

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

04.01.2021

It is informed that the IQAC meeting will be conducted on **08.01.2021** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (January 2021 – March 2021)

1. Review of the minutes and action taken report of the previous meeting.
2. Actual status of syllabus completion both theory and practical.
3. Discussion on preparation of virtual content for theory and laboratory subjects.
4. Discussion on attending online FDPs/workshops/conferences and publication of papers in journals.
5. Discussion regarding the performance of students in the model exam and the follow-up action taken.
6. Evaluation of progress and effectiveness of measures taken to improve the university results of UG programmes
7. Discussion regarding the final year project works.
8. Conduct of project expo and to publish in media
9. Discussion on conducting National and International workshops/conferences/seminars
10. Conduct of various programmes related to Covid-19
11. Applying for various research funding agencies.


IQAC Coordinator

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1. IQAC File
2. Individual Members











04/01/2021
PRINCIPAL

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting (January 2021 – March 2020)

IQAC Meeting Information			
Objective	To review the academic performance, administrative and other activities of the college		
Date	08/01/2021	Location	IQAC Cell
Time	11:00 a.m.	Meeting Type	Review of Quality parameters
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. Dr. K. Kumar 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, IQAC coordinator	2 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes
3	Discussion on preparation of virtual content for theory and laboratory subjects	Dr. T. Balamurugan, Principal	10 Minutes
4	Discussion on attending online FDPs/workshops/conferences and publication of papers in journals.	Dr. T. Balamurugan, Principal	10 Minutes

5	Discussion regarding the performance of students in the internal assessment tests and the follow-up action taken.	HoDs	10 Minutes
6	Evaluation of the progress and effectiveness of measures taken to improve the university results of UG programmes	Dr. M. Rukmangathan, Dean of academics	10 Minutes
7	Discussion regarding the final year project works. Conduct of project expo and to publish in media.	Dr. T. Balamurugan, Principal	10 Minutes
8	Discussion on conducting National and International workshops/conferences/seminars.	Dr. Kalaimani Shanmugham, IQAC coordinator	5 Minutes
9	Conduct of various programmes related to Covid-19.	Dr. T. Balamurugan, Principal	5 Minutes
10	Applying for various research funding agencies.	Dr. T. Balamurugan, Principal	5 Minutes

Discussion

1.	The minutes of previous meeting and subsequent action taken report 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. Discussions were made to conduct online proctored examination for both theory and practical subjects.
3.	The discussions were made regarding the preparation of virtual content for theory and laboratory subjects. In view of Covid-19 pandemic situation, the college has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc. were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University.
4.	The importance and necessity of attending online FDPs/workshops/conferences were elaborated and need for publishing papers in high impact factor journals was insisted.
5.	The discussion regarding the performance of students in the assessment tests and the follow-up action was made. The schedule for remedial coaching class and retest was planned. The faculty advisors were informed to monitor their wards during the coaching classes.
6.	Evaluation of the progress and effectiveness of measures taken to improve the university results of UG programmes was made. A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results.
7.	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. Project co-ordinators were informed to encourage their students to apply for financial grant to Tamilnadu State Council for Science and Technology.

8. The HoDs were informed to conduct online National and International workshops/conferences/seminars by inviting eminent persons from reputed organizations.
9. The NSS and YRC are informed to conduct of various societal programmes related to Covid-19 such as Covid awareness camp, vaccination camp etc. that benefits the society.
10. 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.
11. Department level Research coordinators were informed to apply for various research funding agencies such as AICTE, DST, CSIR, DRDO and UBA.

New Action Items		Responsible	Due Date
1	Submission of coaching class schedule	HoDs	As per the academic Calendar
2	Syllabus Completion report	HoDs	26.03.2021
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	28.04.2021
4	Submission of list of best projects for publish in media	HoDs	24.03.2021
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

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