



# Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659


## Internal Quality Assurance Cell 11<sup>th</sup> Meeting

21.09.2020

The eleventh IQAC meeting is scheduled to be conducted on 10.10.2020, 04:30 PM at Jansons Institute of Technology, Karumathampatti, Coimbatore. On behalf of our Institution, I cordially invite you to take part in the meeting and provide your valuable suggestions.

If you are unable to attend this meeting, but would like to express your views regarding the above said information, you could send a letter through mail/email to the Chairperson or IQAC coordinator.

The agenda for the meeting is attached herewith for your kind reference.

  
Chairperson/Principal

**CC to:**

1. All members of the IQAC
2. Office/AO
3. IQAC/QMS





# Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

## Minutes of Meeting

Name of the Meeting	IQAC Meeting - 11	Review Period	Dec 2019 to May 2020 (2019-20 EVEN Semester)
Venue	Board Room	Date of Meeting	10 October 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.J.Maria Selva Jegan	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		Dr.K.Moorthi	HOD/AI and DMR - QMS	
Mr.M.Karthikeyan	Administrative Officer		Dr.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:

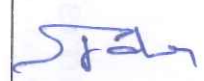



S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Status of actions from previous reviews	Status of the previous meeting points were reviewed	-	-	-
2	Review of University Results (2019-20) Even	Individual department results were discussed in DAC meeting. Points related to improve the pass percentage were discussed and HoDs are requested to implement the same. Anna University announced results based on modality considering the ongoing pandemic.	End semester Exam	Course Handling faculty and HoDs	
3	Review of attainment of course outcomes and Po's	Programme Outcomes attainment for the outgoing batch of 2019 was reviewed in respective DAC and it is recommended to be implemented.	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 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	2020-21 Internal audit date to be finalized based on AU schedule. External audit will be planned in the month of May 2021	May 2021	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	Modalities of AU for conduct of online classes to be followed. 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	<b>Curriculum Enrichment Activities Workshops, Seminar, Guest lecture etc.</b>	All depts. are requested to plan as per the requirement to meet out PO	During even sem	Dept. Heads	
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	
10	<b>Effective usage of ICT tools &amp; e-learning</b>	E-content/notes for all courses to be uploaded by all faculty	Before commencement of semester	All faculty & Dept. Heads	
11	<b>Mentoring &amp; Counseling</b>	All mentors are asked to stay in touch with all students and monitor their academic progress and	Continious	Timetable coordinator & Dept. Heads	
12	<b>Research &amp; Funding activities</b>	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	<b>Publication (Journal, Conference, Books, etc.)</b>	Faculty and students to be encouraged in UGC CARE list of journals	Periodically	Dept. Heads, Faculty, Students	
14	<b>Technical Events</b>	As suggested and planned by DAC, proposed technical events to be conducted	As scheduled	Dept. Heads, Various society/Club/Cell	
15	<b>Extension Activities</b>	As suggested and planned by DAC, proposed extension activities to be conducted	As scheduled	Dept. Heads, Various society/Club/Cell	
16	<b>Sports activities</b>	Intramural events and sports day as proposed by Physical Director	Academic Year	Physical director	
17	<b>Grievances redressal</b>	All grievances received through Anti ragging committee, grievances committee, IWCC and SC/ST Cell are addressed immediately when received.	Ongoing	Respective committee/cell	--
18	<b>Academic Calendar (2020-21) ODD</b>	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	<b>Enhancing faculty knowledge. Skills through participation in training / seminar/ conference</b>	Faculty are encouraged to participate in training / seminar/ conference technical events organized by various Institutions	Continuous	HoDs and Faculty	--
20	<b>Improving student's participation in technical events (outside Institution)</b>	Students are encouraged to participate in technical events organized by various Institutions	Continuous	HoDs	
21	<b>Improve Inter Institute Interaction</b>	No. of interaction carried out: Planned to Improve the interactions in the coming days.	Continuous	HoDs	
22	<b>Training and Placement</b>	Online Training and placement activities are in progress	Continuous	Placement Head and HoDs and students	
23	<b>Any other points</b>	<b>NAAC SSR:</b> Due to the pandemic the SSR submission process is delayed. <b>Online Academic Activities:</b> All academic activities are to be conducted based on the AU modality.	Continuous	IQAC  HoD's & Faculty	
<b>Copy to:</b> 1. Principal 2. Statutory Committees 3. All Dept. HoDs 4. Exam Cell 5. Placement 6. Library 7. Physical Education 8. Office			<b>Prepared By</b>	<b>IQAC Coordinator</b>	
			<b>Approved by</b>	<b>Principal</b>	





# Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

## Internal Quality Assurance Cell 12<sup>th</sup> Meeting

12.02.2021

The second IQAC meeting is scheduled to be conducted on 06.03.2021, 04:30 PM at Jansons Institute of Technology, Karumathampatti, Coimbatore. On behalf of our Institution, I cordially invite you to take part in the meeting and provide your valuable suggestions.

If you are unable to attend this meeting, but would like to express your views regarding the above said information, you could send a letter through mail/email to the Chairperson or IQAC coordinator.

The agenda for the meeting is attached herewith for your kind reference.

  
Chairperson/Principal

**CC to:**

1. All members of the IQAC
2. Office/AO
3. IQAC/QMS





# Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

## Minutes of Meeting

Name of the Meeting	IQAC Meeting - 12	Review Period	June 2020 to Nov 2020 (2020-21 ODD Semester)
Venue	Board Room	Date of Meeting	06 March 2021
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.T.Meenakshi	HoD/EEE	
Mr.S.Praveen Kumar	Employer		Dr.M.Muthukumaran	HoD/Mech	
Mr.J.Maria Selva Jegan	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 - IV Mech		Dr.K.Moorthi	HOD/AI and DMR-QMS	
Mr.M.Karthikeyan	Administrative Officer		Dr.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:



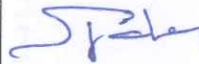

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Status of actions from previous reviews	Status of the previous meeting points were reviewed	-	-	-
2	Review of University Results (2020-21) Odd	Points related to improve the pass percentage were discussed and HoDs are requested to implement the same. Individual department results were discussed in DAC meeting and the recommendations to be followed	End semester Exam	Course Handling faculty and HoDs	
3	Review of attainment of course outcomes and PO's	Programme Outcomes attainment for the was reviewed in respective DAC and it 's recommendation to be followed	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	2020-21 even semester Internal audit planned in April and date to be finalized. After that, External audit will be planned in the month of May 2021	April 2021 and May 2021	IQAC / QMS	
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	





9	<b>Internship &amp; Industrial Visits Plan</b>	All students to be encouraged to attend a week duration Internship online.	During semester holidays	Dept. Heads and Class Advisors	
10	<b>Effective usage of ICT tools &amp; e-learning</b>	E-content/notes for all courses to be uploaded by all faculty	Before commencement of semester	All faculty & Dept. Heads	
11	<b>Mentoring &amp; Counseling</b>	Regularly mentors have to monitor the students progress (personal and academic)	Continuous	Timetable coordinator & Dept. Heads	
12	<b>Research &amp; Funding activities</b>	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	<b>Publication (Journal, Conference, Books, etc.)</b>	Faculty and students to be encouraged in UGC CARE list of journals	Periodically	Dept. Heads, Faculty, Students	
14	<b>Technical Events</b>	As suggested and planned by DAC, proposed technical events to be conducted	As scheduled	Dept. Heads, Various society/Club/Cell	
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17	<b>Grievances redressal</b>	All grievances received through Anti ragging committee, grievances committee, IWCC and SC/ST Cell are addressed immediately when received.	Ongoing	Respective committee/cell	--
18	<b>Academic Calendar (2020-21) Even</b>	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	<b>Enhancing faculty knowledge. Skills through participation in training / seminar/ conference</b>	Faculty are encouraged to participate in training / seminar/ conference technical events organized by various Institutions	Continuous	HoDs and Faculty	--
20	<b>Improving student's participation in technical events (outside Institution)</b>	Students are encouraged to participate in technical events organized by various Institutions	Continuous	HoDs	
21	<b>Improve Inter Institute Interaction</b>	No. of interaction carried out: Planned to Improve the interactions in the coming days.	Continuous	HoDs	
22	<b>Training and Placement</b>	Training and placement activities are on-going in online mode	Continuous	CCR Head and HoDs and students	
23	<b>Any other points</b>	SSR submitted successfully on 23 Nov 2020 SSS process completed successfully DVV process have started	Continuous	IQAC	--
<b>Copy to:</b>					
1. Principal			<b>Prepared By</b>	IQAC Coordinator	
2. Statutory Committees					
3. All Dept. HoDs			<b>Approved by</b>	Principal	
4. Exam Cell					
5. Placement					
6. Library					
7. Physical Education					
8. Office					

