

**CARE**   
**COLLEGE OF ENGINEERING**

(Approved by AICTE and Affiliated to Anna University, Chennai)  
**27, Thayanur, Trichy – 620009**

**Internal Quality Assurance Cell (IQAC)**

Minutes of Meeting for the Academic Year 2021-2022 held on 22.11.2021 in the Board Room at 10.30 am. The following persons were present:

1. Dr.S.Shanthi – Principal
2. Dr.A. Pasumpon Pandian – Dean R&D
3. Dr.M.Sumesh– HoD/CE
4. Dr.J.Suresh – HoD/ CSE
5. Dr.J.Jeyarani – HoD / ECE
6. Dr.D.R. Rajkumar – HoD/ ME
7. Mr.G.Venkatesan – HoD / SH
8. Mr.S. SriramSundar AP/ECE
9. Mr. P. Selvakumar AP/ECE
10. Mr. R. Saravanan AP/EEE
11. Mr. S. Karthick AP/ME
12. Mr. J. Muthukumar AP/ME
13. Mr. G. Thavaselvan AP/SH
14. Mr. C. Muthukumaran AP/CSE
15. Ms. M. Sivashankari AP/ECE
16. Mr. C.S. Murali AP/CE

**The Minutes of Meeting as follows:**

The meeting started with the opening remarks of the principal and Dean R&D discussed the following points.

1. Principal Proposed three years plan of our college. 2021-2022 NAAC Process Implementation, 2022-2023 Autonomous Process Implementation and 2023-2024 – NBA Process Implementation
2. Dean R&D reviewed the following IQAC audit reports for the odd semester (2021-2022).
  - Course File.
  - Internal Assessment Question paper.
  - Internal Assessment answer scripts.
  - Department Mandate Responsibilities.
  - Students Relevant Activities.
  - Faculty Relevant Activities.
  - Training and Placement Activities
  - Student Innovation Club
  - Research and Development Activities

  
**PRINCIPAL**  
**CARE COLLEGE OF ENGINEERING**  
**No. 27, Thayanur, Trichy-620 009.**

3. Dean R&D appreciated all the audit members for successful completion of the Course file and other checklists.
4. Principal suggested to follow the Blooms Taxonomy Levels to improve the quality of the internal assessment question paper and to attain the Course outcome in Question Paper.
5. Principal discussed about the Faculties and Students -Participation of workshops training/ FDP/ STTP/ conference by faculty members.
6. Principal mentioned the MoU Signed companies are Vaken Technologies , Tenth Planet Technologies , nesh.live with the Industries for the research and Academic Development.
7. Principal discussed the placement and training activities undertaken for the welfare of the students. And discussed about the feedback of students on aptitude training by the external trainee.
8. Dean instructed that all the IQAC Members to perform various monitoring activities for the quality improvement.

  
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### Internal Quality Assurance Cell (IQAC)

Minutes of Meeting for the Academic Year 2020-2021 held on 13.05.2020 in online at 3.00 pm. The following persons were present:

1. Dr.N.Meikandan - Director
2. Mrs.B.Sudhapriya – AP/CE
3. Mrs.Ushadevi – AP/ CSE
4. Dr.J.Jeyarani – HoD / ECE
5. Dr.D.R. Rajkumar – HoD/ ME
6. Mr.G.Venkatesan – HoD / SH
7. Mr.R.Venkatesh – HoD/ MBA

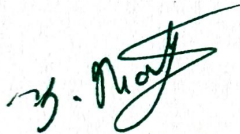
#### **The Minutes of Meeting as follows:**

The meeting started with the opening remarks of the principal about the importance of the IQAC and its function. Then Dean R&D discussed the following points.

1. Director introduce the IQAC Coordinator and members of the various departments.
2. The following contents and formats for Course file were discussed:
  - Student Nominal Roll
  - ABC Analysis
  - Course Information Sheet
  - Timetable (Class)
  - Timetable (Faculty)
  - Academic Calendar
  - Lesson plan (Micro)
  - Lecture Noting
  - Sample PPT Handouts

- Previous 3 Years (6 Sem) University QPs with mapping
- Question Bank (2 Marks & Essay for all Units)
- 2 Marks Question and Answers (All Units)
- Assignment Questions & Samples
- Internal Test Question Paper (5 Nos.)
- Answer Key (5 Nos.)
- Internal test mark analysis sheets (5 Nos.)
- Samples(Good , Average & poor) for all three tests
- Assessment of Consolidated Internal Marks ( 100 marks)
- Course End Feedback / Survey
- University Question Paper Analysis
- CO & PO - Attainment sheet
- Attendance & Assessment Book.

3. Dr.J.Jeyarani, HoD-ECE Conclude the Meeting.



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**Director**

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### Internal Quality Assurance Cell (IQAC)

Minutes of Meeting for the Academic Year 2021-2022 held on 22.05.2020 in online at 11.30 am. The following persons were present:

1. Dr.N.Meikandan- Director
2. Mrs.B.Sudhapriya – AP/CE
3. Mrs.Usha Devi – AP/ CSE
4. Dr.J.Jeyarani – HoD / ECE
5. Dr.D.R. Rajkumar – HoD/ ME
6. Mr.G.Venkatesan – HoD / SH
7. Mr.R.Venkatesh – HoD/ MBA

#### **The Minutes of Meeting as follows:**

The meeting started with the opening remarks of the Director and discussed the following points.

1. The Minutes of the last meeting were reviewed.
2. To discussed about Subject Allocation Competency Matrix
3. To discussed about Timetable format which include Master timetable, Individual timetable, class timetable, Lab timetable etc.
4. To discussed about Attendance maintenance formats like Subject faculty, Class wise, Day attendance, Weekly attendance and Monthly Report.
5. Dr.J.Jeyarani, HoD-ECE Conclude the meeting.

  
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DIRECTOR

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### Internal Quality Assurance Cell (IQAC)

Minutes of Meeting for the Academic Year 2020-2021 held on 25.05.2020 in online at 11.30 am. The following persons were present:

1. Dr.N.Meikandan- Director
2. Mrs.B.Sudhapriya – AP/CE
3. Mrs. Usha Devi – AP/ CSE
4. Dr.J.Jeyarani – HoD / ECE
5. Dr.D.R. Rajkumar – HoD/ ME
6. Mr.G.Venkatesan – HoD / SH
7. Mr.R.Venkatesh – HoD/ MBA

#### **The Minutes of Meeting as follows:**

The meeting started with the opening remarks of the principal and Dean R&D discussed the following points.


1. The Minutes of the last meeting were reviewed.
2. The following documents were discussed about different Activities or Events organized:
  - Permission letter along with budget
  - Budget for the event
  - Event organizing committee
  - Expert invitation letter / acceptance letter
  - Guest Biography
  - Program Schedule
  - Circular, Invitation, Banners, Certificate Design and Brochure / Flyer
  - Brochure included in the College Website
  - Correspondence Letter/Mail – Intra Dept. / Other Institutions
  - Newspaper - Engagement
  - Participants' attendance Sheet with Signature
  - Sample PPT (if any)
  - Photographs

- Distribution of Certificates @ Valedictory Function
- Feedback Sheet – Participants
- Guest Lecture Feedback by Co-ordinator/HOD
- A Brief Report about the Program
- Report submission to newspaper with Photographs
- Photographs to be uploaded in the College Website
- Settlement of Expenses with Accounts Department

3. Dr.J.Jeyarani, HoD-ECE Conclude the Meeting.



**DIRECTOR**

  
**PRINCIPAL**  
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