

CHETTINAD COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CCET/IQAC/2024 – 25/05

Date: 11.02.2025

Circular

Internal Quality Assurance Cell has scheduled the first meeting of this academic year (2024 - 25) on **14.02.2025 (Friday)**. 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

Date of the meeting: 14.02.2025

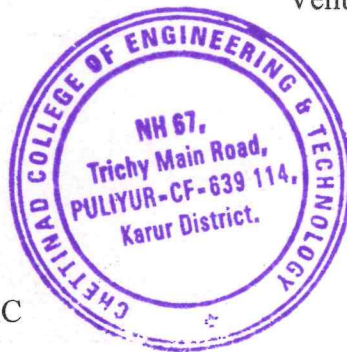
Time: 09.30 am

Venue: Conference Hall


IQAC Coordinator

Copy to:

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




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	:	14.02.2025
Time	:	09.30 a.m.
Venue	:	Conference Hall
Meeting headed by	:	Dr. A. Punitha Principal Chettiand 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. Vijayasarithi	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 Opration 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: Submission of mandatory disclosure to AICTE and Anna university affiliation process.

The mandatory disclosure to AICTE for AY 2025-26 is in progress, and the application for continuous affiliation to Anna University for AY 2025-26 will be submitted.

Agenda 4: Confirmation of academic calendar

The proposed academic calendar for AY 2024- 2025 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 emphasized the need to conduct a thorough review of the NBA accreditation work to evaluate the progress in meeting the specified criteria. She highlighted the importance of completing all required documentation and supporting evidence on time and instructed that the files be prepared in accordance with the details submitted in the SAR.

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>N.P.S</i> <i>14/2/25</i>
	Dr. V. Hariprasath	IQAC Coordinator	<i>V.Hari</i> <i>14/2/25</i>
	Mrs. S. Suguna	IQAC Co-Coordinator	
	Dr. R. Punithavathi	HoD/ CSE	<i>R.Punitha</i> <i>14/2/25</i>
	Dr. M. Kumar	HoD/ ECE	<i>M.Kumar</i> <i>14/2/25</i>
	Mr. N. Vijayasarathi	HoD/ EEE	<i>N.Vijayasarathi</i> <i>14/2/25</i>
	Dr. S. Dharmalingam	HoD/ MBA	<i>S.Dharmalingam</i> <i>14/2/25</i>
Management Representatives	Ms. Trayee Sinha	Secretary, Chettinad College of Engineering and Technology	
Administrative	Mr. B. Sathish Kumar	Head-Admin	<i>B.Sathish Kumar</i> <i>14/2/25</i>
Alumni	Mr. R. Rajkumar	Assistant Vice President, Wells Fargo International Pvt. Ltd., Hyderabad	<i>R.Rajkumar</i> <i>14/2/25</i>
Training and Placement Cell	Mr. A.Sabarinathan	Placement Officer Chettinad College of Engineering and Technology	<i>A.Sabarinathan</i> <i>14/2/25</i>
Stakeholder / Representative of Community	Mr. K. R. Nallusamy	Managing Director, Orange Impex Pvt Ltd., Karur	<i>K.R.Nallusamy</i> <i>14/2/25</i>
	Mr. M. Shanmuga Sundaram, Manager in Crystal Crop, Production and Management,	Parent of Ms.S.S. VISHNU VARSHINI, I year CSE	
External Expert	Mr.K.Sankereswaran	Branch OprationManager, Catholic Syrian Bank Ltd., Kamarajar Salai, Madurai.	<i>K.Sankereswaran</i> <i>14/2/25</i>
	Mrs.M.Indumathi	Senior Product Manager, Fanam Digital, Chennai	<i>M.Indumathi</i> <i>14/2/25</i>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 19.11.2024

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 2024-25	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 22.11.2024	IQAC coordinator


IQAC Coordinator




IQAC - Chairman
Dr. A. Punitha
PRINCIPAL
Chettinad College of Engineering & Technology
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