



# **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

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# **IQAC-Regular Minutes of Meeting**

**Academic Year: 2018-19**

**Meeting-01**



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

Dated: 05.07.2018

## ATTENDANCE IQAC

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

IQAC Coordinator

Principal



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

	Engineering
Mr. M.Varatharaj	HOD/Electrical and Electronics Engineering
Mr.V.Muralidharan	HOD/ Electronics and Communication Engineering
Dr.R.Suganya	HoD/S&H / Alumin Head
<b>Stakeholder/ Representative of Community and Alumni</b>	
Mr. R. Ramesh	Student 1
Mr. S. Arthi	Student 2
<b>Nominee from Industrialits /External Expert Stakeholders</b>	
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

  
Principal