

IQAC MEETING

Minutes of Internal Quality Assurance Cell Meeting held on 17.7.2025

Members Present

All HOD's, Dean's, IQAC department level coordinators

S.No.	Description	Responsibility
1	<p>Institutional Quality Enhancement Goals The meeting was initiated by principal with the review of institution strategic goals, by moving the institution to university standards. Assigning senior faculty members with Dean's to implement the requirements and formats received for the submission of initial documents.</p>	Dean-IQAC
2	<p>Course File Audit for Even Semester 2024-2025 • Discussed the completion of course files for all departments and audit report. • Emphasized CO-PO mapping, lesson plans, and assessment for all lab records. • Insisted to include SDG goals in lesson plan and CO-PO mapping in course file.</p>	All Department Heads & IQAC Coordinators
3	<p>Criteria wise Files Completion for Odd Semester and Even Semester 2024-2025 • Reviewed the completion of NAAC files for AY 2024-2025 • Verified criterion-wise documentation and data templates. • Ensured readiness for AQAR compilation.</p>	NAAC Coordinators & Criterion In-Charges
4	<p>Academic Auditing Plan • Discussed the audit schedule and formats for upcoming semester. • Departments to prepare audit files with syllabus coverage, internal marks assessment, and spell attendance reports.</p>	IQAC & All Department Heads
5	<p>Research Publication Details • Compilation of publication and patent details for AY 2024-2025 • Encouraged SCI/Scopus/UGC-indexed journal publications.</p>	Research Coordinators & Faculty Members

	<ul style="list-style-type: none">• Promoted interdisciplinary and collaborative research initiatives through hackathon and industry ready projects.	
6	<p>Other Points for Discussion</p> <ul style="list-style-type: none">• Discussed stock verification report for 2024-2025.• Verified mentoring and counseling reports for slow learners.• AQAR completion for the academic year 2024-2025. <p>Discussed the events planned in the calendar for the upcoming semester.</p>	All Department Coordinators & Criterion In-Charges

J. Jeyarani
21/7/25

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

J. Phat

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

ACTION TAKEN REPORT

S.No.	Description	Responsibility
1	University formats for initial submission was collected and a review meeting was planned in the upcoming week to complete the initial files and verification.	Dean-IQAC
2	Academic Files and course files were audited for 2024-2025 and the consolidated report submitted to the principal.	IQAC & Department Heads
3	Review of AQAR files were updated in drive.	NAAC Coordinators & Criterion In-Charges
4	All internal audit reports were verified and submitted to principal.	IQAC Team & Academic Audit Committee
5	Faculty and student research publication details, patent details, Industry projects were consolidated and uploaded to the drive.	Research Coordinators & Faculty Members
6	Mentor and counseling records verified. Action taken for slow learners discussed and documented.	Department Mentors & Counselors
7	Course file content structure revised with SDG Goals mapping for the upcoming semester.	IQAC & Department Coordinators
8	Stock verification report submitted and reviewed.	Stock Verification Committee members
9	AQAR completion verified by criterion in-charges at the department level to ensure timely submission.	Criterion In-Charges & NAAC Coordinators

J. Jeyarani
21/11/25

Dean IQAC

Dr. J. Jeyarani
Dean-IQAC

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Trichy-620 009

S. Raj

Principal

Principal

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

Internal Quality Assurance Cell

CARE/IQAC/Circular-01/ 2025-2026

Date: 12.07.2025

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 17.7.2025 at 2.00 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. Completion of Academic year files for 24-25
2. Criteria files completion for the academic year
3. Academic auditing plan
4. Research publication, patent details
5. Any other points for discussion

J. Jeyarani
12/7/25
Dean- IQAC

Dr. J. Jeyarani

Dean-IQAC

CARE College of Engineering

(An Autonomous Institution)

Trichy-620 009

Copy to:

All HOD's

Department IQAC Members

Committee and Cell in-charges

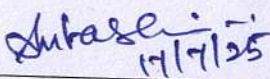
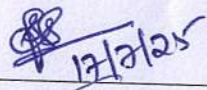
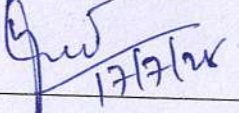
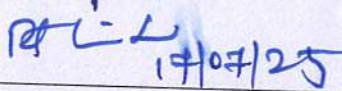
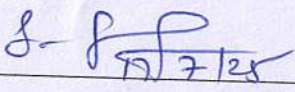
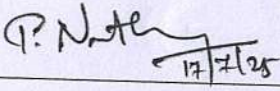

S. Shakti
Principal

Principal


CARE College of Engineering (Autonomous)

No. 27, Thayanur, Trichy - 620 009.

MEMBERS PRESENT

S.No	Name of the faculty	Signature
1.	R.C.SUBASHINI	 17/7/25
2.	M. SHIVA SHANKARI	 17/7/25
3.	V. GOMATHI	 17/7/25
4.	R. PARTHIBAN	 17/07/25
5.	S. SUSINDHIRAN	 17/7/25
6.	T. NANDAKUMAR	 17/7/25
7.	Sriram Sundar S	 17/7/25


Dean IQAC
Dr. J. Jeyarani
Dean-IQAC
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(An Autonomous Institution)
Trichy-620 009


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

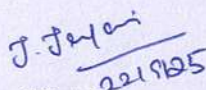
IQAC MEETING

Minutes of Internal Quality Assurance Cell Meeting held on 19.9.2025

Members Present

All HOD's, Dean's, IQAC department level coordinators

S.No.	Description	Responsibility
1	Institutional Quality Enhancement Goals Discussed the status of university submission files and plan for a review.	Dean-IQAC
2	Best practices for student support mentorship The counseling files to be submitted to Department heads after the completion of every test to monitor the student activities.	All Department Heads & Faculty members
3	Academic Auditing Plan All internal assessment can be done in a inter-department audit to ensure the verification of the answer sheets	IQAC Coordinators & Criterion In-Charges
4	Research Publication Details Planning for invente, industry projects follow-up and report submission to monitor the status of the students projects.	Research Coordinators & Faculty Members
5	Teaching Learning Processes To ensure the effectiveness of teaching learning process, weekly pedagogy session was encouraged every week Thursday identified from every department.	Dean Academics, Heads
6	Departmental Action plans Hod's need to identify the action plans proposed for the semester and track the progress of the programs like guest lectures and industry integrated courses.	Heads, Department Co-ordinators


 22.9.25
 Dean IQAC

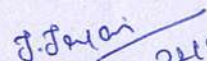
Dr. J. Jeyarani
 Dean-IQAC
 CARE College of Engineering
 (An Autonomous Institution)
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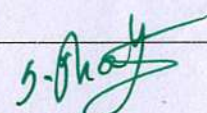
Principal
Principal
 CARE College of Engineering (Autonomous)
 No. 27, Thayanur, Trichy - 620 009.

ACTION TAKEN REPORT

S.No.	Description	Responsibility
1	<p>The status of university submission files was reviewed by the Dean-IQAC. Departments were instructed to verify pending documents and submit updated files as per the university timeline.</p> <p>A follow-up review schedule was prepared to monitor completion.</p>	Dean-IQAC
2	<p>Counseling files were collected and submitted to respective Heads of Departments after completion of each internal test. Department heads reviewed student academic progress, attendance, and behavioral concerns for further mentoring and corrective action.</p>	All Department Heads & Faculty Members
3	<p>Inter-department internal assessment audits were conducted for answer sheet verification. Faculty member's cross-verified valuation procedures, mark entries, and assessment transparency. Audit observations were documented for quality improvement.</p>	IQAC Coordinators & Criterion In-Charges
4	<p>Progress review meetings were conducted regarding patent filing, industry-sponsored projects, and student innovation activities. Faculty members submitted status reports on student projects, publication progress, and external collaborations.</p>	Research Coordinators & Faculty Members
5	<p>Weekly pedagogy sessions were initiated every Thursday across departments. Faculty members presented innovative teaching methodologies, ICT tools, and student engagement practices to improve classroom effectiveness.</p>	Dean Academics, Heads
6	<p>Heads of Departments identified semester-wise departmental action plans and monitored execution of activities such as guest lectures, workshops, value-added courses, and industry-integrated programs. Periodic progress reports were reviewed for effective implementation.</p>	Heads, Department Coordinators


 Dean IQAC

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 Principal

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Internal Quality Assurance Cell

CARE/IQAC/Circular-02/ 2025-2026

Date: 15.09.2025

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 19.9.2025 at 3.00 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

- Review of Institutional Quality Enhancement Goals
- Discussion on Best Practices for Student Support and Mentorship
- Review of Research Publications, Patents, Innovation Activities, and Industry Projects progress.
- Review of Departmental Action Plans
- Any other points

J. Jeyarani
15/9/25
Dean- IQAC

Dr. J. Jeyarani

Dean-IQAC

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Copy to:

All HOD's

Department IQAC Members

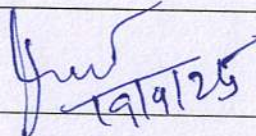
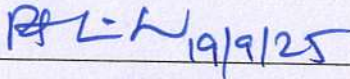
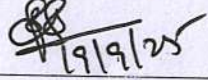
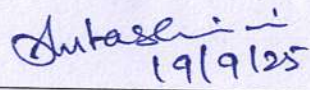
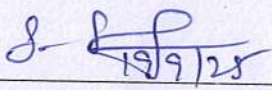
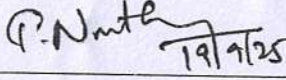
Committee and Cell in-charges

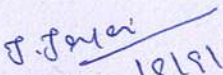
S. Prakash
Principal

Principal

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

MEMBERS PRESENT

S.No	Name of the faculty	Signature
1.	V. GOMATHI	 19/9/25
2.	R. PARTHIBAN	 19/9/25
3.	M. SHIVA SHANKARI	 19/9/25
4.	R.C. SUBASHINI	 19/9/25
5.	S. SUSINDHARAN	 19/9/25
6.	T. NANDAKUMAR	 19/9/25


Dean IQAC 18/9/25

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Principal
Principal
CARE College of Engineering (Autonomous)
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IQAC MEETING

Minutes of Internal Quality Assurance Cell Meeting held on 7.1.2026

Members Present

All HOD's, Dean's, IQAC department level coordinators

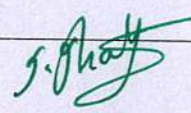
S.No.	Description	Responsibility
1	Institutional Quality Enhancement Goals The university compilation work and review meeting is planned to complete the DPR.	Dean-IQAC
2	Course File Audit for Even Semester 2025-2026 Dean- IQAC reviewed the progress of documentation related to the academic year 2025-26 (odd semester).	All Department Heads & IQAC Coordinators
3	Criteria wise Files Completion for Odd Semester and Even Semester 2025-2026 <ul style="list-style-type: none"> • Criteria I: Curriculum and Teaching-Learning documents • Criteria II: Student support and progression evidence Departments need to ensure the files in update across all the activities completed till date.	NAAC Coordinators & Criterion In-Charges
4	Academic Auditing Plan <ul style="list-style-type: none"> • Need for proper indexing, digital backup in drive, and evidence-based documentation was emphasized. • Inter-department audit teams will be formed for transparency and quality assurance. 	IQAC & All Department Heads
5	Research Publication Details <ul style="list-style-type: none"> • Faculty members with identified elite students are encouraged to discuss the project proposal in open forum discussion. 	Research Coordinators & Faculty Members
6	Other Points for Discussion <ul style="list-style-type: none"> • Skill training follow-up and feedback from students can be collected and improved further. • Mentoring and counseling hours can be effectively utilized to collect the difficulties from the students. 	All Department Coordinators & Criterion In-Charges

J. Jeyarani
 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	Review meeting is planned to complete the DPR as per deadlines.	Dean-IQAC
2	All Departments completed all the criteria files and submitted for verification.	IQAC & Department Heads
3	Inter-department audit teams formed for auditing the criterion files across the departments.	IQAC Team & Criterion In-Charges
4	Encourage participation in FDPs/workshops in relevance to paper and patent publishing. Need to Improve publications in indexed journals.	Research Coordinators & Faculty Members
5	Monthly mentoring reports submission followed. Maintenance of records of outreach activities and verification done.	Department Mentors & HOD

J. Jeyarani
 Dean IQAC 9/11/26

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 Dean-IQAC
 CARE College of Engineering
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 Trichy-620 009

S. Prakash
 Principal

Principal
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 No. 27, Thayanur, Trichy - 620 009.

Internal Quality Assurance Cell

CARE/IQAC/Circular-03/ 2025-2026

Date: 02.01.2026

CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 07.01.2026 at 2.30 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. Completion of Academic year files for 2025-26
2. Criteria files completion for the ODD semester
3. Academic auditing plan
4. Student progress mentoring
5. Any other points for discussion

J. Jeyarani
21/1/26
Dean- IQAC

Dr. J. Jeyarani

Dean-IQAC

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Copy to:

All HOD's

Department IQAC Members


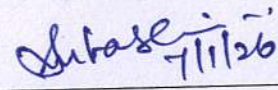
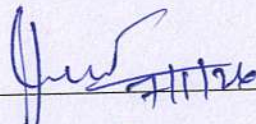
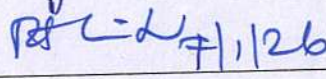
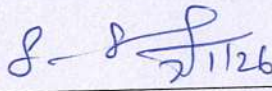
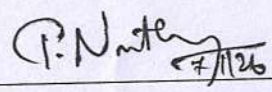
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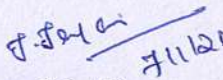
S. Shakti
Principal

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	 7/11/26
2.	R.C. SUBASHINI	 7/11/26
3.	V. GOMATHI	 7/11/26
4.	R. PARTHIBAN	 7/11/26
5.	S. SUSINDHIRAN	 7/11/26
6.	T. NANDALMAR	 7/11/26


Dean IQAC

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



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

IQAC MEETING

Minutes of Internal Quality Assurance Cell Meeting held on 9.4.2026

Members Present

All HOD's, Dean's, IQAC department level coordinators

S.No.	Description	Responsibility
1	Institutional Quality Enhancement Goals Budget plan and strategic plan for next academic year across all departments and university compilation works finalization need to verify.	Dean-IQAC
2	CAT Auditing reports <ul style="list-style-type: none"> All audit reports Q.paper and Answer paper need to submit in Dean-IQAC office. Remedial classes report need to submit to Dean-Academics. 	IQAC Coordinators
3	Criteria wise Files Completion <ul style="list-style-type: none"> Compilation of student's participation in outside events and MOOC Courses need to submit as report in respective files. Faculty publication records updation in files required. 	HOD's & Criterion In-Charges
4	Teaching Learning Process <ul style="list-style-type: none"> The Weekly Peer Learning Session is to be organized by the Heads of Departments (HoDs) between 1:00 PM and 1:30 PM. The HoD is requested to: Identify the faculty member for the respective week, Fix the venue for the session, and Share the details with all faculty members of the department, the Principal, and the Dean (Academics) through email. 	Dean Academics & HOD's
5	Research Publication Details <ul style="list-style-type: none"> Monthly updation of publications with (high impact journals preferred) need to update with department research co-ordinator. 	Research Coordinators & Faculty Members

6	Other Points for Discussion <ul style="list-style-type: none">• Open house projects need to plan and effective implementation to be progressed.• Open forum discussion progress report.• Student and faculty publication can be improved.• Action plan for remedial classes in CAT-2 for identified slow learners.• Placement progress in final years discussion with Dean-T&P.	HODs & Faculty members
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J. Jeyarani
13/11/26

Dean IQAC

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

S. Prakash

Principal

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

ACTION TAKEN REPORT

S.No.	Description	Responsibility
1	<ul style="list-style-type: none"> • Budget planning and strategic planning documents for the next academic year were collected from all departments. Department-wise verification of budget proposals and annual strategic plans was initiated. • University-level compilation work is under final review before submission for approval. 	Dean-IQAC
2	<ul style="list-style-type: none"> • Internal audit circular was issued to all departments for submission of CAT audit reports. Question papers, evaluated answer scripts, and audit reports were collected and verified. Departments were instructed to submit pending reports immediately. • Remedial class reports for CAT examinations were consolidated and submitted to Dean-Academics for review. 	IQAC & Department Heads
3	<ul style="list-style-type: none"> • Departments updated criterion files with student participation details in external events, hackathons, workshops, competitions, and MOOC certifications. • Faculty publication data including journal papers, conferences, patents, and book chapters were updated in departmental records and criterion files. File verification process is ongoing. 	IQAC Team & Criterion In-Charges
4	<ul style="list-style-type: none"> • Weekly Peer Learning Sessions were initiated in departments from 1:00 PM to 1:30 PM every Thursday. HoDs identified faculty coordinators on rotation basis, finalized venues, and circulated session details to faculty members, Principal, and Dean (Academics) through email. • Department Research Coordinators collected publication details from faculty members and updated monthly research tracking records. 	Research Coordinators & Faculty Members

5	<ul style="list-style-type: none">• Departments initiated planning for Open House project exhibitions. Project themes, student teams, faculty mentors, and tentative schedules were identified.• Progress reports and action recommendations were documented for review for open house.• Research workshop on research paper writing, journal selection, plagiarism reduction, and publication ethics were planned.• Department-wise remedial schedules for CAT-2 were prepared. Special coaching, problem-solving sessions, and mentoring support were initiated.• Placement progress and report submitted.	HOD's and Faculty in-charges
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J. Jagan
Dean IQAC 13/4/26

S. Anand

Principal

Principal

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

Internal Quality Assurance Cell

CARE/IQAC/Circular-04/ 2025-2026

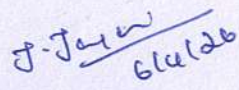
Date: 06.04.2026


CIRCULAR

IQAC auditors and committee in charges meeting will be conducted on 09.04.2026 at 3.30 p.m in board room. Respective faculty members are requested to attend the meeting.

AGENDA

1. University compilation and strategic plans
2. Completion of course files and q.paper audit reports
3. Criteria files completion
4. Peer Learning Session for faculty members
5. Student progress mentoring and placement
6. Any other points for discussion


Dean- IQAC


Principal

Principal

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

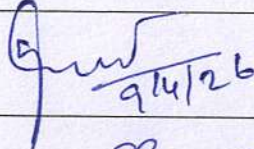
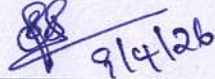
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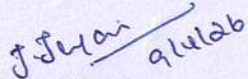
All HOD's

Department IQAC Members

Committee and Cell in-charges

MEMBERS PRESENT

S.No	Name of the faculty	Signature
1.	V- GOMATHI	 9/14/26
2.	M. SHIVA SHANKARI	 9/14/26
3.	R. PARTHIBAN	PRT-29/10/26
4.	R.C. SUBASHINI	Subashini 9/14/26
5.	S. SUSINDHIRAN	S. S. 9/14/26
6.	T. NANDAKUMAR	T. Nataraj 9/14/26
7.	Sriram Sundar S	S. Sriram Sundar 9/14/26


9/14/26

Dean IQAC
Dr. J. Jeyarani
Dean-IQAC
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