

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

18.10.2021

It is informed that the IQAC meeting will be conducted on **20.10.2021** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (October 2021– December 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. Status of completion of planned activities as per the academic calendar.
4. Discussion regarding the performance of students in the weekly tests and in the assessment test, and the follow-up action taken.
5. Evaluation of the progress and effectiveness of measures taken to improve the university results of UG programmes
6. Conduct of Workshops/Symposium/Conference by different departments and clubs
7. Applying for various research funds.
8. Discussion regarding the submission of AQAR to NAAC.
9. Discussion regarding the preparatory works for final year students' project works.
10. Conduct of project expo and to publish in media
11. Discussion on attending FDPs/workshops/conferences and publication of papers in journals.
12. Discussion regarding Internship and Industrial Visit.


IQAC Coordinator


PRINCIPAL

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1. IQAC File
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Minutes of IQAC Meeting (October 2021 – December 2021)

IQAC Meeting Information			
Objective	To review the academic and administrative performance of the college		
Date	20/10/2021	Location	IQAC Cell
Time	11:00 a.m.	Meeting Type	Dissemination of information on various quality parameters of higher education
Called By	IQAC Coordinator	Facilitator	Dr. Kalaimani Shanmugham IQAC Coordinator
Timekeeper	Dr. R. Vijayaragavan HoD Physics	Note Taker	Mr. M. Thiyagarajan Assistant Professor-EEE
Submitted by	Dr. Kalaimani Shanmugham IQAC Coordinator	Approved by	Dr. T. Balamurugan Principal
Attendees	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 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 </div> <div style="width: 45%;"> 9. Dr. C. Venkatesan HoD/EEE 10. Dr. S. Shaju, HoD/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Dr. S. Sundaraselvam, A.P / Mech. 13. Mr. R. Muthamizh Selvan, HoD/S & H 14. Dr. N. Alagumurthi (External Member) 15. Dr. R. Sudhesh (Anna University, Trichy Campus) </div> </div>		
Agenda Items		Presenter	Time Allotted
1	Review of the minutes and action taken report of the previous meeting.	Dr. Kalaimani Shanmugham	2 Minutes
2	Actual status of syllabus completion both theory and practical.	Dr. T. Balamurugan	3 Minutes

3	Status of completion of planned activities as per the academic calendar	Dr. T. Balamurugan	5 Minutes
4	Discussion regarding the performance of students in the weekly tests and in the assessment test, and the follow-up action taken.	Dr. T. Balamurugan	10 Minutes
5	Evaluation of the progress and effectiveness of measures taken to improve the university results of UG programmes	Dr. M. Rukmangathan	10 Minutes
6	Conduct of Workshops/Symposium/Conference by different departments and clubs	Dr. Kalaimani Shanmugham	5 Minutes
7	Applying for various research funds	Dr. T. Balamurugan	5 Minutes
8	Discussion regarding the submission of AQAR to NAAC	Dr. Kalaimani Shanmugham	5 Minutes
9	Discussion regarding the preparatory works for final year students' project work.	Dr. Kalaimani Shanmugham	3 Minutes
10	Conduct of project expo and to publish in media	Dr. T. Balamurugan	5 Minutes
11	Discussion on attending online FDPs/workshops/ conferences and publication of papers in journals.	Dr. T. Balamurugan	5 Minutes
12	Discussion regarding Internship and Industrial Visit.	Dr. T. Balamurugan	2 Minutes

Discussion

1. The minutes and action taken report of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical in online mode was reviewed and found as per the academic schedule.
3. The status of planned activities of the department was reviewed and suggestions were given to improve further .
4. The performance of students in weekly tests, Assessment tests and model exam was analysed and discussed about the appropriate corrective action to be taken and suggested to conduct coaching classes for average and below average students.
5. The University examination result was reviewed and HoDs were informed to take appropriate corrective action. HoDs were informed to take coaching classes and re- conduct test for the slow learners for improving the result.
6. Activities carried out by various cells/clubs and committees were reviewed and encouraged to organize many National/International webinars/Symposiums/Conferences in effective manner. Faculty members were insisted to promote the activities through social media. Importance of CSIR activities through Arasu FM was briefed.

7. Awareness and guidelines for submitting research project proposal to AICTE/DST/UGC/CSIR/UBA and other funding agencies were briefed.
8. Discussion regarding the submission of AQAR to NAAC was insisted and the criterion in-charges were explained about preparatory works.
9. Formation of batches and execution of final year students' project work was discussed.
10. HoDs and project co-ordinators were informed to encourage and motivate the students to undergo innovative real-time projects and to conduct project expo with media support.
11. Importance of attending online FDPs/workshops/ conferences and publication of papers in high impact factor journal was discussed .
12. Faculty Advisors are informed to motivate their wards to undergo internship/inplant training and to arrange Industrial visits to other states.

New Action Items		Responsibility	Due Date
1.	Submission of Syllabus completion status	HoDs	27.10.2021
2.	Submission of coaching class schedule for weak students	HoDs	25.10.2021
3.	Submission of Follow-up action for university examination	Dean(academics)	25.10.2021
4.	Submission and approval of final year project schedule and batch details	HoDs	31.10.2021
5.	Submission of AQAR to NAAC	IQAC coordinator	08.11. 2021
6.	The details of planning and organizing webinars and project expo.	HoDs	08.11.2021

Other Notes & Information

The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holidays and to conduct many National/ International online programmes.


IQAC Coordinator


PRINCIPAL

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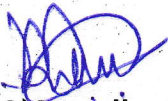
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Action Taken Report of IQAC meeting held on 20.10.2021

S. No.	Action Points	Action taken
1.	Coaching classes for slow learners	The coaching classes for slow learners were conducted effectively to improve the university results
2.	Anna university result analysis	Result analysis meeting were conducted and corrective actions were implemented
3.	Status of syllabus completion and laboratory experiments.	Syllabus was successfully completed and lab records were approved.
4.	Feedbacks of students through class committee meeting	The request made by the students was rectified.
4.	AQAR and NIRF	AQAR 2020-2021 and NIRF report were successfully submitted .
5.	Placement training	Pre-placement trainings were organized and online aptitude tests were conducted by placement department.


IQAC Coordinator


Principal