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.

CK COLLEGE OF ENGINEERING AND TECHNOLOGY

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

Minutes of IQAC Meeting

Date: 21.08.23

The Internal Quality Assurance Cell (IQAC) meeting was held at the IQAC room on Friday, August 18, 2023, at 2:30 PM under the chairmanship of Dr. S. Saravanan Principal in the IQAC Cell. The following members were present.

1	Dr. D. Sengeni	IQAC coordinator, Professor / ECE
2	Dr. M. Arulaalan	Professor / ECE
3	Dr. A. Arulvizhi	Professor / EEE
4	Dr. S. John Brouch	Professor / Mechanical
5	Dr. K. Sakthimurugan	Professor / Civil
6	Mrs. V. Elakiya	Associate Professor / CSE
7	Mr. S. Mahalingam	Associate Professor / MBA
8	Mr. B. Theeban Chakkaravarthy	Associate Professor / ECE
9	Mr. K. AshiqIrphan	Assistant Professor / AIDS
10	Mr. D. Balachandar	Assistant Professor / Mechanical

The Agenda of the Meeting:

1. Discussion on NAAC Cycle 1 performance scores
2. Discussion and initiation of the NAAC Cycle 2 accreditation process.

Points Discussed:

1. The NAAC Cycle 1 score was analyzed and the key areas for improvement were identified. Detailed discussions were held to address these areas.

    i. Research and innovation

    ii. Infrastructural Development

Recommendations:

❖ Efforts should be made to submit proposals to attract both governmental and non-governmental funding agencies like DST, AICTE, DRDO, UBA etc., to support research initiatives and community engagement efforts.

❖ To enhance resource mobilization, collaborations may be established with incubation centers and creating a Centre of Excellence (CoE).

❖ Research support facilities to be provided like high-speed internet and financial assistance to pursue Ph.D.

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❖ Efforts to be made to create Playgrounds for games and sports facilities

❖ Classrooms to be upgraded with ICT facilities and laboratories to be equipped with latest software.

❖ The library is to be fully automated with an Open Public Access Catalog (OPAC) and to be upgraded with digital platform.

❖ The campus to be enabled with high-speed internet facility

Points Discussed:

2. To create a comprehensive framework for initiating and managing the NAAC Cycle 2 accreditation process.

Recommendations:

❖ To establish a steering committee for the NAAC Cycle 2 accreditation process.

❖ To conduct an awareness session on NAAC process for better understanding

❖ It is recommended to conduct a monthly review meeting that includes a simulated accreditation audit.

Prepared by

IQAC coordinator

Approved by

Principal 21.8.23

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

Minutes of IQAC Meeting

Date: 14.10.23

The Internal Quality Assurance Cell (IQAC) meeting was held on 11th October 2023, Wednesday at 2.30 PM under the chairmanship of Dr. S. Saravanan Principal in the IQAC room. The following members were present.

1	Dr. D. Sengeni	IQAC coordinator, Professor / ECE
2	Dr. M. Arulaalan	Professor / ECE
3	Dr. A. Arulvizhi	Professor / EEE
4	Dr. S. John Brouch	Professor / Mechanical
5	Dr. K. Sakthimurugan	Professor / Civil
6	Mrs. V. Elakiya	Associate Professor / CSE
7	Mr. S. Mahalingam	Associate Professor / MBA
8	Mr. B. Theeban Chakkaravarthy	Associate Professor / ECE
9	Mr. K. AshiqIrphan	Assistant Professor / AIDS
10	Mr. D. Balachandar	Assistant Professor / Mechanical

The Agenda of the Meeting:

- To consider the developmental activities and initiatives in academics, research, industry institute interaction, infrastructure and student progression
- To consider the action plan for NAAC Cycle II Assessment and Accreditation
- To discuss any other matter pertaining to the administrative activities of the College

Dr. S. Saravanan, Principal, welcomed the members of the Internal Quality Assurance Cell (IQAC) and outlined the requirements for NAAC Cycle-II accreditation. He solicited the IQAC coordinator, to forward the agenda.

1. The IQAC coordinator presented the status of the honors and minor degree programs, based on the Anna University Syllabus (R2021), for consideration of developmental activities and new curriculum initiatives.

Recommendations:

❖ Conduct periodic reviews and seek feedback from both students and faculty to ensure the programs remain relevant and aligned with industry standards and emerging trends.

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2. To evaluate the developmental activities and novel initiatives in teaching, learning, and evaluation. The IQAC coordinator provided information regarding student admissions, faculty-student ratio, academic performance, and faculty qualifications and experience.

Recommendations:

❖ Mentor-Mentee System would be a more efficient approach to enhance the students academic performance.

3. To evaluate the developmental activities and novel efforts in research, innovations, and extensions.

The specifics of academic and sponsored research, publication and citation trends over a three-year period, patents, and the updated consultancy policy were presented.

Recommendations:

❖ An industry-affiliated Research Center can be established in collaboration with CK-TBI to address and solve industry-related research challenges.

❖ The CK-TBI facility can be utilized for patenting student ideas, promoting product development, and enhancing Start-ups.

❖ Quality of publication should be improved.

❖ Motivate students and Faculty members to develop more number of products to meet out the demand of adopted Village people under the UBA scheme.

4. To consider the developmental activities and new initiatives in Infrastructure and Learning Resources.

IQAC coordinator presented the details of digital platform facility in the library and updates in network capacity.

Recommendations.

❖ Ensure that the students and faculty members are utilizing the digital platform by installing the necessary M-library apps on their mobile phones for easy access.

❖ Ensure faculty are trained to effectively integrate smart boards into daily classes for interactive, engaging teaching. Regular maintenance and feedback will optimize their utilization and enhance the learning experience.

5. To consider the developmental activities and new initiatives in Student Support and Progression
IQAC coordinator presented the details of Placement & Higher studies, scholarship, students Achievements.

Recommendations:

❖ Emphasize the goal of achieving 100% placements for all eligible students.

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❖ German language training programs are offered to enhance students language skills and improve their global employability.

6. To consider the development activities and new initiatives in Governance, Leadership and Management.

IQAC coordinator presented the new proposals like student strength increase.

Recommendations:

❖ Faculty members have to undergo industrial training in the emerging technologies.

❖ The road map for new initiatives to be prepared considering the capacity and the budget and adequate benchmarking study.

The IQAC coordinator presented the timeline for NAAC cycle II accreditation.

Recommendations:

❖ NAAC steering committee is to be formed for NAAC cycle II accreditation representing each criterion.

7. To consider the development activities and new initiatives in Institutional Values and Best Practices.

IQAC coordinator presented the finalized Best practices and institutional distinctiveness for the NAAC cycle II elf study Report submission.

Recommendations:

❖ The IQAC approved the chosen two best practices and institutional distinctiveness for Self Study Report (SSR) submission for cycle II accreditation.

Action Taken Report for the Meeting held on August 18, 2023

S.No.	Recommendations	Action Taken
1	The CK-TBI facility can be utilized for patenting student ideas, promoting product development, and enhancing Start-ups.	Two Startup were signed
2	We should organize a sensitization session to increase faculty members awareness of the NAAC Assessment and Accreditation process.	As per the suggestion, Awareness programme was organized

Prepared by

IQAC coordinator

Approved by

Principal 14.10.23

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

Minutes of IQAC Meeting

Date: 27.01.24

The Internal Quality Assurance Cell (IQAC) meeting was held on 24th January 2024, Wednesday at 02.30 PM under the chairmanship of Dr. S. Saravanan Principal in IQAC room. The following members were present.

1	Dr. D. Sengeni	IQAC coordinator, Professor / ECE
2	Dr. M. Arulaalan	Professor / ECE
3	Dr. A. Arulvizhi	Professor / EEE
4	Dr. S. John Brouch	Professor / Mechanical
5	Dr. K. Sakthimurugan	Professor / Civil
6	Mrs. V. Elakiya	Associate Professor / CSE
7	Mr. S. Mahalingam	Associate Professor / MBA
8	Mr. B. Theeban Chakkaravarthy	Associate Professor / ECE
9	Mr. K. AshiqIrphan	Assistant Professor / AIDS
10	Mr. D. Balachandar	Assistant Professor / Mechanical

The Agenda of the meeting:

- To discuss NAAC IIQA submission.
- To review cycle 2 NAAC SSR Criteria.

1. The IQAC Coordinator delivered the aggregated data for the establishment of the NAAC Steering Committee and the submission of the Institutional Information for Quality Assessment (IIQA).

Recommendations

❖ The name of the college should be the same in Anna University Affiliation, NAAC portal, and AICTE Portal.

2. NAAC Criterion In charges presented their consolidated data.

Recommendations

Criterion 1

❖ The average percentage of students attended the value-added courses should satisfy the benchmark set by NAAC.

❖ The feedback from all the stockholders collected through kredo voice out should be uploaded in the institute website.

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Criterion 2

❖ Need to take more effort to improve region of diversity in admission process.
❖ The student's knowledge level should be evaluated in higher order thinking through various assessment techniques.

Criterion 3

❖ Increase the number of training programs to effectively operationalize and implement the signed MoUs.
❖ The faculty members should aim to publish their research in high-impact journals, like in Q1/ SCI/ SCIE/Scopus, by effectively utilizing the research resources and expertise available within the college.

Criterion 4

❖ Utilize e-library resources and Learning Management Systems (LMS) to make learning more accessible for students by using the installed M-Library App.
❖ Computer data should be consolidated as per NAAC Guidelines.

Criteria 5

❖ Placement and higher studies data must be consolidated in accordance with NAAC Guidelines.
❖ Students' achievements and involvement in curricular and extracurricular activities must be updated in the college website.

Criteria 6

❖ Ensure the efficient use of financial support provided to faculty members for their professional development and research activities.
❖ The organogram must be updated with respect to the current system. .

Criteria 7

❖ The Student Innovation Club (SIC) and Invest In Yourself (IIY) have been selected as best practices, and Win@Life has been chosen as the Institutional Distinctiveness.

Action Taken Report for the Meeting held on October 11, 2023

S.No.	Recommendations	Action Taken
1	Ensure that the students and faculty members are utilizing the digital platform by installing the necessary M-library apps on their mobile phones for easy access.	Knimbus digital library platform was implemeted

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2	The road map for new initiatives to be prepared considering the capacity and the budget and adequate benchmarking study.	As per the suggestion, Awareness programme was organized

Prepared by

IQAC coordinator

Approved by

Principal 27.1.24

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

Minutes of IQAC Meeting

Date: 26.03.24

The Internal Quality Assurance Cell (IQAC) meeting was held on 22nd March 2024, Friday at 02.30 PM under the chairmanship of Dr. S. Saravanan Principal in IQAC room. The following members were present.

1	Dr. D. Sengeni	IQAC coordinator, Professor / ECE
2	Dr. M. Arulaalan	Professor / ECE
3	Dr. A. Arulvizhi	Professor / EEE
4	Dr. S. John Brouch	Professor / Mechanical
5	Dr. K. Sakthimurugan	Professor / Civil
6	Mrs. V. Elakiya	Associate Professor / CSE
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8	Mr. B. Theeban Chakkaravarthy	Associate Professor / ECE
9	Mr. K. AshiqIrphan	Assistant Professor / AIDS
10	Mr. D. Balachandar	Assistant Professor / Mechanical

The Agenda of the meeting:

- Discussion of Quantitative and Qualitative Metrics for NAAC SSR Cycle 2 Preparations.
- Discussion of AAA Findings.

1. IQAC Coordinator presented the consolidated data for Cycle 2 SSR submission.

Recommendations

Criterion 1

❖ Ensure a comprehensive analysis of curriculum relevance, pedagogy, and student learning outcomes using both quantitative and qualitative metrics.

❖ Ensure the relevance of conducted value-added courses to ensure they address industry demand and enhance student employability.

Criterion 2

❖ Verify the Student-Faculty Ratio (SFR) and the percentage of faculty members holding Ph.D. degrees before uploading the SSR.

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❖ All the Students should be educated about the NAAC Students Satisfaction Survey (SSS) process.

Criterion 3

❖ Verify the total number of research publications in peer reviewed journals and ensure that the updated data is uploaded on the CKCET website.

❖ Ensure that all activities conducted under Unnat Bharat Abhiyan (UBA) scheme in the adopted villages are documented to substantiate under Extension and out Rich Activity.

Criterion 4

❖ Maintain the records of the number of classrooms equipped with smart boards, projectors, and other ICT tools.

❖ Ensure that the computers available in the digital library fulfill with NAAC norms.

Criterion 5

❖ The report of the ICT/ Computing skill enhancement and life skill programs should be include geo-tagged photographs.

❖ Students' participation and achievements in Sports and Cultural events have to be consolidated as per NAAC Guidelines.

Criterion 6

❖ Ensure that participation by faculty and staff members in Faculty Development Programs (FDPs), Management Development Programs (MDPs), and professional or administrative training programs in the same academic year is counted as one.

❖ Upload all mandated committee lists on the CKCET website.

Criterion 7

❖ Policy document of Green Campus, Energy and Environmental are to be uploaded on the CKCET website.

❖ Green Campus Energy and Environmental Audit certificates and Report are to be included in SSR.

2. IQAC coordinator presented the consolidated AAA report.

Recommendations

❖ Maintain all the documents as per the prescribed format.

❖ Rectify all the deficiencies mentioned by auditors before the follow up audit.

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Action Taken Report for the Meeting held on January 24, 2024

S.No.	Recommendations	Action Taken
1	The organogram must be updated with respect to the current system.	Updated Organogram uploaded on the Website
2	The student's knowledge level should be evaluated in higher order thinking through various assessment techniques.	Asking Critical Thinking Questions in Descriptive Continuous Assessment(DCA) Examination

Prepared by

26/3/24

IQAC coordinator

Approved by

Principal 26.3.24