



ANNAPOORANA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in

Internal Quality Assurance Cell

AEC/IQACMEETING/2019-2020/ CIR12

Date: 27.03.2020

CIRCULAR

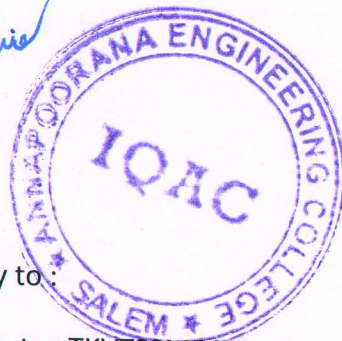
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 03.04.2020 through Zoom Meet at 10.30 am

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

AGENDA

1. Review of Action taken Report of the previous meeting
2. Conduct of online classes through online platform
3. Using of NPTEL Videos and U-Tube Videos
4. Conduct of Webinars and Online Quiz
5. Enhancing OBE through online Internships
6. Online Project Guidance
7. Refinement of Institution and Department Vision and Mission
8. Conduct of Academic and Administrative Audit

S. Subraashini
Co-ordinator – IQAC



[Signature]
Principal 27/3

Through mail copy to:

1. Director-TKVTSSMEC Trust
2. All members of IQAC



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Keeping in view the quarantine situation due to COVID – 19, in which Students & Faculty members stay at home, the following points were discussed to be implemented , to ensure a continuous Teaching-Learning process.

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 07.01.2020	IQAC - Coordinator	-
2	Conduct of online classes through online platform		
	The Principal instructed the departmental heads to inform faculty members to continue classes through online platform for group communication and Skype for one-to-one communication	Heads of various departments	During Quarantine periods
3	Using of NPTEL Videos and U-Tube Videos		
	The Principal instructed the departmental heads to inform faculty members to share NPTEL Videos and U-Tube Videos to students to enhance learning during Lock-down	Heads of various departments	During Quarantine periods
4	Conduct of Webinars and Online Quiz		
	The Representing Management insisted in the conduct of Webinars and Online Quiz programs for students & faculty members	Principal Heads of various departments	During Quarantine periods
5	Enhancing OBE through online Internships		
	The Representing Management insisted to enhance OBE through Online Internships conducted by various companies/Industries	Heads of various departments	During Quarantine periods
6	Online Project Guidance		
	The Principal insisted on online Project guidance to be given to all final year and third year students	Heads of various departments	During Quarantine periods
7	Refinement of Institution and Department Vision and Mission		
	The Representing Management informed the members, that as per the point discussed in the Governing Council meeting held and as we are in the quality pipeline there is a need to Refine the Vision & Mission of the Institution and the Department , to suit the emerging engineering trends and updates	Principal IQAC - Coordinator Departmental Heads	Before the end of April 2020



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8.	Conduct of Academic and Administrative Audit		
	The principal instructed the IQAC Coordinator to conduct AAA	IQAC coordinator	Before July 2020

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

Meeting Adjourned at 11.30 am

S. Subhaashini

Coordinator – IQAC



Copy to

1. Director-TKVTSSMEC Trust
2. All members of IQAC

[Signature]

Principal

PRINCIPAL
ANNAPOORANA ENGINEERING COLLEGE,
PERIYA SEERAGAPADI (P.O.),
SALEM-636 308.



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Action taken report for the minutes of the meeting held on 03.04.2020

Sl.No	Action Plan	Action Taken
1	Review of Action taken Report of the previous meeting	-
2	Conduct of online classes through online platform	Regular online classes are conducted by all the faculty members through Zoom meet for group communication and Skype for one-to-one communication. Queries arising there from are also cleared instantly.
3	Using of NPTEL Videos and U-Tube Videos	NPTEL Videos and U-Tube Videos are shared for demonstration and understanding for the students.
4	Conduct of Webinars and Online Quiz	Regular Webinars, Seminars & FDPs are organized by the various departments in association with IQAC of the college on recent topics of interest. (List of events organised are attached separately). In-house faculty members and eminent personalities from other institutes and organisations were invited as resource person for the webinar series. Outside participation was also allowed and E-certificates were given for active participants.
5	Enhancing OBE through online Internships	Online internships are insisted for final year students which would help them a long way in getting a good job in reputed companies. Students were insisted to attend of one month online internships conducted by industries.
6	Online Project Guidance	The final year students were given project guidances online for their main project and the third year students were given online guidance for their mini-projects.
7.	Refinement of Institution and Department Vision and Mission	Stake Holders meeting was organised , and the refined Vision & Mission were framed and approved by Governing Council members
8.	Conduct of Academic and Administrative Audit	AAA were conducted with senior faculty members of the college between 22.06.2020 – 03.07.2020 and submitted to IQAC for review and follow up.

S. Subramanian
Co-ordinator – IQAC



[Signature]
Principal



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List of events conducted through Online Platform:

Sl.No	Department	Event	Title	Date
1.	Automobile & Mechanical Engineering	Five Days Online Faculty Development Programme	An overview on Automobile and Mechanical Engineering	30.06.2020 - 04.07.2020
2.	Civil Engineering	One Day Webinar	An Overview of Steel in Construction Industry	01.07.2020 & 02.07.2020
3.		Three Days Online Faculty Development Programme	An Overview on Recent Construction materials	10.06.2020 - 12.06.2020
4.	Computer Science & Engineering	International webinar	Block Chain and its Applications	09.07.2020
5.		International Seminar	Introduction to Machine Learning	03.07.2020
6.		Power Seminar	Paint your Passion	20.07.2020
7.		One Day Webinar	Let's Practically Design a Cloud Architecture	05.06.2020
8.		Webinar	Content Analysis of Social Media Data	04.07.2020
9.	Electronics & Communication Engineering & Electrical and Electronics Engineering	National webinar	Modern Trends in Hyper Spectral Image Analysis	10.07.2020
10.		National webinar	Satellite Image Processing for Tracking Environmental Changes	4.07.2020
11.		National Webinar	High Level Logic Synthesis and Optimization of Digital VLSI Circuits	27.07.2020
12.		National Webinar	Hands on Embedded Systems and IoT	28.07.2020.
13.		Webinar	Numerical Electro magnetics - Modeling & Simulation	11.07.2020
14.	Entrepreneurship Development Cell	One Day Awareness Webinar	Thozhil Seyya Virumbu	23.07.2020
15.	English	Webinar	Drama and Communication	13.07.2020



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16.	Mathematics	Webinar	Just know how smart you are through a psychological assessment	29.06.2020
17.	Internal Quality Assurance Cell	Webinar Series	1.Stress Management 2. Inverse Z transform in Signals and Systems 3.COVID-19 & Management 4.Overcome Procrastination	28.04.2020 & 29.04.2020
18.		Webinar Series	1.Positive Attitude, 2. Scientific aspects of Corona Virus & Covid19 3. Healthy Quarantine	06.05.2020 & 07.05.2020
19.		Webinar Series	1. Secret for Success 2. Recent Trends in Automobile Engineering	14.05.2020
20.		Webinar	Unlock the challenges using research and Innovation	15.05.2020
21.		Webinar	Outcome Based Education – Quality Impact	21.05.2020
22.		Webinar	Unnudan Ushar	22.05.2020
23.		Webinar	You are always Right	27.05.2020
24.		Webinar	Your Passion and Profession	28.05.2020
25.		Webinar	A Gentle Introduction to Tamil Music	04.06.2020
26.		Webinar	Shift Innovation Strategies	19.06.2020