

Internal Quality Assurance Cell

CARE/IQAC/Circular-02/ 2024-2025

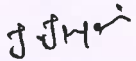
Date: 03.08.2024

CIRCULAR

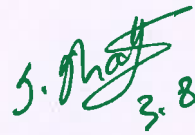
IQAC auditors and committee in charges meeting will be conducted on 06.08.2024 at 11.00 a.m in IQAC Dean Cabin, Admin Block. Respective faculty members are requested to attend the meeting.

AGENDA

1. Course file audit for Odd semester 2024-25
2. Course materials and lab manual preparation
3. Any other points for discussion



Dean - IQAC


3.8.24

Principal

Principal

CARE College of Engineering (Autonomous)
No. 27, Thayanur, Trichy - 620 009.

Copy to:

All HOD's

Department IQAC Members

CARE 
COLLEGE OF ENGINEERING
(An Autonomous Institution)

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai

Accredited by NAAC with 'A' Grade

#27, Thayanur, Tiruchirappalli - 620009

IQAC MEETING

06.08.2024

AGENDA:

1. Course file audit for Odd semester 2024-25
2. Course materials and lab manual preparation
3. Any other points for discussion

Members Present

All HOD's, IQAC department level coordinators

Minutes of meeting

- Discussed the video lecture upload to the website for the AY 2024-2025 Odd Semester.
- Discussed the external audit for the AY 2023-24 Odd and Even Semesters.
- Lecture notes to be submitted two units, and the course file audit report to be submitted by 14.08.2024.
- The Institute and Department vision and mission have been added to the front page of the lecture notes and the lab manual.
- Course file content pages are recommended with some modifications for the upcoming semester.
- Video lecture has been created and uploaded on the website for each subject of the AY 2024-25 Odd Semester
- Google Classroom to be created for students for the AY 2024-25 Odd Semester.
- Discussed the External Audit for the course file.

Dr.J.Jeyarani, IQAC coordinator concluded the meeting.

Action Taken Report

- The vision and mission statements of the Institute and Department have been incorporated into the front pages of all lecture notes and lab manuals.
- Google Classroom has been set up for all subjects for the AY 2024-25 Odd Semester and students have been enrolled accordingly.
- Preparations for the External Audit of the course files are underway, ensuring all documents and necessary information are up-to-date and accurate for review.

J. Jeyarani
Dean - IQAC

S. Dharmalingam
6.8.24
Principal

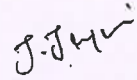
Principal
CARE College of Engineering (Autonomous)
No. 27, Thayanur, Trichy - 620 009.


Internal Quality Assurance Cell Meeting

MEMBERS PRESENT

Date: 06.8.2024

S.No	Name of the faculty	Signature
1.	M. Shiva Shankari/ECE	
2.	T. NANDAKUMAR	
3.	THAVASELVAN. V	 06/08/2024
4.	M. KEERTHIGA SRI	
5.	K. Krishna Veni	
6.	V. GOMATHI	


Dean - IQAC


6.8.24
Principal

Principal
CARE College of Engineering (Autonomous)
No. 27, Thayanur, Trichy - 620 009.