



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/2022-001

Date:08.07.2022

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 11.07.22 at 3.pm. in the conference hall. All the IQAC Members are informed to attend the meeting without fail .

Agenda for the meeting...

- 1.Introduction of members of the restructured OQAC.
- 2.Objectives of IQAC by IQAC coordinator.
3. Functions of IQAC by Chair person.
4. Preparedness for the NAAC files.



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.,
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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 1st IQAC Meeting

Ref:CCET/IQAC/2022-001

11.07.2022

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.

I. Scope of IQAC:

Standard Operating System (SOP) for IQAC is discussed. This SOP is to achieve uniformity and consistency in the academics with all departments.

2. Academic Calendar:

2.1. 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, dates of class committee meetings and value-added courses.

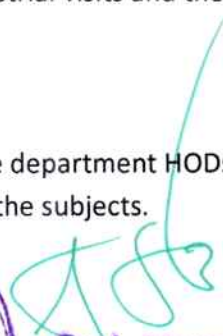
2.2. The prepared academic calendar should be issued to the students and the faculty members before one week of the commencement of the semester or immediately after receiving the academic calendar from Pondicherry University, whichever is earlier.

2.3. Based on the academic calendar provided by 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, industrial visits and the events organized by students' association etc-.

3. Workload for staff members:

3.1. Subject allocation for the staff members should be done by the department HODs based on their preference and number of times they have handled the subjects.




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3.2. HOD should finalize the elective courses from the choices of the students before the subject allocation.

4. Course File:

4.1. 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..

4.2. 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 HOD.

5. Extension Activities:

Principal and IQAC coordinator shall appoint the various portfolios of college to the faculties in the first week of odd semester. Various portfolios may include the department coordinator for IQAC, NSS, Sports, Time table, academic activities, maintaining the minutes of meeting files, final year UG project work, ERP, training and placement cell| attendance monitoring mentoring scheme monitoring, student association, Internal assessment examination, website, fine arts club, women's grievance cell, student's grievance cell etc., One copy of such appointment shall be send to the principal through IQAC. Any grievance shall be brought to the notice of the principal through IQAC for necessary action.

6. Research Activities:

6.1. 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 option.

6.2. At the same time HODs should guide and encourage the faculty members to publish their work in standard and reputed journals and the international / national conferences conducted by premier institutions.

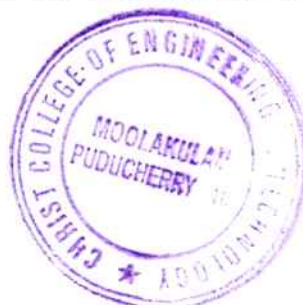

IQAC-Coordinator


Principal

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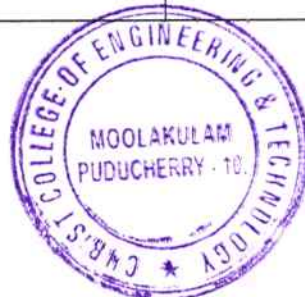
Internal Quality Internal Quality Assessment Cell - (IQAC)

In pursuance of the UGC 12th Plan guidelines for Establishment & Monitoring of the IQAC in Colleges, for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited institution establish an **Internal Quality Assurance Cell (IQAC)**. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions.

The IQAC is meant for **Planning** and monitoring **Quality Assurance (QA)** and **Quality Enhancement (QE)** activities of the colleges and aims to make significant and meaningful contribution in this direction.

The IQAC members for a period of two years with effect from June 2022:

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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Principal
Moolakulam College of Engineering & Technology
Moolakulam, Oulgaret Municipality,
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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

FUNCTIONS OF IQAC:

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of CCET;
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes I activities of CCET, leading to quality improvement;
7. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of best practices;
8. Development and maintenance of institutional database through Institute Information System for the purpose of maintaining / enhancing the institutional quality;
9. Preparation of the Annual Quality Assurance Report (AQAR) of CCET as per guidelines and parameters of NAAC;
10. In terms of UGC Regulations 2010, IQAC shall act as the Documentation and Record-Keeping Cell, including assistance in the development of the API criteria-based Performance Based Appraisal System (PBAS) proforma using the indicative template separately developed by the UGC. In order to facilitate the process, all teachers shall submit the duly filled-in PBAS proforma to the IQAC annually.



(Handwritten signature in blue ink)

Dr. A. SIVAKUMAR, M.E, Ph.D, MIST
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 Puducherry - 605 005

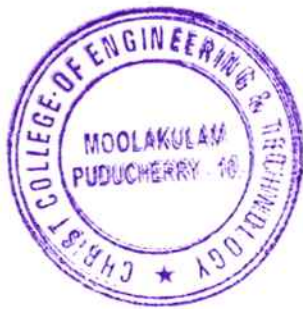
BENEFITS OF IQAC:

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and integration among the various activities of the college and good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in CCET;
- f) Build an organized methodology of documentation and internal communication.



PRINCIPAL

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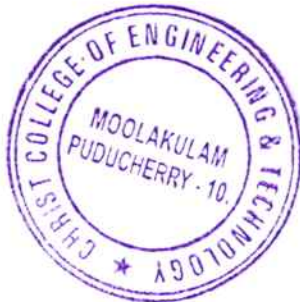
ACTION TAKEN REPORT

10.07.2022

- IQAC recommended concerned faculty members for updating department activities in college website.
- Heads of the Departments were urged to review all the NAAC Documents.
- HoDs were insisted to submit funding proposals for organizing seminar/conference and workshop.
- IQAC suggested HoDs for organizing conference, workshop and seminar to promote research cultures among the student and the faculty.
- Librarian was informed to submit requirements for additional books and journals in the central library.
- HoDs were requested to insist staff members to upload Course material in the website.

Coordinator-IQAC

Principal



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