

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

05.01.2022

It is informed that the IQAC meeting will be conducted on **07.01.2022** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (January 2022 – March 2022)

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 effective implementation of OBE in curriculum and CO - PO mappings.
4. Discussion on attending online FDPs/workshops/conferences and publication of papers and patents.
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 and media projects.
8. Discussion on conducting National and International workshops/conferences/seminars.
9. Conduct of various social awareness programmes and CSIR activities through NSS, NCC, YRC, WDC, UBA and Arasu FM
10. Discussion regarding the placement activities.
11. Discussion regarding the implementation of IPR cell and incubation centre.


IQAC Coordinator

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1. IQAC File
2. Individual Members


PRINCIPAL

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Minutes of IQAC Meeting (January 2022 – March 2022)

IQAC Meeting Information			
Objective	To review the academic performance, administrative and other activities of the college		
Date	07/01/2022	Location	IQAC Cell
Time	11:00 a.m.	Meeting Type	Review of Quality parameters
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	1 Mr. T. Senthilkumar, Vice 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, A.P/Civil 8. Mr. R. G. Padmanaban, A.P/Auto	9. Dr. C. Venkatesan HoD/EEE 10. Dr. S. Shaju, HoD/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Mr. S. Sundaraselvam, HoD / Mech. 13. Mr. 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 Shanmugham, IQAC co-ordinator	2 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes
3	Discussion on effective implementation of OBE in curriculum and CO - PO mapping	Dr. Kalaimani Shanmugham, IQAC co-ordinator	5 Minutes

4	Discussion on attending online FDPs/workshops/conferences and publication of papers and patents.	Dr. T. Balamurugan, Principal	5 Minutes
5	Discussion regarding the performance of students in the model exam 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	5 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 co-ordinator	5 Minutes
9	Conduct of various social awareness programmes and CSIR activities through NSS, NCC, YRC, WDC, UBA and Arasu FM	Dr. T. Balamurugan, Principal	5 Minutes
10	Discussion regarding the placement activities.	Dr. T. Balamurugan, Principal	5 Minutes
11	Discussion regarding the implementation of IPR cell and incubation centre	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. HoDs were informed to take special care of slow learners to improve their performance in various subjects. Additionally HoDs were informed to provide question banks and practicing questions for tough subjects.
3. The discussions were made regarding the effective implementation of OBE in curriculum and HoDs were informed to ensure that CO-PO mappings are properly carried out for each and every subject. HoDs were informed to improve CO and PO attainment.
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. Importance of publishing patent was highlighted by the Principal.
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 organisations
9. The various cells such as NSS, NCC, YRC, UBA, WDC and FM are informed to conduct of various societal relevant programmes. It was insisted to conduct Covid-19 such as Covid awareness camp, vaccination camp, blood donation camp, Tree plantation, small projects for nearby villages etc. that benefits the society.
10. The placement opportunities for IV year students were briefed in the meeting and it was planned to tie-up with TCS to impart necessary training to the students.
11. Discussions were made to establish Incubation centre in each department and to form IPR cell to enable the students to transform ideas to projects.

New Action Items		Responsible	Due Date
1	Submission of coaching class schedule	HoDs	As per the academic Calendar
2	Syllabus Completion report	HoDs	26.03.2022
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	30.04.2022
4	Submission of list of best projects for publish in media	HoDs	24.03.2022
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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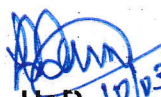
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Action Taken Report of IQAC meeting held on 07.01.2022

S. No.	Action Points	Action taken
1.	Focus on slow learners to improve the results	Coaching class scheduled was prepared by concerned HoD and additional tests were conducted.
2.	Effective implementation of OBE	Awareness programs and workshops on OBE were conducted
3.	Quality of student projects	IV year projects were identified based on the current technology and guides were allotted based on their expertise.
4.	Placement training	Pre-placement training was conducted for the students
5.	Industry involvement	Every departments have signed MoUs with industries to enhance internship and placements


HoD 10/03/2022


Principal