

# CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2024 – 25/01

Date: 10.07.2024

### Circular

Internal Quality Assurance Cell has scheduled the first meeting of this academic year (2024 – 25) on **18.07.2024 (Thursday)**. 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	Review of NBA work
7	Research and Development Activities
8	Value added courses
9	Student Induction Programme
10	FDP/NPTEL Swayam
11	Co-curricular and Extra-curricular activities
12	Ay other matters

Date of the meeting: 18.07.2024

Time: 09.30 am

  
IQAC Coordinator

Copy to:

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



Venue: Conference Hall

  
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** : 18.07.2024

**Time** : 09.30 a.m.

**Venue** : Conference Hall

**Meeting headed by** : Dr. A. Punitha  
Principal  
Chettiand College of Engineering & Technology

### Members Present:

<b>Chairperson/ Faculty Members</b>	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
<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
	Mr. M. Shanmuga Sundaram, Manager in Crystal Crop, Production and Management,	Parent of Ms.S.S. VISHNU VARSHINI, I year CSE
<b>External Expert</b>	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.V.Hariprasath 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 2024-25 has been submitted, and the application for continuous affiliation to Anna University for AY 2024-2025 is in progress.

**Agenda 5:** Confirmation of academic calendar

The proposed academic calendar for AY 2024- 2025 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 Work

Principal insisted the HoDs to inform the department NBA coordinators to review the work completed in the departments of ECE , CSE and EEE.

**Agenda 7:** Research and Development

Principal informed the HoDs to initiate research work, which 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 2024-2025.

**Agenda 10: 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 11: 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 12: Any other matters**

A Mini Project Expo is scheduled for the end of October, 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.

Attendance Sheet

18/7/24

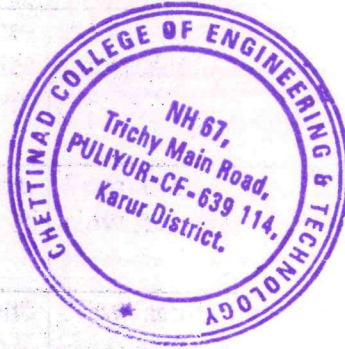
<b>Chairperson/ Faculty Members</b>	Dr. A.Punitha	Chairman, Principal Chettinad College of Engineering and Technology	<i>A.P.S.</i> 18/7/24
	Dr. V. Hariprasath	IQAC Coordinator	<i>V.H.</i> 18/7/24
	Mrs. S. Suguna	IQAC Co-Coordinator	
	Dr. R. Punithavathi	HoD/ CSE	<i>R.P.</i> 18/7/24
	Dr. M. Kumar	HoD/ ECE	<i>M.K.</i> 18/7/24
	Mr. N. Vijayasarithi	HoD/ EEE	<i>N.V.</i> 18/7/24
	Dr. S. Dharmalingam	HoD/ MBA	<i>D.P.M.</i> 18/7/24
<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.S.</i> 18/7/24
<b>Alumni</b>	Mr. R. Rajkumar	Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad	<i>R.R.</i> 18/7/24
<b>Training and Placement Cell</b>	Mr. A.Sabarinathan	Placement Officer Chettinad College of Engineering and Technology	<i>A.S.</i> 18/7/24
<b>Stakeholder / Representative of Community</b>	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd., Karur	<i>K.R.N.</i> 18/7/24
	Mr. M. Shanmuga Sundaram, Manager in Crystal Crop, Production and Management,	Parent of Ms.S.S. VISHNU VARSHINI, I year CSE	
<b>External Expert</b>	Mr.K.Sankereswaran	Branch OprationManager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.	<i>K.S.</i> 18/7/24
	Mrs.M.Indumathi	Senior Product Manager, Fanam Digital, Chennai	<i>M.Indumathi</i> 18/7/24

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 22.05.2024

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 complete. Affiliation approved for AY 2023-24	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 2024-25	New faculty members are recruited.	Principal and HoDs
6	Conduction of Academic Audit.	Internal audit was conducted on 08.06.2024	IQAC coordinator

  
IQAC Coordinator



  
IQAC - Chairman

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

**Chettinad College of Engineering & Technology**  
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