

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

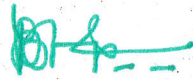
07.04.2022

It is informed that the IQAC meeting will be conducted on **12.04.2022** at 11.00 a.m. in the IQA cell with the following agenda.

Agenda of IQAC Meeting (April 2022 – June 2022)

1. Review of the minutes and action taken report of the previous meeting.
2. Preparatory works for NBA compliance
3. Planning of academic audit and stock verification
4. Discussion regarding the feedback mechanism
5. Importance of performance appraisal system and evaluation
6. Conducting periodic maintenance activities of college facilities.
7. Discussion regarding survey of stake holders.
8. Importance of attending FDPs/Conferences.
9. Discussion regarding the paper and patent publications.


IQAC Coordinator


PRINCIPAL

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1. IQAC File
2. Individual Members

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Minutes of IQAC Meeting (April 2022 – June 2022)

IQAC Meeting Information			
Objective	To plan and review the academic and administrative performance of the college		
Date	12.04.2022	Location	IQA Cell
Time	11:00 a.m.	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr. Kalaimani Shanmugham
Timekeeper	Dr. R. Vijayaragavan	Note Taker	Mr. M. Thiyagarajan
Submitted by	Dr. Kalaimani Shanmugham	Approved by	Dr. T. Balamurugan
Attendees	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p>1. Mr. T. Senthilkumar, Vice Chairman <i>T. Senthilkumar</i></p> <p>2. Prof. S. Kothandapani, Advisor <i>S. Kothandapani</i></p> <p>3. Dr. T. Balamurugan, Principal <i>T. Balamurugan</i></p> <p>4. Dr. Kalaimani Shanmugham, Vice Principal <i>Kalaimani Shanmugham</i></p> <p>5. Dr. M. Rukmangathan, Dean(Academics) <i>M. Rukmangathan</i></p> <p>6. Mr. K. Parimalam, Office Superintendent <i>K. Parimalam</i></p> <p>7. Mrs.T. Mohana Sankari, AP/Civil <i>T. Mohana Sankari</i></p> <p>8. Mr. R. G. Padmanaban, AP/Auto <i>R. G. Padmanaban</i></p> </div> <div style="width: 50%;"> <p>9. Dr. C. Venkatesan HoD/EEE <i>C. Venkatesan</i></p> <p>10. Dr. S. Shaju, ASP/ECE <i>S. Shaju</i></p> <p>11. Mrs. R. Muranya, AP/CSE <i>R. Muranya</i></p> <p>12. Dr. Sandaraselvam, HoD / Mech. <i>S. Sandaraselvam</i></p> <p>13. Dr. R. Muthamizh Selvan, HoD/S & H <i>R. Muthamizh Selvan</i></p> <p>14. Dr. N. Alagumurthi (External Member) <i>N. Alagumurthi</i></p> <p>15. Dr. R. Sudhesh (Anna University, Trichy Campus) <i>R. Sudhesh</i></p> </div> </div>		
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 NBA compliance visit	Dr. T. Balamurugan	10 Minutes

3	Planning of academic audit and stock verification	Dr. Kalaimani Shanmugam	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	Conducting periodic maintenance activities of college facilities	Dr. Kalaimani Shanmugam	5 Minutes
7	Discussion regarding survey of stake holders	Dr. T. Balamurugan	5 Minutes
8	Importance of attending FDPs/Conferences.	Dr. T. Balamurugan	5 Minutes
9	Discussion regarding the paper publication and patent publication	Dr. Kalaimani Shanmugam	5 Minutes
Discussion			
1. The minutes of previous meeting and action taken reports were reviewed and found all points stand completed.			
2. The NBA accredited departments were informed to prepare documents for attainment of COs, Pos and PSOs.			
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 students was insisted. The corrective actions needed to be taken must be implemented.			
5. The HoDs were informed to submit the self assessment and department assessment reports for the academic year 2021-2022 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. The HoDs were informed to carry out periodic maintenance activities such as breakdown and preventive maintenance of their lab equipments.			
7. The importance of collecting and processing survey forms from Employer, Alumni and Academic Peers was briefed. The feedback obtained by parents should be brought to the notice of management.			
8. The HoDs were informed to insist their faculty members to attend atleast three FDPs and two International Conferences through during this pandemic situation.			
9. The importance of publishing paper in the high impact journal was insisted. The faculty members were informed to publish atleast one patents.			
New Action Items		Responsible	Due Date
1	Submission of Self assessment and Department assessment reports	HoDs	02.05.2022
2	Submission of consolidated feedback forms from various stake holders	HoDs and faculty members	15.05.2022

3	PO and PSO attainment	HoDs and faculty members	19.05.2022
4	Academic Audit Reports	HoDs	24.05.2022
Other Notes & Information			
The Management and Principal requested the faculty members to improve the admission and to register for Ph.D.			


12/05/2022
IQAC Coordinator

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12/05/2022
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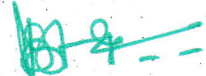
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Action Taken Report of IQAC meeting held on 12.04.2022

S. No.	Action Points	Action taken
1.	Preparatory works for NBA compliance visit	NBA Compliance report was completed and CO, PO and PSO attainments were calculated for 2021 passed out batch
2.	Effective implementation of OBE	Awareness programs and workshops on OBE were conducted
3.	Academic Audit	Academic audits were completed and action report was verified
4.	Feedback from stakeholders	Suggestions given by various stakeholders were analysed and accordingly actions were taken.
5.	Annual day and Sports day	List of academic toppers were identified and appreciation awards were give. Several events were conducted in Annual day and Sports day.


05/06/2022
HoD


Principal