

ARASU ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University
[Accredited by NBA | Accredited by NAAC | Recognised by UGC under 2(f) and 12(B)]
Chennai Main Road, Kumbakonam – 612 501, Tamilnadu.

Internal Quality Assurance Cell (IQAC)

CIRCULAR

05.04.2021

It is informed that the IQAC meeting will be conducted on **09.04.2021** at 11.00 a.m. in the Principal's cabin with the following agenda.

Agenda of IQAC Meeting (April 2021 – June 2021)

1. Review of the minutes and action taken report of the previous meeting.
2. Preparatory works for Anna University online theory and practical examinations.
3. Planning of academic audit and stock verification.
4. Discussion regarding the feedback mechanism.
5. Importance of performance appraisal system and evaluation.
6. Strengthening of Admission cell activities.
7. Conducting periodical maintenance activities of college facilities.
8. Discussion regarding innovative project ideas and submission of project proposal.
9. Importance of attending FDPs/Conferences through online mode.
10. Discussion regarding the paper publication and Ph. D. registration.
11. Discussion regarding the requirement of books, equipments, consumables and stationeries.


IQAC Coordinator

Copy to

1. IQAC File
2. Individual Members


PRINCIPAL

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Minutes of IQAC Meeting (April 2020 – June 2020)

IQAC Meeting Information			
Objective	To plan and review the academic and administrative performance of the college		
Date	09/04/2021	Location	Online mode through Zoom meeting
Time	11:00 a.m.	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. Kalaimani Shanmugham
Timekeeper	Dr. M. Rukmangathan	Note Taker	Dr. B. Moses
Submitted by	Dr. Kalaimani Shanmugham	Approved by	Dr. T. Balamurugan
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. T. Balamurugan 4. Dr. Kalaimani Shanmugam 5. Dr. C. Venkatesan 6. Mrs. T. Mohanashankari 7. Mr. S. Sundarselvam 8. Mrs. G. Kavitha 10. Dr. M. Rukmangathan 11. Dr. N. Alagumoorthy (External Member) 12. Dr. R. Sudhesh (Anna University, Trichy Campus)		
Agenda Items		Presenter	Time Allotted
1	Review of the minutes and action taken report of the previous meeting.	Dr. Kalaimani Shanmugham	5 Minutes
2	Preparatory works for Anna University online theory and practical examinations	Dr. T. Balamurugan	10 Minutes
3	Planning of academic audit and stock verification	Dr. Kalaimani Shanmugham	5 Minutes
4	Discussion regarding the feedback mechanism	Dr. T. Balamurugan	10 Minutes
5	Importance of performance appraisal system and evaluation	Dr. T. Balamurugan	5 Minutes

6	Strengthening of Admission cell activities	Dr. T. Balamurugan	5 Minutes
7	Conducting periodical maintenance activities of college facilities	Dr. Kalaimani Shanmugham	5 Minutes
8	Discussion regarding innovative project ideas and submission of project proposal	Dr. T. Balamurugan	5 Minutes
9	Importance of attending FDPs/Conferences through online mode.	Dr. T. Balamurugan	5 Minutes
10	Discussion regarding the paper publication and Ph.D. registration	Dr. Kalaimani Shanmugham	5 Minutes
11	Discussion regarding the requirement of books, equipments, consumables and stationeries.	Dr. T. Balamurugan	5 Minutes

Discussion

1.	The minutes of previous meeting and action taken reports were reviewed and found all points stand completed.
2.	In order to effectively conduct Anna University online theory and practical examinations, standard operating procedure given by Anna University should be strictly followed and appropriate virtual Google meet links should be created for each class. Attendance entry and soft and hard copy of papers should be maintained in safe custody.
3.	The HoDs were informed about the academic audit and files to be verified. The document evidences relevant to NBA and NAAC should be properly updated and maintained.
4.	Importance of collecting feedbacks from all stakeholders - student, parent, alumni and employer was informed. Due to the current pandemic situation, feedback shall be collected through Google forms.
5.	The HoDs were informed to submit the self assessment and department assessment reports for the academic year 2020-2021 for conducting Performance Appraisal of the faculty members. The outcome of the performance appraisal review meeting will make the faculty members to improve their teaching skills and their academic profile.
6.	To enhance the I year admissions, a separate committee shall be constituted and strategies to improve the admission was briefed.
7.	The HoDs were informed to carry out periodical maintenance activities such as breakdown and preventive maintenance of their lab equipments.
8.	The HoDs were informed to encourage their faculty members and students to submit their project ideas so that they can be submitted for various funding agencies. This year four projects have been funded from AICTE, UBA, DST and CSIR.
9.	The HoDs were informed to insist their faculty members to attend at least three FDPs and two International Conferences through during this pandemic situation.
10.	The importance of publishing paper in the high impact journal was insisted. The faculty members were motivated to register for Ph.D.
11.	The HoDs were informed to submit the requirements of books, equipments, consumables and stationeries for the academic year 2021 – 2022.

New Action Items		Responsible	Due Date
1	Details of Google Meet links for each class	HoDs	28.04.2021
2	Submission of consolidated feedback forms from various stake holders	HoDs and faculty members	15.05.2021
3	Submission of Self assessment and Department assessment reports	HoDs and faculty members	19.05.2021
4	Identified project ideas for the project proposal submission	HoDs	18.06.2021
5	List of Equipments, Books, Consumables and Stationeries for the academic year 2021 - 2022	HoDs	24.05.2021
Other Notes & Information			
The Management and Principal requested the faculty members to improve the admission and to register for Ph.D.			


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Action Taken Report of IQAC meeting held on 09.04.2021

S. No.	Action Points	Action taken
1.	Focus on slow learners to improve the results	Coaching class schedule was prepared by concerned HoD and additional tests were conducted.
2.	Effective implementation of OBE and CO – POs/PSOs mapping	Course Outcomes of all courses were reviewed. Course Articulation matrix and Program Articulation matrix were finalized. Mission to PEOs mapping was approved.
3.	Quality of student projects	IV year projects were identified based on the current technology and guides were allotted based on their expertise.
4.	Soft skill training	Soft skill training were conducted through online.
5.	Industry involvement	Every departments have signed MoUs with industries to enhance internship and placements
6.	Organisation of various events	All college events such workshops, symposium and conferences were arranged in online and lot of responses were received.


IQAC Coordinator


Principal