

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

05.01.2024

It is informed that the IQAC meeting will be conducted on **12.01.2024** at 11.00 a.m. in the IQAC with the following agenda.

Agenda of IQAC Meeting (January 2024 – March 2024)

1. Review of the minutes and action taken report of the previous meeting.
2. Actual status of syllabus completion both theory and practical.
3. Discussion regarding the evaluation reports given by on NBA expert team.
4. Discussion on attending online FDPs/workshops/conferences and publication of papers and patents.
5. Discussion regarding the performance of students in the model exam and the follow-up action taken.
6. Discussion regarding the final year project works and rubrics for evaluation.
7. Discussion on conducting National and International workshops/conferences/seminars.
8. Conduct of various social awareness programmes and CSIR activities through NSS, NCC, YRC, WDC, UBA and Arasu FM
9. Discussion regarding the placement activities.
10. Discussion regarding the celebration of annual events such as Annual day, Sports day, Womens day, Engineers day and Yoga day .


IQAC Coordinator


PRINCIPAL

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Minutes of IQAC Meeting (January 2024 – March 2024)

IQAC Meeting Information			
Objective	To review the academic performance, administrative and other activities of the college		
Date	12/01/2024	Location	Principal's Cabin
Time	11:00 a.m.	Meeting Type	Review of Quality parameters
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. Dr. Dr. R.Pazhanimurugan, HoD/EEE 10. Dr. P. Arivazhagi, HoD/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Dr. S. Sundaraselvam, HoD / Mech. 13. Dr. R. Muthamizh Selvan, HoD/S & H 14. Mrs. Latha Mohan, Placement Officer 15. Dr. N. Alagumurthi (External Member) 16. Dr. R. Sudhesh (Anna University, Trichy Campus)	
	Agenda Items	Presenter	Time Allotted
1	Review of the minutes and action taken report of the previous meeting.	Dr. Kalaimani Shanmugham, IQAC Co-ordinator	2 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes

3	Discussion regarding NBA expert evaluation report and actions needed to be implemented.	HoDs of CSE and ECE	5 Minutes
4	Discussion on attending online FDPs/workshops/conferences and publication of papers and patents.	Dr. T. Balamurugan, Principal	5 Minutes
5	Discussion regarding the performance of students in the model exam and the follow-up action taken.	HoDs	10 Minutes
6	Discussion regarding the final year project works and rubrics for evaluation.	Dr. R. Sudhesh	10 Minutes
7	Discussion on conducting National and International workshops/conferences/seminars.	HoDs	5 Minutes
8	Conduct of various social awareness programmes and CSIR activities through NSS, NCC, YRC, WDC, UBA and Arasu FM	Dr. T. Balamurugan, Principal	5 Minutes
9	Discussion regarding the placement activities.	Mrs. Latha Mohan, Placement officer	5 Minutes
10	Discussion regarding the celebration of annual events such as Annual day, Sports day, Womens day, Engineers day and Yoga day	Dr. T. Balamurugan, Principal	5 Minutes

Discussion

1. The minutes of previous meeting and subsequent action taken report was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule. HoDs were informed to take special care of slow learners to improve their performance in various subjects. Additionally HoDs were informed to provide question banks and practicing questions for tough subjects.
3. The discussions were made regarding the status of NBA visit and analyzed the marks awarded for each parameters and action to be taken in each criteria was explained and doubts were clarified.
4. The importance and necessity of attending FDPs/workshops/conferences were elaborated and need for publishing papers in high impact factor journals was insisted. Importance of publishing patent was highlighted by the Principal.
5. The discussion regarding the performance of students in the assessment tests and the follow-up action was made. The schedule for remedial coaching class and retest was planned. The faculty advisors were informed to monitor their wards during the coaching classes.
6. The Heads of various departments were asked to conduct three project reviews and to prepare split up of marks for various project criteria based on the domain. The rubrics for evaluating the projects were clearly explained. Project co-ordinators were informed to encourage their students to apply for financial grant to Tamilnadu State Council for Science and Technology.

7. The HoDs were informed to conduct National and International workshops/conferences/seminars by inviting eminent persons from reputed organizations.			
8. The various cells such as NSS, NCC, YRC, UBA, WDC and FM are informed to conduct of various societal relevant programmes. It was informed to conduct Dengue awareness camp, Blood donation camp, Tree plantation, small projects for nearby villages etc. that benefits the society.			
9. The placement opportunities for IV year students were briefed in the meeting and it was planned to tie-up with leading industries to impart necessary training to the students.			
10. The dates for organizing various annual events such as Annual day, Sports day, Womens day, Engineers day and Yoga day was planned without disturbing the regular academic schedule.			
New Action Items		Responsible	Due Date
1	Submission of coaching class schedule	HoDs	As per the academic Calendar
2	Class Committee Meeting reports	HoDs	29.01.2024
3	Status of Paper and patent publications	HoDs	23.02.2024
4	Getting approval for various Association activities such as Symposia and Conferences	HoDs	Immediate
Other Notes & Information			
The principal motivated the faculty members to support the students to develop innovative projects and publish their work in reputed journals.			


12/01/2024
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Action Taken Report of IQAC meeting held on 12.01.2024

S. No.	Action Points	Action taken
1.	Project selection and guide allocation	Projects on latest technologies were identified and schedule for project review was prepared and communicated to the students.
2.	Internships and Placement arrangements	Students were exposed to industry environment through internships and on-campus placement were conducted.
3.	Annual report	Annual report of achievements of students and staff was prepared. (Refer Annexure - I)
4.	Remedial classes for slow learners	Coaching classes and retest were conducted for slow learners

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Principal

Annexure – I

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Plan of Action	Achievements/Outcomes
Conducting Industry oriented courses with more focus on employability and Innovation were planned to be conducted	Totally 19 courses each with 2 credits were conducted in odd semester and 13 courses were conducted in even semester.
Improving placement with high average salary packages	163 students were successfully graduated out of which 157 students were placed with median salary of 2.4 Lakhs per annum
Strengthening Entrepreneurship and Innovation Eco system at the campus	3 programmes were conducted through EDC, 8 programmes were conducted through Institution Innovation Council
Creating research culture among faculty members and students and motivate them to publish their research work in UGC Care / Scopus / Web of Science indexed Journals	39 papers were published in various National/International Journals and 71 faculty members were presented papers in international conferences
Motivating the faculty members to file patent for their original research work	35 patents were filed during the academic year
Encouraging the students to do the innovative projects for the betterment of the society	1 innovative project was awarded by the NIRAL Hackathon and 3 projects were sponsored by TNSCST
Enrollment and completion of Swayam NPTEL online courses	18 faculty and 14 students were cleared NPTEL exams


IQAC Coordinator


Principal