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.

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

Minutes of IQAC Meeting

Date: 27.08.24

The Internal Quality Assurance Cell (IQAC) meeting was held on 23rd August 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
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 the Key Performance Indicators (KPI) for the Department.
- To discuss the tentative dates for the Peer Team Visit (PTV).
- To discuss the preparations for the Peer Team Visit.
- To discuss the launch of the new program.

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 KPI for 2023–2024 and the objective for 2024–2025 were presented by each department head.
2. IQAC Coordinator propose the tentative date for Peer Team Visit. (PTV)

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Recommendations

❖ The following dates were tentatively proposed for Peer Team Visit

i)18/09/24 to 19/09/24   ii) 03/10/24 to 04/10/24 and iii) 23/10/24 to 24/10/24.

3. To evaluate preparedness for the NAAC Cycle 2 Assessment and Accreditation Peer Team Visit (PTV).

The IQAC coordinator invited all department heads to highlight their departmental activities and accomplishments. The IQAC coordinator insists the department heads to validate documents related to the Criteria 1 to 7.

Recommendations

❖ Department highlights and accomplishments should be showcased.

❖ Project models must be prepared at the department laboratories for demonstration purposes.

❖ Heads of Departments are requested to compile a list of students, parents, alumni, and employers for stakeholder engagements with the PTV team.

❖ Dockets should be prepared for each criterion detailing the qualitative and quantitative metrics; a separate Docket is required for best practices and institutional distinctiveness.

4. All department heads highlighted the potential for initiating new programs in emerging fields, grounded in the SWOT analysis of their respective departments, and recommended new degree programs for the academic year 2024-2025.

❖ B.E. Biomedical Engineering

❖ B. E. Robotics and Automation Engineering

❖ B .Tech Information Technology

Prepared by

IQAC coordinator

Approved by

Principal 27. 8. 24