



**JAWAHARLAL COLLEGE
OF ENGINEERING & TECHNOLOGY**
JAWAHAR GARDENS, LAKKIDI MANGALAM, PALAKKAD
(An ISO 9001:2015 Certified Institution)



NCT/JCET/289/08- 2024

DATE: 01/02/2024

CIRCULAR

Sub: IQAC Meeting notification – reg

The Internal quality assurance cell (IQAC) meeting is arranged on 05-02-2024 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. KTU Circular on internal evaluation revision.
4. 2023-2024 Even semester Academics
5. 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

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

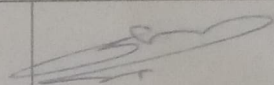
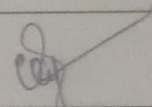
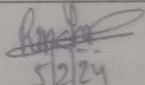

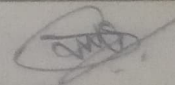
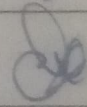

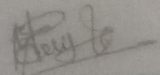
(A. Y. 2023-24)

Time: 2.00 PM

Venue: Boardroom

Minutes of IQAC Meeting

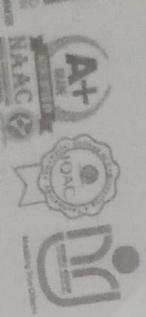
The IQAC meeting for Academic Session 2023-24 was held on 5/2/2024. The following members attended the meeting.

1.	Dr.Shine K IQAC Director	
2.	Ms.Vijitha G, Assistant Professor, ECE, Coordinator	
3.	MS.Rinchu P, Assistant Professor ,Aero, Department IQAC Member	 5/2/24
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	

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

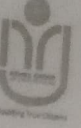
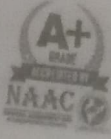
The following points were discussed in the meeting:

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



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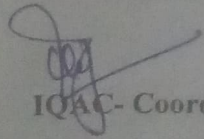


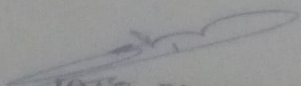
- KTU has given a circular regarding the change in evaluation of theory subjects. As per latest notification, Modules 1 and 2 will be evaluated in series 1 and assignment 1 and Modules 3 and 4 will be evaluated in series 2 and assignment 2. Separate evaluation will be done for module 5. After discussion IQAC Director concluded that **8 marks** weightage will be given for module 5 in the assignment weightage of internal marks. All the members agreed to the suggestion.
- Series test question paper and assignment question paper will be modified and the format will be circulated soon.
- Decided the Chairman for various course committees are assigned:
- EST 100 Engineering Mechanics: Mr. Ajith V S, Asst. Prof., AN
- EST 110 Engineering Graphics : Dr. Shine K, HoD ME
- EST 120(A) Basics Of Civil Engineering: Dr. Mathew, HoD CE
- EST 120(B) Basics Of Mechanical Engineering: Mr. Sajeesh N, Asst. Prof., ME
- EST 130(A) Basics of Electrical Engineering: Dr. Umesha K, HoD ECE
- EST 130(A) Basics of Electronics Engineering: Mr. Srikanth K Asst. Prof., ECE
- MCN 202 Constitution Of India: Ms. Vijitha G, Asst. Prof., ECE
- HUT 200 Professional Ethics: Ms. Disa Jaison, Asst. Prof., AN
- EST 200 Design and Engineering: Ms. Remya M, Asst. Prof., CSE
- HUT 300 Industrial Economics and Foreign Trade: Ms. Ajeena A, Asst. Prof., ECE
- HUT 310 Management for Engineers: Mr. John George, Asst. Prof., AN
- Discussed the status of internal IQAC audit in all departments of the previous odd semester.
- Pre audit of the current semester is also completed.

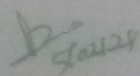
The conclusions of the meeting

1. It is decided to complete the internal audit NCR within one week after audit.
2. Changes in the pattern of evaluation of subjects are finalized.
3. Chairman of course committees are assigned.

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


IQAC- Coordinator


IQAC - Director


PRINCIPAL