



ANNAPOORANA ENGINEERING COLLEGE

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

Accredited by NAAC with "A" Grade

Recognized by UGC with 2(f) & 12(B) and ISO 9001:2015 Certified Institution
NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



Internal Quality Assurance Cell

AEC/IQACMEETING/2020-2021/CIR16

Date: 19.04.2021

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 26.04.2021 at 10.00 am through Online Platform.

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

AGENDA

1. Review of the actions taken for the previous meeting
2. Conduct of BoS meets by all Departments
3. Conduct of Quality Initiative Programmes
4. Conduct of Events, FDPs & Training
5. Conduct of Academic Administrative Audit
6. Conduct of Online Classes
7. Enhancing outcome based education
8. Conduct of Online Remedial classes for slow learners
9. Performance Appraisal for Faculty members and Staff

S. Subhooshini

Co-ordinator – IQAC

Copy to:

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



[Signature]

Principal

PRINCIPAL

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



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Internal Quality Assurance Cell

AEC/IQACMEETING/2020-2021/ 16

Date: 26.04.2021

Minutes of the meeting held at 10.00 am through Online Platform

Members present

SL.NO	NAME	POSITION	DESIGNATION
1.	Dr.A.Anbuchejian	Chair Person	Principal
2.	Mr.N.V.Chandrasekar	Representing Management	Director- TKVTSSMEC Trust
3.	Dr.V.Rajkumar	Academic Expert	Professor, GCE, Salem
4.	Dr.G.Maheswaran	Academic Expert	Principal, VSA Engineering College, Salem
5.	Mr.L.Gnana Prakash	Member	Director-Administration
6.	Mr.S.Palanisamy	Member	Finance Officer
7.	Dr. R.Vivek	Member	Head - Automobile Engineering
8.	Mrs.R.S.Gandhimathi	Member	Asso.Prof - Civil Engineering
9.	Dr.O.Saravanan	Member	Head - CSE
10.	Mr.B.Ramesh	Member	Head - ECE
11.	Dr.R.Venkatesh	Member	Head - EEE
12.	Dr.S.Senthil Kumar	Member	Head - Mechanical Engineering
13.	Dr.R.Kumaravel	Member	Examination Cell- Coordinator
14.	Dr.S.Subhashini	Coordinator	Director-Academics
15.	Dr.P.Gnanasekar	Member from Local Society	CEO-VMRF(DU)
16.	Mr.R.Bharanitharan	Member from Industry/Employer	CEO- Bharani Constructions, Salem



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17.	Mr.T.Jayamurugan	Member from Industry	Senior Quality Inspector, Steel Plant, Salem
18.	Mr.C.Silambarasan	Alumni Member	Quantity Surveyor, KG Foundations Private Limited, Chennai
19.	Ms.S.Reena	Student Member	Final Year- Civil Engineering

Dr. A. Anbuchejian

Principal, AEC

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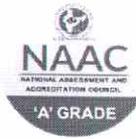
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The following points were discussed

Sl.No	Points Discussed	Responsibility	Target date
1.	Review of action taken of the previous meeting		
	The IQAC coordinator reviewed the actions taken for the previous meeting	IQAC - Coordinator	-
2.	Conduct of BoS meets by all Departments		
	The Principal instructed all HoDs to start the BoS meet with experts from respective fields	IQAC - Coordinator HoDs	Before June 2021
3.	Conduct of Quality Initiative Programmes		
	The Representing Management instructed the team to collaborate with other Institutions to bring about Quality Initiative Programmes	Principal	At the earliest
4.	Conduct of Events, FDPs & Training		
	The Principal instructed the HoDs and IQAC Coordinator to conduct various events through online mode for the benefit of the students and the faculty members	HoDs IQAC Coordinator	Routine
5.	Conduct of Academic Administrative Audit		
	The Principal informed that an Academic and Administrative Audit need to be conducted	IQAC Coordinator	Before June 2021
6.	Conduct of Online Classes		
	The Principal instructed the Hods to insist the department faculty members to use NPTEL Videos, U-TUBE Videos, etc... to enhance the TLP	HoDs	Routine
7.	Enhancing outcome based education		
	The Principal insisted that Outcome Based Education must be insisted in TLP by means of through project learning, Internships, etc	HoDs	Routine
8.	Conduct of Online Remedial classes for slow learners		
	The Principal instructed to conduct online remedial classes to slow learners	HoDs All faculty members	Routine



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9.	Performance Appraisal for Faculty members and Staff		
	The Principal instructed the IQAC Coordinator to follow up and complete the performance appraisal procedures.	IQAC Coordinator	Before August 2021

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

Meeting Adjourned at 11.30am

S. Subhaashini
Coordinator – IQAC

Copy to

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



[Signature]
Principal

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Action taken report for the minutes of the meeting held on 26.04.2021

S.No	Action Plan	Action Taken
1.	Review of Action taken report of the previous meeting	-
2.	Conduct of BoS meets by all Departments	BoS meet is conducted by all Departments with experts in their respective fields in the month of May 2021
3.	Conduct of Quality Initiative programmes	Session/ panel discussion with innovation and start-up ecosystem enablers from the region – 04.06.2020
4.	Conduct of Events, FDPs & Training	Separate sheet attached
5.	Conduct of Academic Administrative Audit	Internal Academic & Administrative Audit was done by a team of Senior faculty members of the college between 21.06.2021-30.06.2021
6.	Conduct of Online Classes	Online classes are conducted by the faculty members by using NPTEL videos , U-Tube videos to enhance the TLP
7.	Enhancing outcome based education	Online project guidance are given to students for their learning and students are made to attend online internship programmes.
8.	Conduct of Online Remedial classes for slow learners	Online remedial classes are conducted for slow learners and is monitored by respective HoDs
9.	Performance Appraisal for Faculty members and Staff	Self Appraisal forms are given to Teaching Faculty members and Non-teaching staff , got them filled and collected back with HOD approval

S. Subhasini
Coordinator – IQAC



[Signature]
Principal

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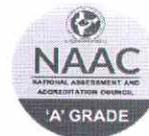
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List of events conducted are as follows:

S.No	Dates	Title of the programme
1.	26.04.2021	One day Webinar on Recent Trends In Automobile Engineering
2.	26.04.2021	Webinar Covid 19 Delta Variant Awareness Program - NSS
3.	29.04.2021	One Day National Workshop on Grid Connected Solar Power Plant Design and Implementation
4.	28.04.2021	A guest Lecture on Stress Distribution
5.	29.04.2021	A guest Lecture on Admixture
6.	11.05.2021	A Webinar on Opportunities for Engineers in Oil and Gas Industries
7.	14.05.2021	A Webinar on An Introduction to Composite Materials
8.	06.05.2021	Workshop on Fundamentals of Artificial Intelligence and Machine Learning
9.	30.04.2021	Workshop on Implementation of OFDM in LTE Wireless Communication System
10.	11.05.2021	Workshop on Noise Characterization in Communication
11.	15.05.2021	Workshop on The Big Shift : Getting Prepared to Start Your Career
12.	03.05.2021	A Webinar on Embedded system and its Applications
13.	07.05.2021	Workshop on Modern Power Transmission and Distribution System
14.	06.05.2021	A Workshop on Metallurgy For Non Metallurgist
15.	22.05.2021	Technical talk on Research Perspectives in Civil engineering
16.	29.05.2021	Seminar on Advanced Web Development Technique