

Internal Quality Assurance Cell

CARE/IQAC/Circular-01/ 2024-2025

Date: 25.7.2024

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 30.7.2024 at 11.00 a.m in HOD/ECE cabin. Respective faculty members are requested to attend the meeting.

AGENDA

1. Course file audit for Odd semester 2024-25
2. Other NAAC criteria files completion
3. NBA files completion status
4. Any other points for discussion


Dean- IQAC

Dr. J. Jeyarani

Dean-IQAC

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(An Autonomous Institution)

All HOD's Trichy-620 009

Department IQAC Members

Committee and Cell in-charges


Principal

Principal

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

IQAC MEETING

30.7.2024

AGENDA:

1. Course file audit for Odd semester 2024-25
2. Other NAAC criteria files completion
3. NBA files completion status
4. Any other points for discussion

Members Present

All HOD's, IQAC department level coordinators, NBA co-ordinator's

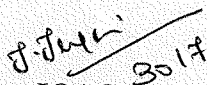
Minutes of meeting

- Discussed on Completion of NACC files of AY 2023-2024 Even semester.
- Discussed on criteria wise course file for NBA files updation across the departments.
- Discussed on Course file audit for Odd semester 2024-2025.
- Discussed on Other criteria files completion.
- Discussed on Course file contents modification.


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

Action Taken Report

- All academic files and course files were audited and report submitted to Principal.
- NBA files are audited across the departments and report submitted to Principal.
- Mentor and counseling details were verified and action taken was for slow learners was discussed.
- Course file content pages are recommended with some modifications for the upcoming semester.
- Stock verification report was submitted for the last academic year 2023-2024
- AQAR completion should be ensured by the all criterion in charges at the department level.


Dean IQAC 30/7/24

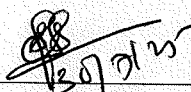
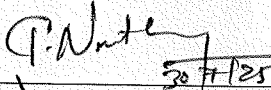
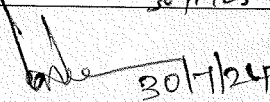
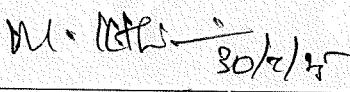
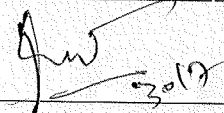

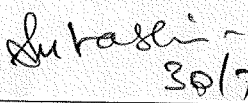
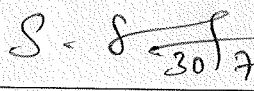
Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
(An Autonomous Institution)
Trichy-620 009

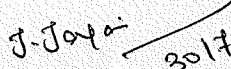

Principal

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

MEMBERS PRESENT

Date: 30.7.2024

S.No	Name of the faculty	Signature
1	M. Shiva Shankari	 30/7/24
2	T. NANDAKUMAR	 30/7/24
3	N. GANESH	 30/7/24
4	M. KEEERTHANA SRI	 30/7/24
5	V. GOMATHI	 30/7
6	A. Srinivas Sundar S	 30/7/24
7	R.C. SUBASHINI	 30/7
8	S. SUSINDHARAN	 30/7


Dean IQAC 30/7/24

Dr. J. Jeyarani
Dean-IQAC
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Principal
Principal
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No. 27, Thayanur, Trichy - 620 009.

Internal Quality Assurance Cell

CARE/IQAC/Circular-02/ 2024-2025

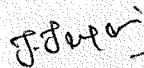
Date: 24.9.2024

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 30.9.2024 at 11.00 a.m in IQAC cabin. Respective faculty members are requested to attend the meeting.

AGENDA

1. CAT 1 Audit reports for Odd semester 2024-25
2. NBA Visit report across departments
3. Other criteria files completion
4. Any other points for discussion


24/9/24
DEAN IQAC

Dr. J. Jeyarani
Dean-IQAC

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Trichy-620 009

All HOD's

Department IQAC Members

Committee and Cell in-charges



Principal

Principal

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

IQAC MEETING

30.9.2024

AGENDA:

1. CAT 1 Audit reports for Odd semester 2024-25
2. NBA Visit report across departments
3. Other criteria files completion
4. Any other points for discussion

Members Present

All HOD's, IQAC department level coordinators, NBA Co-ordinators

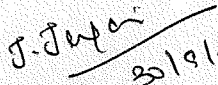
Minutes of meeting

- NBA visit and peer team analysis and report discussed with HODs and NBA Co-ordinators.
- Discussed on Course file audit status for Odd semester 2024-2025.
- Discussed on Other criteria files completion.
- Discussed on lab record and stock register verifications.

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

Action Taken Report

- NBA visit report was discussed with all HOD's and identification of weakness was insisted to improve in every department in upcoming semesters.
- All course files were audited and report submitted to Principal.
- All CAT 1 audit report verified and reported to principal.
- Lab Stock verification report was submitted for the last academic year 2023-2024.
- Discussed on lab record rubrics and evaluation criteria.


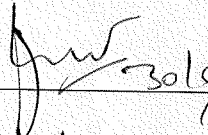
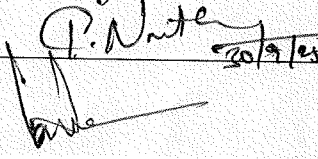


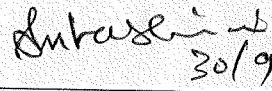
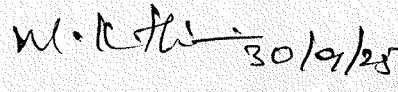


DEAN IQAC

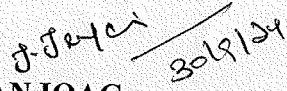
Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
(An Autonomous Institution)
Trichy-620 009




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

MEMBERS PRESENT

S.No	Name of the faculty	Signature
1	M. Shiva Shankari	
2	V. GOMATHI	
3	T. NANDALUMBAR	
4	N. GANESHA	
5	S. SUSMATHARAN	
6	R.C. SUBASHINI	
7	M. KEERTHIKA SRI	
8	Soban Sundar S	


DEAN IQAC

Dr. J. Jeyarani
 Dean-IQAC
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 Trichy-620 009


Principal

Internal Quality Assurance Cell

CARE/IQAC/Circular-03/ 2024-2025

Date: 29.10.2024

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 4.11.2024 at 10.00 a.m in IQAC cabin. Respective faculty members are requested to attend the meeting.

AGENDA

1. NBA Accreditation status
2. Result Analysis and remedial actions
3. Performance of various committee and cells
4. Academic audit reports
5. Research and placement activities


Dean IQAC

Dr. J. Jeyarani
Dean-IQAC

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All HOD's Trichy-620 009

Department IQAC Members

Committee and Cell in-charges


Principal

Principal

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

IQAC MEETING

4.11.2024

AGENDA:

- 1.NBA Accreditation status
- 2.Result Analysis and remedial actions
3. Performance of various committee and cells
4. Academic audit reports
5. Research and placement activities

Members Present

All HOD's, IQAC department level coordinators, Committee members

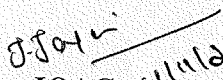
Minutes of meeting

- All HOD's, NBA coordinator's, and all faculty members, stakeholders are appreciated for the approval of NBA accreditation for CSE, ECE, Mech departments.
- Discussed on CAT 1 analysis and remedial action for low results across the departments.
- Discussed on committee and cells follow-up on events organized.
- Discussed on academic reports suggestions given by the external members.
- Discussed on placement activities and strategic plans.

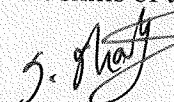
Dr.J.Jeyarani, Dean IQAC concluded the meeting.

Action Taken Report

- The committees are advised to improve the number of programmes organized.
- All departments submitted the result analysis and remedial classes are planned to improve the CAT-2 results.
- The corrective measures are identified from the academic auditing and methodologies will be further incorporated as per suggestions provided.
- Placement training are planned to enhance the technical and soft skills of the students.

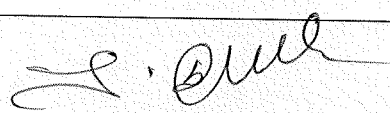
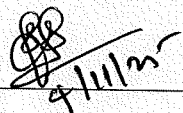
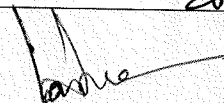
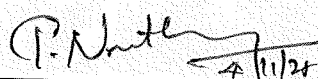
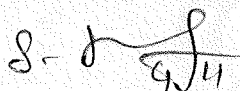
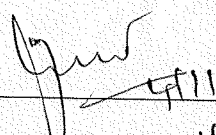
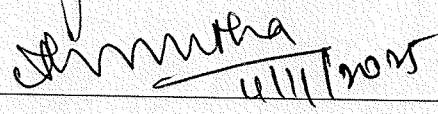
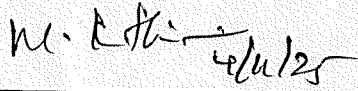
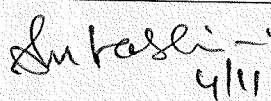

Dean IQAC

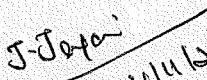
Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
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Principal

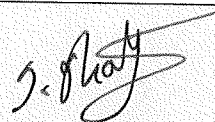
Principal
CARE College of Engineering (Autonomous)
No. 27, Thayanur, Trichy - 620 009.

MEMBERS PRESENT

S.No	Name of the faculty	Signature
1	Dr. S. Suresh	
2	M. Shiva Shankari	
3	N. GANESH	
4	T. NANDAMUR	
5	S. SUSINDRAN	
6	V. GOMATHI	
7	I. AMUTHA	
8	M. KEERTHANA SRI	
9		
10	R.C.SUBASHINI	
11		


Dean IQAC 4/11/25

Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
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Trichy-620 009



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

Internal Quality Assurance Cell

CARE/IQAC/Circular-04/ 2024-2025

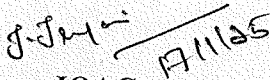
Date: 17.1.2025


CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 21.1.2025 at 1.00 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. Course file audit for even semester 2024-25
2. NAAC criteria files completion for odd sem
3. Academic auditing plan
4. Research publication details
5. Any other points for discussion


Dean- IQAC
Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
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All HOD's


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

Department IQAC Members

Committee and Cell in-charges

IQAC MEETING

22.1.2025

Minutes of Internal Quality Assurance Cell Meeting held on 21.1.2025

Members Present

All HOD's, IQAC department level coordinators

S.No.	Description	Responsibility
1	Course File Audit for Even Semester 2024–2025 <ul style="list-style-type: none"> Discussed the completion and internal audit of course files for all departments. Emphasized CO-PO mapping, lesson plans, and assessment records. Ensured alignment with NBA documentation. 	All Department Heads & IQAC Coordinators
2	NAAC Criteria Files Completion for Odd Semester 2024–2025 <ul style="list-style-type: none"> Reviewed the completion of NAAC files for AY 2023–2024 (Even Semester). Verified criterion-wise documentation and data templates. Ensured readiness for AQAR compilation. 	NAAC Coordinators & Criterion In-Charges
3	Academic Auditing Plan <ul style="list-style-type: none"> Discussed the audit schedule and formats for Odd Semester 2024–2025. Departments to prepare audit files with syllabus coverage, internal marks, and attendance reports. IQAC to circulate the consolidated audit plan. 	IQAC & All Department Heads
4	Research Publication Details <ul style="list-style-type: none"> Compilation of faculty and student publications for AY 2023–2024. Encouraged SCI/Scopus/UGC-indexed journal publications. Promoted interdisciplinary and collaborative research initiatives through hackathon and industry ready projects. 	Research Coordinators & Faculty Members

5	Other Points for Discussion <ul style="list-style-type: none">• Discussed stock verification report for 2023-2024.• Reviewed modifications in course file contents.• Verified mentoring and counseling reports for slow learners.• Ensured AQAR completion for all NAAC criteria.	All Department Coordinators & Criterion In-Charges
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Conclusion

Dr.J.Jeyarani, Dean IQAC appreciated the efforts of all departments and emphasized timely submission of files and reports for accreditation readiness.


Dean IQAC


Dr. J. Jeyarani

Dean-IQAC

CARE College of Engineering

(An Autonomous Institution)

Trichy-620 009


Principal

Principal

CARE College of Engineering (Autonomous)

No. 27, Thayanur, Trichy - 620 009.

ACTION TAKEN REPORT

S.No.	Description	Responsibility
1	All academic and course files were audited for Even Semester 2024-2025 and the consolidated report submitted to the principal.	IQAC & Department Heads
2	NAAC criteria files were reviewed and updated for AY 2023-2024. AQAR documentation initiated for submission.	NAAC Coordinators & Criterion In-Charges
3	Academic audit schedule finalized and audits conducted across departments. Reports submitted to the Principal through IQAC.	IQAC Team & Academic Audit Committee
4	Faculty and student research publication details consolidated and uploaded to the institutional repository.	Research Coordinators & Faculty Members
5	Mentor and counseling records verified. Action taken for slow learners discussed and documented.	Department Mentors & Counselors
6	Course file content structure revised with recommended modifications for next semester.	IQAC & Department Coordinators
7	Stock verification report for AY 2023-2024 submitted and reviewed.	Stock Verification Committee
8	AQAR completion assigned to all criterion in-charges at the department level to ensure timely submission.	Criterion In-Charges & NAAC Coordinators

J. Jeyarani
 22/11/25
 Dean IQAC

Dr. J. Jeyarani

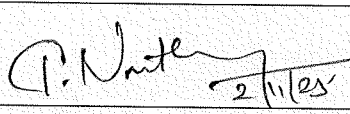
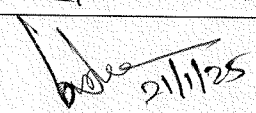
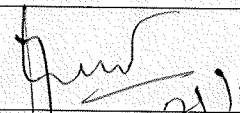
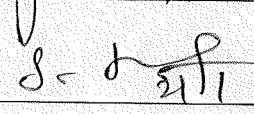

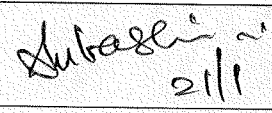


Dean-IQAC

CARE College of Engineering
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 Trichy-620 009

J. Prathy
 Principal

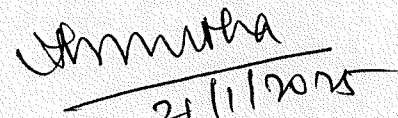
MEMBERS PRESENT

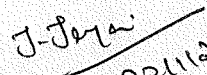
Date: 21.1.2025

S.No	Name of the faculty	Signature
1	T. NANDAKUMAR	
2	N. GIANESIO	
3	V. GOMATHI	
4	S. Susindhiran	
5	M. KEE RTHIGA SR	
6	R.C. SUBASHINI	
7	M. Shiva Shankari	
8	Dr. S. Suresh	


9. T. AMUTHA

10. B. SUDHAN PRITHA


21/1/2025
B. Sudhan Pritha 21/1/25


Dean IQAC 22/1/25

Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
(An Autonomous Institution)
Trichy-620 009


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

Internal Quality Assurance Cell

CARE/IQAC/Circular-05/ 2024-2025

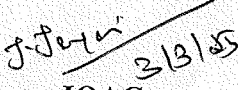
Date: 3.3.2025

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 13.3.2025 at 11.00 a.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. CAT 1 Audit reports for even semester 2024-25
2. Student feedback
3. Placement training and plan
4. Other criteria files completion
5. Syllabus preparation for R 2024 and BOS meeting arrangements
6. Any other points for discussion


Dean- IQAC

Dr. J. Jeyarani
Dean-IQAC

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All HOD's Trichy-620 009

Department IQAC Members

Committee and Cell in-charges



Principal
Principal

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

IQAC MEETING

14.3.2025

Minutes of Internal Quality Assurance Cell Meeting held on 13.3.2025

Members Present

All HOD's, IQAC department level coordinators

S.No.	Description	Responsibility
1	CAT 1 Audit Reports for Even Semester 2024–2025 <ul style="list-style-type: none"> Discussed the completion status of CAT 1 audit reports across all departments. Emphasized evaluation transparency and documentation consistency. IQAC to consolidate department-wise reports and submit to the Principal. 	All Department Heads & IQAC Coordinators
2	Student Feedback <ul style="list-style-type: none"> Reviewed the student feedback process for Even Semester 2024–2025. Highlighted areas of improvement in teaching and learning practices. Action plans to be developed by individual faculty based on feedback analysis. 	Feedback Committee & Department Heads
3	Placement Training and Plan <ul style="list-style-type: none"> Discussed ongoing placement training programs and department-wise training calendar. Encouraged collaboration with industry partners for skill-based workshops. Advised placement coordinators to track student progress and maintain records. 	Placement Officer & Department Coordinators
4	Other Criteria Files Completion <ul style="list-style-type: none"> Reviewed the pending NAAC/NBA criteria files and documentation. Departments instructed to update data templates and 	NAAC/NBA Coordinators & Criterion In-Charges

	evidence files. • Progress to be reviewed in the next IQAC meeting.	
5	Syllabus Preparation for R2024 and BOS Meeting Arrangements • Discussed preparation of revised syllabus under Regulation 2024. • BOS (Board of Studies) meetings to be scheduled for approval of changes. • Departments to ensure inclusion of industry-relevant topics and outcome-based learning.	Academic Committee & HoDs
6	Any Other Points for Discussion • Discussed academic calendar finalization. • Reviewed slow learner monitoring and mentoring outcomes. • Departments to ensure timely submission of lab manuals and question papers.	All Department Heads & IQAC

Conclusion

Dr.J.Jeyarani, Dean IQAC concluded the meeting

J. Jeyarani
 14/3/25

Dean IQAC

Dr. J. Jeyarani

Dean-IQAC

CARE College of Engineering
 (An Autonomous Institution)
 Trichy-620 009

J. Prathy

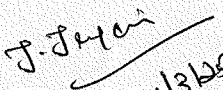
Principal

Principal

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

ACTION TAKEN REPORT

S.No.	Description	Responsibility
1	CAT 1 audit reports for all departments were collected and verified. Consolidated report submitted to the Principal through IQAC.	IQAC & Department Heads
2	Student feedback forms were analyzed and summary reports generated. Action plans for improvement were shared with faculty members.	Class coordinator's, Faculty Members, HOD's
3	Placement training calendar implemented successfully. Workshops and mock interviews conducted in coordination with industry experts.	Dean Placement & Department placement Coordinators
4	All NAAC and NBA criteria files updated and verified for documentation completeness. Pending items reviewed in follow-up meetings.	Criterion In-Charges & Department Coordinators
5	Revised syllabus for R2024 prepared and submitted for BOS approval. BOS meetings scheduled and draft of the minutes documented.	Academic Committee & Department Heads, Dean academics
6	Mentoring report updated with follow-up actions for slow learners.	IQAC & All Department Heads


Dean IQAC

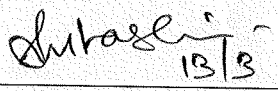
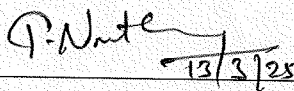

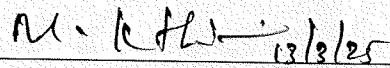
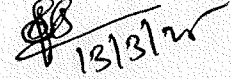
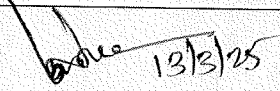
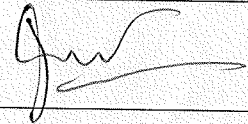

Dr. J. Jeyarani
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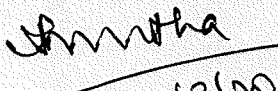
Principal
Principal
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No. 27, Thayanur, Trichy - 620 009.

MEMBERS PRESENT


Date: 13.3.2025

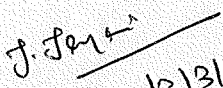
S.No	Name of the faculty	Signature
1	R.C. SUBASHINI	 13/3
2	T. NANDAKUMAR	 13/3/25
3	S. SUSINDHIRAN	 13/3
4	M. KEEERTHIGA SRI	 13/3/25
5	M. Shiva Shankari	 13/3/25
6	N. GIANESH	 13/3/25
7	V. GOMATHI	
8	Dr. S. Suresh	 13/3/25

9. T. AMUTHA


13/3/2025

10. B. SUDHA PRIYA


13/3/2025


Dean IQAC 13/3/25

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Internal Quality Assurance Cell

CARE/IQAC/Circular-06/ 2024-2025


Date: 30.4.2025


CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 2.5.2025 at 3.00 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. CAT 2 Audit reports for even semester 2024-25
2. Course file auditing and submission
3. Placement report
4. Other NAAC criteria files completion
5. Department student project and internship follow-up
6. Any other points for discussion


Dean- IQAC
Dr. J. Jeyarani
Dean-IQAC
CARE College of Engineering
Copy to: (An Autonomous Institution)
Trichy-620 009
All HOD's


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

Department IQAC Members

Committee and Cell in-charges

IQAC MEETING

5.5.2025

Minutes of Internal Quality Assurance Cell Meeting held on 2.5.2025

Members Present

All HOD's, IQAC department level coordinators

S.No.	Description	Responsibility
1	CAT 2 Audit Reports for Even Semester 2024–2025 <ul style="list-style-type: none"> Reviewed the completion status of CAT 2 audit reports from all departments. Discussed evaluation standards, mark distribution, and question paper moderation. IQAC instructed departments to ensure compliance with internal audit formats. 	All Department Heads & IQAC Coordinators
2	Course File Auditing and Submission <ul style="list-style-type: none"> Discussed the course file auditing schedule for Even Semester 2024–2025. Emphasized inclusion of CO-PO mapping, lesson plans, assessment details, and continuous improvement records. Departments to submit the audited course files to IQAC by the stipulated deadline. 	Department Coordinators & IQAC
3	Placement Report <ul style="list-style-type: none"> Reviewed the placement activities and company visit records. Discussed student placement status and departmental efforts in training and industry interactions. Suggested maintaining detailed placement statistics and improvement plans. 	Dean placement & Department Placement Coordinators
4	Other NAAC Criteria Files Completion <ul style="list-style-type: none"> Verified progress on NAAC criterion-wise files and supporting documents. Departments instructed to update pending documents 	NAAC Coordinators & Criterion In-Charges

	and ensure evidence compilation. • IQAC to review the consolidated file completion report.	
5	Department Student Project and Internship Follow-up • Discussed progress of final-year projects and internship submissions. • Departments to ensure proper evaluation, plagiarism checks, and mentor guidance documentation. • Industry internship certificates to be verified and ensure the quality of the program and report to be submitted further.	Project Coordinators & Department Heads
6	Any Other Points for Discussion • Discussed academic calendar finalization and exam preparations. • Reviewed faculty workload distribution and mentoring outcomes. • Advised departments to complete laboratory stock verification before semester end.	All Department Heads & IQAC

Conclusion

Dr.J.Jeyarani,Dean IQAC concluded the meeting

J. Jeyarani
 Dean IQAC 21/5/25

Dr. J. Jeyarani
 Dean-IQAC
 CARE College of Engineering
 (An Autonomous Institution)
 Trichy-620 009

S. Mani

Principal
Principal
 CARE College of Engineering (Autonomous)
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ACTION TAKEN REPORT

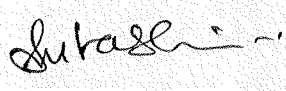
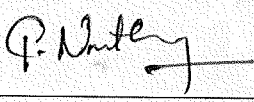
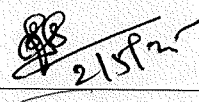
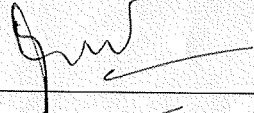
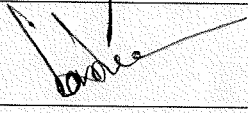
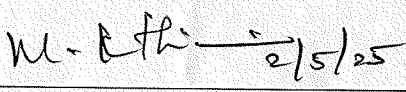
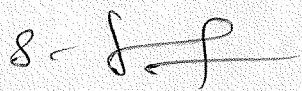

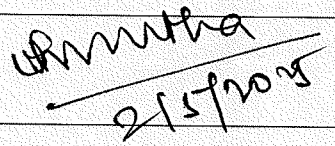
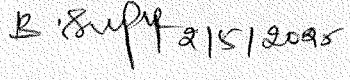
S.No.	Description	Responsibility
1	CAT 2 audit reports were collected and verified by IQAC. Consolidated department-wise audit summary submitted to the Principal.	IQAC & Department Heads
2	Course file audit completed across departments. Audited files submitted to IQAC with recommendations for improvements in documentation.	Department Coordinators & IQAC
3	Placement report prepared and submitted. Summary of company visits, offers, and training sessions consolidated for AY 2024-2025.	Dean Placement & Department Coordinators
4	NAAC criteria files updated and verified for documentation accuracy. Pending evidences collected from departments and reviewed by IQAC.	Criterion In-Charges & NAAC Coordinators
5	Project and internship follow-up completed. Reports should be verified for plagiarism, evaluation sheets, and industry certificates.	Project Coordinators & Department Heads
6	Academic calendar finalized and approved. Faculty workload adjusted. Lab stock verification and mentoring report submission completed.	All Department Heads & IQAC

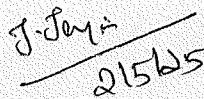
J. Jeyarani
 21/5/25
 Dean IQAC

Dr. J. Jeyarani
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J. Jeyarani
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MEMBERS PRESENT

S.No	Name of the faculty	Signature
1	R.C.SUBASHINI	
2	T. NANDAKUMAR	
3	M. Shiva Shankari	
4	V. HOMATHI	
5	N. GANESH	
6	M. KEERTHIGA SRI	
7	S-SUSINDHARAN	
8	Dr. S. Suresh	
9	T. ANMUTHA	
10	B. SUDHA PRIYA	


21/5/25

Dean IQAC

Dr. J. Jeyarani

Dean-IQAC

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