



ANNAPOORANA ENGINEERING COLLEGE, SALEM

(Approved by AICTE-New Delhi, Affiliated to Anna University, Chennai)
NH-47 Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamilnadu.
www.aecsaalem.edu.in

Internal Quality Assurance Cell

AEC/IQACMEETING/2019-2020/ CIR10

Date: 19.9.2019

CIRCULAR

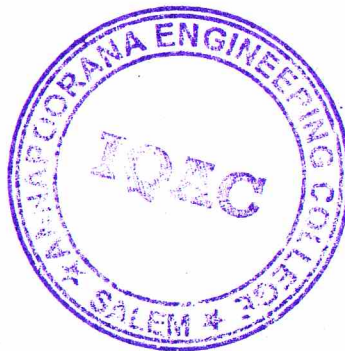
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 30.09.2019 at Dr. A. Shanmugasundaram Seminar Hall at 3.00 pm.

The points to be discussed in the meeting are as follows:

AGENDA

1. Review of Action taken Report of the previous meeting
2. Review of NAAC progress
3. Preparation of Class timetable for the forthcoming even semester
4. Value-added courses & Certificate course
5. Review of Academic Results for the Previous Semester and Action Plan for further improvements
6. Conduct of Academic Administrative Audit
7. Use of NPTEL Videos and smart boards for enhancing teaching-learning quality.
8. Enhancing OBE through Inplant Training, Internship and Industrial Visits
9. Signing of MOU s with Industries / Institutions


Co-ordinator – IQAC




Principal 12/9

Copy to:

1. Director-TKVTSSMEC Trust
2. All members of IQAC
3. Notice Board

PRINCIPAL
ANNAPOORANA ENGINEERING COLLEGE
PERIYA SEERAGAPADI (PO),
SALEM - 636 308



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The following points were discussed

Sl.No	Points Discussed	Responsibility	Target date
1.	Review of action taken of the previous meeting		
	The coordinator reviewed the actions taken for the previous meeting held on 19.03.2018.	IQAC - Coordinator	-
2.	Review of NAAC progress		
	The Principal instructed the NAAC coordinator to frequently review the work- in-progress of NAAC documentation work and complete the tasks on time.	NAAC coordinator	Nov 2019
3.	Preparation of Class timetable for the forthcoming even semester		
	The principal informed the departmental heads to allocate theory subject and laboratories to the faculty and staff for the even semester of AY 2019-2020.	Departmental Heads	Before Nov 2019
4.	Value-added courses & Certificate course		
	The Principal suggested Value-added courses and Certificate courses to be conducted as per schedule and feedback about the courses need to be collected for further improvements to be made.	Academic Committee HODs	Frequently
5.	Review of Academic Results for the Previous Semester and Action Plan for further improvements		
	1. The Heads of various departments elaborated on their university examination results of the previous semester. 2. The principal suggested improving upon the results by conducting remedial classes and extra classes for slow	Principal Departmental Heads	Routine




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	learners.		
6.	Conduct of Academic Administrative Audit		
	The Principal instructed the IQAC coordinator to conduct AAA before the end of the semester	IQAC coordinator	Before December 2019
7.	Use of NPTEL Videos and smart boards for enhancing teaching-learning quality		
	The Representing Management insisted on NPTEL Videos and smart boards to be used for enhancing teaching-learning quality	HODs	Routine
8.	Enhancing OBE through Inplant Training, Internship and Industrial Visits		
	The Representing Management insisted on Students to be send for IV,IPT and Internship .	HODs	Once in a semester
9.	Signing of MOU s with Industries / Institutions		
	The Representing Management insisted on Signing MoUs with leading Institutions / Industries for the conduct of events	Principal HoDs	Routine

IQAC Coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Meeting Adjourned at 4.30pm


Coordinator – IQAC




Principal

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Copy to

1. Director-TKVTSSMEC Trust
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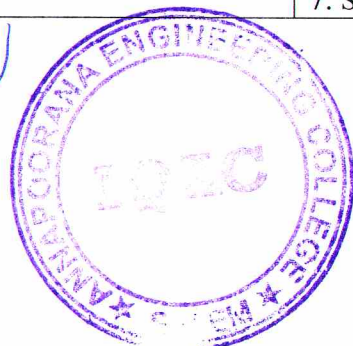
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Action taken report for the minutes of the meeting held on 30.09.2019

Sl.No	Action Plan	Action Taken
1.	Review of Action Report of the previous meeting	-
2.	Review of NAAC progress	Criteria wise incharges verify that the documentation for NAAC Accreditation work is going on. All necessary measures are taken by NAAC coordinator and criteria incharges to complete the tasks assigned on-time.
3.	Preparation of Class timetable for the forthcoming even semester	1. The departmental Heads prepared the timetable for theory classes and laboratory sessions. 2. The Academic Committee prepared the Academic calendar inculcating the necessary informations.
4.	Value-added courses & Certificate courses	Value-added courses and Certificate course are properly conducted . Feedback are also collected for further improvement of the course and to know about the beneficiaries of the course
5.	Review of academic results	1. Remedial classes are conducted for slow learners 2. The principal suggested to increase upon tutorials, class tests and assignments to further improve the performance of the students academically.
6.	Conduct of AAA	AAA was conducted between 18.11.2019-22.11.2019 and a summary was submitted to IQAC for review.
7.	Use of NPTEL Videos and smart boards for enhancing teaching-learning quality	NPTEL Videos and Smart Boards are used regularly for demonstrations and diagrams for enhancing teaching-learning quality.
8.	Enhancing OBE through Inplant Training, Internship and Industrial Visits	Student are sent for IPT, Internship and Industrial Visits to industries with whom MOUs are signed and also to other companies. 1. Industrial Visit - 5 2. Inplant Training – 2 3. Internship - 1
9.	Signing of MOUs with Industries / Institutions	Signed MoU with the following Industries/Institutions: 1. SKS Automobiles - 23.10.2019 2. SS Group of Companies - 3.10.2019 3. Avatar Academy - 3.10.2019 4. Prolific Systems & Technology Pvt Ltd - 11.10.2019 5. Kronos infotech - 25.10.2019 6. Juno HR solutions - 21.10.2019 7. Sona college of technology - 14.10.2019

S. Subhaashini
Co-ordinator – IQAC



[Signature]
Principal

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