

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2019-2020/03

Date: 18.07.2019

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 is scheduled at 02.30 pm on 22.07.2019. 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 Co – Curricular activities
3. Discussion on academic activities
4. Discussion on Academic and Administrative Audit (AAA)

Venue : Board Room

Time : 02.30 P.M


IQAC Coordinator


Principal 18.7.19


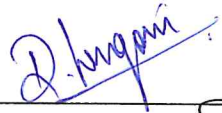

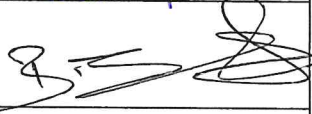
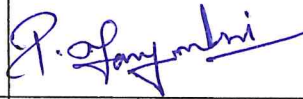












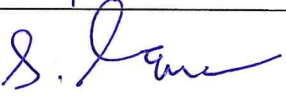
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3. Members of IQAC / IQAC Cell
4. Principal File
5. Director for kind information

Formation of Internal Quality Assurance Cell (IQAC)

S. No.	Description	Members	Designation
1	Chairperson	Dr. S. Saravanan	Principal
2	Administrative Officer	Mr. S. Srinivasan	AO
3	Teachers	Mrs. P. Jagadeeswari	AP / ECE
		Mr. S. Velmurugan	AP / MECH
		Mr. G. Senthil Kumar	AP / MBA
		Mr. D. Saravanan	AP / CIVIL
		Mr. S. Gopalakrishnan	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. G. Mugilan	IV EEE
		Ms. K. Lakshmi Priya	III CIVIL
		Ms. M. I. Shaffana Banu	III ECE
		Ms. A. Bhanupriya	IV CSE
7	Nominees from Alumni	Mr. N. Elumalai	Technical Lead, CTS, Chennai.
		Mr. N. Krishnamoorthy	Software Engineer, Infosys Ltd, Bangalore.
		Mr. K. Aravind Gupta	Software Engineer, TCS, Chennai.
8	Nominees from Employers / Industrialist / Stakeholders	Mr. G. R. Ananthkrishnan	Manager Admin, Neycer India Ltd., Vadalur.
		Mr. Raghupathy	HR Manager, Solara Active Pharma Sciences, Cuddalore.
9	Coordinators	Dr. S. Saravanan	HoD / EEE
		Dr. D. Sengeni	ASP / ECE
10	Co-Coordinator	Dr. A. Arulvizhi	ASP / EEE
		Mr. B. Theeban Chakkaravarthy	ASP / ECE
		Mr. V. Balakrishnan	ASP / S&H

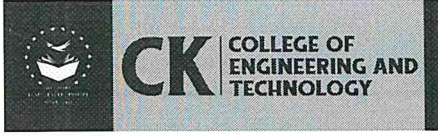
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		22.07.2019	
Time		2.30 p.m.	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. D.Sengeni	
Mr. S. Srinivasan		Mr. B. Theeban Chakkaravarthy	
Mrs. P. Jagadeeswari		Mr. V. Balakrishnan	
Mr. S. Velmurugan		Dr. A. Hemalatha	
Mr. G. Senthilkumar		Mr. D. Santhakumar	
Mr. D. Saravanan		Mr. K. Mahendran	
Mr. S. Gopalakrishnan		Mr. K. Mallieswaran	
Mr. S. Mahalingam		Mr. S. Muthukumaran	
Dr. A. Arulvizhi		Mr. S. Pannerselvam	

Minutes of the IQAC meeting held on 22.07.2019 in Board room

The following points were discussed in the meeting:

Agenda	Points discussed	Action Taken	Responsibility
Review of the previous minutes	The minutes of the meeting held on February 27, was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All HoDs and IQAC coordinator
Discussion on Cocurricular Activities & Student Induction program	Discussed about Industrial Practical Training Knowledge	The Liaison officer should prepare Industrial Visit plan for the Higher Semester students.	Liaison Officer
	Discussed about the First year Inauguration	Induction program is successfully completed, and the reports were reviewed. Work schedule for Inauguration is to be prepared and finalize before 29, July 2019.	Heads and Faculty Members
Discussion on academic activities	Budget proposal for the academic year shall be prepared and submit to the management.	Lab Coordinators are asked to identify the service requirements for service and purchase the capital equipments. Heads are requested to get approval.	All HoDs & IQAC Coordinator
	Workload with subject allocation and additional responsibilities for the odd semester 2019- 20 are to be prepared.	Workload and other responsibilities of Faculty members are to be finalized. Academic Coordinator must prepare AC03.	
	Academic calendar for the semester should prepare the Anna university calendar.	Respective Coordinators are asked to finalize the date of Internal Assessment Tests, Class Committee Meetings and Cocurricular and Extracurricular activities included in the Academic 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.	




C.K. COLLEGE OF ENGINEERING AND TECHNOLOGY


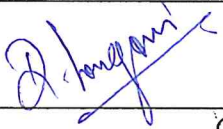
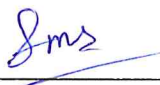











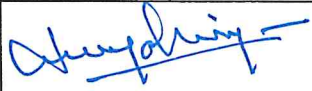


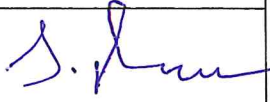
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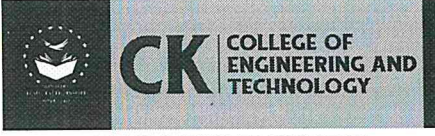
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	Discussed about Value Added Course (VAC) .	Faculty coordinators are advised to organize VAC based on emerging technologies.	Department VAC Coordinators
Academic and Administrative Audit	Discussed about the observations during the Audit with various Heads.	The IQAC audit was conducted as per the plan. And all the departments are instructed to end up the observations' process.	IQAC Coordinator & Heads


Principal 22.7.19

MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		10.10.2019	
Time		2.30 p.m.	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. D.Sengeni	
Mr. S. Srinivasan		Mr. B. Theeban Chakkaravarthy	
Mrs. P. Jagadeeswari		Mr. V. Balakrishnan	
Mr. S. Velmurugan		Dr. A. Hemalatha	
Mr. G. Senthilkumar		Mr. D. Santhakumar	
Mr. D. Saravanan		Mr. K. Mahendran	
Mr. S. Gopalakrishnan		Mr. K. Mallieswaran	
Mr. S. Mahalingam		Mr. S. Muthukumaran	
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INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2019-2020/04

Date: 09.10.2019

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 is scheduled at 02.30 pm on 10.10.2019. 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 Academic and Administrative Audit

Venue : Board Room

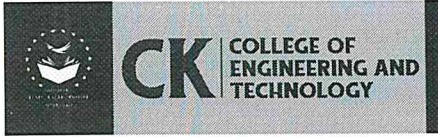
Time : 02.30 P.M


IQAC Coordinator 9/10/2019


Principal 9.10.19

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Minutes of the IQAC meeting held on 10.10.2019 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, 22, was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All HoDs and IQAC coordinator
Academic Activities	Discussed the conduction of Internal Assessment Test.	Exam cell Coordinator is asked to conduct Model examination on 12-10-2019 for 2 nd , 3 rd and 4 th year students. Internal assessment-I is to be conducted on 18-10-2019 for the first year students.	All Heads & Exam cell Coordinator
	Course file should be prepared as per the content list.	Faculty members are advised to update the progress of Course file and its completion.	Heads & Faculty members
	Cells and Clubs	It is advised to organize various programs for the students.	Club Coordinators
Academic and Administrative Audit	Discussion on Audit with the various Heads	It is requested to ensure the completion of Energy Audit, Green Audit and Environmental Audit with the with the Heads of Mechanical and EEE.	IQAC Coordinator & Heads


Principal 10.10.19