

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2025-26/01

Date: 15.07.2025

Circular

Internal Quality Assurance Cell (IQAC) has scheduled the **first meeting of the academic year 2025–26 (Odd Semester)** on **22.07.2025 (Tuesday)**. 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	IQAC initiatives for Academic Year 2025–26
4	Submission of mandatory disclosure to AICTE and Anna University affiliation process
5	Confirmation of Academic Calendar – Odd Semester
6	Review of NBA preparedness and documentation for Mock Audit
7	Research and Development activities
8	Planning of Odd Semester – Academic Audit
9	Value Added Courses and Skill Development initiatives
10	Student Induction Programme
11	FDP / NPTEL / SWAYAM participation
12	Co-curricular and Extra-curricular activities
13	Parents Teachers Meeting
14	Any other matters

Date of the meeting: 22.07.2025

Time: 09.30 Am

Venue: Conference Hall

[Signature]
IQAC Coordinator

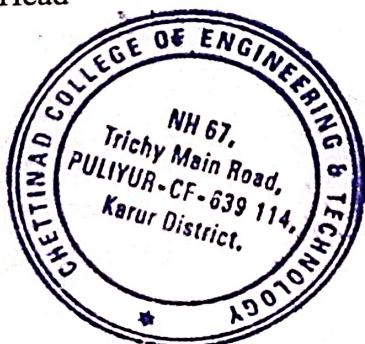
[Signature]
IQAC - Chairman

Copy to:

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

Dr. A. Punitha
PRINCIPAL

Cheettinad 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 : 22.07.2025
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 & Technology
	Dr. V. Hariprasath	IQAC Coordinator
	Mrs. S. Suguna	IQAC Co-Coordinator
	Dr. R. Punithavathi	HoD/ CSE
	Dr. M. Kumar	HoD/ ECE
	Mr. N. Vijayasarathi	HoD/ EEE
	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
	Mr. M. Shanmuga Sundaram, Manager in Crystal Crop, Production and Management,	Parent of Ms. S. S. VISHNU VARSHINI, I year CSE
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 confirmed.

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

The IQAC Coordinator presented the action taken report on the resolutions of the previous meeting. Members expressed satisfaction with the progress made.

Agenda 3: IQAC Initiatives for AY 2025–26

Dr.V.Hariprasath Coordinator, IQAC presented initiatives taken by IQAC for quality improvement

1. Quality enhancement in teaching–learning process
2. Strengthening digital presence through institutional website and social media platforms
3. Documentation and data management for accreditation
4. Value added courses

Resolution: All the initiatives are approved by committee.

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

The committee noted that the mandatory disclosure process for AY 2025–26 is initiated, and the application for continuous affiliation to Anna University will be submitted as per schedule.

Agenda 5: Confirmation of academic calendar (Odd Semester)

The proposed academic calendar for AY 2025- 2026 (Odd 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 6: Review of NBA Preparedness

The Chairperson instructed the HoDs to review NBA documentation, update SAR-related evidence, and ensure department-wise compliance as per NBA guidelines for EEE, ECE and CSE.

Resolution:

Heads of the concerned departments shall complete the updating of NBA documentation and supporting evidence within the stipulated timeframe and report the progress to the IQAC.

Resolution:

Student Induction Programme can be conducted by August 2025 after completing the admission process as per AICTE and Anna University guidelines, ensuring active participation of faculty, mentors, and support units.

Agenda 11: 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. She also advised the faculty and students to complete one NPTEL course in a semester.

Agenda 12: 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.

Agenda 13: Parents Teachers Meeting

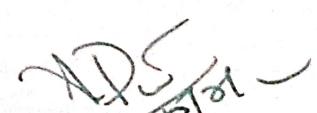
The Parent-Teacher Meeting for the Odd Semester is to be conducted immediately following the conclusion of the Internal Examinations. All Heads of Departments (HoDs) are responsible for planning these sessions to ensure timely discussion of student performance with their respective parents. To guarantee maximum participation and support for student progress, HoDs must take necessary action.

Agenda 14: Any other matters

A Mini Project Expo is scheduled for the end of November, providing students with an excellent opportunity to translate classroom theories into practical solutions. This initiative aims to deepen their conceptual understanding by encouraging hands-on application to real-world challenges.


IQAC Coordinator




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

Attendance Sheet

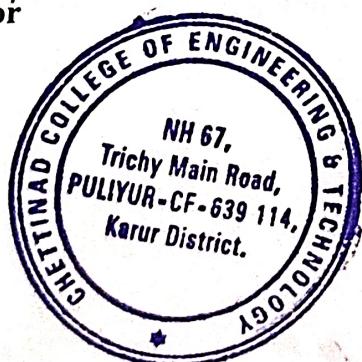
Chairperson/ Faculty Members	Dr. A. Punitha	Chairman, Principal Chettinad College of Engineering and Technology	<i>A.P.</i>
	Dr. V. Hariprasath	IQAC Coordinator	<i>V.H.</i>
	Mrs. S. Suguna	IQAC Co-Coordinator	<i>S.S.</i>
	Dr. R. Punithavathi	HoD/ CSE	<i>R.P.</i>
	Dr. M. Kumar	HoD/ ECE	<i>M.K.</i>
	Dr. M. Senthil kumar	HoD/ EEE	<i>M.S.</i>
	Dr. S. Dharmalingam	HoD/ MBA	<i>S.D.</i>
Management Representatives	Ms. Trayee Sinha	Secretary, Chettinad College of Engineering and Technology	
Administrative	Mr. B. Sathish Kumar	Head-Admin	<i>B.S.</i>
Alumni	Mr. R. Rajkumar	Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad	<i>R.R.</i>
Training and Placement Cell	Mr. S. Raja	Placement Officer Chettinad College of Engineering and Technology	<i>S.R.</i>
Stakeholder / Representative of Community	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd., Karur	<i>K.R.N.</i>
	Mr. M. Shanmuga Sundaram, Manager in Crystal Crop, Production and Management,	Parent of Ms. S. S. VISHNU VARSHINI, I year CSE	<i>M.S.</i>
External Expert	Mr. Sankereswaran K	Branch Opration Manager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.	<i>K.S.</i>
	Mrs. Indumathi M	Senior Product Manager, Fanam Digital, Chennai	<i>M.I.</i>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 22.05.2025

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 and confirmed by the members.	—
2	Action taken report on the proposals of the last meeting	The action taken report of the previous IQAC meeting was reviewed and confirmed by the committee.	—
3	Submission of mandatory disclosure to AICTE and Anna University affiliation process	Mandatory disclosure for AY 2025–26 has been approved by AICTE. Application for continuous affiliation to Anna University for AY 2025–26 has been submitted.	Principal Office
4	Human resource requirement for AY 2025–26	Workload details were collected from all departments and the required faculty positions were identified to ensure adequate manpower for the academic year.	Principal and HoDs
5	Review of NBA Work	Second-level review of NBA documentation was initiated. Departments were instructed to address identified gaps and complete criterion-wise files within the stipulated target dates.	IQAC Coordinator and HoDs
6	Anna University Results	University result analysis was carried out by all departments. Faculty performance was reviewed and best practices contributing to improved results were documented.	HoDs and Faculty Members

22.05.2025
IQAC Coordinator



22.05.2025
IQAC - Chairman

**Dr. A. Punitha
PRINCIPAL**

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