



# 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](http://www.aecsaalem.edu.in)

## Internal Quality Assurance Cell

AEC/IQACMEETING/2017-2018/ CIR03

DATE: 21.12.2017

### CIRCULAR

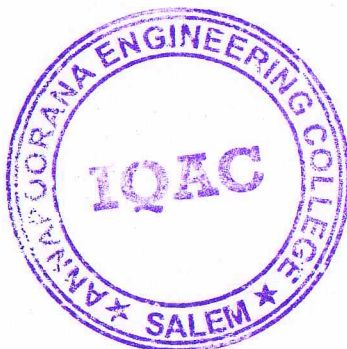
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 4.01.2018 at Dr. A. Shanmugasundaram Seminar Hall at 10.00 am.

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 Spoken Tutorial Software Test
3. Reform Teaching-Learning process
4. Conduct of National & International Conference
5. ISO Quality systems
6. Conduct of special courses
7. Student placement initiatives
8. Follow-up of Outcome-Based education
9. Alumni Meet
10. Enhancing College building infrastructure
11. Extension of services to society

*S. Subhasini*  
21/12/17  
Co-ordinator – IQAC



*Prin*  
21/12  
Principal

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

### Copy to:

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



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## The following points were discussed

Sl.No	Points Discussed	Responsibility	Target date
1.	<b>Review of Action taken report of the previous meeting</b>		
	The IQAC Coordinator reviewed the action taken report of the previous meeting held on 18.08.2017	IQAC - Coordinator	-
2.	<b>Conduct of Online Spoken tutorial software test</b>		
	The Principal instructed the members to conduct an Online Spoken tutorial software test sponsored by IIT, Mumbai	All HODs & Dr.S.Subhashini	Before end of January 2018
3.	<b>Reform Teaching-Learning process</b>		
	The Principal instructed HODs to reform the Teaching-Learning Process	HODs	Frequently
4.	<b>Conduct of National &amp; International Conference</b>		
	The Representing management instructed the team a) to Conduct the One Day National Conference on Science, Engineering, Technology and Management (NCSETM 2018) on the date specified b) to conduct a two day International Conference on Innovations in Science, Engineering, Technology and Management (ICISSETM2K18) on the date specified	Principal Conference Convener Conference Chair Conference Co-chair IQAC members	27.01.2018  08.03.2018
5.	<b>ISO Quality systems</b>		
	The principal informed about the management intension to apply for ISO certification.	Departmental Heads	Before the end of year 2018



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<b>6.</b>	<b>Conduct of special courses</b>		
	The Representing Management insisted on Conducting of special courses regularly for students knowledge enhancement	Principal Academic Committee Departmental Heads	Routine
<b>7.</b>	<b>Student placement initiatives</b>		
	The principal instructed the placement committee to focus strong on Student placement initiatives	HODs Placement Coordinators	Routine
<b>8.</b>	<b>Follow-up of Outcome-Based education</b>		
	The Representing Management insisted to initiate Outcome –Based Education through: 1.Industrial Visit 2. Inplant Training 3.Internship	Principal HODs	Every semester
<b>9.</b>	<b>Alumni Meet</b>		
	1.The Principal suggested to organize an Alumni meet. 2.The student member suggested to conduct it on a Saturday , so that the event does not affect the regular working of the classes	Dean 1 <sup>st</sup> Year Placement Officer Student Member	Before end April 2018
<b>10.</b>	<b>Enhancing College building infrastructure</b>		
	The principal informed about Enhancements that will be done in the College building infrastructure	Principal	Before end of March 2018
<b>11.</b>	<b>Extension of services to society</b>		
	The Representing Management discussed that service to the society need to initiated	Principal	Frequently



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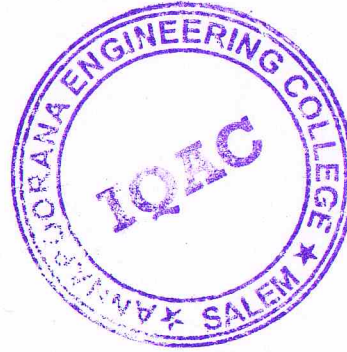
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IQAC Coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Meeting Adjourned at 11.30am

*S. Subhaashini*  
4/11/18  
Coordinator – IQAC

*[Signature]*  
Principal #/1  
PRINCIPAL,  
ANNAPOORANA ENGINEERING COLLEGE,  
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## Internal Quality Assurance Cell

Action taken report for the minutes of the meeting held on 04.01.2018

Sl.No	Action Plan	Action Taken
1.	Review of action taken of the previous meeting	-
2.	Online Spoken tutorial software test	1. An Online spoken tutorial software training test, initiated by Anna University, in tandem with IIT Bombay was conducted for three days from 29.01.2018 to 31.01.2018. 2. The students of year 2, 3 and 4 participated and those who secured a pass % were issued with certificates.
3.	Reform Teaching-Learning	Mentor-mentee allotment was decided to be introduced for overcoming challenges faced by students
4.	a) Conduct of One Day National Conference on Science, Engineering, Technology and Management (NCSETM 2018) b) Conduct of Two day International Conference on Innovations in Science, Engineering, Technology and Management (ICISSETM-2K18)	The National conference was conducted on 25.01.2018  Two days International conference was conducted on 09.03.2018 & 10.03.2018
5.	ISO Quality Systems	1. An ISO awareness program was organized on 03.03.2018 and the faculties were instructed to follow the guidelines and prepare the documents as specified. 2. Mr.L.Gnanaprakash, AP/EEE was appointed as Management Representative for ISO
6.	Conduct of special courses	Value added courses and Certificate courses are conducted as per schedule. Proper attendance is also maintained.
7.	Student placement initiatives	1. Siva Medi Equipments, Chennai (Mechanical Engineering) - 27.02.2018 2. Town & City Developers, KG Group, Coimbatore (Civil Engineering) – 29.01.2018 3. Vee Technologies , Bangalore (Central Pool campus drive) - 28.02.2018
8.	Follow-up of Outcome Based Education	The students are instructed to undertake Internship & Inplant Training in the month of June & December and Industrial Visit in August / September of a AY 2017-2018 : 1. Industrial Visit: 04 2. Inplant Training: 19 3. Internship: 12

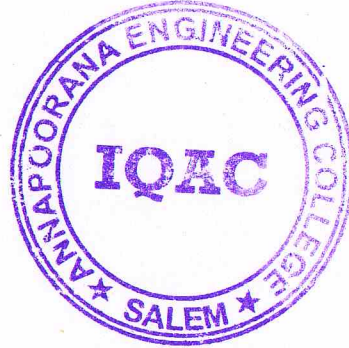


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9.	Alumni Meet	Alumni meet was conducted at the college campus on 04.03.2018
10.	Enhancing College building infrastructure	1. Construction of Open Auditorium 2. Shifting of Boys Hostel to the new building 3. Canteen was shifted to a new building 4. Construction of Rainwater Harvesting system 5. Construction of Dome
11.	Extension of services to society	1. Blood Donation Camp - March 2018 2. Awareness program on personal hygiene for women - March 2018

*S. Subhaashini*  
4/13/18  
Coordinator - IQAC



*[Signature]*  
14/3  
Principal

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