Results in the end semester examination need to be improved progressively.



- Decided to create an official e-mail id for IQAC
- Standard format for report of program conducted has been circulated to all department coordinators.
- Principal told that all program coordinators have to submit the report in time to IQAC.
- All IQAC auditors have to submit the IQAC internal audit report of 2022-23 odd semester on or before 20/3/2023.
- All documents has to be prepared in NAAC format and submitted in IQAC.
- Checklist for all documents required will be circulated by 18/3/2023.
- Academic feedback has to be taken and analyzed after the first series test.
- Feedback questionnaire will be modified and will be given to IQA department Coordinators.
- MBA department has to complete the documentation of files and the internal auditor has to give the nonconformance report to principal.
- A dedicated software will be developed by department of CSE to take feedback from students.
- Principal told that continuous improvement measures should be taken in the academics.
- He told that IQAC has to motivate students to improve their results and placements.
- Students and teachers should be motivated to publish papers .
- IQAC coordinator informed that standard formats has been circulated for documentation.
- Slow learner action plan has to be submitted to IQAC Cell and department IQAC coordinator should monitor the execution of remedial classes.
- Working hours of IQAC will be from 2.00 PM -4.00 PM

The following members should monitor the day today activities of IQAC as per the slot allocated.

Day	Allocated Member
Monday	Rinchu P/Remya R
Tuesday	Chithra K G
Wednesday	Anu T P
Thursday	Sayana M
Friday	Vishnu Narayan



Suresh	Neethu
--------	--------

Activities has to be coordinated by IQAC coordinators and should plan to improve the SSR.

IQAC coordinator Proposed the vote of thanks.

### ACTION TAKEN REPORT

- NAAC files have been completed in time.
- NAAC peer team visit was carried out and the institution is awarded with NAAC A+.
- NCR of audit 1 has been cleared.

