



CHENDHURAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Pilivalam (Po), Thirumayam (Tk), Pudukkottai (Dt.) – 622 507.
(An ISO 9001: 2008 Certified Institution) Accredited by NAAC with B+ Grade
Email:admin@chendhuran.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 1st Internal Quality Assurance Cell members meeting was held on 10-08-2018 at the conference hall. Principal, Dr.A. Naveen Sait presided over the meeting. The members are as follows

S.No	NAME OF THE ATTENDEE	ROLE
1.	Dr. R. Ashok Kumar	IQAC Coordinator
2.	Dr. AVM. S. Karthick	Management Representative
3.	Dr. K. Pandikrishnan	Management Representative
4.	Mr. N. Mohamed Nizar	HOD/ CIVIL
5.	Mr. B. Vinoth	HOD/ CSE
6.	Mrs.L. Malathy	HOD/ ECE
7.	Mr. U. Thirupathi	HOD/EEE
8.	Mr. N. Sabarirajan	HOD/MECH
9.	Mrs. K.R. Dhanalakshmi @ Reka	HOD/S&H
10.	Ms. P. Renuka	Member/Civil
11.	Ms. V.T.A. Anitha	Member / CSE
12.	Mr. G. Annamalai	Member / ECE
13.	Mr. L. Rajamohan	Member / EEE
14.	Mr. K. Muthukumar	Member / MECHANICAL
15.	Ms. B. Gowsalya	Member / S&H
16.	Mr. SP. Palaniappan	Alumni Member
17.	Dr. P. Sathiya Professor NIT, Trichy	External Experts
18.	Mr. N. Pandiyan	Student Member

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The Agenda for the meeting is mentioned below.

Item No.	Agenda
1	To analyse the internal exam results.
2	To review the academic activities during the current semester
3	To discuss about activities proposal for the upcoming semester.
4	To discuss about activities conducted and to be conducted by Club/Cells/Societies.
5	To review the progress of NAAC work and Committee list for NAAC peer team visit.
6	Any other discussion with the permission of the chair.

Principal welcomed the gathering and the meeting the IQAC meeting the following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
1	Minutes of the previous meeting		
2	Students satisfaction survey for NAAC	Resolved to create awareness about NAAC accreditation to all the students	HoD's were informed to take further action
3	Academic activities during the current semester	Resolved to draw action plans for the successful implementation of the suggestion given	HoD's were informed to submit the action plan by next week
4	Activities of Club/ Cells/ Societies	Resolved to prepare the action plan for	Coordinators were informed to submit the

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		improving their activities	action plan by next week
5	Progression of NAAC work	Resolved to complete the file by making the addition or deletion etc., and to keep review for submission at any time	NAAC coordinators were informed for further action
6	Schedule for verifying NAAC files	Resolved to form a team to verify the accuracy of NAAC files	HoD's were informed for further action

Resolution 1:

It was ascertained from all HoDs/IQAC members that all the students are fully aware of the Student Satisfaction Survey. They are also well equipped and are responding to the emails received from NAAC committee.

Resolution 2:

The following valuable points were suggested by our Principal to improve the growth and quality of the students and faculty members

- i. All the students should be encouraged and motivated by their faculty advisors such that the co-curricular participations should improve exponentially during this semester.
- ii. Specific module should be designed for accessing OD forms.
- iii. All the faculty members of our college must register for a NPTEL online course without fail for this semester. Staff who have not registered during the previous semester, should register for two courses during this semester and the process will be followed by the co-coordinator in consultation with HODs
- iv. All the staff are advised to concentrate on the publication of research papers in the UGC reputed journals.
- v. Faculty of all departments must present 3 video lectures in their familiar domain. The presentation must last for 10 minutes.



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The upcoming points were suggested to the HOD's of all departments.

- i. HOD's were requested to improve their IPT count in the semesters and in the university result during this semester to 50%.
- ii. Students of the all departments had undergone an in-plant training to nearby service centres.
- iii. Selected students of all departments will be trained for Value Added Courses (VAC). The remaining students will be made to concentrate on their academic performance.
- iv. Faculty members can improve their standard of writing and publishing papers. Staff members may attend the workshops and seminars conducted by NIT,IITs.

Resolution 3:

- i. Feedback has to be collected for the value added courses and workshops conducted during last semester. This will help in evaluating the students view and accordingly thereby we can have some changes in our programme schedule.

Resolution 4:

Detailed review of all activities organised by various Cells/Clubs/Societies was conducted. Further guidelines were given to sustain the quality of activities.

Resolution 5:

It was discussed to form a team to verify the physical infrastructure. If there is any facilities to be added, the team will inform the concerned department to carry out the deficiency. Further it was resolved to keep up the facilities in the respective departments and the concerned facility coordinators will monitor regularly.

No other points were discussed.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting **Minutes of the Meeting**

The 2nd Internal Quality Assurance Cell members meeting was held on 15-03-2019 at the conference hall. Principal, Dr.K. Ganesh Babu presided over the meeting. The members are as follows

S.No	NAME OF THE ATTENDEE	ROLE
1.	Dr. R. Ashok Kumar	IQAC Coordinator
2.	Dr. AVM. S. Karthick	Management Representative
3.	Dr. K. Pandikrishnan	Management Representative
4.	Mr. N. Mohamed Nizar	HOD/ CIVIL
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Resolution 1:

It was ascertained from all HoDs/IQAC members that all the students are fully aware of the Student Satisfaction Survey. They are also well equipped and are responding to the emails received from NAAC committee.

Resolution 2:

The following valuable points were suggested by our Principal to improve the growth and quality of the students and faculty members

- i. Faculty advisors are insisted to boost the students of third and final years to take part in technical symposiums and workshops.
 - ii. The lab facilities are provided for students, soon after the completion of the mini-project. This will help us in judging the capability of the students and to increase the potential of the students.
 - iii. At least one guest lecture for (I, II, III, IV) years for this current semester should be planned.
 - iv. Counselling hours should be strengthened in moulding the students to improve their performance level in academic performance and encourage them to take part in co-curricular activities.
 - v. Achievements of our students and faculty members must be displayed in our college website.
 - vi. Staff with more than 5 years experiences must register for project fund proposals.
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- iii. Selected students of all departments will be trained for Value Added Courses (VAC). The remaining students will be made to concentrate on their academic performance.
- iv. Faculty members can improve their standard of writing and publishing papers. Staff members may attend the workshops and seminars conducted by NIT,IITs.

Resolution 3:

- i. For project reviews, after the confirmation of the title, practising engineers has to be arranged as an external reviewer. This follow up will provide lot of initiatives to the students in their projects.

Resolution 4:

Detailed review of all activities organised by various Cells/Clubs/Societies was conducted. Further guidelines were given to sustain the quality of activities.

Resolution 5:

It was discussed to form a team to verify the physical infrastructure. If there is any facilities to be added, the team will inform the concerned department to carry out the deficiency. Further it was resolved to keep up the facilities in the respective departments and the concerned facility coordinators will monitor regularly.

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