ARASU ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University

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Chennai Main Road, Kumbakonam – 612 501, Tamilnadu.

Internal Quality Assurance Cell (IQAC)

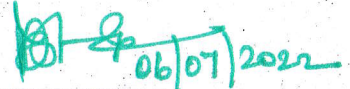**CIRCULAR**   06.07.2022

It is informed that the IQAC meeting will be conducted on **13.07.2022** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (July 2022 – September 2022)

1. Welcoming the IQAC members for the first meeting of the academic year 2022-23
2. Discussion on importance of IQAC and E-AQAR submission
3. Review of DAC minutes and action taken
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. Discussion for the effective conduction of the internal assessment tests and model examinations.
8. Discussion regarding professional society activities and importance of organizing various programmes.
9. Status of Industrial visit and Internship arranges for the students.
10. Incorporating innovative teaching methods
11. Review of students feedbacks and stakeholders survey and their action taken reports
12. Monitoring and follow-up of the planned activities.

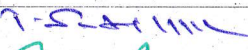**IQAC Coordinator**   **PRINCIPAL**
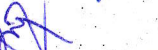
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1. IQAC File
2. Individual Members

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting (July 2022 – September 2022)

IQAC Meeting Information			
Objective	To review of the academic and administrative performance of the college		
Date	13/07/2022	**Location**	Principal's Chamber through blended mode
Time	11:00 a.m.	**Meeting Type**	Quality Objectives Setting
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, 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. Mr. A. Balasubramanian, A.P/EEE 10. Dr. S. Shaju, ASP/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Dr. S. Sundaraselvam, A.P / 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	Welcoming the IQAC members for the first meeting of the academic year 2022-23	Dr. Kalaimani Shanmugham	2 Minutes
2	Introduction of IQAC members , discussion on importance of	Dr. Kalaimani Shanmugham	5 Minutes

	IQAC and E-AQAR submission		
3	Review of DAC minutes and action taken	HoDs	10 Minutes
4	Discussion regarding the first year admissions	Dr. R. Muthamil Selvam	5 Minutes
5	Preparation and submission of department academic calendar for the odd semester of this academic year	Dr. M. Rukmangathan	5 Minutes
6	Preparation and getting approval of detailed lesson plan, course material and master record.	Dr. T. Balamurugan	5 Minutes
7	Discussion for the effective conduction of the assessment tests and model examinations.	Mr. R. G. Padmanaban	5 Minutes
8	Discussion regarding professional society activities and importance of organizing various programmes.	Dr. T. Balamurugan	5 Minutes
9	Status of Industrial visit and Internship arranges for the students	HoDs	5 Minutes
10	Incorporating innovative teaching methods	Dr. N. Alagumurthi	3 Minutes
11	Review of students feedbacks and stakeholders survey and their action taken reports	Dr. Kalaimani Shanmugham	
12	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 2022-23.

2. All the IQAC members introduced themselves to others. The importance and various activities of IQAC were briefed and submission status of AQAR was presented by the IQAC coordinator. It is decided that the AQAR submission of 2021-22 to be initiated in the month of October 2022. It was proposed to complete AQAR submission by the end of November 2022.

3. The HoDs presented the minutes of DAC meeting and suggestions given by DAC members.

4. The regulatory norms and procedure for first year admissions was briefed by the first year coordinator.

5. The college level academic calendar was presented by the Dean and the Heads of various Departments were requested to prepare their department academic calendar.

6. 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.

7. The Heads of various departments were asked to conduct assessment tests and model exam 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.

8. The Heads of various departments were informed to inaugurate the students' association and to conduct various programmes under the association banner.

9. It was informed to strengthen the industrial interaction by arranging industrial visit and internship.

10. The Heads of various departments were informed to motivate their faculty members to use ICT tools and various innovative teaching methods to improve the quality of teaching.

11. The action taken reports of feedback received from students and various stakeholders were reviewed and it was decided to implement it,

12. The IQAC members were requested to monitor the regular activities of the department.

	New Action Items	Responsibility	Due Date
1	Conduct of Department Advisory Committee meeting	HoDs	As per the schedule
2	Submission and getting approval of department academic calendar	HoDs	18.07.2022
3	Submission and getting approval of detailed lesson plan, course material and master record.	Faculty members	29.07.2022
4	Formation of various cells/clubs and committees	HoDs	05.08.2022
5	List of AQAR criterion in-charges from various department	IQAC Members	23.08.2022

Other Notes & Information

The Management congratulated all the faculty members for their tireless effort made during the academic year 2021-22 for providing quality education to the rural community. Management requested the HoDs to undergo activities in view of the NBA accreditation process.

IQAC Coordinator

PRINCIPAL

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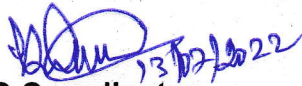1. IQAC File
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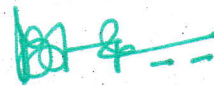
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Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC meeting held on 13.07.2022

S. No.	Action Points	Action taken
1.	Conduct of DAC meeting	All the department have conducted DAC meeting as per the plan.
2.	Academic Calendar and plan of activities	The college Academic Calendar was prepared based on the Anna University academic schedule. The department level academic calendar was prepared in line with college academic calendar.
3.	Preparation and approval of timetable, lesson plan, course materials and lab manuals	Academic audits were completed and action report was verified
4.	Inauguration of Association activities and other club activities	All the departments were inaugurated professional society / association and other club activities
5.	List of innovative teaching methods	Most of the faculty members were registered NPTEL courses. The list of innovative teaching methods followed by each faculty was prepared and approved.

IQAC Coordinator   **Principal**