



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



NCT/JCET/289/09- 2024

DATE: 12/05/2024

**CIRCULAR**

**Sub: IQAC Meeting notification – reg**

The Internal quality assurance cell (IQAC) meeting is going to be arranged on 19-05-2024 at 2.00 PM in the IQAC Cell, JCET.

**AGENDA**

1. Review of minutes of previous IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. 2023-2024 Even semester Academics
4. Any other points

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

**IQAC- Coordinator**

**IQAC - Director**

**PRINCIPAL**

**Copy to:**

1. **The members of IQAC**



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The Chairperson Dr.Shine K welcomed the members for the meeting of IQAC.

The following points were discussed in the meeting:

- After going through the minutes of the previous meeting it was approved by the IQAC members.
- Discussed about the first internal audit and Chairperson asked to submit the NCR of all departments to the IQAC mail.
- Enquired about fulfillment of all semester works like file maintenance, Feedback System, Department file keeping.
- Decided to conduct the second internal audit for even semester is on or before 10.07.2024. The auditors are same as the previous semester.

Ms. Vijitha G, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the month of Last week of July 2024. The meeting ends with formal vote of thanks.

**IQAC- Coordinator**

**IQAC - Director**

**PRINCIPAL**



**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**(AY 2023-24)**

**Time: 2.00 PM**

**Venue: Boardroom**

**Minutes of IQAC Meeting**

**Meeting 8 – 19.05.2024**

The 8<sup>th</sup> IQAC meeting for Academic Session 2021-22 was held on 8<sup>th</sup> June 2021. The following members attended the meeting.

1.	Dr.Shine K IQAC Director	
2.	Ms.Vijitha G, Assistant Professor, ECE, Coordinator	
3.	MS.Rinchu P, Assistant Professor ,Aero, Department IQAC Member	
4.	Mr.Sajeesh N , Assistant Professor ,ME Department, IQAC Member	
5.	Ms.Remya M Assistant Professor ,CSE, Department, IQAC Member	
6.	Ms.Chithra G, Assistant Professor ,CE, Department IQAC Member	
7.	Remya R,Assistant Professor ,Basic Sciences and Humanities, Department IQAC Member	
8.	Mrs.Sayana M, Asst.Professor - ECE Dept, Member	



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**Agenda 2: Action taken report on the decisions of the previous IQAC Meeting**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & outcomes
1.	First audit of even semester	completed and NCR approved