



**CHRIST THE KING
ENGINEERING COLLEGE**

Karamadai, Colmbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91500 74729 Email: principal@ctke.ac.in Web: www.ctke.ac.in

IQAC-Regular Minutes of Meeting

Academic Year: 2019-20

Meeting-01



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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


Principal

Encl: Composition of IQAC members

Copy to

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



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

Dated :24.07.2019

ATTENDANCE IQAC

IQAC MEMBERS		Signature
Member from The Management		
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.L.Suresh	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		
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	

IQAC Coordinator

Principal



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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	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.L.Suresh	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 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


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Action Taken Report for the Academic Year 2018-19

The following actions were taken to implement the decisions of IQAC meeting, held on 13.02.2019 at Seminar Hall during the academic year 2019-20

S.No	Points Discussed	Responsibility /Remarks
1	Academic	Course allocation, Time table and calendar are collected by the head of the department and approved by Principal . The lesson plans of the courses are submitted to the Head of the department.
2	NAAC	NAAC files verification has conducted by IQAC coordinator
3	Programs Organized	The list of programs organized by the department and institution levels were tabulated
4	Research Activities	List of faculty members who have attended various conferences, seminars, workshops and FDPs are listed and tabulated.
5	Academic and Administrative activities	Internal Assessment tests and University exams were conducted as per schedule


IQAC Coordinator


Principal