

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

08.07.2023

It is informed that the IQAC meeting will be conducted on **17.07.2023** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (July 2023 – September 2023)

1. Welcoming the IQAC members for the first meeting of the academic year 2023-24
2. Discussion regarding NBA documentation work
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 MoUs, Industrial visit and Internship arranged for the students.
10. Pedagogical initiatives and modern 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

Copy to

1. IQAC File
2. Individual Members


PRINCIPAL

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting (July 2023 – September 2023)

IQAC Meeting Information			
Objective	To review of the academic and administrative performance of the college		
Date	17/07/2023	Location	Principal's Cabin
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	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 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 </div> <div style="width: 45%;"> 9. Mr. A. Balasubramanian, A.P/EEE 10. Dr. P. Arivazhagi, HoD/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Dr. S. Sundaraselvan, HoD / Mech. 13. Dr. R. Muthamizh Selvam, 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	Welcoming the IQAC members for the first meeting of the academic year 2023-24	Dr. Kalaimani Shanmugham	2 Minutes
2	Discussion regarding NBA documentation work	HoDs of CSE and ECE	10 Minutes

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 MoUs, Industrial visit and Internship arranged for the students	HoDs	5 Minutes
10	Pedagogical initiatives and modern teaching methods	Dr. N. Alagumurthi	3 Minutes
11	Review of students feedbacks and stakeholders survey and their action taken reports	Dr. Kalaimani Shanmugham	2 Minutes
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 2023-24.
2. All the IQAC members introduced themselves to others. The importance and various activities of IQAC were briefed. The HoDs of CSE and ECE presented the status of completion of program specific file as per NBA norms and Principal gave suggestions to improve the quality of the contents in all documents.
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 focus on the content beyond the syllabus and to use 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	25.07.2023
3	Submission and getting approval of detailed lesson plan, course material, Lab manual and master record.	Faculty members	31.07.2023
4	Activities of various cells/clubs and committees	HoDs	07.08.2023
5	Feedbacks of students and other stakeholders	IQAC Members	25.07.2023

Other Notes & Information

The Management congratulated all the faculty members for their tireless effort made during the academic year 2022-23 for providing quality education to the rural community.


IQAC Coordinator


PRINCIPAL 17/07/2023

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Action Taken Report of IQAC meeting held on 17.07.2023

S. No.	Action Points	Action taken
1.	Conduct of DAC meeting	The departments have conducted DAC meeting and minutes were approved by IQAC.
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	Approved the timetable, lesson plan, course materials and lab manuals.
4.	Inauguration of Association activities and other club activities	All the departments were inaugurated professional society / association and other club activities
5.	Conduct of Class Committee meeting and counseling of students.	Follow-up activity of Class committee meetings were conducted and counseling was given to slow learners.


IQAC Coordinator


Principal