

ARASU ENGINEERING COLLEGE, KUMBAKONAM

(Approved by AICTE, Affiliated to Anna University, Accredited by NAAC, Accredited by NBA, Recognized by UGC under 2(f) & 12(B))

Minutes of IQAC Meeting (January 2020 – March 2020)

IQAC Meeting Information			
Objective	To review the academic performance of the college		
Date	08/01/2020	Location	IQAC Cell
Time	10:00 a.m.	Meeting Type	Quality Objectives Setting
Called by	IQAC Coordinator	Facilitator	Dr. Kalaimani Shanmugham
Time keeper	Dr. M. Rukmangathan	Note Taker	Dr. B. Moses
Submitted by	Dr. Kalaimani Shanmugham	Approved by	Dr. T. Balamurugan
Attendees	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3. Dr. T. Balamurugan 4. Dr. Kalaimani Shanmugam 5. Dr. C. Venkatesan </div> <div style="width: 45%;"> 6. Mrs. T. Mohanashankari 7. Mr. S. Sundaraselvan 8. Mrs. G. Kavitha 10. Dr. M. Rukmangathan 11. Dr. N. Alagumoorthy (External Member) 12. Dr. R. Sudhesh (Anna University, Trichy Campus) </div> </div>		
Agenda Items		Presenter	Time Allotted
1	Review of the minutes of previous meeting	Dr. Kalaimani Shanmugham	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 outcome of parents teachers meeting and role of faculty advisors	HoDs	10 Minutes
6	Discussion regarding the status of project work and evaluation methodology	Dr. T. Balamurugan	10 Minutes
7	Discussion regarding students' industrial visits, in-plant training and internships	HoDs	10 Minutes

8	Discussion regarding the model examinations and coaching classes	HoDs	10 Minutes
9	Review of feedback system and stake holders survey	HoDs	10 Minutes
10	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 Meetings were reviewed and a detailed discussion was made.
5. The faculty advisors were informed the importance and outcome of the parents meeting and about their roles and responsibilities.
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. The HoDs are insisted to publish the best projects of the students in media.
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 consolidated feedback reports of each department were reviewed and action taken reports were discussed. The HoDs were insisted to collect the employer survey and alumni survey through online mode.
10. 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	26.03.2020
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	28.05.2020
4	Submission of list of best projects for publish in media	HoDs	25.03.2020

5	Getting approval for various Association activities such as Symposia and Conferences	HoDs	Immediate
Other Notes & Information			
The principal motivated the faculty members to support the students to develop innovative projects and publish their work in reputed journals.			



IQAC Coordinator

Copy to

1. IQAC File
2. Individual Members



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