

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2023 – 24/01

Date: 30.06.2023

Circular

Internal Quality Assurance Cell has scheduled the first meeting of this academic year (2023 – 24) on **07.07.2023 (Friday)**. 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	NBA work initiatives
7	Research and Development Activities
8	Value added courses
9	Student Induction Programme
10	FDP/NPTEL Swayam
11	Co-curricular and Extra-curricular activities

Date of the meeting: 07.07.2023

Time: 09.30 am

Venue: Conference Hall

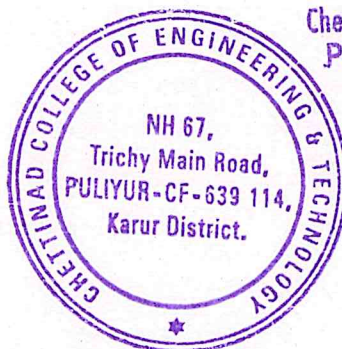

IQAC Coordinator

Copy to:

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


IQAC - Chairman
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 : 07.07.2023
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. Sankereswaran K	Branch Operation Manager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.
	Mrs. Indumathi M	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 mandatory disclosure to AICTE and Anna university affiliation process.

The mandatory disclosure to AICTE for AY 2023-24 has been submitted, and the application for continuous affiliation to Anna University for AY 2024-25 is in progress.

Agenda 5: Confirmation of academic calendar

The proposed academic calendar for AY 2023- 2024 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: NBA Work Initiatives

Principal informed the HoDs to initiate NBA work for the following departments Computer Science and Engineering, Electronics and Communication Engineering and Electrical and Electronics Engineering. She also informed all the concerned department HoD's to go through the manual and start collecting the details pertaining to the criterion.

Agenda 7: Research and Development

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

Agenda 8: Value added courses

Principal insisted to have value added programs in recent technologies.

Agenda 9: Student Induction Programme

Principal instructed the HoDs to organize the student induction program for those admitted in 2023-2024.

Agenda 9: FDP/NPTEL Swayam

IQAC Chairman, insisted the significance of FDP and NPTEL courses for students and faculty, underlining their contribution to knowledge enhancement and professional development.


Agenda 10: Co-curricular and Extra-curricular activities


IQAC Chairperson highlighted the importance of extracurricular and co-curricular activities in helping students gain valuable experiences, improve time management, and develop organizational skills. She also encouraged committee and club coordinators to plan various activities.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 24.04.2023

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 complete. 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 incharges
5	Human resource requirement for AY 2022-23	New faculty members are recruited.	Principal and HoDs
6	Conduction of Academic Audit.	Internal audit was conducted on 08.05.2023	IQAC coordinator


IQAC Coordinator


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