



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/2017-2018/ CIR02

DATE: 04.08.2017

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 18.08.2017 at Dr.A.Shanmugasundaram Seminar Hall at 2.00 pm.

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

AGENDA

1. Welcome Note
2. Frequent Update of College website
3. Inauguration of various Cells, Clubs , Committees & Associations
4. Conduct of events such as FDPs, Seminars, Workshops and Conferences
5. Plan of conducting National & International Conference
6. NAAC awareness program
7. Planning and Implementation of Choice Based Credit System(CBCS) - Anna University Regulation 2017
8. Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training
9. Conducting of Training & Development programmes
10. Quality initiative programs
11. Remedial Coaching classes for the slow learners
12. Bridge courses for Freshers
13. Initiation of Outcome-Based education
14. Innovative Teaching-Learning Methodology
15. Conduct of Academic Administrative Audit
16. Inauguration of IPR Cell
17. Conduct of Graduation Day

S. Subhaashini
Co-ordinator – IQAC

Copy to:

1. Director-TKVTSMEC Trust
2. All Members of IQAC
3. Notice Board



Principa
Principal

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



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The following points were discussed

Sl.No	Points Discussed	Responsibility	Target date
1.	Welcoming the members for the IQAC meeting		
	The IQAC coordinator started the meeting with a welcome note and read the Agenda of the meeting	IQAC Coordinator	-
2.	Frequent update of college website		
	The Principal instructed the college website committee 1. to update the News, events & photos in the website regularly. 2. to continuously monitor the Queries / Complaints registered in the site & forward them to the respective committee / cell	College Website Committee	Frequently
3.	Inauguration of various cells, clubs, committees & associations		
	The Principal instructed the respective Cell, Committee & Association heads & secretaries to inaugurate them.	Respective coordinators / Incharges	Before the end of August 2017
4.	Conduct of events such as FDPs, Seminars, Workshops and Conferences		
	1. The Representing Management suggested to call for eminent Professionals, Academicians and Industrialist as guest speaker / Resource person for the conduct FDPs, Workshops, Seminars & Conferences periodically. 2. The events conducted should lead to knowledge up gradation of the student / faculty.	HODs	Frequently
5.	Plan of Conducting National & International Conference		
	The Representing Management instructed to conduct National & International Conference which would include all disciplines	Principal All HODs	Even semester of 2018
6.	NAAC Awareness Programme		
	The principal informed about NAAC accreditation awareness programme	Principal	Before the end of August 2017
7.	Planning and Implementation of Choice Based Credit System(CBCS) - Anna University Regulation 2017		
	The Representing Management planned & discussed on the various aspects of implementing CBCS to the existing education system and insisted on taking proper measures to implement the same as per the regulations of AU	Principal Academic committee	As scheduled by AU



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8.	Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training		
	The Principal instructed Value-added courses Certificate courses and Vocational Education Training to be conducted by every department.	Academic Committee HODs	Frequently
9.	Conducting of Training & Development Programmes		
	The Representing Management instructed to 1. conduct placement training classes regularly by in-house faculties and professional Trainers. 2. conduct Soft skill training & Personality development training for pre-final & Final year classes 3. enter into MOU with institutes for Training programmes	Principal HODs PT Coordinator	Frequently
10.	Quality initiative programs		
	The Representing Management instructed to bring about more quality initiative programs for the Institution, Faculty members and the students	Principal IQAC Coordinator HODs	Routine
11.	Remedial coaching classes for slow learners		
	The Principal instructed to conduct Remedial classes for slow learners in the evening time	Academic Committee All HODs	Frequently
12.	Bridge course for freshers		
	1.The Principal informed to conduct Bridge course to the freshers from school background 2.The course shall be for a time period of 5-7 days 3.The course shall cover all the major areas of engineering and their scope	Dean 1 st Year	Within one week from the date of arrival of freshers to the campus
13.	Initiation of Outcome-based education		
	The Representing Management insisted to initiate Outcome –Based Education through: 1. Mini projects 2. Model making 3. Quiz 4. Paper Presentation 5. Internship 6. Field Visits	Principal HODs	Every semester



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14.	Innovative Teaching-Learning Methodology		
	The Principal insisted to augment innovative Teaching-Learning Methodologies through: 1.Using ICT tools for teaching 2.Others	HODs	Every semester
15.	Conduct of Academic Administrative Audit		
	The Principal instructed the Academic committee to appoint senior faculties of the college to conduct AAA for each semester on specified dates. The Audit shall include 1.Course file & Lab Manual verification 2. Attendance Monitoring 3.Student Assessment Record Monitoring 4. Placement 5. Internal Exams monitoring 6.Examination 7.Value-added course, Certificate Course and Vocational Education Training 8.Training & Development 9.Library 10.Feedback monitoring	IQAC coordinator	Every semester
16.	Inauguration of IPR Cell		
	The Representing Management insisted to inaugurate the IPR Cell and conduct activities based on it	Principal	Before the end of the semester
17.	Conduct of Graduation Day		
	The Representing Management informed & instructed that the Graduation day shall be organized and it should be organized in a very organized manner	Principal	Before the end of the semester



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

Meeting Adjourned at 4.00pm

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 18.08.2017

Sl.No	Action Plan	Action Taken
1.	Welcome note	-
2.	Frequent update of College website	College website committee updates the website frequently about latest News, Events, queries, grievances and other updates as and when it arises.
3.	Inauguration of various Cells, Clubs & Associations	1. DAC & PAC were formed for all departments 2. Inauguration of: 1.Mechanical & Automobile Association- 24.08.2017 2.EEE Association-09.09.2017 3.Science Club -12.09.2017 4.Tamil Mandram-21.09.2017 5.English Club-27.09.2017
4.	Conduct of FDPs, Seminars, Workshops and Conferences	1. Science club organized a "National seminar on science and innovations". The guest being Ms.K.Masha Nazeem, Inventor, Technology, Education, Motivational Speaker, Nagercovil - 12.09.17 2. Workshop on "Recent Trends in Nano Technology" - 28.09.2017 3.Two day FDP on "Innovative practices for effective professional teaching"-22.09.2017 & 23.09.2017 4.National Workshop on "Restoration and Conservation of Concrete Structure"-06.09.2017
5.	Conducting National & International Conference	1. January 27,2018 & March 8, 2018 were the dates fixed tentatively for the conduct of the conference. 2. Preliminary work for the conduct of the conferences has begun.
6.	NAAC Awareness programme	NAAC Awareness programme was conducted for Students and faculties separately on 30.08.2019
7.	Planning & Implementation of Choice Based Education System – Anna University - Regulation 2017	CBES was totally inculcated to the existing educational system and continued at a smoother pace
8.	Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training	Value –Added Courses, Certificate Courses and Vocational Education Training are discussed and approved by IQAC to be conducted for the academic year 2017-2018
9.	Conducting of Training & Development Programmes	Soft-skill Training-14.10.2017



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10.	Quality initiative programs	<p>1.ISO 9001:2015 Quality ACCREDITATION Certification was received in ASeptember 2017, after the certifying body inspecting the college and verifying the related documents.</p> <p>2. Hands-on training with python scripting-22.08.2017 & 23.08.2017</p> <p>3.Workshop on The recent Trends in Nano Technology – 28.09.17</p> <p>4.MOUs were signed with the following institutions for student placement & Training:</p> <p>a) Megawin Swicth Gear Pvt Ltd - 06-11-2017</p> <p>b) SSN Constructions - 22-09-2017</p> <p>c) Bharani Constructions - 14-10-2017</p> <p>d) CADD Centre - 11-08-2017</p> <p>e)Lalton Technology - 06-12-2017</p>
11.	Remedial classes for slow learners	<p>Department -wise Remedial classes are organized and conducted as per schedules made. On the basis of Internal test results & University examination results, the students are sorted out, and the slow learners are instructed to undertake the remedial classes. The improvements thus made in their performance are updated to the respective HODs.</p>
12.	Bridge course for freshers	<p>To Bridge the gap between school education and college education, Bridge courses were conducted for the first year students for 6 days starting from 24.08.2017</p>
13.	Initiation of outcome based education	<p>1.Engineers day – Contest on Project Display</p> <p>2.National level technical Symposium on 22.12.2017- contests organized were a)Model making b)Paper presentation c)Technical Quiz d)Project Display and Engine assembling & demantling</p>
14.	Innovative Teaching-Learning methodology	<p>1.Using ICT Tools for teaching</p> <p>2.Assignments & Tutorials</p>
15.	Conduct of Academic Administrative Audit	<p>AAA were scheduled between 6.11.2017 – 10.11.2017 and conducted as per dates scheduled. The summary of the reports were submitted to principal for review.</p>
16.	Inauguration of IPR Cell	<p>1.IPR Cell was inaugurated on 18.08.2017</p> <p>2. Two days workshop on “Intellectual Property Rights & Technological Development”-18.08.2017 & 19.08.2017</p>



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17.	Conduct of Graduation Day	<p>1. The Third Graduation day was conducted on 21.10.2017 at Dr.A.Shanmugasundaram Seminar Hall in a well organized & coordinated manner.</p> <p>2. For the Graduation ceremony Dr.Srinivas Padmanabhuni [Former President – ACM India], Chief Mentor, Tarah Technologies was the Chief Guest.</p>
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S. Subhasshini

Coordinator – IQAC



[Signature]

Principal

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Date: 18.08.2017

As per the discussion made in the IQAC meeting minutes dated 18.08.2017, the following Value- Added Courses, Certificate Courses and Vocational Education Training Courses are approved for conduct in the academic year 2017-2018.

S. No	Course	Course Title
1.	Value Added Course	Aptitude Training
		Employability Enhancement Training
		Campus to Corporate Training
		Soft Skill Training
		Entrepreneurship Development Program
		Placement Training
		Leadership
		Time management
		Speaking & presentaion
		Campus Recruitment Training
		Yoga and Meditation
2.	Certificate Course	Hypermesh
		Automotive Engine after treatment systems for BS-VI
		STAAD Pro V8i
		Building information modelling
		Photoshop
		Matlab
		Electrical CAD
		Image Processing Using Matlab
		Engine Dismantling and Assembly
		CATIA



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3.	Vocational Education and Training	Hydraulics and pneumatics systems
		Automotive aerodynamics
		Planning of residential building using AUTO CAD
		Analysis of building elements using STAAD PRO
		Interior design of residential building using Revit Architecture
		Computer Service and Repair
		Social Media Marketing
		Web Design using PHP & my SQL
		PCB & Circuit Designing
		Networking Course on CCNA
		Artificial Intelligence Used Raspberry PI
		Power Distribution Network
		PLC
		SCADA
		Basic Design course of CAD
Short term course on CREO		
CNC Machining & Turning Centre		

S. Subraashini
Co-ordinator – IQAC



[Signature]
Principal

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