

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2021-2022/07

Date: 30.07.2021

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 is scheduled at 02.30 pm on 02.08.2021. 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
4. Extra-Curricular Activities
5. Discussion on Academic and Administrative Audit (AAA)
6. Others

Venue : Board Room

Time : 02.30 P.M


IQAC Coordinator


Principal

30.7.21


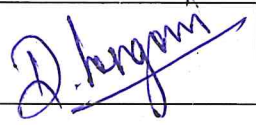


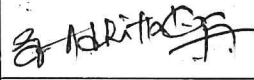
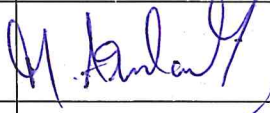

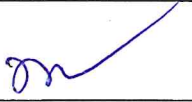






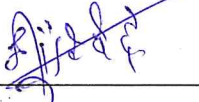



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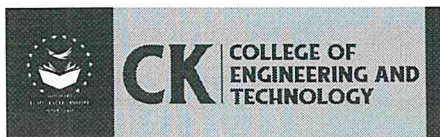
1. HoDs S&H / Civil / CSE / ECE / MECH / EEE / MBA
2. AO File /Accounts / T&P / Sports / NSS / Library / SIC / EDC / Maintenance / Transport
3. Members of IQAC / IQAC Cell
4. Principal File
5. Executive Director for kind information

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
4.	Members from Management	Ms. Amudhavalli Ranganathan	Executive Director
5.	Nominee from Local society	Mr. K. Arulananthan	ADE, TANGEDCO, Cuddalore
6.	Nominees from Students	Mr. M. Rajavel	IV ECE
		Ms. V. Sasirekha	III-EEE
		Ms. A. Abinayashree	III-CSE
		Mr. A.T. Sethuraje	IV - Civil
		Mr. Hariharan	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. G. R. Ananthkrishnan	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		02.08.2021	
Time		2.30 p.m	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. D. Sengeni	
Mr. S. Srinivasan		Mr. D. Santha Kumar	
Mr. G. Adhithya Vijay		Dr. M. Arulaalan M	
Mr. B. Theeban Chakkaravarthy		Dr. A. Arulvizhi	
Mr. M. Sathis kumar		Mr. S. Muthukumaran	
Dr. T. Swaminathan		Mr. K. Mallieswaran	
Mrs. V. Elakiya		Mr. S. Mahalingam S	
Mr. G. Senthilkumar		Mr. S. Velmurugan S	
Mrs. B. Anitha		Mr. S. Gnanasekar	



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C.K. COLLEGE OF ENGINEERING AND TECHNOLOGY

Jayaram Nagar, Chellangkuppam, Cuddalore - 607 003.

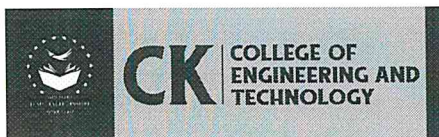
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Recognized Institution under section 2(f) & 12(B) of UGC act,1956.

Minutes of the IQAC meeting held on 02.08.2021 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 9, 2021, was reviewed by the members of IQAC.	The academic activities were reviewed with all the heads and approved the previous minutes.	All HoDs and IQAC coordinator
Discussion on Academic Activities	Discussed about Odd semester classes	The regular classes are about to start from 1-9-2021. So, all the academic related documents should be submitted before 23-08-2021.	Academic Coordinator, All Heads, IQAC and team
	Student Induction Program planned from 15-11-2021 to 20-11-2021 and the Regular classes on 22-11-2022	“Faculty Orientation Program on Teaching Skills” is to be arranged for the first year handling faculties based on the Regulation 2021. Induction program should cover the following schedule: Mentoring session, Human Values, Win @ Life, IOT-workshops, Communication skills, Basic science sessions, Club activities should be included in the planner.	
	Budget proposal for the academic year shall be submitted to the Principal.	Lab Coordinators are insisted to list out the additional lab requirements as per the new regulation and submit to the Principal.	
	Workload with subject allocation and additional responsibilities for the odd semester 2021-2022 must be prepared.	Workload and other responsibilities of Faculty members are to be finalized. Academic Coordinator has to be prepared AC03.	
	Academic calendar for the semester should prepare in line with the Anna university calendar.	Respective Coordinators are instructed to finalize the date of Internal Assessment Test, Class Committee Meetings and Cocurricular and Extracurricular	



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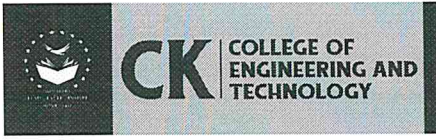
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		activities included in the Academic calendar.	
Discussion on Co – Curricular activities	The titles for the Value added courses (VAC) should be finalized.	Heads are asked to organize the Value Added Course as per the University guidance.	Department VAC Coordinators
	Discussed about the Online course	Students are advised to enrol the Online Course in SWAYAM or MOOC platform.	All Heads
	MOU/ Value Added Course/ Research and Development	It is decided that MOU is planned to sign with Robonetics Automations Solutions for Training and Skill Development for three years. Plan value added courses for minimum of five days for UG and PG in this semester. It is requested that all faculty members to publish papers in prestigious publications.	IQAC team/ Heads
Extra-Curricular Activities	Activities of Sports/ Club	Faculty members should motivate the students to participate in Extra curricular activities.	Physical Director & All Club Coordinators
		Plan for the events tree plantation and speech competition to celebrate National Pollution Control Day. NSS Club should plan to organize a blood donation camp. The club coordinators are instructed to prepare for club activities like code debugging, RPA, AI, e-vehicles, and robotics club.	
Discussion on Academic and Administrative Audit	Discussion on Document preparation on NAAC	Faculty development program is to be planned titled “Course outcomes and program outcomes”, planned to invite Dr. K. Murali, Professor-Civil, Dr. Mahalingam college of Engineering and Technology.	IQAC Coordinator



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		All Criterion In charges are requested to verify the documents as metric wise and submit the reports to the Principal.	
Others	Covid Protocols	The heads are instructed to ensure that the students should follow the COVID protocols and SOPs.	All Heads


Principal 2.8.21

INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2021-2022/08

Date: 19.05.2022

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 is scheduled at 02.30 pm on 21.05.2022. 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. Any other points

Venue : Board Room

Time : 02.30 P.M


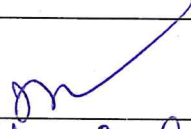

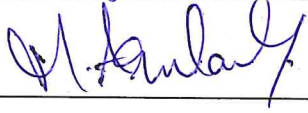
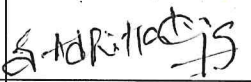





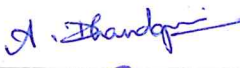



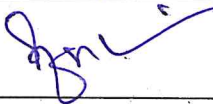
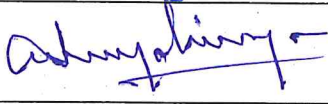


D. Aravamudan
19/5/22
IQAC Coordinator

S. Aravind
Principal 19.5.22

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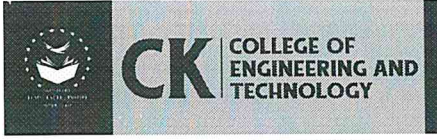
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		21.05.2022	
Time		2.30 P.M	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. A. Arulvizhi	
Mr. D. Balachandar		Dr. M. Arulaalan	
Mr. G. Adhithya Vijay		Dr. K.Mallieswaran	
Mr. B. Theeban Chakkaravarthy		Dr. D. Santha Kumar	
Mr. M. Sathis Kumar		Mr. K. Ashiq Irphan	
Dr. A. Dhandapani		Dr. D. Sengeni	
Mrs. V. Elakiya		Mr. S. Velmurugan	
Mr. D. Saravanan		Mr. S. Mahalingam	
Mrs. B. Anitha		Mr. S. Panner Selvam	

Minutes of the IQAC meeting held on 21.05.2022 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 August 2, 2021, was reviewed by the members of IQAC.	The action taken reports of previous meeting and related documents were verified.	All Heads and IQAC coordinator
Discussion on Academic activities	Discussed about Internal Assessment Test	Exam cell coordinator is requested to monitor the conduction of exams. Department heads are requested to review the assessments and plan to produce 100% results.	All Heads, Exam Cell coordinator & IQAC Coordinator
	Discussed about the Internal audit	Faculty members are kindly advised to prepare the Course file for the next Internal audit.	
	Confirm the title and hours allocation for the Value Added course	All the department heads are informed to choose the title in emerging technologies in advanced level.	Department VAC Coordinators
	Discussed NPTEL course and its enrolment	It is informed to all the Faculty members should submit weekly assessments without fail. Heads are requested to review the IY progress.	All Heads
	Consolidation of Department Activities	Coordinators are informed to consolidate all the activities and submit the report to the Principal before end of June.	
Curricular Activities	Placement activities	Department Placement Coordinators are insisted to align with the Placement Coordinator to ensure the 100% placements for the eligible final year students	Placement Coordinator and All department coordinators
Any other points	NAAC/ NBA	Heads are requested to collect the data for metrics related to	Heads and Mentors



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		NAAC and submit to IQAC cell.	
	Discussed about the Mentoring	Mentors are requested to review the progress of the students' academic & IY and counsel them.	


Principal
21.5.22