

# CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2025-26/03

Date: 26.11.2025

### Circular

Internal Quality Assurance Cell has scheduled the second meeting of this academic year (2025–26) on **01.12.2025 (Monday)**. 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 the last IQAC meeting
2	Action Taken Report on the resolutions of the previous meeting
3	Preparatory work for Anna University Affiliation and AICTE Approval process
4	Review of NBA preparedness and documentation for Mock Audit
5	Review of Anna University Result Analysis
6	Curriculum Gap Identification
7	Review of Internal Examination performance of students
8	Academic Audit Review
9	Preparation for NIRF data capture and validation
10	Cells and Clubs initiatives
11	Feedback collection and analysis
12	Planning for Graduation Day, Alumni Meet, Mini Project Expo, and Cultural Day

**Date of the meeting: 01.12.2025**

Time: 09.30 Am

Venue: Conference Hall

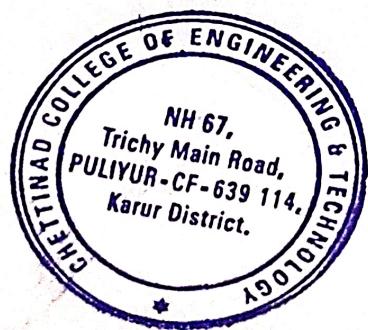
*AP*  
IQAC - Chairman

**Dr. A. Punitha**  
**PRINCIPAL**

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

### Copy to:

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



**CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of Meeting**

**Date of Meeting** : 01.12.2025  
**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 - CCET
	Dr. S. Om Prakash	Head - IQAC
	Dr. R. Punithavathi	HoD/ CSE
	Dr. M. Kumar	HoD/ ECE
	Dr. M. Senthil Kumar	HoD/ EEE
	Dr. 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	Vice President, Wells Fargo International Pvt Ltd., Hyderabad
<b>Training and Placement Cell</b>	Prof. S. Raja	Training and Placement Officer
<b>Stakeholder / Representative of Community</b>	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd, Karur
	Mr. M. Shanmuga Sundaram	F/O, S. S. Vishnu Varshini, II Year CSE Manager in Crystal Crop, Production and Management
<b>External Expert</b>	Mr. K. Sankereswaran	Branch Manager Karur Vysya Bank Pethappampatti Branch, Udumalpet
	Mrs. M. Indumathi	Senior Product Manager Fanam Digital, Chennai

<b>IQAC Department Coordinators</b>	Dr. S. Gopinath	Senior Asst. Professor, Chemistry/ AI & DS
	Dr. T. Selvakumar	Associate Professor, Maths/ CSE
	Dr. S. Kokila	Associate Professor/ ECE
	Dr. R. Boopathi	Assistant Professor/ EEE
	Ms. P. Bagavathidevi	Assistant Professor/ IT
	Mr. K. K. Dharanidharan	Assistant Professor/ MECH
	Dr. B. Preethi	Associate Professor/ MBA

#### **Agenda 1: Review and confirmation of minutes of the last IQAC Meeting**

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

##### **Resolution:**

Minutes of the meeting confirmed.

#### **Agenda 2: Action Taken Report on the proposals of the last meeting**

The Head IQAC presented the Action Taken Report on the resolutions passed in the previous meeting. The committee reviewed the actions taken and expressed satisfaction with the progress achieved.

##### **Resolution:**

The Action Taken Report was approved by the committee.

#### **Agenda 3: Preparatory work for Anna University Affiliation and AICTE Approval process**

The committee reviewed the status of preparatory work related to Anna University affiliation and AICTE approval for the academic year. Documentation requirements, timelines, and compliance aspects were discussed.

##### **Resolution:**

It was resolved to complete all required documentation and ensure timely submission as per Anna University and AICTE norms.

#### **Agenda 4: Review of NBA preparedness and documentation for Mock Audit**

The IQAC Chairperson reviewed the progress of NBA documentation and emphasized the importance of conducting a mock audit to assess preparedness. Departments were advised to verify criterion-wise evidences and close identified gaps.

##### **Resolution:**

It was resolved to conduct a mock audit and complete NBA documentation within the stipulated timelines.

#### **Agenda 5: Review of Anna University Result Analysis**

Heads of Departments presented the Anna University result analysis. Performance trends, areas of improvement, and best practices adopted by departments were discussed.

**Resolution:**

Departments were advised to strengthen academic support mechanisms to improve student performance in future examinations.

**Agenda 6: Curriculum Gap Identification**

The committee discussed curriculum gaps identified through feedback, result analysis, and academic reviews. Suggestions were made to bridge these gaps through industry interactions and value-added initiatives.

**Resolution:**

It was resolved to address curriculum gaps through value added courses, internships, guest lectures, and industry-oriented programs.

**Agenda 7: Review of Internal Examination performance of students**

The internal examination performance of students was reviewed. The need for remedial classes and special coaching for slow learners was emphasized.

**Resolution:**

Special coaching and remedial classes were planned for identified students.

**Agenda 8: Academic Audit Review**

The IQAC Chairperson reviewed the findings of the academic audit, including compliance with academic processes and documentation practices.

**Resolution:**

Departments were instructed to implement the audit recommendations and submit compliance reports to IQAC.

**Agenda 9: Preparation for NIRF data capture and validation**

The committee discussed the preparation and validation of data required for NIRF ranking. The importance of accuracy and timely submission was emphasized.

**Resolution:**

It was resolved that all concerned coordinators shall ensure accurate data collection and submission for NIRF.

**Agenda 10: Cells and Clubs initiatives**

The activities conducted by various cells and clubs were reviewed. The committee encouraged planning of more student-centric activities during the semester.

**Resolution:**

It was resolved to strengthen cells and club activities and document them appropriately.

**Agenda 11: Feedback collection and analysis**

The importance of systematic feedback collection from students, faculty, and stakeholders was discussed.

**Resolution:**

It was resolved to collect, analyze, and utilize feedback for continuous quality improvement.

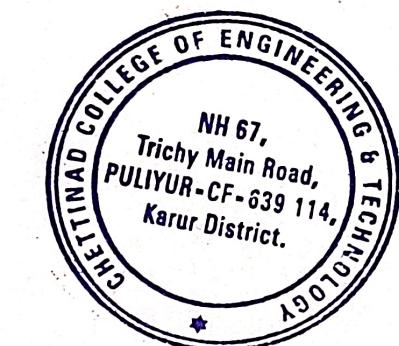
**Agenda 12: Planning for Graduation Day, Alumni Meet, Mini Project Expo, and Cultural Day**

The committee discussed the planning and coordination required for Graduation Day, Alumni Meet, Mini Project Expo, and Cultural Day. Roles and timelines were deliberated.

**Resolution:**

It was resolved to conduct the above events as per academic calendar, ensuring active participation and proper coordination.

Head IQAC



  
IQAC - Chairman

**Dr. A. Punitha**  
**PRINCIPAL**

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

Attendance Sheet

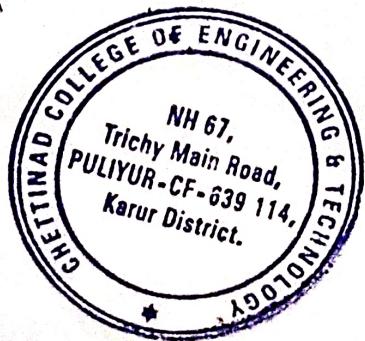
Chairperson/ Faculty Members	Dr. A. Punitha	Chairman, Principal - CCET	✓ D/S
	Dr. S. Om Prakash	Head - IQAC	✓ D/S
	Dr. R. Punithavathi	HoD/ CSE	✓ D/S
	Dr. M. Kumar	HoD/ ECE	✓ D/S
	Dr. M. Senthil Kumar	HoD/ EEE	✓ D/S
	Dr. V. Hariprasath	HoD/ MECH	✓ D/S
	Dr. S. Dharmalingam	HoD/ MBA	✓ D/S
Management Representatives	Ms. Trayee Sinha	Secretary, Chettinad College of Engineering & Technology	
Administrative	Mr. B. Sathish Kumar	Head - Admin	✓ B/S
Alumni	Mr. R. Rajkumar	Vice President, Wells Fargo International Pvt Ltd., Hyderabad	✓ R. Rajkumar
Training and Placement Cell	Prof. S. Raja	Training and Placement Officer	✓ S. Raja
Stakeholder / Representative of Community	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd, Karur	✓ K. R. Nallusamy
	Mr. M. Shanmuga Sundaram	F/O, S. S. Vishnu Varshini, II Year CSE Manager in Crystal Crop, Production and Management	
External Expert	Mr. K. Sankereswaran	Branch Manager Karur Vysya Bank Pethappampatti Branch, Udumalpet	✓ K. Sankereswaran
	Mrs. M. Indumathi	Senior Product Manager Fanam Digital, Chennai	✓ M. Indumathi
IQAC Department Coordinators	Dr. S. Gopinath	Senior Asst. Professor, Chemistry/ AI & DS	✓ S. Gopinath
	Dr. T. Selvakumar	Associate Professor, Maths/ CSE	✓ T. Selvakumar
	Dr. S. Kokila	Associate Professor/ ECE	✓ S. Kokila
	Dr. R. Boopathi	Assistant Professor/ EEE	✓ R. Boopathi
	Ms. P. Bagavathidevi	Assistant Professor/ IT	✓ P. Bagavathidevi
	Mr. K. K. Dharanidharan	Assistant Professor/ MECH	✓ Dharanidharan
	Dr. B. Preethi	Associate Professor/ MBA	✓ B. Preethi

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 22.07.2025

S.No.	Agenda	Action Taken	Responsibility
1	Review and confirmation of minutes of last IQAC Meeting	The minutes of the previous IQAC meeting were reviewed, discussed, and confirmed by the members.	-
2	Action taken report on the proposals of the last meeting	The Action Taken Report of the previous meeting was reviewed and confirmed by the IQAC members.	-
3	Submission of mandatory disclosure to AICTE and Anna University affiliation process	Mandatory disclosure for AY 2025–26 was completed and submitted. Application for continuous affiliation to Anna University was submitted as per schedule.	Principal Office
4	Confirmation of academic calendar (Odd Semester)	The academic calendar for AY 2025–26 (Odd Semester) was ashred and edivation report recorded.	Principal, HoDs
5	Review of NBA Preparedness	NBA documentation and evidences for EEE, ECE, and CSE departments were reviewed, updated, and compiled for odd semester	NBA Coordinator & Head IQAC
6	Research and Development	Faculty members actively engaged in research activities. Research publications, conference participation, and submission of research proposals were carried out during the semester.	HoDs and R&D Coordinator
7	Planning of Odd Semester – Academic Audit	Mid-Semester and Exit Academic Audits for the Odd Semester were planned and conducted as per the IQAC audit framework.	Head IQAC
8	Student Induction Programme	Student Induction Programme was conducted successfully after completion of admissions in accordance with AICTE and Anna University guidelines.	HoDs, Faculty Coordinators
9	FDP / NPTEL / SWAYAM	Faculty members and students completed FDPs and at least one NPTEL/SWAYAM course during the semester.	HoDs and Faculty Members
10	Co-curricular and Extra-curricular activities	Various co-curricular and extra-curricular activities were conducted by departments, clubs, and cells during the Odd Semester.	HoDs, Club Coordinators
11	Parent–Teacher Meeting	Parent–Teacher Meetings were conducted after internal examinations to review student performance and discuss progress with parents.	HoDs

  
Head IQAC



  
IQAC - Chairman

**Dr. A. Punitha  
PRINCIPAL**

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