

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2018-2019/01

Date: 06.07.2018

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 is scheduled at 02.30 pm on 11.07.2018. All the IQAC members are requested to attend the meeting.

The following Agenda will be discussed in the meeting,

1. Review of the previous meeting
2. Discussion on academic activities
3. Discussion on Co – Curricular activities
4. Discussion on Academic and Administrative Audit (AAA)
and AQAR submission
5. Research and Development Activities

Venue : Board Room

Time : 02.30 P.M


IQAC Coordinator


6/07/18

Principal


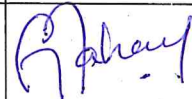


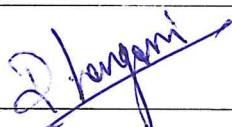


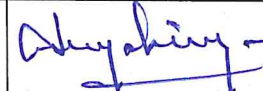
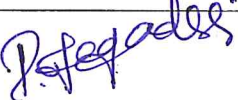



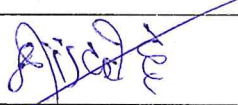
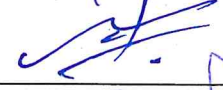
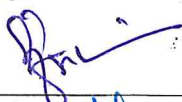

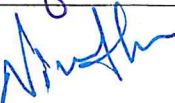

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4. Principal File
5. Director for kind information

Formation of Internal Quality Assurance Cell (IOAC)

S. No.	Description	Members	Designation
1.	Chairperson	Dr. Arun V. Parwate	Principal
2.	Administrative Officer	Mr. S. Srinivasan	AO
3.	Teachers	Mrs. R. Kiruthiga	AP / EEE
		Mrs. P. Jagadeeswari	AP / ECE
		Mr. N. Parasu Raman	AP / MECH
		Mr. G. Senthil Kumar	AP / MBA
		Mr. D. Saravanan	AP / CIVIL
		Ms. D. Nivetha	AP / CSE
4.	Members from Management	Mr. C.K. Ashok Kumar	Trustee
		Mr. D. Chandrasekaran	Director
5.	Nominee from Local society	Mr. P. Sellamuthu	Principal (Rtd.) JSJV Teacher Training Institute, Cuddalore
6.	Nominees from Students	Mr. V. Sudharshan	III EEE
		Mr. J. Ajith	III MECH
		Ms. S. Abinaya	III ECE
		Ms. A. Bhanupriya	III CSE
7.	Nominees from Alumni	Mr. N. Elumalai	Technical Lead, CTS, Chennai.
		Mr. N. Krishnamoorthy	Software Engineer, Infosys Ltd., Bangalore.
		Mr. K. Aravind Gupta	CavinKare Pvt, Ltd.
8.	Nominees from Employers/ Industrialist/ Stakeholders	Mr. G. R. Ananthakrishnan	Manager Admin, Neycer India Ltd., Vadalur.
		Mr. Raghupathy	HR, Manager, Solara Active Pharma Sciences, Cuddalore.
9.	Coordinators	Dr. D. Sengeni	ASP / ECE
10.	Co-Coordiators	Dr. J. Suresh.	ASP / CSE
		Mr. D. Santhakumar	AP / CSE
		Mr. S. Muthukumaran	HoD / S&H
		Mr. V. Balakrishnan	ASP / S&H

MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		11.07.2018	
Time		2.30 p.m	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. Arun V. Parwate		Dr. N. Mahendran.	
Mr. S. Srinivasan		Dr. S. Saravanan	
Dr. D. Sengeni		Mr. G.K. Mallieswaran	
Mrs. R. Kiruthiga		Mr. S. Mahalingam	
Mrs. P. Jagadeeswari		Mr. D. Santhakumar	
Mr. N. Parasu Raman		Mr. S. Muthukumaran	
Mr. G. Senthil Kumar		Mr. S. Velmurugan S	
Mr. D. Saravanan		Dr. J. Suresh.	
Ms. D. Nivetha		Mr. V. Balakrishnan	

Minutes of the IQAC meeting held on 11.07.2018 in Board room.

The following points were discussed in the meeting:

Agenda	Points discussed	Action Taken	Responsibility
Review of the previous meeting	The minutes of the meeting held on February 6, 2018, was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All HoDs and IQAC coordinator
Discussion on Academic activities	Budget proposal for the academic year shall be prepared and submitted to the management.	Lab Coordinators are insisted to list out the service requirements for service and purchasing of capital equipments as well. Heads are requested to get approval.	All HoDs & IQAC Coordinator
	Workload with subject allocation and additional responsibilities for the odd semester 2018-19 need to be prepared.	Workload and other responsibilities of Faculty members are to be finalized. Academic Coordinator must prepare AC03.	
	Academic calendar for the semester must be prepared in line with Anna university calendar.	Respective Coordinators are asked to finalize the date of Internal Assessment Test, Class Committee Meetings and Cocurricular and Extracurricular activities included in the calendar.	
	Course file should be prepared as per the content list	Faculty members are advised to update the progress of Course file and its completion.	
Discussion on Co – Curricular activities/ Invest in Yourself (IY)	Discussed the details of Industrial Practical Training Knowledge for the current semester.	Department IPKT coordinators are insisted to finalize the topics which helps to learn practical concepts from the curriculum. LO is asked to finalize the industry.	Liaison Officer

	The titles for the Value added courses (VAC) should be finalized.	All the departments should plan for VAC for minimum of five days to fill up the curriculum gaps.	Heads & Concern department VAC Coordinators
	Discussed the various platforms of Online course and registration.	Students are advised to enrol the Online Course in SWAYAM platforms or other reputed platforms. All the Heads and Mentors are asked to follow their progress in the mentoring hours.	All Heads & Faculty Mentors
Discussion on Academic and Administrative Audit and AQAR submission	Audit status need to be addressed the remarks stated by the auditors need to be closed in concerned departments	The HoDs are asked to prepare the action taken report and submit the same to the IQAC at the earliest.	All Heads & IQAC Coordinator
	AQAR should be submitted on time to the NAAC portal	AQAR for the academic year 2017-18 prepared and submitted for approval.	
Research and Development Activities	The Chairperson discussed the Research proposal submission to the various Funding Agencies- like AICTE, DST, TNSST, etc.,	R & D team Faculty members are asked to initiate the process of proposals. The proposal prepared by the faculty members should be reviewed by the R&D committee before the submission.	AO and Heads



Principal

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2018-2019/02

Date: 25.02.2019

CIRCULAR


Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 is scheduled at 02.30 pm on 27.02.2019. All the IQAC members are requested to attend the meeting.

The following Agenda will be discussed in the meeting,

1. Review of the previous meeting
2. Discussion on academic activities
3. Discussion on Co – Curricular activities
4. Any other points

Venue : Board Room

Time : 02.30 P.M


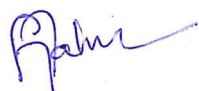


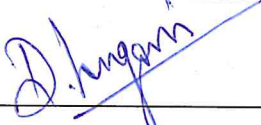

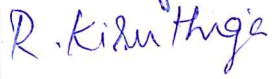
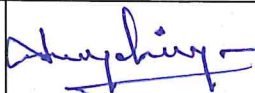




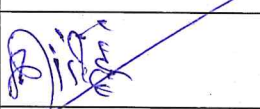






IQAC Coordinator


Principal

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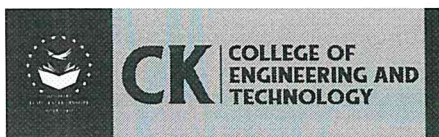
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		27.02.2019	
Time		2.30 p.m	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. Arun V. Parwate		Dr. N. Mahendran.	
Mr. S. Srinivasan		Dr. S. Saravanan	
Dr. D. Sengeni		Mr. K. Mallieswaran	
Mrs. R. Kiruthiga		Mr. S. Mahalingam	
Mrs. P. Jagadeeswari		Mr. D. Santhakumar	
Mr. N. Parasu Raman		Mr. S. Muthukumaran	
Mr. G. Senthil Kumar		Mr. S. Velmurugan S	
Mr. D. Saravanan		Dr. J. Suresh.	
Ms. D. Nivetha		Mr. V. Balakrishnan	

Minutes of the IQAC meeting held on 27.02.2019 in Board room.

The following points were discussed in the meeting:

Agenda	Points discussed	Action Taken	Responsibility
Review of the previous meeting	The minutes of the meeting held on July 11, 2018, was reviewed by the members of IQAC.	The action taken reports and related documents were verified.	All Heads and IQAC coordinator
Discussion on Academic activities	Discussed about the conduction of Internal Assessment Tests	Requested the Faculty members to complete the following tasks: Syllabus completion Preparation of Question papers Requested the Exam cell coordinator to complete the following tasks: Exam schedule Duty Allocation	All Heads & IQAC Coordinator
	Discussed about the Internal audit	Faculty members are kindly advised to prepare the Course file for the Internal audit.	
Discussion on Co – Curricular activities	Odd semester IPKT reports are reviewed by the IQAC team and insisted to work on Even semester IPKT.	It is advised to identify the industries for the students to have excellent experiential learning.	Liaison Officer
	Discussed about organizing the VAC	All the departments are informed to organize the VAC minimum of 35 hours.	Heads & Department VAC Coordinators
	Discussed about the IY course completion	It is informed to all the Faculty members, students and staff to do the weekly assessments without fail. Heads are requested to review the progress.	Faculty, Students and staff
	Consolidation of Department Activities	Various Coordinators are informed to consolidate all the activities and submit the same to the Principal.	Placement Coordinator and Department



CAVINKARE PATRONIZED INSTITUTION

C.K. COLLEGE OF ENGINEERING AND TECHNOLOGY

Jayaram Nagar, Chellangkuppam, Cuddalore - 607 003.

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Recognized Institution under section 2(f) & 12(B) of UGC act, 1956.

	Placement activities	Department Placement Coordinators are insisted to align with the Institute Placement officer to ensure the 100% placements for the final year students.	Placement Coordinators
Any other points	Discussed about the Mentoring	Mentors are asked to counsel their Mentees and provide necessary guidance.	Heads and Mentors


27/02/19

Principal