

# 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

10.04.2023

It is informed that the IQAC meeting will be conducted on **17.04.2023** at 11.00 a.m. in the IQA cell with the following agenda.

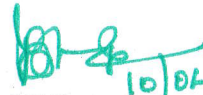
### Agenda of IQAC Meeting (April 2023 – June 2023)

1. Review of the minutes and action taken report of the previous meeting.
2. Preparation of documentation of SAR
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

### Copy to

1. IQAC File
2. Individual Members

  
10/04/2023  
PRINCIPAL

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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting (April 2023 – June 2023)

IQAC Meeting Information			
<b>Objective</b>	To plan and review the academic and administrative performance of the college		
<b>Date</b>	17.04.2023	<b>Location</b>	IQA Cell
<b>Time</b>	11:00 a.m.	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr. Kalaimani Shanmugham
<b>Timekeeper</b>	Dr. R. Vijayaragavan	<b>Note Taker</b>	Mr. M. Thiyagarajan
<b>Submitted by</b>	Dr. Kalaimani Shanmugham	<b>Approved by</b>	Dr. T. Balamurugan
<b>Attendees</b>	1. Mr. T. Senthilkumar, Chairman 2. Prof. S. Kothandapani, Advisor 3. Dr. T. Balamurugan, Principal 4. Dr. Kalaimani Shanmugam, Vice Principal 5. Dr. M. Rukmangathan, Dean(Academics) 6. Mr. K. Parimalam, Office Superintendent 7. Mrs.T. Mohana Sankari, AP/Civil 8. Mr. R. G. Padmanaban, AP/Auto 9. Dr. C. Venkatesan HoD/EEE 10. Dr. S. Shaju, ASP/ECE 11. Mrs. R. Muranya, AP/CSE 12. Dr. Sundaraselvam, HoE / Mech. 13. Dr. R. Muthamizh Selvan, HoD/S & H 14. Dr. N. Alagumurthi (External Member) 15. 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 Shanmugam	5 Minutes
2	Preparation of documentation of SAR	HoDs of CSE and ECE	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. N. Alagumurthi	5 Minutes
8	Importance of attending FDPs/Conferences.	HoDs	5 Minutes
9	Discussion regarding the paper publication and patent publication	Dr. R. Sudhesh	5 Minutes

#### Discussion

1. The minutes of previous meeting and action taken reports were reviewed and found all points stand completed.
2. The HoDs of CSE and ECE were presented the status of documentation of SAR. The doubts in certain criteria were clarified in the meeting.
3. The HoDs were informed about the academic audit and files to be verified. It was informed to properly update and maintain the document evidences of various processes and activities.
4. Importance of collecting feedbacks from students was insisted. The HoDs were insisted to follow-up the corrective actions and its effectiveness.
5. The HoDs were informed to submit the self assessment and department assessment reports for the academic year 2022-2023 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 two FDPs and two International Conferences.
9. The importance of publishing paper in the high impact journal was insisted. The faculty members were informed to publish atleast one patent every year.

	New Action Items	Responsible	Due Date
1	Submission of Self assessment and Department assessment reports	HoDs	15.05.2023
2	Submission of consolidated feedback forms from various stake holders	HoDs and faculty members	30.05.2023

3	Stock Verification Reports	HoDs and faculty members	10.06.2023
4	Academic Audit Reports	HoDs	26.06.2023
<b>Other Notes &amp; Information</b>			
The Management and Principal requested the faculty members to improve the admission and to register for Ph.D.			

  
17/04/2023  
**IQAC Coordinator**

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## Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC meeting held on 17.04.2023

S. No.	Action Points	Action taken
1.	Documentation of evidences of NBA	The evidences for placements, internships, co-curricular and extra-curricular activities of the students were collected and documented.
2.	Stock verification	Stock verification was completed
3.	Academic Audit	Academic audits were completed and action reports were verified
4.	Feedback from stakeholders	Suggestions given by various stakeholders were analysed and accordingly actions were taken.
5.	Performance Appraisal Report	Faculty assessment and department assessment were completed and its results were reviewed.

  
IQAC Coordinator

  
Principal