

IQAC-Regular Minutes of Meeting



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Ref: CKEC/IQAC/Meeting/2022-23/01

Dated: 30.06.2022

CIRCULAR

The first IQAC session for the AY 2022-23 is scheduled for 04-07-2022 at 10:30 am in the Conference Hall. All IQAC constituents are urged to participate in the assembly to deliberate on the ensuing agenda items.

1. Review of previous IQAC Meetings
2. Submission of Action taken reports
3. Course planning and delivery of students
4. Academic schedule for the year 2022-23
5. Academic and research activities planned for the AY 2022-23
6. Preparation and collection of criteria wise data
7. Alumni activity planned for the academic year 2022-23
8. Formation of various Cells and clubs


IQAC Coordinator


Principal

Encl: Composition of IQAC members

Copy to

1. The Principal
2. IQAC
3. HoDs
4. Office
5. File




Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Ref: CKEC/IQAC/Meeting/2022-23/01

Dated : 30.06.2022

MINUTES OF MEETING

The following are the Minutes of meeting held 10. 30 am on 04.07.2022 at conference hall.

The members of IQAC present were

| IQAC MEMBERS | |
|------------------------------------------------------|----------------------------------------------------|
| Member from The Management | |
| Rev.FR.S.Xavier Manoj | Administrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. S.Karthick | HOD/Civil |
| Mr R. Hariprasath | HOD/ Mechanical Engineering |

| | |
|------------------------------------------------------------------|------------------------------------------------|
| Mr. M.Arumaga Babu | HOD/Electrical and Electronics Engineering |
| Mr.V. Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr.R.Suganya | HoD/S&H / Alumni Head |
| Stakeholder/ Representative of Community and Alumni | |
| P. Gowri Shanker | Entrepreneur |
| Nominee from Industrialists /External Expert Stakeholders | |
| Archana | HR, Jesco Energy pvt ltd, Coimbatore |
| Adhav | HR, 10.Aidas Technology Pvt Ltd, Coimbatore |

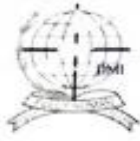
The following points were discussed in the meeting

1. The Principal Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and reviewed the minutes of the last IQAC meeting. Action Taken Report
2. Planning of academic schedule, Academic calendar and activities for the current Ay 2022-23 are planned.
3. Academic audit of the AY-2021-22 was planned by the end of the month.
4. Activities of cells like the R&D cell, Women Empowerment cell, NSS cell YRC cell, and Alumni Cell are reviewed. Various committees such as sports committee, cultural committee, and transport committee are formed.
5. The progress of NAAC documentation work is reviewed.
6. Faculties are motivated to register for Ph.Ds under Anna University. The progress of the DST funded project was briefed by the principal investigator.


IQAC Coordinator




Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkaramalayam Village, Principal
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.



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Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Ref: CKEC/IQAC/Meeting/2022-23/02

Dated: 30.01.2023

CIRCULAR

The first IQAC session for the AY 2022-23 is scheduled for 01-02-2023 at 10:30 am in the Conference Hall. All IQAC constituents are urged to participate in the assembly to deliberate on the ensuing agenda items.

1. Review of previous IQAC Meetings
2. NAAC work progress
3. Placement and Career Guidance
4. Academic activities


IQAC Coordinator


Principal

Encl: Composition of IQAC members

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Dr. M. Jeyakumar, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mertupalayam Taluk,
Coimbatore - 641 104.



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Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Academic Year: 2022-23

Meeting-02

Ref: CKEC/IQAC/Meeting/2022-23/02

Dated: 01.02.2023

MINUTES OF MEETING

The following are the Minutes of meeting held at 10.30 am on 01.02.2023 at Conference Hall . The members of IQAC present were

| IQAC MEMBERS | |
|------------------------------------------------------------------|----------------------------------------------------|
| Member from The Management | |
| Rev.F.R.S. Xavier Manoj | Administrator, CKEC |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. S.Karthick | HOD/Civil |
| Mr. R.Hariprasath | HOD/ Mechanical Engineering |
| Mr. M.Arumaga Babu | HOD/Electrical and Electronics Engineering |
| Mr. V. Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr. R. Suganya | HoD/S&H /Human Head |
| Stakeholder/ Representative of Community and Alumni | |
| P. Gowri Shanker | Entrepreneur |
| Nominee from Industrialists /External Expert Stakeholders | |
| Archana | HR, Jesco Energy pvt Ltd, Coimbatore |
| Adhav | HR, 10.Aidas Technology Pvt Ltd, Coimbatore |

The following points were discussed in the meeting

1. The Principal Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and reviewed the minutes of the last IQAC meeting. Action Taken Report
2. The progress of NAAC documentation work is reviewed.
3. The progress of the DST funded project was briefed by the principal investigator.
4. The progress of the students in the internal exams are to be periodically reviewed and analyzed
5. Students training on career guidance has to be improved


IQAC Coordinator




Dr. M. Jeyakumar, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk
Coimbatore - 641 104.


Principal



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph. +91 91500 76729 Email: principal@chrk.ac.in Web: www.chrk.ac.in

Ref: CKEC/IQAC/Meeting/2021-22/01

Dated: 01.07.2021

CIRCULAR

The first IQAC session for the AY 2021-22 is scheduled for 05-07-2021 at 10:30 am via online mode. All IQAC constituents are urged to participate in the meeting via Google meet.

1. Review of previous IQAC Meetings
2. Submission of Action taken reports
3. Course planning and delivery of students
4. Academic and research activities planned for the AY 2021-22
5. Preparation and collection of criteria wise data

IQAC Coordinator

Encl: Composition of IQAC members

Principal

Copy to

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Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalsyam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641104.



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Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Academic Year: 2021-22 Meeting-01

Ref: CKEC /IQAC/Meeting/2021-22/01

Dated: 07.07.2021

MINUTES OF MEETING

The following are the Minutes of the meeting held 10.30 am on 05.07.2021 via online mode.

The members of IQAC present were

| IQAC MEMBERS | |
|------------------------------------------------------|--------------------------------|
| Member from The Management | |
| Rev. Fr. John Britto | Administrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ CSE |
| Faculty Representation | |
| Mr. S. Karthick | HOD/Civil |
| Mr.R.Hariprasath | HOD/ Mech. Engg |

| | |
|-----------------------------------------------------------------|-------------------------------------------|
| Mr. M.Arumaga Babu | HOD/EEE |
| Mr.V. Muralidharan | HOD/ ECE |
| Dr.R.Suganya | HoD/S&H / Alumni Head |
| Stakeholder/ Representative of Community and Alumni | |
| P. Gowri Shanker | Entrepreneur |
| Nominee from Industrialist /External Expert Stakeholders | |
| Mr. Arun | HR, Sany heavy industries, Coimbatore |
| Mr. Rajeev | HR, BTS software solutions, Coimbatore |

The following points were discussed in the meeting

1. Principal/ Chairperson of IQAC presided over the online meeting via google meet and welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting
2. IQAC coordinator reviewed and update the ATR of previous IQAC meeting
3. Class Advisors are directed to conduct class committee meeting though online .
4. The faculty members are requested to focus on publishing more journals
5. Faculty members are requested to update their technical skills by attending more online FDPs and webinars


IQAC Coordinator




Dr.M.JEYAKUMAR, M.E..Ph.D.

PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village, Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104. 



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Ref: CKEC/IQAC/Meeting/2021-22/02

Dated: 27.01.2022

CIRCULAR

The second IQAC session for the AY 2021-22 is scheduled for 02-02-2022 at 10:30 am at Board Room. All IQAC constituents are urged to participate in the assembly to deliberate on the ensuing agenda items.

1. Review of previous IQAC Meetings
2. NAAC work progress
3. Programs to be organized for faculty and students


IQAC Coordinator


Principal

Encl: Composition of IQAC members

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Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91 548 78729 Email: principal@ctke.ac.in Web: www.ctke.ac.in

Ref: CKEC/IQAC/Meeting/2021-22/02

Dated: 02.02.2024

MINUTES OF MEETING

The following are the Minutes of meeting held 10.30 am on Board room at 02.02.2022.

The members of IQAC present were

| Member from the Management | | Faculty representation | |
|-----------------------------------------------------|-------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------|
| Rev. FR. S. Xavier Manoj | Administrator, CKEC | Prof. S. Karthak | Assistant IQAC Coordinator |
| | | Dr. N. R. Gayathiri | HOD/ Computer Science Engineering/Head-Alumni |
| Chairperson | Head of the Institution | Prof. R. Hari Prasath | HOD/ Mechanical Engineering |
| Dr. M. Jeyakumar | Principal, CKEC | Prof. V. Suresh Babu | HOD/ AIDS |
| One of the Senior Faculty as IQAC Coordinator | | Prof. R. Sujitha | HOD/IT |
| Mr. T.B. Dharmaraj | Director-IQAC | Dr. M. Arunuga Babu | HOD/ Electrical and Electronics Engineering |
| Senior Administrative Officers | | Dr. A. Kingsly Jabakumar | Director - Centre for Excellence HOD/ Electronics and Communication Engineering |
| Dr. Lokesh | Dean | Nominee from Industrialist / External Expert Stakeholders | |
| Stakeholder/ Representative of Community and Alumni | | Archana | HR, Jesco Energy Pvt Ltd, Coimbatore |
| P. Gowri Shankar | Entrepreneur | Adhav | HR, 10.Aidas Technology Pvt Ltd Coimbatore |

The following points were discussed in the meeting

1. The Principal Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and reviewed the minutes of the last IQAC meeting.
2. Action Taken Report (ATR) for the last meeting was presented by IQAC coordinator
3. Faculty members are required to publish more journals, attend Fdps and workshops.
4. Faculties are requested for upgrade their technical skill with the latest technologies
5. More gender equity oriented programs are suggested
6. Industrial Institute interaction should be strengthened with MoUs and collaborations
7. More IPR entrepreneurship events should be conducted for students



Dr. M. Jeyakumar
DR. M. JETAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE
Chikkarampalayam Village
Karamadai, Mettupalayam Taluk
Coimbatore - 641 104



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Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Ref: CKEC/IQAC/Meeting/2020-21/01

Dated: 24.06.2020

CIRCULAR

The first IQAC session for the AY 2020-21 is scheduled on 01-07-2021 at 10:30 am via online mode. All IQAC constituents are urged to participate in the meeting via Google meet.

1. Review of previous IQAC Meetings
2. Submission of Action taken reports
3. Feedback Mechanisms
4. Organizing online programs for faculty and students
5. Mechanism of internal and external assessment
6. Career counseling
7. Course planning and delivery of students
8. Academic and research activities planned for the AY 2020-21
9. Preparation and collection of criteria wise data for NAAC


IQAC Coordinator


Principal

Encl: Composition of IQAC members

Copy to

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Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 93500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Academic Year: 2020-21- Meeting-01

Ref: CKEC /IQAC/Meeting/2020-21/01

Dated: 01. 07. 2020

MINUTES OF MEETING

The following are the Minutes of the meeting held 10.30 am on 01.07.2020 via Zoom Meeting . The members of IQAC present in online were

| IQAC MEMBERS | |
|----------------------------------------------------------|-------------------------------------------------------|
| Member from The Management | |
| Rev. Fr. J.E. Arulraj | DMIFounder Father, DMI International Foundation |
| Rev. Fr. John Britto | Adminstrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. N.Sundaramoorthy | HOD/Civil |
| Dr.S.Boopathy | HOD/ Mechanical Engineering |

| | |
|---------------------------------------------------------------------|------------------------------------------------------|
| Mr. M.Arumaga Babu | HOD/Electrical and Electronics Engineering |
| Mr.V. Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr.R.Suganya | HoD/S&H/ Alumin Head |
| Stakeholder/ Representative of Community and Alumni | |
| Indhupriya S | Entrepreneur |
| Nominee from Industrialits /External Expert Stakeholders | |
| Mr. Karthik | Movate technologies (CSI Corp). HR |
| Mr. Sudhakar | Axis global automation pvt Ltd |

The following points were discussed in the meeting

1. The Principal/Chairperson of IQAC presided over the online meeting via Google Meet and welcomed all the members to the Internal Quality Assurance Cell (IQAC) meeting.
2. The IQAC coordinator reviewed and updated the Action Taken Report (ATR) of the previous IQAC meeting.
3. Class Advisors are directed to conduct class committee meetings online for the 2nd, 3rd, and 4th-year students via Google Meet. The Online Classes Monitoring Committee is suggested to oversee the online classes.
4. Additional online classes are to be planned for slow learners with backlogs.
5. Faculty members are encouraged to focus on publishing more journal articles.



[Signature]
Dr.M.JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.

[Signature]
QAC Coordinator

[Signature]
Principal



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

[Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai]
Ph: +91 91500 76729 Email: principal@chrk.ac.in Web: www.chrk.ac.in

Ref: CKEC/IQAC/Meeting/2020-21/02

Dated: 27.01.2021

CIRCULAR

The second IQAC session for the AY 2020-21 is scheduled for 03-02-2021 at 10:30 am at Board Room. All IQAC constituents are urged to participate in the assembly to deliberate on the ensuing agenda items.

1. Review of previous IQAC Meetings
2. NAAC work progress
3. To discuss the execution of academic and administrative activities for the even semester
4. Students training and Placement

IQAC Coordinator

Principal

Copy to

1. The Principal
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Dr. M. JEYAKUMAR, M.E., Ph.D
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
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Coimbatore - 641 104.



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

[Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai]
Ph. +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Academic Year: 2020-21

Meeting-01

Ref: CKEC/IQAC/Meeting/2018-19/01

MINUTES OF MEETING

The following are the Minutes of meeting held 9.30 am on 03-02-2021 at 10:30 am at Boardroom. The members of IQAC present were

| IQAC MEMBERS | | | |
|----------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------|
| Member from The Management | | | Engineering |
| Rev. Fr. J.E. Arulraj | DMIFounder Father, DMI International Foundation | Mr. M.Arumaga Babu | HOD/Electrical and Electronics Engineering |
| Rev. Fr. John Britto | Adminstrator | Mr.V. Muralidharan | HOD/ Electronics and Communication Engineering |
| Chairperson | Head of the Institution | Dr.R.Suganya | HoD/S&H / Alumin Head |
| Dr. M. Jevakumar | Principal, CKEC | Stakeholder/ Representative of Community and Alumni | |
| One of the Senior Faculty as IQAC Coordinator | | Indhupriya S | Entrepreneur |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering | Nominee from Industrialits /External Expert Stakeholders | |
| Faculty Representation | | Mr. Karthik | Movate technologies (CSI Corp). HR |
| Mr N Sundaramoorthy | HOD/Civil | Mr. Sudhakar | Axis global automation pvt Ltd |
| Dr.S Boopathy | HOD/ Mechanical | | |

The following points were discussed in the meeting

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> The Principal/Chairperson of IQAC presided over the online meeting via Google Meet and welcomed all the members to the Internal Quality Assurance Cell (IQAC) meeting. |
| <ul style="list-style-type: none"> The IQAC coordinator reviewed and updated the Action Taken Report (ATR) of the previous IQAC meeting. |
| <ul style="list-style-type: none"> Class Advisors are directed to conduct class committee meetings for the 2nd, 3rd, and 4th-year students |
| <ul style="list-style-type: none"> Additional classes are to be planned for slow learners with backlogs. |
| <ul style="list-style-type: none"> Faculty members are encouraged to focus on publishing more journal articles. |
| <ul style="list-style-type: none"> Training and placements are to be conducted for 3rd and 4th years |
| <ul style="list-style-type: none"> Project proposals for government funding agencies should be improved |
| <ul style="list-style-type: none"> NAAC documents are to be updated for the even semester |


IQAC Coordinator




Dr. M. JEYAKUMAR, M.E. Ph.D.
Principal
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91599 74726 Email: principal@ctke.ac.in Web: www.ctke.ac.in

Ref: CKEC//IQAC/Meeting/2019-20/01

Dated: 22.07.2019

CIRCULAR

The first IQAC session for the AY 2019-20 is scheduled for 24-07-2019 at 10:30 am in the Seminar Hall. All IQAC constituents are urged to participate in the assembly to deliberate on the ensuing agenda items.

1. Review of previous IQAC Meetings
2. Submission of Action taken reports
3. Academic schedule for the year 2019-20
4. Academic activities planned for the AY 2019-20
5. Preparation and collection of criteria wise data
6. Research Activities


IQAC Coordinator

Encl: Composition of IQAC members


Principal

Copy to

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Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104



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Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91560 76729 Email: principal@ctker.ac.in Web: www.ctker.ac.in

Academic Year: 2019-20 Meeting-01

Ref: CKEC/IQAC/Meeting/2019-20/01

Dated: 24.07.2019

MINUTES OF MEETING

The following are the Minutes of meeting held 10.30 am on 24.07.2019 at IQAC room

The members of IQAC present were

| IQAC MEMBERS | |
|------------------------------------------------------|-------------------------------------------------------|
| Member from The Management | |
| Rev. Fr. John Britto | Administrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. A.Venkatesan | HOD/Civil |
| Mr.L.Suresh | HOD/ Mechanical Engineering |
| Mr. M.Arnmaga Babu | HOD/Electrical and Electronics Engineering |

| | |
|-----------------------------------------------------------------|------------------------------------------------------|
| Mr.V.Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr.R.Suganya | HoD/S&H / Alumin Head |
| Stakeholder/ Representative of Community and Alumni | |
| Mr. R. Ramesh | Student 1 |
| Mr. S. Arthi | Student 2 |
| Nominee from Industrialits /External Expert Stakeholders | |
| Mr.Balachandar | LGB balakrishnan & bros Ltd . HR |
| Mr. Anbu | Salzar electronics pvt Ltd. HR |

The following points were discussed in the meeting

| S.No | Points Discussed | Responsibility /Remarks |
|------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1 | Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting | The Principal |
| 2 | Action Taken Report (ATR) on the previous IQAC meeting was discussed and presented | IQAC Coordinator |
| 3 | Subject allocation, faculty workload , time table and academic calendar of the current AY was discussed | All dept. Heads |
| 4 | All the department heads are requested to submit the plans and schedule for conducting seminars , workshops and conferences | All dept heads |
| 5 | Promotion of research culture among faculty and students by publishing in peer reviewed journals | Research Head |
| 6 | NAAC coordinators are requested to update the criteria files for every semester | All dept, Heads |


IQAC Coordinator




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Ref: CKEC/IQAC/Meeting/2019-20/02

Dated: 06. 02. 2020

CIRCULAR

This is to inform you that the meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 will be held on 13-02-2020 at 10.00 am at the conference hall to monitor the progress and functioning of academic and administrative activities. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Review of the previous meeting minutes
- Student enrolment for the next academic year
- Research activities
- Requirements of purchase of furniture's, Laboratory equipment's and Library books
- Placement Training and Entrepreneurship activities
- NAAC initiatives


IQAC Coordinator


Principal

Encl: Composition of IQAC members

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PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 93500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

Ref: CKEC/IQAC/Meeting/2018-19/01

Dated: 05.07.2018

CIRCULAR

The Institute has always had the vision that organic growth is possible when all stakeholders grow together. Also, to comply with the National Assessment and Accreditation Council (NAAC) requirements, our institution's Internal Quality Assurance Cell (IQAC) was constituted on 02-07-2018. The IQAC Committee meets bi-annually to discuss, review and suggest the best practices for the institution. The composition of the IQAC is enclosed for your kind reference.

The first meeting of IQAC will be held on 08-07-2018 at 10.30 am in the Conference hall. All the IQAC members are requested to attend the meeting to discuss the following agenda.

Agenda of the Meeting:

1. Roles and Responsibilities of IQAC
2. Framing IQAC Policy
3. Composition of IQAC members
4. Formation of Criteria In charges for NAAC
5. To discuss and execute the academic and administrative work in the Academic Year 2018-19.


IQAC Coordinator


Principal

Encl: Composition of IQAC members

Copy to

1. The Principal
2. IQAC
3. HoDs
4. Office
5. File




Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
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Academic Year: 2019-20

Academic Year: 2019-20 / Meeting-02

Ref: CKEC/IQAC/Meeting/2019-20/02

Dated: 13.02.2020

MINUTES OF MEETING

The following are the Minutes of meeting held 9.30 am on 13.02.2020 at conference hall.

The members of IQAC present were

| IQAC MEMBERS | |
|---------------------------------------------------------------------|-------------------------------------------------------|
| Member from The Management | |
| Rev. Fr. J.E. Arulraj | DMIFounder Father, DMI International Foundation |
| Rev. Fr. John Britto | Adminstrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. A.Venkatesan | HOD/Civil |
| Mr.V.Elango | HOD/ Mechanical Engineering |
| Mr. M.Arumaga Babu | HOD/Electrical and Electronics Engineering |
| Mr.V.Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr.R.Suganya | HoD/S&H / Alumin Head |
| Stakeholder/ Representative of Community and Alumni | |
| Mr. R. Ramesh | Student 1 |
| Mr. S. Arthi | Student 2 |
| Nominee from Industrialits /External Expert Stakeholders | |
| Mr.Balachandar | LGB balakrishnan & bros Ltd , HR |
| Mr. Anbu | Salzar electronics pvt Ltd. HR |

The following points were discussed in the meeting

| S.No | Points Discussed | Responsibility/Remarks |
|------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1 | Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting | The Principal |
| 2 | Action Taken Report (ATR) on the last IQAC meeting was presented | IQAC Coordinator |
| 3 | Periodic review meetings are to be conducted by all departments with respect to academic and administrative purposes | The Principal, IQAC Coordinator, All dept. Heads |
| 4 | All the department heads are requested to submit the plans and schedule for conducting seminars , workshops and conferences | All dept heads |
| 5 | Promotion of research culture among faculty and students by publishing in peer reviewed journal s | Research Head |
| 6 | Action plan for the upcoming semesters for administrative and academic purpose are to be prepared | All dept. Heads |
| 7 | Students enrolment for the next academic year is planned | Admission Cell |
| 8 | Improvement in training and placement activities are suggested | Placement Cell |


IQAC Coordinator


Principal




Dr. M. Jeyakumar, M.E., Ph.D.
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Ref: CKEC/IQAC/Meeting/2018-19/01

Dated: 05.07.2018

CIRCULAR

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IQAC Coordinator


Principal

Encl: Composition of IQAC members

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Academic Year: 2018-19 Meeting-01

Ref: CKEC /IQAC/Meeting/2018-19/01

Dated: 08.07.2018

MINUTES OF MEETING

The following are the Minutes of meeting held 10.30 am on 08.07.2018 at Conference hall

The members of IQAC present were

| IQAC MEMBERS | |
|------------------------------------------------------|-------------------------------------------------------|
| Member from The Management | |
| Rev. Fr. J.E. Arulraj | DMIFounder Father, DMI International Foundation |
| Rev. Fr. John Britto | Administrator |
| Chairperson | Head of the Institution |
| Dr. M. Jeyakumar | Principal, CKEC |
| One of the Senior Faculty as IQAC Coordinator | |
| Mr. T.B. Dharmaraj | Director-IQAC HOD/ Computer Science Engineering |
| Faculty Representation | |
| Mr. A. Venkatesan | HOD/Civil |
| Mr.L.Suresh | HOD/ Mechanical |

| | |
|------------------------------------------------------------------|---------------------------------------------------|
| | Engineering |
| Mr. M.Varadaraj | HOD-Electrical and Electronics Engineering |
| Mr.V.Muralidharan | HOD/ Electronics and Communication Engineering |
| Dr.R.Suganya | HoD S&H / Alumni Head |
| Stakeholder/ Representative of Community and Alumni | |
| Mr. R. Ramesh | Student 1 |
| Mr. S. Arthi | Student 2 |
| Nominee from Industrialists /External Expert Stakeholders | |
| Mr Balachandar | LGB balakrishnan & bros Ltd , HR |
| Mr.Anbu | Salzar electronics pvt Ltd. HR |

The following points were discussed in the meeting

1. The Principal Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and gave their valuable suggestions for increasing a quality culture in the institution. Followed by the members present were introduced.
2. The functions and Objectives of IQAC and the Roles and Responsibilities of IQAC members were presented by Mr. K. Parthiban - IQAC Coordinator.
3. The team members have been formed as per NAAC - Criteria and Key indicators to fulfill the requirements of NAAC.
4. Various cells like the R&D cell, Women Empowerment cell, NSS cell YRC cell, and Alumni Cell are constituted. Various committees such as sports committee, cultural committee, and transport committee are formed.
5. Reviewed execution of academic activities of even semester for the academic year 2018-19.


IQAC Coordinator




Dr. M. J. JAYAKUMAR, M.E., Ph.D.
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Ref: CKEC/IQAC/Meeting/2018-19/02

Dated: 06.02.2019

CIRCULAR

This is to inform you that the meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 will be held on 13-02-2019 at 10.00 am at the conference hall to monitor the progress and functioning of academic and administrative activities. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Review of the previous meeting minutes
- Student enrolment
- Research activities
- Purchase of furniture's, Laboratory equipments and Library books
- Placement Training and Entrepreneurship activities
- NAAC initiatives


IQAC Coordinator


Principal

Encl: Composition of IQAC members

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Academic Year: 2018-19 Meeting-02

Ref: CKEC/IQAC/Meeting/2018-19/01

MINUTES OF MEETING

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| Mr. A. Venkatesan | HOD-Civil |

| | |
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| Mr.L.Suresh | HOD/ Mechanical Engineering |
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| 4 | All the department heads are requested to submit the plans and schedule for conducting seminars , workshops and conferences | All dept heads |
| 5 | Promotion of research culture among faculty and students by publishing in peer reviewed journal s | Research Head |
| 6 | Action plan for the upcoming semesters for administrative and academic purpose are to be prepared | All dept, Heads |


IQAC Coordinator




DR.M.JEYAKUMAR, M.E. Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE
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Principal