

# 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

03.07.2020

It is informed that the IQAC meeting will be conducted on **06.07.2020** at 11.00 a.m. in the Principal's chamber with the following agenda.

### Agenda of IQAC Meeting (July 2020 – September 2020)

1. Welcoming the IQAC members for the first meeting of the academic year 2020-21
2. Discussion on importance of IQAC
3. Importance of conducting DAC meeting and identifying curricular gaps
4. Discussion regarding the first year admissions
5. Preparation and submission of department academic calendar for the odd semester of this academic year.
6. Preparation and getting approval of detailed lesson plan, course material and master record.
7. Procedure for monitoring attendance of the students in online classes.
8. Discussion for the effective conduction of the assessment tests and model examinations.
9. Discussion regarding online certificate courses and webinars.
10. Discussion regarding association activities and importance of organizing various programmes.
11. Discussion regarding the importance of research activities and faculty improvement
12. Importance of attending FDPs, conferences, seminars, etc. and publishing papers in peer reviewed journals.
13. Monitoring and follow-up of the planned activities.

  
IQAC Coordinator

  
PRINCIPAL

#### Copy to

1. IQAC File
2. Individual Members

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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting (July 2020 – September 2020)

IQAC Meeting Information			
<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	06/07/2020	<b>Location</b>	IQAC 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 IQAC Coordinator
<b>Timekeeper</b>	Dr. M. Rukmangathan Dean (Academics)	<b>Note Taker</b>	Dr. B. Moses Associate Professor-English
<b>Submitted by</b>	Dr. Kalaimani Shanmugham IQAC Coordinator	<b>Approved by</b>	Dr. T. Balamurugan Principal
<b>Attendees</b>	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. 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)	
<b>Agenda Items</b>		<b>Presenter</b>	<b>Time Allotted</b>
1	Welcoming the IQAC members for the first meeting of the academic year 2020-21	Dr. Kalaimani Shanmugham	2 Minutes
2	Introduction of IQAC members	IQAC Coordinator	5 Minutes
3	Discussion on importance of IQAC	Dr. Kalaimani Shanmugham	5 Minutes
4	Importance of conducting DAC meeting and identifying curricular gaps	Dr. T. Balamurugan	10 Minutes

5	Discussion regarding the first year admissions	Dr. M. Rukmangathan	5 Minutes
6	Preparation and submission of department academic calendar for the odd semester of this academic year	Dr. T. Balamurugan	5 Minutes
7	Preparation and getting approval of detailed lesson plan, course material and master record.	Dr. T. Balamurugan	5 Minutes
8	Procedure for monitoring attendance of the students in online classes.	Dr. M. Rukmangathan	3 Minutes
9	Discussion for the effective conduction of the assessment tests and model examinations.	Dr. T. Balamurugan	5 Minutes
10	Discussion regarding online certificate courses and webinars.	Dr. T. Balamurugan	5 Minutes
11	Discussion regarding association activities and importance of organizing various programmes.	Dr. Kalaimani Shanmugham	3 Minutes
12	Discussion regarding the importance of research activities and faculty improvement	Dr. T. Balamurugan	5 Minutes
13	Importance of attending FDPs, conferences, seminars, etc. and publishing papers in peer reviewed journals.	Dr. T. Balamurugan	5 Minutes
14	Monitoring and follow-up of the planned activities.	Dr. T. Balamurugan	5 Minutes

#### **Discussion**

1. The IQAC coordinator welcomed all the members of IQAC for the first IQAC meeting of the academic year 2019-20.
2. All the IQAC members introduced themselves to others.
3. The importance and various activities of IQAC were briefed and submission status of AQAR was presented by the IQAC coordinator.
4. The points to be discussed in Department Advisory Meeting were briefed and the process for identifying curricular gaps was explained.
5. The regulatory norms and procedure for first year admissions was briefed by the first year coordinator.
6. The college level academic calendar was presented by the Principal and the Heads of various Departments were requested to prepare their department academic calendar.
7. The Heads of various departments were informed to prepare the lesson delivery plan by referring the time table and academic calendar. The staff members were insisted to submit the course material and master record for the concerned subjects they are handling.


8. The Heads of various departments were requested to instruct their staff members to record the attendance of the students and to take follow-up action.
8. The Heads of various departments were asked to conduct assessment tests and model exam through online in efficient manner. It was insisted to follow Bloom's taxonomy for setting question paper. Monitoring and evaluation methods for various internal tests were briefed.
9. The Heads of various departments were requested to submit the details of online certificate courses and webinars to be conducted by the department.
10. The Heads of various departments were informed to inaugurate the students' association and to conduct various programmes under the association banner.
11. The importance of research and development activities was explained. The faculty members were motivated to register Ph.D.
12. The Heads of various departments were informed to motivate their faculty members to present papers in the conferences, to attend atleast two workshop, FDP and to publish paper in peer reviewed journal.
13. The IQAC members were requested to monitor the regular activities of the department.

	<b>New Action Items</b>	<b>Responsibility</b>	<b>Due Date</b>
1	Conduct of Department Advisory Committee meeting	HoDs	As per the schedule
2	Submission and getting approval of department academic calendar	HoDs	13.07.2020
3	Formation of admission committee	Dr. T. Balamurugan	06.07.2020
4	Submission and getting approval of detailed lesson plan, course material and master record.	HoDs	15.07.2020
4	Formation of various cells/clubs and committees	Dr. Kalaimani Shanmugham	17.07.2020
5	Getting recognized supervisor status and registering for Ph.D. by the faculty members	HoDs	Immediate

**Other Notes & Information**

The Management congratulates all the faculty members for their tireless effort made during the academic year 2019-20 for providing quality education to the rural community.

  
**IQAC Coordinator**

  
**PRINCIPAL**

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