

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2022 – 23/01

Date: 24.07.2022

Circular

Internal Quality Assurance Cell has scheduled the first meeting of this academic year (2022 – 23) on **30.07.2022 (Wednesday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

| S.No. | Agenda |
|-------|-------------------------------------------------------------------------------------|
| 1 | Review and confirmation of minutes of last IQAC Meeting |
| 2 | Action taken report on the proposals of the last meeting. |
| 3 | Initiatives proposed by IQAC |
| 4 | Submission of mandatory disclosure to AICTE and Anna university affiliation process |
| 5 | Confirmation of Academic Calendar |
| 6 | Research and Development Activities |
| 7 | Value added courses |
| 8 | Student Induction Programme |
| 9 | FDP/NPTEL Swayam |
| 10 | Co-curricular and Extra-curricular activities |

Date of the meeting: 30.07.2022

Time: 09.30 am

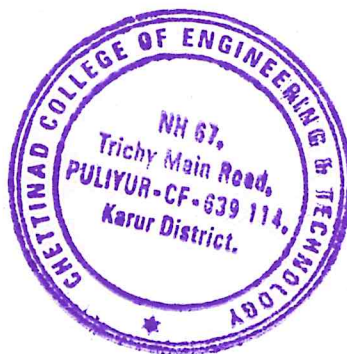
Venue: Conference Hall


IQAC Coordinator


IQAC - Chairman

Copy to:

1. Principal
2. All the members of IQAC
3. Administrative Head



Dr. A. Punitha
PRINCIPAL
Chettinad College of Engineering & Technology
PULIYUR - CF, KARUR (Dt)-639 114.

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

Date of Meeting : 30.07.2022
Time : 09.30 a.m.
Venue : Conference Hall
Meeting headed by : Dr.A.Punitha
Principal
Chettinad College of Engineering & Technology

Members Present:

| | | |
|--------------------------------------------------|----------------------|--------------------------------------------------------------------------------|
| Chairperson/ Faculty Members | Dr. A.Punitha | Chairman, Principal Chettinad College of Engineering and Technology |
| | Dr. M. Chandrasekar | IQAC Coordinator |
| | Mr. N. Vijayasarithi | HoD/EEE |
| | Mr. R. Rajkumar | HoD/ CSE |
| | Dr. M. Kumar | HoD/ ECE |
| | Mr. V. Hariprasath | HoD/ MECH |
| | Dr. S. Dharmalingam | HoD/ MBA |
| Management Representatives | Ms. Trayee Sinha | Secretary, Chettinad College of Engineering & Technology |
| Administrative | Mr. B. Sathish Kumar | Head-Admin |
| Alumni | Mr. R. Rajkumar | Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad |
| Training and Placement Cell | Mr. A.Sabarinathan | Placement Officer Chettinad College of Engineering and Technology |
| Stakeholder / Representative of Community | Mr. K. R. Nallusamy | Managing Director, Orange Impex Pvt Ltd., Karur |
| External Expert | Mr. K.Sankereswaran | Personal banker, ICICI bank, Peelamedu branch, Coimbatore |
| | Mrs. M.Indumathi | Senior Product Manager, Fanam Digital, Chennai |

Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of the previous IQAC meeting were read aloud, formally discussed, and confirmed by the members.

Resolution: Minutes of meeting confirmed.

Agenda 2: Action taken report on the proposals of the last meeting.

The action taken report from the previous meeting was reviewed and confirmed

Agenda 3: Initiatives proposed by IQAC

Dr.M.Chandrasekar Coordinator, IQAC presented initiatives taken by IQAC for quality improvement

1. Innovative practices in departments
2. Value added courses

Resolution: All the initiatives are approved by committee.

Agenda 4: Submission of mandatory disclosure to AICTE and Anna University affiliation process.

The mandatory disclosure to AICTE for AY 2022-23 has been submitted, and the application for continuous affiliation to Anna University for AY 2022-23 is in progress.

Agenda 5: Confirmation of academic calendar

The proposed academic calendar for AY 2022- 2023 was presented, covering key aspects such as semester start and end dates, examination schedules, college events, department activities and holidays, all of which were thoroughly discussed.

Resolution: It was resolved to confirm the academic calendar

Agenda 6: Research and Development

Principal informed the HoDs to initiate research work. She added that this activity will have much impact in the appraisal.

Agenda 7: Value added courses

Principal insisted to have value added programs in recent technologies.

Agenda 8: Student Induction Programme

Principal instructed the HoDs to organize the student induction program for those admitted in 2022-2023.

Agenda 9: FDP/NPTEL Swayam

The IQAC Chairman stressed the importance of FDP and NPTEL courses for both students and faculty, highlighting their role in knowledge enhancement and professional development.

Agenda 10: Co-curricular and Extra-curricular activities

The IQAC Chairman emphasized the significance of extra curricular and co-curricular activities in providing students with valuable experiences, enhancing their time management, and fostering organizational skills. She also urged committee and club coordinators to organize a variety of activities.

Attendance Sheet

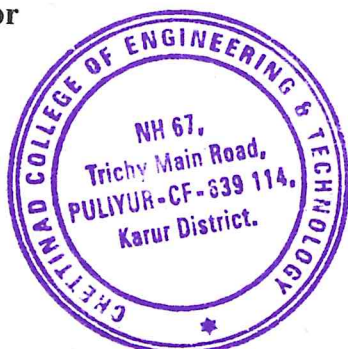
| | | | |
|----------------------------------------------------------|----------------------|--------------------------------------------------------------------------------|-------------------------------|
| Chairperson/ Faculty Members | Dr. A.Punitha | Chairman, Principal Chettinad College of Engineering and Technology | <i>[Signature]</i> 30/7/22 |
| | Dr. M. Chandrasekar | IQAC Coordinator | <i>[Signature]</i> 30/7/22 |
| | Mr. N. Vijayasarithi | HoD/EEE | <i>[Signature]</i> 30/7/22 |
| | Mr. R. Rajkumar | HoD/ CSE | <i>[Signature]</i> 30/7/22 |
| | Dr. M. Kumar | HoD/ ECE | <i>[Signature]</i> 30/7/22 |
| | Mr. V. Hariprasath | HoD/ MECH | <i>[Signature]</i> 30/7/22 |
| | Dr. S. Dharmalingam | HoD/ MBA | <i>[Signature]</i> 30/7/22 |
| Management Representatives | Ms. Trayee Sinha | Secretary, Chettinad College of Engineering and Technology | |
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| Alumni | Mr. R. Rajkumar | Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad | <i>[Signature]</i> 30/7/22 |
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| External Expert | Mr. K.Sankereswaran | Personal banker, ICICI bank, Peelamedu branch, Coimbatore | <i>[Signature]</i> 30/7/22 |
| | Mrs. M.Indumathi | Senior Product Manager, Fanam Digital, Chennai | <i>[Signature]</i> 30/7/22 |

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 24.05.2022

| S.No. | Agenda | Action Taken | Responsibility |
|-------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | Review and confirmation of minutes of last IQAC Meeting | Noted | - |
| 2 | Submission of mandatory disclosure to AICTE and Anna University affiliation process. | Mandatory disclosure to AICTE submitted and the same is accepted by AICTE. Anna University affiliation process is completed. Affiliation approved for AY 2022-23 | Principal Office |
| 3 | Discussion on curricular/co-curricular activities conducted during even semester | All the departments have conducted various curricular activities. | HoDs and Faculty members |
| 4 | Review of Internal examination performance of students | Special coaching classes were planned for slow learners | HoDs and class inchages |
| 5 | Human resource requirement for AY 2022-23 | New faculty recruitment is in process | Principal and HoDs |
| 6 | Conduction of Academic Audit. | Internal audit was conducted on 06.06.2022 and external audit was conducted on 10.06.22 | IQAC coordinator |


30/7/22
IQAC Coordinator




30/7/22
IQAC - Chairman

Dr. A.Punitha
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