

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/ 2022-2023/09

Date: 11.07.2022

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023 is scheduled at 02.30 pm on 14.07.2022. 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. Discussion on Extra and Co – Curricular activities
4. Discussion on Academic and Administrative Audit

Venue : Board Room

Time : 02.30 P.M


11/7/22
IQAC Coordinator


Principal 11.7.22


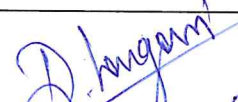

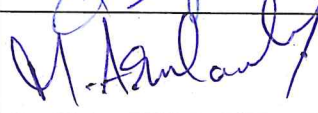
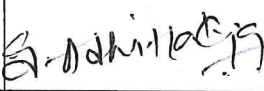





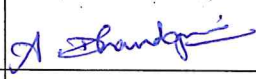
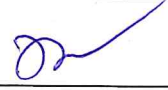
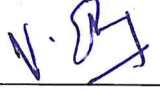

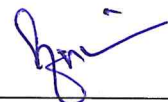
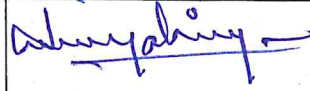


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3. Members of IQAC / IQAC Cell
4. Principal File
5. Executive Director for kind information

Formation Of Internal Quality Assurance Cell (IQAC)

S. No.	Description	Members	Designation
1.	Chairperson	Dr. S Saravanan	Principal
2.	Administrative Officer	Mr. D. Balachandar	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. A. Dhandapani	AP / Chemistry
		Mrs. V. Elakiya	AP / CSE
		Mr. D. Saravanan	AP/Civil
		Mr. S. Velmurugan	ASP / MECH
4.	Members from Management	Ms. Amudhavalli Ranganathan	Executive Director
5.	Nominee from Local society	Mr. K. Arulananthan	ADE, TANGEDCO
6.	Nominees from Students	Mr. Lokesh K	III ECE
		Ms. Jayalakshmi J	IV EEE
		Ms. Subhashree V	IV CSE
		Mr. Saravanan S	IV MECH
		Mr. Srinivasan M	IV Civil
		Ms. Shruthi P	II MBA
7.	Nominees from Alumni	Mr. Sethuraman R	Senior HR, VEGE, Software Chennai
		Mr. Nandha Kumar K	Programme Exporter Novo Nordisk, Bangaluru
		Mr. Dilip Kumar R	HR, Talent Acquisition, Aspire Systems, Chennai
		Mr. Madhavan D	Vice President HR, Schnider Electric, Chennai
8.	Nominees from Employers/ Industrialist/ Stakeholders	Mr. Rajesh Kannan	Vice President, Talent Acquisition, MSC Tech, Chennai
		Ms. Preethi A	HR-Manager, Hema Enterprises(P)Ltd, Cuddalore.
9.	Coordinator	Dr. D. Sengeni	ASP / ECE
10.	Co-Coordinator	Mrs. B. Anitha	ASP / S&H

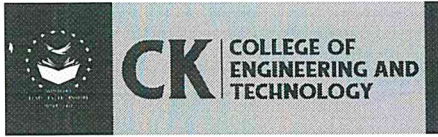
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		14.07.2022	
Time		2.30 P.M	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. D. Sengeni	
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. A. Arulvizhi	
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 14.07.2022 in Board room.

The following points were discussed in the meeting:

Agenda	Points discussed	Action Taken	Responsibility
Review of the previous meeting	The members of the IQAC reviewed and discussed about the action taken towards the points discussed during the last meeting held on May 21, 2022.	The minutes of previous meeting was approved	All Heads and IQAC coordinator
Discussion on Academic activities	Discussion about University results	Academic year 2021-2022 Nov/ Dec results are reviewed. It is informed to prepare the action plan to improve the result percentage in the upcoming academic year.	All Heads & Faculty members
	Budget proposal for the academic year shall be prepared and submitted to the management.	Laboratories coordinators are requested to submit new requirements for the lab for the year 22-23. Budget should be prepared in line with in line with the institute finance policy. Heads are requested to get approval. The stock register has to be updated with the details of the equipment that was purchased.	
	Preparation of Academic Calendar and AC03	Respective Coordinators are asked to finalize the dates of DCA, CCM, cocurricular and Extra Curricular activities and prepare the Calendar. Heads are requested to finalize the Subject allocation and the other responsibilities of all the Teaching and Non- Teaching members. Academic Coordinator has to prepare AC03.	All Heads, Faculty members, Exam Cell Coordinators & IY Coordinators, IQAC Coordinator & Mentors




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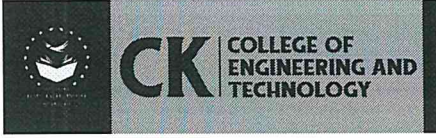
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	Online Course	Mentors are requested to motivate the students for obtaining online certifications.	
Extra Curricular Activities	Discussed about the Life Oriented Education classes	Heads are requested to collect feedback from students and rectify the grievances. Club coordinators have to organize at least three programs before the end of the semester.	All Heads
Cocurricular Activities	Discussion on R&D programs	FDP program on "Outcome Based Education" is to be organized from 24 th August to 30 th August 2022. The heads should ensure their faculty members' should register Ph.D . The heads should insist the department placement coordinators to extend support to the placement coordinator.	All Heads
Review on the academic and administrative audit.	Internal IQAC Audit	Internal IQAC audit should be planned for all departments from 19-9-2022 to 23-9-2022. All the documents and course files should be verified thoroughly. Energy audit date is to be planned in the month of October.	IQAC team


Principal 14-7-22



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INTERNAL QUALITY ASSURANCE CELL [IQAC]

CKCET/IQAC/Meeting/ 2022-2023/10

Date: 25.01.2023

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023 is scheduled at 02.30 pm on 27.01.2023. 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 and Extracurricular activities
4. Discussion on Academic and Administrative Audit

Venue : Board Room

Time : 02.30 P.M


IQAC Coordinator


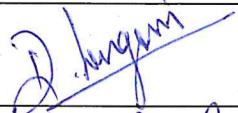

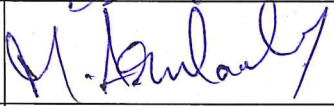








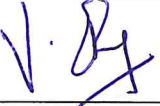

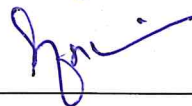




Principal

25.1.23

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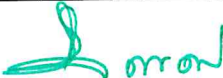
MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Board Room	
Date		27.01.2023	
Time		2.30 P.M	
MEMBERS PRESENT			
Name	Signature	Name	Signature
Dr. S. Saravanan		Dr. D. Sengeni	
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. A. Arulvizhi	
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 27.01.2023 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 July 14, 2022 was reviewed by the members of IQAC.	The action taken reports and related documents were approved.	All HoDs and IQAC coordinator
Academic activities	Discussed about the even semester activities	Heads are requested to submit AC03, Timetable, Lesson plan and Department academic calendar to Principal for approval.	All Heads & Exam cell Coordinator
	Discussed about CO & PO attainment	The members of IQAC suggested all the Heads to analyse the stakeholders feedback to initiate appropriate activities.	All Heads and IQAC team
Co-curricular activities	Discussed about Industrial visit	Plan Schedule for IPKT and get approval from the Principal.	All Heads & IPKT Coordinator
	Discussed about organizing the conferences	Heads are requested to finalize the theme and keynotes speaker.	All Heads
	Research and Development	All the Heads are informed to ensure the faculty publication in renowned journals such as SCI/SCOPUS.	All Heads
	Discussed about the Club related activities	Club coordinators are asked to organize National Science Day, and each department is expected to showcase at least ten projects.	Club Coordinators & All Heads
Academic and Administrative Audit	Discussion on Audit and Affiliation work with the various Heads	All are requested to work for Anna University inspection.	IQAC Coordinator & All Heads


Principal 27.1.23