



# CHRIST

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Pondicherry University)

Pitchaveeranpet, Moolakulam, Pondicherry - 605010.

(A Unit of Sam Paul Educational Trust)

CCET/IQAC/2022-002

Date:07.10.2022

## CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 10.10.22 at 3.pm. in the conference hall. All the IQAC Members are informed to attend the meeting without fail .

Agenda for the meeting...

- 1.NAAC- accreditation plan for 2022-23.
- 2.Academic activities.
3. Extention activities.
- 4.Research activities .

**Principal**

Copy forward to:

1. The Honorable Chairman for kind information
2. All HODs
3. IQAC Committee members and file

**Dr. A. SIVAKUMAR, M.E., Ph.D., M.I.S.T.E.,**  
**PRINCIPAL**  
**CHRIST COLLEGE OF ENGINEERING & TECHNOLOGY**  
Moolakulam, Oulgaret Municipality  
Puducherry - 10.





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## INTERNAL QUALITY ASSURANCE CELL- IQAC

Date of establishment: 07.07.2022

### Minutes of 2<sup>nd</sup> IQAC Meeting

Ref:CCET/IQAC/2022-002

10.10.2022

To

All the members of IQAC,  
CHRIST College of Engineering and Technology,  
Moolakulam, Pondicherry- 605010.

The meeting commenced with Dr. Thiagarajan, IQAC coordinator welcomed the members and listed the agenda of the IQAC meeting. The goals & functions of IQAC cell and roles and responsibilities of IQAC members are presented in the meeting.

The following points have been discussed in the meeting

- Standard Operating System (SOP) for IQAC is discussed. This SOP is to achieve uniformity and consistency in the academics with all departments.
- IQAC will prepare the academic calendar which included the dates of commencement and end of semester, dates of various examinations (Internal Assessment Tests), festivals and government holidays and dates of class committee meetings.
- The prepared academic calendar should be issued to the students and the faculty members before one week of the commencement of the semester or immediately after receiving the academic calendar from Pondicherry University whichever is earlier.
- Based on the academic calendar Provided try IQAC, the HoDs of the various departments should plan for the activities and events to be carried out in their departments such as guest lectures, seminar, workshop, placement activity and industrial visits .
- Subject allocation for the staff members should be done by the department HODs based on their preference and number o[ times they have handled the subjects.
- A course file must be maintained for each course by the concerned faculty members. The course file should consist of the detailed course plan internal assessment test questions papers and the corrected answer sheets (sample copies), other assessment question papers and few sample corrected answer sheets, internal marks calculation etc..



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Phone: 0413-2411110

- The complete course file should be submitted to the HOD at the end of the semester. It will be reviewed and proper comments should be given to the course handling faculty by the HODs.
- Principal and IQAC coordinator shall appoint the various portfolios of college to the faculties in the first week of odd semester.
- HODs should send the proposals for attending workshops / conferences, research proposals, quality initiative programs (QIP) with supporting documents and required financial support to the principal through IQAC for necessary action.
- HODs should guide and encourage the faculty members to publish their work in standard and reputed journals and the international / national conferences conducted by the premier insirutions.
- All the , extension activity coordinators were informed to complete the report of their activities with geotag photos and get approval form to the principal within a week of activity completion.



**IQAC COORDINATOR**



**PRINCIPAL**

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Date: 10.10.2022

Time: 03.00 pm

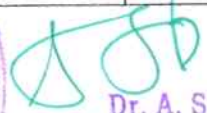
Venue: Conference Hall




**Minutes of the IQAC meeting held on 10.10.2022**

**Members present for the meeting:**

Sl.no	Name	Category	Signature
1.	Dr. A. Sivakumar	Chair Person	
2.	Mr.C.Kumaravel	Management Representative	
2.	Dr.Y. Thiagarajan / HOD-EEE	IQAC Coordinator	
3.	Dr. P. Chandru Deva Kannan / HOD-S&H	Member Faculty	
4.	Dr.C. Subramanian / HOD - MECH	Member Faculty	
5.	Dr. S. Anandalatchoumy / HOD -ECE	Member Faculty	
6.	Dr.P. Kamaludeen / HOD - MBA	Member Faculty	
7.	Dr. M. Sivasankaran / HOD- CSE	Member Faculty	
8.	Mr. J. Mani / HOD-IT	Member Faculty	
9.	Mr. A. Jothi Lingam / HOD - CIVIL	Member Faculty	
10.	Mr.C. Senthil Kumaran / HOD- MCA	Member Faculty	
11	Mr.S.S. KARTHICK/ FACULTY- ECE	Member Faculty- Alumni	
12	Mr.D. Deivasigamani Deputy Director, Government of India Nehru Yuva Kendra- Puducherry	Member - External Member Youth Affairs	



  
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13	Mrs.Tamilselvi / HR Hindustan Unilever Pvt Ltd Puducherry	Member - Industrialist	
14	N.Anbu / CSE	Member – Student Member	
15	M. Velmurugan F/O B. Poovizhi/CSE	Member – Parent Member	



**Coordinator-IQAC**

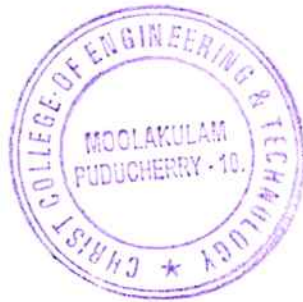


**Principal**

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## ACTION TAKEN REPORT

10.10.2022

- The scope of IQAC and SOP are circulated among all the staff members.
- All the faculty members have been instructed to maintain the course plan for the courses they are going to handle in the even semester.
- Course file of the faculty members will be reviewed in the end of the semester.
- Portfolios have been finalized for this academic year and , the finalized portfolios have been allotted to the faculty members based on their competence and suitability.

  
Coordinator-IQAC

  
Principal

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