

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

02.10.2020

It is informed that the IQAC meeting will be conducted on **07.10.2020** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (October 2020 – December 2020)

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 progress and effectiveness of measures taken to improve the university results of UG programmes
6. Conduct of webinars by different departments and clubs
7. Applying for various research
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 online FDPs/workshops/conferences and publication of papers in journals.


IQAC Coordinator

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1. IQAC File
2. Individual Members


02/10/2020
PRINCIPAL

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting (October 2020 – December 2020)

IQAC Meeting Information			
Objective	To review the academic and administrative performance of the college		
Date	07/10/2020	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. M. Rukmangathan Dean (Academics)	Note Taker	Dr. B. Moses Associate Professor-English
Submitted by	Dr. Kalaimani Shanmugham IQAC Coordinator	Approved by	Dr. T. Balamurugan Principal
Attendees	1. Mr. T. Senthilkumar, Vice Chairman <i>T. Senthilkumar</i> 2. Prof. S. Kothandapani, Advisor <i>S. Kothandapani</i> 3. Dr. T. Balamurugan, Principal <i>T. Balamurugan</i> 4. Dr. Kalaimani Shanmugham, Vice Principal 5. Dr. M. Rukmangathan, Dean(Academics) 6. Mr. K. Parimalam, Office Superintendent <i>K. Parimalam</i> 7. Mrs. T. Mohana Sankari, A.P/Civil <i>T. Mohana Sankari</i> 8. Mr. R. G. Padmanaban, A.P/Auto <i>R. G. Padmanaban</i> 9. Mr. S. Chandrasekaran, A.P/EEE <i>S. Chandrasekaran</i> 10. Mrs. G. Kavitha, A.P/ECE 11. Mrs. R. Sudha, A.P/CSE 12. Mr. S. Sundaraselvan, A.P / Mech. <i>S. Sundaraselvan</i> 13. Mr. G. Senthil, Physical Director 14. Mr. G. Pandian, Librarian 15. Dr. N. Alagumurthi (External Member) <i>N. Alagumurthi</i> 16. Dr. R. Sudhesh (Anna University, Trichy Campus) <i>R. Sudhesh</i>		
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	Evaluate the progress and effectiveness of measures taken to improve the university results of UG programmes	Dr. M. Rukmangathan	10 Minutes
6	Conduct of webinars 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

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 analyzed and discussed about the appropriate corrective action to be taken and suggested to conduct of coaching class for average and below average students.
5.	The University examination result for the even semester of the academic year 2019-20 was reviewed and HoDs were informed to take appropriate corrective action. HoDs were informed to take coaching class and reaped 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 in effective manner.
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 coordinators 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.			
	New Action Items	Responsibility	Due Date
1.	Submission of Syllabus completion status	HoDs	09.10.2020
2.	Submission of coaching class schedule for weak students	HoDs	12.10.2020
3.	Submission of Follow-up action for university examination	Dean(academics)	14.10.2020
4.	Submission and approval of final year project schedule and batch details	HoDs	30.10.2020
5.	Submission of AQAR to NAAC	IQAC coordinator	08.11. 2020
6.	The details of planning and organizing webinars and project expo.	HoDs	24.10.2020
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 online programmes during pandemic situation.			


IQAC Coordinator


 07/10/2020
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