



# Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

## Minutes of Meeting

Form No: QA07

Name of the Meeting	IQAC Meeting - 06	Review Period	June 2017 to Nov 2017 (2017-18 ODD Semester)
Venue	Board Room	Date of Meeting	03 March 2018
Chairman/ Chairperson of the meeting (Name and designation): Dr. V. Nagarajan / Principal			

### Members Present:

Name	Designation	Signature	Name	Designation	Signature
Mr.T.N.Thirukumar	Vice Chairman, JIT		Dr.G.Vetrichelvi	HoD/ECE	
Mr. V. Palanisamy	Industrialist		Dr.S.Elangovan	HoD/EEE	
Mr.S.Natarajan	Employer		Dr. D.Sowmya Dhanalakshmi	HoD/Mech	
Mr.A.Azad Begum Raj	Parent		Dr.P.Narayanasamy	Prof./Maths	
Mr.C.Shanmugam	Local Society Representative		Dr.D.Geethalakshmi	Prof./Physics	
Mr.S.Karthikeyan	Alumni		Dr.Meena Sundari-?	Prof./Chemistry	
Ms. S.Divya Prabha	Student - IV EEE		Mr.K.Moorthi	DMR-QMS	
Mr.M.Karthikeyan	Administrative Officer		Mr.C.Shanmugam	DMR-QMS	
Mrs.L.Agnes Preethi	HoD/Civil		Mr.S.J.Davis Hans	IQAC Coordinator/DMR-QMS	
Mrs.A.Rathika	HoD/CSE		Dr.V.Nagarajan	Principal	

### Members Absent:





S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Status of actions from previous reviews	Status of the previous meeting points were reviewed	-	-	-
2	Review of University Results (2017-18) Odd	Individual department results were discussed in DAC meeting. Points related to improve the pass percentage were discussed and HoDs are requested to implement the same.	End semester Exam	Course Handling faculty and HoDs	
3	Review of attainment of PO & course outcomes (2017-18) Odd	Programme Outcomes attainment for the was reviewed in respective DAC and it is satisfactory. Recommended to continue the same strategy in the current and upcoming semesters	Continuous	HoDs	
4	Review of TLP Feedback	Corrective actions are planned by respective department for the courses having less than 70 % in mid-sem feedback and the follow-up to be made.	End-sem feedback	Respective department Heads	
5	Feedback from Stakeholders	Feedback from Industry and parents are received and appropriate actions are taken in coming days.	Continuous	Placement Cell HoDs	
6	Internal and External Audit Plan	2017-18 even semester Internal audit planned in April and date to be finalized. After that, External audit will be planned in the month of May 2018	April 2019 and May 2019	IQAC & QMS	
7	Introduction of Certificate courses/IRC & Value Added Courses 1. Anna University Regulation 17 VAC 2. Certificate Courses/IRC 3. Other value added course 4. Life skill programmes	Proposal to be submitted As planned in DAC Continue existing VAC A proposed by CCR	Before commencement of semester	Dept. Heads Dept. IRC coordinators Dept. VAC coordinators	



8	Curriculum Enrichment Activities Workshops, Seminar, Guest lecture etc.	All depts. are requested to plan as per the requirement to meet out PO	During even sem	Dept. Heads	
9	Internship & Industrial Visits Plan	All students to be encouraged to attend a week duration Internship.	During semester holidays	Dept. Heads and Class Advisors	
10	Effective usage of ICT tools & e-learning	E-content/notes for all courses to be uploaded by all faculty	Before commencement of semester	All faculty & Dept. Heads	
11	Mentoring & Counseling	1 hour exclusively for mentoring hour to be included in time table	Before commencement of semester	Timetable coordinator & Dept. Heads	
12	Research & Funding activities	Faculties are encouraged to send Research proposals and grants to do research projects and for conducting seminar/workshop etc.	All year around	Dept. Heads	
13	Publication (Journal, Conference, Books, etc.)	Faculty and students to be encouraged in UGC CARE list of journals.	Periodically	Dept. Heads, Faculty, Students	
14	Technical Events	As suggested and planned by DAC, proposed technical events to be conducted	As scheduled	Dept. Heads, Various society/Club/Cell	
15	Extension Activities	As suggested and planned by DAC, proposed extension activities to be conducted	As scheduled	Dept. Heads, Various society/Club/Cell	
16	Sports activities	Intramural events and sports day as proposed by Physical Director	Academic Year	Physical director	
17	Grievances redressal	All grievances received through Anti ragging committee, grievances committee, IWCC and SC/ST Cell are addressed immediately when received.	Ongoing	Respective committee/cell	--
18	Academic Calendar (2019-20) ODD	Based on the inputs received from GB and DAC, the academic calendar to be drafted and circulated once Anna University schedule is released.	15 days before commencement of ODD semester	Timetable Coordinator / Exam Cell	--



19	Enhancing faculty knowledge. Skills through participation in training / seminar/ conference	Faculty are encouraged to participate in training / seminar/ conference technical events organized by various Institutions	Continuous	HoDs and Faculty	--
20	Improving student's participation in technical events (outside Institution)	Students are encouraged to participate in technical events organized by various Institutions	Continuous	HoDs	
21	Improve Inter Institute Interaction	No. of interaction carried out: Planned to Improve the interactions in the coming days.	Continuous	HoDs	
22	Training and Placement	Training and Placement activities is going on for students.	Continuous	Placement Head and HoDs and students	
	Any other points	NIL	--	--	--
Copy to:					
1. Principal			Prepared By	IQAC Coordinator	
2. Statutory Committees					
3. All Dept. HoDs			Approved by	Principal	
4. Exam Cell					
5. Placement					
6. Library					
7. Physical Education					
8. Office					





## Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

### Minutes of Meeting

Form No: QA07

Name of the Meeting	IQAC Meeting - 05	Review Period	Dec 2016 to May 2017 (2016-17 EVEN Semester)
Venue	Board Room	Date of Meeting	09 September 2017
Chairman/ Chairperson of the meeting (Name and designation): Dr. V. Nagarajan / Principal			

#### Members Present:

Name	Designation	Signature	Name	Designation	Signature
Mr.T.N.Thirukumar	Vice Chairman, JIT		Dr.G.Vetrichelvi	HoD/ECE	
Mr. V. Palanisamy	Industrialist		Dr.S.Elangovan	HoD/EEE	
Mr.S.Natarajan	Employer		Dr.D.Sowmya Dhanalakshmi	HoD/Mech	
Mr.A.Azad Begum Raj	Parent		Dr.P.Narayasamy	Prof./Maths	
Mr.C.Shanmugam	Local Society Representative		Dr.D.Geethalakshmi	Prof./Physics	
Mr.S.Karthikeyan	Alumni		Dr.Meena Sundari.P	Prof./Chemistry	
Mr. S.Divya Prabha	Student - IV EEE		Mr.K.Moorthi	DMR-QMS	
Mr.M.Karthikeyan	Administrative Officer		Mr.C.Shanmugam	DMR-QMS	
Mrs.L.Agnes Preethi	HoD/Civil		Mr.S.J.Davis Hans	IQAC Coordinator/DMR-QMS	
Mrs.A.Rathika	HoD/CSE		Dr.V.Nagarajan	Principal	

#### Members Absent:



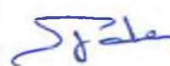

Rev.No.00; Rev. Date 06.01.2016

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3	Review of attainment of course outcomes (2016-17) Even	Programme Outcomes attainment is reviewed in respective DAC and it is satisfactory, to continue the same strategy in the current and upcoming semesters.	Continuous	HoDs	
4	Review TLP Feedback	Corrective actions are planned by respective department for the courses having less than 70 % in mid-sem feedback and the follow-up to be made.	End-sem feedback	Respective department Heads	
5	Feedback from Stakeholders	Feedback from Industry and parents are received and appropriate actions are taken in coming days.	Continuous	Placement Cell HoDs	
6	Internal and External Audit Plan	2017-18 odd semester Internal audit planned in Dec and date to be finalized. External audit will be planned in the month of May 2018	Dec 2017 and May 2018	IQAC & QMS	
7	Introduction of Certificate courses/IRC & Value Added Courses 1. Anna University Regulation 17 VAC 2. Certificate Courses/IRC 3. Other value added course 4. Life skill programmes	Proposal to be submitted As planned in DAC Continue existing VAC A proposed by CCR	Before commencement of semester	Dept. Heads Dept. IRC coordinators Dept. VAC coordinators	
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9	<b>Internship &amp; Industrial Visits Plan</b>	All students to be encouraged to attend a week duration Internship.	During semester holidays	Dept. Heads and Class Advisors	
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	Any other points	NIL	--	--	--
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