



Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes of Meeting

Form No: QA07

Name of the Meeting	IQAC Meeting -10	Review Period	June 2019 to Nov 2019 (2019-20 ODD Semester)
Venue	Board Room	Date of Meeting	07 March 2020
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.Praveen Kumar	Employer		Dr.M.Muthukumaran	HoD/Mech	
Mr.V.Mohan Gandhi	Parent		Dr.B.Senthinathan	Prof./Maths	
Mr.C.Shanmugam	Local Society Representative		Dr.D.Geethalakshmi	Prof./Physics	
Ms.M.Vishnu Priya	Alumni		Dr.Meena Sundari P	Prof./Chemistry	
Mr.Akash Deep Rajkhowa	Student-III Mech		Dr.K.Moorthi	DMR-QMS	
Mr.M.Karthikeyan	Administrative Officer		Mr.C.Shanmugam	DMR-QMS	
Mr.S.Ragunath	HoD/Civil		Mr.S.J.Davis Hans	IQAC Coordinator/ DMR-QMS	
Dr.A.Velayutham	HoD/CSE		Dr.V.Nagarajan	Principal	

Members Absent:

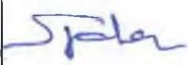



S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Status of actions from previous reviews	Status of the previous meeting points were reviewed	-	-	-
2	Review of University Results (2019-20) Odd	Points related to improve the pass percentage were discussed and HoDs are requested to implement the same.	End semester Exam	Course Handling faculty and HoDs	
3	Review of attainment of course outcomes and programme outcomes	Programme Outcomes attainment for the was reviewed in respective DAC and it is satisfactory. the strategy recommended by DAC to be continued in the current and upcoming semesters	Continuous	HoDs	
4	Review of TLP Feedback	Corrective actions are planned by respective departments 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 Industry and Parent and other Interested Parties	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	2019-20 even semester Internal audit planned in April and date to be finalized. External audit will be planned in the month of May 2020	April 2020 and May 2020	IQAC	
7	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	End of October During even sem During even sem	Dept. Heads Dept. IRC coordinators Dept. IRC 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.	No. of Research Proposals Sent:	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 (2020-21) 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 are ongoing.	Continuous	Placement Head and HoDs and students	
23	Any other points: IIQA SSR preparation	IIQA submitted on 20 Feb 2020, SSR Preparation in progress and upload to be completed before 18 April 2020	18 April 2020	IQAC, Quality Circle	--
Copy to: 1. Principal 2. Statutory Committees 3. All Dept. HoDs 4. Exam Cell 5. Placement 6. Library 7. Physical Education 8. Office			Prepared By	IQAC Coordinator	
			Approved by	Principal	





Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes of Meeting

Form No: QA07

Name of the Meeting	IQAC Meeting - 09	Review Period	Dec 2018 to May 2019 (2018-19 EVEN Semester)
Venue	Board Room	Date of Meeting	07 September 2019
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.Praveen Kumar	Employer		Dr.M.Muthukumaran	HoD/Mech	
Mr.V.Mohan Gandhi	Parent		Dr.B.Senthilnathan	Prof./Mathematics	
Mr.C.Shanmugam	Local Society Representative		Dr.D.Geethalakshmi	Prof./Physics	
Ms.M.Vishnu Priya	Alumni		Dr.Meena Sundari.P	Prof./Chemistry	
Mr. Akash Deep Rajkhowa	Student-III Mech		Mr.K.Moorthi	DMR-QMS	
Mr.M.Karthikeyan	Administrative Officer		Mr.C.Shanmugam	DMR-QMS	
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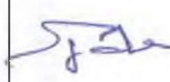


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2	Review of University Results (2018-19) Odd	Points related to improve the pass percentage were discussed and HoDs are requested to implement the same.	End semester Exam	Course Handling faculty and HoDs	
3	Review of attainment of course outcomes (2018-19) Odd	PO attainment of batch 2019 is reviewed. The recommendations from DAC to be implemented for upcoming batches.	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 to be taken.	Continuous	Placement Cell HoDs	
6	Internal and External Audit Plan	2019-20 odd semester Internal audit planned in Dec and date to be finalized. After that, External audit will be planned in the month of May 2020	Dec 2019 and May 2020	IQAC	
7	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	
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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 is are ongoing as planned by CCR.	Continuous	Placement Head and HoDs and students	
23	Any other points	IQA submission initiated for NAAC accreditation process.	Before April 2020	IQAC	
Copy to: 1. Principal 2. Statutory Committees 3. All Dept. HoDs 4. Exam Cell 5. Placement 6. Library 7. Physical Education 8. Office			Prepared By	IQAC Coordinator	
			Approved by	Principal	