



NCT/JCET/289/09-2023

DATE: 20/11/2023

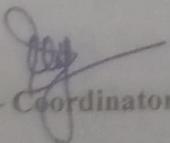
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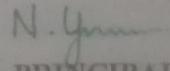
Sub: IQAC Meeting notification – reg

The Internal quality assurance cell (IQAC) meeting is arranged on 28/11/2023 at 2.00 PM in the IQAC cell, JCET.

1. Review of minutes of previous IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To make regular follow up of E-Governance in administration for Administrative reforms
4. To discuss the Report cum feedback of External Academic-Administrative Audit.
5. To focus on Improving Teaching learning skills of the faculties.
6. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

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


PRINCIPAL

Copy to:

1. The members of IQAC
2. IQAC File



THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Time:2.00 PM

Venue:IQAC Cell

Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2023-24 was held on 28th November 2023. The following members attended the meeting.

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

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

The following points were discussed in the meeting:

. After going through the minutes of the fourth meeting it was approved by the IQAC members.

Action taken report on the decisions of the previous Meeting

1.	List of new lab equipment/service required as per new KTU 2019 – regulation syllabus	List of equipments to be serviced and new equipment required list prepared and forwarded to get approval from management
2	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
3	Publication and patents and Quality Improvement of Projects	All final year projects will be published in journals or conferences

ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records.

IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

Prof.Shine K, HoD - ECE Dept raised the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.

The Chairperson of IQAC reminded here, to take follow up of External Academic-Administrative Audit and then it is decided to work on feedback of the audit so as to improve overall Academic and Administrative work.



Dr.Asokan C raised the point about improving teaching learning enhancement activities. All the HOD's are decided to conduct various Faculty Development Programs to be conducted and suggest faculty members to register ATAL FDP.

The various activities are decided to be plan to generate awareness among the staff about Eco-friendly measures. The review and audits on status of eco-friendly measure are taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

The conclusions of the meeting and proposed action plan

1. It is decided to regular follow up on ERP software for academic and administrative reforms.
2. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.
3. To start working on Report cum feedback of External Academic-Administrative Audit
4. To focus on Improving Teaching learning skills of the faculties by attending ATAL FDPs
5. It is decided to conduct various activities to generate awareness among the staff/students about Eco-friendly measures.

The meeting ends with formal vote of thanks.