

# CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2023 – 24/07

Date:16.05.2024

### Circular

Internal Quality Assurance Cell has scheduled the fourth meeting of this academic year (2023 – 24) on **22.05.2024 (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	Human resource requirement for AY 2024-25
5	Review of NBA work
6	Anna University Result Analysis
7	Conduction of Academic Audit

Date of the meeting:22.05.2024

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** : 22.05.2024

**Time** : 09.30 a.m.

**Venue** : Conference Hall

**Meeting headed by** : Dr. A. Punitha  
Principal

Chettinad College of Engineering & Technology

### **Members Present:**

<b>Chairperson/ Faculty Members</b>	Dr. A.Punitha	Chairman, Principal Chettinad College of Engineering and Technology
	Dr. M. Chandrasekar	IQAC Coordinator
	Mr. N. Vijayasarithi	HoD/EEE
	Dr.R.Punithavathi	HoD/ CSE
	Dr. M. Kumar	HoD/ ECE
	Mr. V. Hariprasath	HoD/ MECH
	Dr. S. Dharmalingam	HoD/ MBA
<b>Management Representatives</b>	Ms. Trayee Sinha	Secretary, Chettinad College of Engineering & Technology
<b>Administrative</b>	Mr. B. Sathish Kumar	Head-Admin
<b>Alumni</b>	Mr. R. Rajkumar	Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad
<b>Training and Placement Cell</b>	Mr. A.Sabarinathan	Placement Officer Chettinad College of Engineering and Technology
<b>Stakeholder / Representative of Community</b>	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd., Karur
<b>External Expert</b>	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 has been approved, and the application for continuous affiliation to Anna University for AY 2024-25 has been submitted.

**Agenda 4:** Human resource requirement for AY 2024-25

The Principal stressed the need to assess and fulfill the human resource requirements, ensuring that the institution has the right number of qualified faculty and staff to support academic, administrative, and research activities effectively. She insisted the HoDs to give the work load details of their department for the upcoming academic year.

**Agenda 5 :**Review of NBA Work

The IQAC Chairperson emphasized the importance of conducting the second review of the NBA accreditation work to evaluate the progress of ongoing tasks, address any gaps, and gave the target dates for completing the SAR for all criteria .

**Agenda 6:** Anna Univerity results

HoDs presented the university result analysis of students. The reason for poor performance of the students is discussed.

**Agenda 7:** Academic Audit

The Academic Audit is planned to be conducted during the second week of June. Principal insisted the IQAC coordinator to plan for an external Audit.



Attendance Sheet

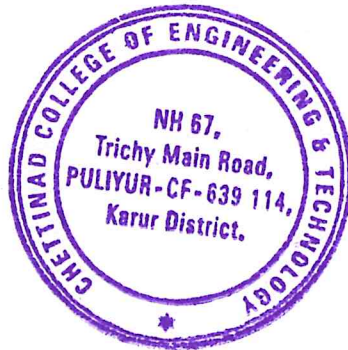
<b>Chairperson/ Faculty Members</b>	Dr. A.Punitha	Chairman, Principal Chettinad College of Engineering and Technology	<i>AD S</i> 22/5/24
	Dr. M. Chandrasekar	IQAC Coordinator	<i>M. Chandrasekar</i> 22/5/24
	Mr. N. Vijayasarithi	HoD/EEE	<i>N. Vijayasarithi</i> 22/5/24
	Dr.R.Punithavathi	HoD/ CSE	<i>R. Punithavathi</i> 22/5/24
	Dr. M. Kumar	HoD/ ECE	<i>M. Kumar</i> 22/5/24
	Mr. V. Hariprasath	HoD/ MECH	<i>V. Hariprasath</i> 22/5/24
	Dr. S. Dharmalingam	HoD/ MBA	<i>S. Dharmalingam</i> 22/5/24
<b>Management Representatives</b>	Ms. Trayee Sinha	Secretary, Chettinad College of Engineering and Technology	
<b>Administrative</b>	Mr. B. Sathish Kumar	Head-Admin	<i>B. Sathish Kumar</i> 22/5/24
<b>Alumni</b>	Mr. R. Rajkumar	Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad	
<b>Training and Placement Cell</b>	Mr. A.Sabarinathan	Placement Officer Chettinad College of Engineering and Technology	<i>A. Sabarinathan</i> 22/5/24
<b>Stakeholder / Representative of Community</b>	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd., Karur	<i>K. R. Nallusamy</i> 22/5/24
<b>External Expert</b>	Mr.K.Sankereswaran	Branch Opration Manager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.	<i>K. Sankereswaran</i> 22/5/24
	Mrs.M.Indumathi	Senior Product Manager, Fanam Digital, Chennai	<i>M. Indumathi</i> 22/5/24

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 28.02.2024

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	Value added course	All the departments have conducted value added courses which gains industry-relevant skills that improve their employability	HoDs and Faculty members
4	Academic Audit	Academic audit was conducted on 16.04.2024	IQAC coordinator
4	Mini project expo	Mini Project expo was conducted on April 6 <sup>th</sup> 2024	HoDs and Coordinators

*M. D. S.*  
22/5/24  
IQAC Coordinator



*A. D. S.*  
22/5/24  
IQAC - Chairman  
**Dr. A. Punitha**  
**PRINCIPAL**  
Chettinad College of Engineering & Technology  
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