

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.

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2020-2021/05

Date: 21.12.2020

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020 - 2021 is scheduled at 02.30 pm on 23.12.2020. 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

Principal


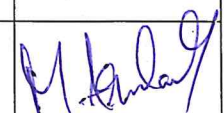


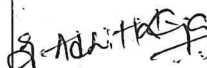



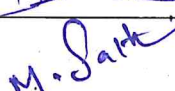

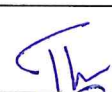

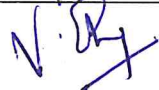
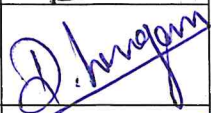


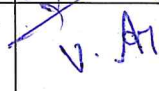


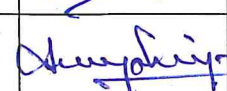
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3. Members of IQAC / IQAC Cell
4. Principal File
5. Executive Director for kind information

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	Mr. G. Adhithya Vijay	AP / CIVIL
		Mr. B. Theeban Chakkaravarthy	ASP / ECE & Exam cell Coordinator
		Mr. M. Sathis Kumar	AP / EEE
		Dr. T. Swaminathan	AP / S&H
		Mrs. V. Elakiya	AP / CSE
		Mr. G. Senthil Kumar	AP / MBA
		Mr. V. Jayaraj	AP / MECH
4	Members from Management	Ms. Amudhavalli Ranganathan	Executive Director
5	Nominee from Local society	Mr. K. Arulananthan	ADE, TANGEDCO, Cuddalore
6	Nominees from Students	Ms. R. Sarugeswari	III EEE
		Ms. K. Lakshmi Priya	IV CIVIL
		Ms. M.I Shaffana Banu	IV ECE
		Mr. S. Janakiraman	III Mech
7	Nominees from Alumni	Mr. N. Elumalai	Software Support Engineer, CTS, Chennai.
		Mr. N. Krishnamoorthy	Associate Developer, Infosys Bengaluru
		Mr. K. Aravind Gupta	Team Lead, TCS, Chennai
8	Nominees from Employers/ Industrialist/ Stakeholders	Mr. Ananthakrishnan	Manager Admin, Neycer India Ltd., Vadalur.
		Mr. Raghupathy	HR Manager, Solara Active Pharma Sciences, Cuddalore.
9	Coordinator	Dr. D. Sengeni	ASP / ECE
10	Co-Coordinator	Mrs. B. Anitha	ASP / S&H
		Mr. S. Gnanasekar	AP / Mech.

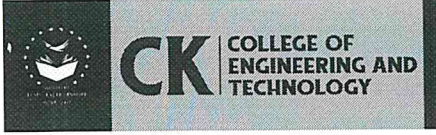
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		23.12.2020	
Time		2.30 p.m	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S Saravanan		Dr. M. Arulaalan	
Mr. S Srinivasan		Dr. A. Arulvizhi	
Mr. G. Adhithya Vijay		Mrs. B. Anitha	
Mr. B. Theeban Chakkaravarthy		Mr. S. Gnanasekar	
Mr. M. Sathis Kumar		Mr. D. Saravanan	
Dr. T. Swaminathan		Mr. D. Santha Kumar	
Mrs. V. Elakiya		Dr. D. Sengeni	
Mr. G. Senthil Kumar		Mr. K. Mallieswaran	
Mr. V. Jayaraj		Mr. S. Velmurugan	
Mr. S. Muthukumaran		Mr. S. Mahalingam	

Minutes of the IQAC meeting held on 23.12.2020 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 October 10, 2019, was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All Heads and IQAC coordinator
Discussion on Academic activities	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 has to prepare AC03.	All Heads, Faculty members, & IQAC Coordinator
	Discussed about IY	It is advised that each Faculty member has to complete two IY course per year along with their academics or research targets.	
	Discussed about Online classes	Heads are asked to make a note of the following tasks to prepare: Online Class schedule Class Monitoring schedule Usage of ICT tools for lectures Recording lecture videos	
	Discussed about OBE	IQAC suggested to organize an awareness program on OBE for all the Faculty members.	
	Course file should be prepared as per the content list	Faculty members are advised to update the progress of Course file and its completion.	
	Discussed to ensure 100% placements for the final year students.	Advised the Placement officer to organize preplacement sessions for the eligible students.	




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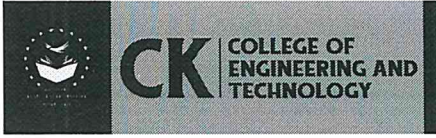
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		Respective Mentors are asked to encourage all the students to complete the course and earn certificate successfully.	
Review on the academic and administrative audit.	Discussion on Audit process	It is insisted to conduct academic and administrative audit by IQAC members to assess the overall performance.	Heads & IQAC Coordinators


Principal 22.12.20



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INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2020-2021/06

Date: 06.02.2021

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-2021 is scheduled at 02.30 pm on 09.02.2021. 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

Venue : Board Room

Time : 02.30 P.M


IQAC Coordinator


Principal 6.2.21

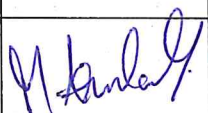

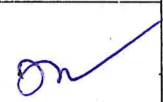
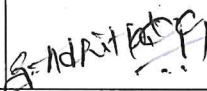









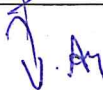


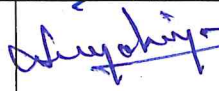
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MINUTES OF MEETING

Name of the meeting	IQAC Meeting
Venue	Board Room
Date	09.02.2021
Time	2.30 p.m

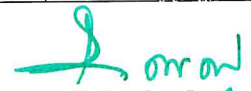
MEMBERS PRESENT

Name	Signature	Name	Signature
Dr. S Saravanan		Dr. M. Arulaalan	
Mr. S Srinivasan		Dr. A. Arulvizhi	
Mr. G. Adhithya Vijay		Mrs. B. Anitha	
Mr. B. Theeban Chakkaravarthy		Mr. S. Gnanasekar	
Mr. M. Sathis Kumar		Mr. D. Saravanan	
Dr. T. Swaminathan		Mr. D. Santha Kumar	
Mrs. V. Elakiya		Dr. D. Sengeni	
Mr. G. Senthil Kumar		Mr. K. Mallieswaran	
Mr. V. Jayaraj		Mr. S. Velmurugan	
Mr. S. Muthukumaran		Mr. S. Mahalingam	

Minutes of the IQAC meeting held on 09.02.2021 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 December 23, 2020 was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All HoDs and IQAC coordinator
Academic activities	Discussion on Academic Activities	All the Heads are requested to complete the subject allocation, timetable, and course related documents. Even semester will commence on 18-2-2021 for 2 nd and 3 rd year.	All Heads & Faculty members
	Students' Induction program and IPKT	The 10-day Student Induction program for the first-year students is to be conducted from November 9, 2020, to November 21, 2020.	
Cocurricular Activities	Internship and Industrial training program	IQAC insisted to sign MoU with EMCOG Solutions Pvt., Ltd., 339/2 Chinnamman Koil Street, Avadi, Chennai and National Highways Authority of India, PIU, Puducherry for Internship and Placement opportunities.	IQAC & Heads
	Course file should be prepared as per the content list	Faculty members are advised to update the progress of Course file and its completion before 12.02.2021.	Heads & Faculty members
	Discussed about Value Added Course (VAC)	Heads are insisted to conduct VAC for the maximum of five days in the month of August.	Department VAC Coordinators


Principal 9.2.21