

ARASU ENGINEERING COLLEGE, KUMBAKONAM

Approved by AICTE, Affiliated to Anna University, An ISO Certified Institution

Minutes of IQAC Meeting (April 2019 – June 2019)

IQAC Meeting Information			
Objective	To review of the academic performance of the college		
Date	05/04/2019	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. B. Gopi 4. Dr. T. Balamurugan 5. Dr. KalaimaniShanmugan 6. Dr. C. Venkatesan 7. Mr. S. Rajkumar	8. Dr. B. Anupriya 9. Dr. K. Kumar 10. Mrs. D. Kavitha 11. Dr. M. Rukmangathan 12. Mr. G. Senthil 13. Dr. M. Madheswaran(External Member) 14. Dr. R. Sudhesh (Anna University, Trichy Campus)	
Agenda Items		Presenter	Time Allotted
1	Review of the minutes of the previous meeting.	Dr. T. Balamurugan	5 Minutes
2	Discussion regarding the University examination question paper mapping and feedback	Dr. B. Gopi	10 Minutes
3	Discussion regarding the internship and in-plant training	HoDs	5 Minutes
4	Discussion regarding the association valedictory function and performance of students in Co-curricular and Extracurricular activities.	HoDs	10 Minutes
5	Discussion regarding College Day, Sports Day and Convocation	Dr. B. Gopi	10 Minutes
6	Importance of attending Faculty Development programmes	Dr. B. Gopi	10 Minutes

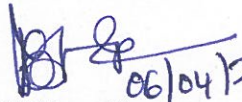
7	Discussion regarding the examination duties and vacation slot	Dr. M. Rukmangathan	10 Minutes
8	Discussion regarding the outcome of NBA Assessment	Dr. B. Gopi	10 Minutes
9.	Discussion regarding the submission of various requirements such as Equipment, Consumables, books and record notebooks etc.	HoDs	5 Minutes
10.	Discussion regarding the paper publication and Ph.D. registration	Dr. B. Gopi	10 Minutes

Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. In order to improve the quality of internal assessment method, the appropriate method of mapping university question paper with internal examination question paper was described. The method for sending feedback to university regarding the grievances in the university question paper was insisted.
3. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was reviewed.
4. The status of conducting various association activities was reviewed and found as per the academic schedule of the departments. The student achievements in Co-curricular and extracurricular were reviewed and it is found to be satisfactory.
5. The status of conducting College day and Sports day was reviewed and detailed discussions were made.
6. The importance of attending Faculty Development Programmes on latest subjects was deliberated.
7. The duties and responsibilities of faculty members in University examinations was discussed. The schedule for summer vacation was informed.
8. The outcome of NBA Assessment was briefed and all are congratulated by the management for getting NBA accreditation.
9. The list of equipments, consumables, books, record note books required for academic year 2019-2020 were reviewed.
10. The importance of publishing paper in the high impact journal was insisted. The faculty members were motivated to register for Ph.D.

	New Action Items	Responsible	Due Date
1	Conduct of special Coaching Class	HoDs	As per schedule
2	Organizing industrial visits and in-plant training	HoDs	Semester holidays
3	Submission of lecture notes and lab manuals	HoDs and faculty members	Before the college commences for next semester

4	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate
Other Notes & Information			
The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holiday periods			


06/04/2019

IQAC Coordinator

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PRINCIPAL

ARASU ENGINEERING COLLEGE, KUMBAKONAM

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Minutes of IQAC Meeting (January 2019 – March 2019)

IQAC Meeting Information			
Objective	To review of the academic performance of the college		
Date	04/01/2019	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. B. Gopi 4. Dr. T. Balamurugan 5. Dr. Kalaimani Shanmugam 6. Dr. C. Venkatesan	7. Dr. B. Anupriya 8. Dr. K. Kumar 9. Mrs. D. Kavitha 10. Dr. M. Rukmangathan 11. Dr. M. Madheswaran (External Member) 12. Dr. R. Sudhesh (Anna University, Trichy Campus)	
	Agenda Items	Presenter	Time Allotted
1	Review of the minutes of previous meeting	Dr. T. Balamurugan	2 Minutes
2	Discussion regarding the status of syllabus completion both theory and practical	HoDs	10 Minutes
3	Discussion about setting the benchmarks for measuring course outcomes	HoDs	10 Minutes
4	Discussion regarding the outcome of the class committee meeting	HoDs	10 Minutes
5	Discussion about the break system as per R-2017 of Anna University.	Dr. M. Rukmangathan	10 Minutes
6	Discussion regarding the project work and evaluation methodology	Dr. B. Gopi	10 Minutes

7	Discussion regarding students' industrial visits, in-plant training and internships	HoDs	10 Minutes
8	Discussion regarding the model examinations and coaching class	HoDs	10 Minutes
9	Discussion regarding the end semester university theory and practical examinations	Dr. M. Rukmangathan	5 Minutes

Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The target grade is set as a benchmark for each department. It was insisted to attain the course outcomes and programme outcomes based on the target.
4. The minutes of the Class Committee Meeting – I was reviewed and a detailed discussion was made.
5. The regulatory norms and procedure for break system in Anna University Regulation 2017 was briefed by the University Examination Cell coordinator.
6. The Heads of various departments were asked to conduct five project reviews and to prepare split up of marks for various project criteria based on the domain. It is also insisted to guide the students for presenting paper in the conference.
7. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was insisted.
8. The schedule for model examination and coaching class was reviewed. The faculty advisors were informed to monitor their wards during the coaching classes.
9. The academic schedule for Anna University theory and practical examinations were reviewed.

	New Action Items	Responsible	Due Date
1	Submission of coaching class schedule	HoDs	As per the academic Calendar
2	Syllabus Completion report	HoDs	12.04.2019
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	30.05.2019
4	Submission of List of Students and Staff for Academic Achievement Award	HoDs	13.03.2019

5	Getting approval for various Association activities such as Symposia and Conferences	HoDs	Immediate
Other Notes & Information			
The Management congratulates all the faculty members for their tireless effort regarding NAAC and NBA Visits and also for their contribution in providing quality education to the rural community.			


05/01/2019

IQAC Coordinator

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Meeting Minutes (October 2018 – December 2018)

IQAC Meeting Information			
Objective	To review of the academic performance of the college		
Date	05/10/2018	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. B. Gopi 4. Dr. T. Balamurugan 5. Dr. KalaimaniShanmugan 6. Dr. C. Venkatesan 7. Mr. S. Rajkumar	8. Dr. B. Anupriya 9. Dr. K. Kumar 10. Mrs. D. Kavitha 11. Dr. M. Rukmangathan 12. Mr. G. Senthil 13. Dr. M. Madheswaran(External Member) 14. Dr. R. Sudhesh (Anna University, Trichy Campus)	
Agenda Items		Presenter	Time Allotted
1	Review of the minutes of the previous meeting.	Dr. T. Balamurugan	5 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes
3	Discussion regarding the University examination result analysis.	HoDs	10 Minutes
4	Discussion regarding the association activities.	HoDs	10 Minutes
5	Discussion on the outcome of Class Committee Meeting.	HoDs	10 Minutes
6	Discussion regarding the industrial visits and in-plant training.	HoDs	5 Minutes
7	Discussion regarding the preparatory works for final year students' project work.	HoDs	5 Minutes
8	Discussion regarding the conduct of Science Exhibition	Physical Director	5 Minutes
9.	Discussion regarding the outcome of NAAC Assessment	Principal	10 Minutes
10.	Discussion regarding the NBA Assessment	Principal	10 Minutes

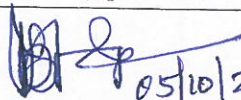
Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The University examination result for the even semester of the academic year 2017-18 was reviewed and found satisfactory.
4. The status of conducting various association activities was reviewed and found as per the academic schedule of the departments.
5. The minutes of the Class Committee Meeting – I was reviewed and a detailed discussion was made.
6. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was insisted.
7. Formation of batches and execution of final year students' project work was discussed.
8. Discussion regarding the conduct of Science exhibition was made.
9. The outcome of NAAC Assessment was briefed and all are congratulated by the management for getting NAAC accreditation.
10. The actual status of NBA Assessment for accreditation was discussed.

New Action Items		Responsible	Due Date
1	Conduct of various association activities as per the department academic calendar	HoDs	As per schedule
2	Organizing industrial visits and in-plant training	HoDs	Semester holidays
3	Formation of batches and execution of final year students' project work	HoDs and Project coordinators	Before the end of Odd semester
4	Conduct of Science Exhibition	Physical Director	19-11-2018 & 20-11-2018

Other Notes & Information

The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holiday periods


05/10/2018

IQAC Coordinator

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Meeting Minutes (July 2018 – September 2018)

IQAC Meeting Information			
Objective	To review of the academic performance of the college		
Date	02/07/2018	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. B. Gopi 4. Dr. T. Balamurugan 5. Dr. Kalaimani Shanmugam 6. Dr. C. Venkatesan		7. Dr. B. Anupriya 8. Dr. K. Kumar 9. Mrs. D. Kavitha 10. Dr. M. Rukmangathan 11. Dr. M. Madheswaran (External Member) 12. Dr. R. Sudhesh (Anna University, Trichy Campus)
Agenda Items		Presenter	Time Allotted
1	Welcoming the IQAC members for the first meeting of the academic year 2018-19	Dr. T. Balamurugan	2 Minutes
2	Introduction of IQAC members	IQAC members	5 Minutes
3	Discussion on importance of IQAC	Dr. T. Balamurugan	5 Minutes
4	Discussion regarding the academic schedule	Dr. B. Gopi	10 Minutes
5	Discussion regarding the first year admissions	Dr. M. Rukmangathan	10 Minutes
6	Discussion regarding the NAAC Assessment	Dr. T. Balamurugan	10 Minutes
7	Discussion regarding the NBA Assessment process	Dr. T. Balamurugan	10 Minutes
8	Discussion regarding the submission of requirements by the departments for the academic year 2018-19	Dr. B. Gopi	10 Minutes
9	Discussion regarding the importance of research activities and faculty improvement.	Dr. B. Gopi	10 Minutes


Discussion

1. The IQAC coordinator welcomed all the members of IQAC for the first IQAC meeting of the academic year 2018-19.
2. All the IQAC members introduced themselves to others.
3. The importance and various activities of IQAC were briefed by the IQAC coordinator.
4. The college level academic calendar was presented by the Principal and the Heads of various Departments were requested to prepare their department academic calendar.
5. The regulatory norms and procedure for first year admissions was briefed by the first year coordinator.
6. The Heads of various departments were requested to get ready for the NAAC Assessment.
7. The Heads of various departments were requested to get ready for the submission of SAR for NBA Assessment.
8. The Heads of various Departments were requested to submit the requirement such as equipments, consumables, stationeries, etc.
9. The importance of research and development activities and faculty development was discussed.

New Action Items		Responsible	Due Date
1	Submission and getting approval of department academic calendar	HoDs	10-07-2018
2	Formation of admission committee	Principal	10-07-2018
3	Conduct of NAAC and NBA Assessment	Principal & HoDs	As per the schedule
4	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	10-07-2018
5	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate

Other Notes & Information

The Management congratulates all the faculty members for their tireless effort made during the academic year 2017-18 for providing quality education to the rural community.

 & 02/07/2018

IQAC Coordinator

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