

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)

07.10.2023

CIRCULAR

It is informed that the IQAC meeting will be conducted on **14.10.2023** at 11.00 a.m. in the Principal's chamber with the following agenda.

Agenda of IQAC Meeting (October 2023– December 2023)

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 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 career guidance and pre-placement training programs.


17/10/2023
IQAC Coordinator

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1. IQAC File
2. Individual Members


07/10/2023
PRINCIPAL

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Minutes of IQAC Meeting (October 2023 – December 2023)

IQAC Meeting Information			
Objective	To review the academic and administrative performance of the college		
Date	04/10/2023	Location	Principal's chamber
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	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. R.Pazhanimurugan, HoD/EEE 10. Dr. Dr. P. Arivazhagi, HoD/ECE 11. Mrs. R. Muranya, A.P/CSE 12. Dr. S. Sundaraselvam, A.P/ 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
I	Review of the minutes and action taken report of the previous meeting.	Dr. Kalaimani Shanmugham	2 Minutes

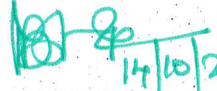
2	Actual status of syllabus completion both theory and practical.	HoDs	3 Minutes
3	Status of completion of planned activities as per the academic calendar	Dr. T. Balamurugan	5 Minutes
4	Discussion regarding the performance of students in the assessment test, and the follow-up action taken.	HoDs	10 Minutes
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	HoDs	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.	HoDs	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. R. Sudhesh	5 Minutes
12	Discussion regarding career guidance and pre-placement training.	Mrs. Latha Mchan	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 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 Internal 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 NSS, NCC and 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 FDPs/workshops/ conferences and publication of papers in high impact factor journal was discussed .			
12. Discussions were made to arrange Pre-placement, Career development and EDC programmes to improve the placement opportunities to the students.			
New Action Items		Responsibility	Due Date
1.	Submission of coaching class schedule for weak students	HoDs	27.10.2023
2.	Submission of follow-up action for university examination	Dean(academics)	17.11.2023
3.	Submission and approval of final year project schedule and batch details	HoDs	28.12.2023
4.	Submission of AQAR to NAAC	IQAC coordinator	15.12. 2023
5.	Details of pre-placement and career development training.	Placement Officer	23.11.2023
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 motivated the faculty members to attend FDP and NPTEL courses.			


 IQAC Coordinator


 14/10/2023
 PRINCIPAL

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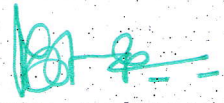
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Action Taken Report of IQAC meeting held on 14.10.2023

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.	Parents meeting	The faculty advisors of all department had conducted parents meeting
4.	AQAR Submission	AQAR report was successfully submitted to NAAC
5.	NIRF submission	NIRF 23 under Engineering category was successfully submitted.
6.	Placement training	Pre-placement trainings were organized and online aptitude tests were conducted by placement department.


IQAC Coordinator


Principal