

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2023 – 24/05

Date: 21.02.2024

Circular

Internal Quality Assurance Cell has scheduled the third meeting of this academic year (2023 – 24) on **28.02.2024 (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	Submission of mandatory disclosure to AICTE and Anna university affiliation process
4	Confirmation of Academic Calendar for even semester
5	Review of NBA work
6	Research and Development Activities
7	Value added courses
8	FDP/NPTEL Swayam
9	Academic audit
10	Any other matters

Date of the meeting: 28.02.2024

Time: 09.30 am

Venue: Conference Hall


IQAC Coordinator


IQAC - Chairman

Dr. A.Punitha
PRINCIPAL

Copy to:

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



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 : 28.02.2024
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/EEF
	Dr.R.Punithavathi	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	Branch Opration Manager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.
	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: Submission of mandatory disclosure to AICTE and Anna university affiliation process.

The mandatory disclosure to AICTE for AY 2024-25 is in progress, and the application for continuous affiliation to Anna University for AY 2024-25 will be submitted.

Agenda 4: Confirmation of academic calendar

The proposed academic calendar for AY 2023- 2024 even semester 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 5: Review of NBA Work

The Principal stressed the importance of conducting the review of the NBA accreditation work to assess the progress made in meeting the required criteria and ensure timely completion of all necessary documentation and evidence for the accreditation process.

Agenda 6: Research and Development

The Principal highlighted the importance of promoting research and development by encouraging faculty and students to work on new projects, publish research papers in high impact journals, and apply for funding to improve the institution's research profile.

Agenda 7: Value added courses

Principal insisted to have value added programs in recent technologies to provide students with additional skills and knowledge that go beyond the standard curriculum that are directly relevant to current industry needs, improving their employability.

Agenda 8: FDP/NPTEL Swayam

Principal insisted the faculty members to attend faculty development programs and to complete NPTEL course in their respective domain

Agenda 9: Academic audit

Principal insisted the IQAC coordinator to plan for the academic audit.

Agenda 10: Any other matters

Planned to conduct Mini Project expo during the end of March which serves as a valuable platform for students to apply theoretical concepts learned in the classroom to real-world problems, enhancing their practical understanding and reinforcing their learning.

Attendance Sheet

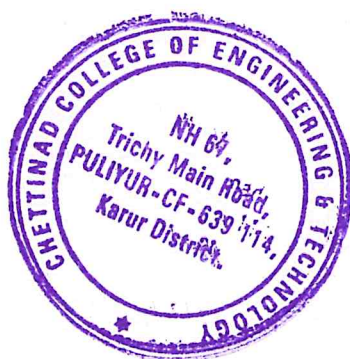
Chairperson/ Faculty Members	Dr. A.Punitha	Chairman, Principal Chettinad College of Engineering and Technology	<i>[Signature]</i> 28/12/24
	Dr. M. Chandrasekar	IQAC Coordinator	<i>[Signature]</i> 28/12/24
	Mr. N. Vijayasarithi	HoD/EEE	<i>[Signature]</i> 28/12/24
	Dr.R.Punithavathi	HoD/ CSE	<i>[Signature]</i> 28/12/24
	Dr. M. Kumar	HoD/ ECE	<i>[Signature]</i> 28/12/24
	Mr. V. Hariprasath	HoD/ MECH	<i>[Signature]</i> 28/12/24
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	Mrs.M.Indumathi	Senior Product Manager, Fanam Digital, Chennai	<i>[Signature]</i> 28/12/24

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 29.11.2023

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 is completed. Affiliation approved for AY 2023-24	Principal Office
3	Discussion on Curriculum gap	The students have been actively involved in internship programs, and field projects are planned for the upcoming semester. Additionally, seminars have been organized to keep students informed about the latest trends in their respective departments.	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	Conduction of Academic Audit.	Internal audit was conducted on 28.12.2023	IQAC coordinator


IQAC Coordinator




IQAC - Chairman

Dr. A. Punitha
PRINCIPAL

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