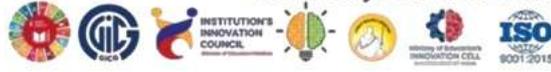




CHRIST THE KING Engineering College



CKEC/IQAC/2025-26/002

Dated: 25.09.2025

CIRCULAR

The IQAC meeting for the current academic year (AY 2025-26) is scheduled tomorrow (29.09.2025). In this regard, all the stakeholders are requested to attend the meeting without fail.

Venue : Seminar Hall

Time : 11.30 am

Agenda:

1. Progress of NAAC documentation work after DVV submission
2. Review of the previous meeting
3. Course file Index –Anna University 2025 regulations
4. Bench Mark Review Meeting

Director –IQAC

Dr. Y. ROBINSON, M.E., Ph.D.,
PRINCIPAL

CHRIST THE KING ENGINEERING COLLEGE,
Chikkaramappalayam Village,
Karamadai, Mettupalayaam Tal uk,
Coimbatore-641 104.

Principal

Encl: Composition of IQAC members

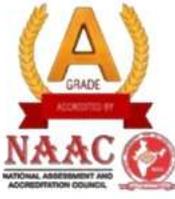
Copy to

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



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IQAC MEETING ATTENDANCE

IQAC MEMBERS		Signature
Member from The Management		
Rev.FR.S.XavierManoj	Administrator	—
Chairperson		Head of the Institution
Dr. M. Jeyakumar	Principal, CKEC	—
One of the Senior Faculty as IQAC Coordinator		
Dr.M.MuthuKrishnan	Director-IQAC	<i>[Signature]</i>
Faculty Representation		
Dr.Logesh Kumar	Dean – Academics	<i>[Signature]</i>
Prof. S. Karthik	Joint Director – IQAC HOD/ Civil Engineering	<i>[Signature]</i>
Prof. R. Hari Prasath	HOD/ Mechanical Engineering	<i>[Signature]</i>
Dr. M. Arumuga Babu	HOD/Electrical and Electronics Engineering	<i>[Signature]</i>
Dr.A.Kingsly Jabakumar	HOD/ Electronics and Communication Engineering	<i>[Signature]</i>
Dr.R.Suganya	HoD/S&H / Alumni Head	<i>[Signature]</i>
Stakeholder/ Representative of Community and Alumni		
P. Gowri Shanker	Entrepreneur	<i>[Signature]</i>
Nominee from Industrialist /External Expert Stakeholders		
Ms. Archana	HR.Jesco Energy pvt ltd,Coimbatore	<i>[Signature]</i>
Mr. Adhav	HR.Jesco Energy pvt ltd,Coimbatore	<i>[Signature]</i>

[Signature]

Director –IQAC

[Signature]

Dr. Y. ROBINSON, M.E., Ph.D.,
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkaramappalayam Village,
Karamadai, Mettupalayaam Tal uk,
Coimbatore-641 104.

Principal



CHRIST THE KING
Engineering College



Academic Year: 2024-25

Meeting-02

Ref: CKEC/IQAC/Meeting/2025-26/02

Dated: 29.09.2025

MINUTES OF MEETING

The following are the Minutes of meeting held at 11.30 am on 29.07.2024 at Seminar Hall.

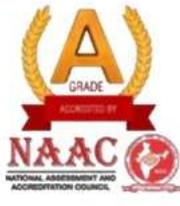
The members of IQAC present were

IQAC MEMBERS	
Member from The Management	
Rev.FR.S.XavierManoj	Administrator
Chairperson	Head of the Institution
Dr. M. Jeyakumar	Principal, CKEC
One of the Senior Faculty as IQAC Coordinator	
Dr.M.MuthuKrishnan	Director-IQAC
Faculty Representation	
Dr.Logesh Kumar	Dean – Academics
Prof. S. Karthik	Joint Director – IQAC; HoD/ Civil Engineering
Prof. R. Hari Prasath	HoD/ Mech.
Dr. M. Arumuga Babu	HoD/EEE
Dr.A.Kingsly Jabakumar	HoD/ ECE
Dr.R.Suganya	HoD/S&H / Alumni Head
Ms. Revathy	HoD/ AI&DS
Ms. Sujitha	HoD/ IT
Stakeholder/ Representative of Community and Alumni	
P. Gowri Shanker	Entrepreneur
Nominee from Industrialist /External Expert Stakeholders	
Ms. Archana	Hr.Jesco Energy pvt ltd,Coimbatore
Mr. Adhav	Hr.Jesco Energy pvt ltd,Coimbatore



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The following points were discussed in the meeting

S.No	Discussion	Responsibility
1.	Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting	Principal
2.	The progress of NAAC documentation work after DVV submission was reviewed	IQAC Coordinator
3.	Review of Lab stock audit by St. Joseph College of Engineering and Technology on 26.09.2025 . The external auditors were 1 Mr. G.Deepak Kumaran AP/ECE 2 Mr.B. Vivek Rethinakaran AP/EEE 3 Mr.M. Gopinath-Librarian	All members
4.	<ul style="list-style-type: none">The academic schedule for the current academic year was prepared as per Anna University guidelines.Provisions were made to accommodate extra-curricular and co-curricular activities within the academic schedule.	Director-Academics
5.	<ul style="list-style-type: none">It was suggested that each department should collaborate with one or two clubs to foster student engagement and skill development.A committee was formed to oversee the functioning and support of these clubs.	S&H HoD
6.	A list of all the activities planned for the current academic year was collected from various committees and cells. These activities will be monitored and evaluated periodically to ensure effective implementation.	IQAC
7.	IQAC has introduced 'Faculty Knowledge Series ' to enhance the knowledge of faculty members . The series will include workshops, seminars, and guest lectures by experts in various fields.	IQAC
8.		IQAC

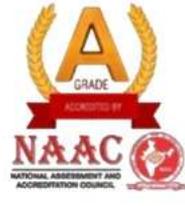
Director -IQAC

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Principal



CHRIST THE KING Engineering College



Action Taken Report

29.09.2025

IQAC Meeting-01 Ref- CKEC/IQAC/2024-25/001

Academic Year 2025-26

The following actions were taken to implement the decisions of IQAC meeting, held on 25.06.2025 at Conference Hall during the academic year 2024-25

S.No	Points Discussed and Action taken
1	<p>NAAC Work</p> <p>The progress of NAAC documentation work after DVV submission was reviewed and the list of files to be maintained in the department are given</p>
2	<ul style="list-style-type: none">• Departments will identify slow learners based on internal assessment marks and faculty observations.• Remedial classes, mentoring sessions, and academic counseling will be arranged.• Class Advisors will maintain the Slow Learner Monitoring File and submit periodic progress updates to the Head of the Department.• IQAC will review the progress during academic review meetings.
3	<p><input type="checkbox"/> The list of slow learners will be maintained only by the Class Advisor in a separate file instead of including it in individual faculty course files.</p> <p><input type="checkbox"/> Departments will ensure proper documentation and monitoring through the class advisor system.</p>
	<p><input type="checkbox"/> The revised CO-PO attainment documents will be maintained in the respective course files. <input type="checkbox"/> Departments shall ensure that assessment tools and evaluation methods align with the defined course outcomes.</p>

Director –IQAC

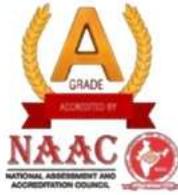
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Principal



CHRIST THE KING Engineering College

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LAB STOCK AUDIT REPORT

Auditor Institution Name : St. Joseph College of Engineering and Technology, Coimbatore
Academic Year : 2025-26

Date: 26.09.2025

Summary of Audit

S.No	Total Labs Audited	Total Stock Registers Verified (Equipments)	Total Stock Registers Verified (Consumables)	Total Registers verified
1.	Mechanical	10	-	10
2.	EEE	3	-	3
3.	ECE	8	1	9
4.	CSE, Ai&DS, IT	3	-	3
5.	S&H	2	2	1
6.	Library	2	-	2

Remarks if any

- The labs are well organised and documentation practices are consistently followed
- Team cooperation during audit is excellent and hospitality is appreciated

Auditor Details

1	Mr. G.Deepak Kumaran	AP/ECE	
2	Mr.B.Vivek Rethinakaran	AP/EEE	26/9/25
3	Mr.M. Gopinath	Librarian	

Principal

HoDs

S.No	Name	Designation	Signature
1.	Prof. S. Karthik	HoD- Civil	
2.	Prof. R. Sujitha	HoD- IT	
3.	Dr.N.R.Gayathri	HoD- CSE	
4.	Dr.A.Kingsly Jabakumar	HoD- ECE	
5.	Dr. M.Arumuga babu	Hod- EEE	
6.	Prof.R. Hariprasath	HoD- Mech	
7.	Prof. J.Revathy	HoD - AI&DS	
8.	Dr. Rajasekar	S&H	
9.	V. MAHESWAR	LIBRARY	26/9/25