



# 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/ CIR04

Date: 05.03.2018

### CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 19.03.2018 at Dr. A. Shanmugasundaram Seminar Hall at 11.00 am.

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

### AGENDA

1. Review of Action taken report of the previous meeting
2. Preparation of Academic Calendar for the AY 2018-2019
3. Preparation of Timetable for regular classes and examination
4. Review of Academic Results for the Previous Semester and Action Plan for further improvements
5. Quality initiatives for enhancing quality in Learning Process
6. Feedback from stake holders
7. Conduct of Academic and Administrative Audit
8. Conduct of Vocational Education and Training(VET)

*S. Subhaashini*  
Co-ordinator – IQAC 5/3/18

*[Signature]*  
Principal 5/3

### Copy to:

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



PRINCIPAL,  
ANNAPOORANA ENGINEERING COLLEGE,  
PERIYA SEERAGAPADI (P.O),  
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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 actions taken for the previous meeting held on 04.01.2018	IQAC - Coordinator	-
2.	<b>Preparation of Academic Calendar for the AY 2018-2019</b>		
	1.The principal instructed the Academic Committee to prepare the Academic Calendar the forthcoming AY 2018-2019. 2. It was also suggested to all to follow the academic calendar without much deviations	Academic Committee	May 2 <sup>nd</sup> week
3.	<b>Preparation of Timetable for regular classes and examination</b>		
	The principal informed the 1.Departmental heads to allocate theory subject and laboratories to the faculty and staff for the AY 2018-2019 2.Heads and Exam cell coordinator to prepare the Internal Test Timetable and model exam schedule for the odd semester of AY 2018-2019,which shall be included in the Academic Calendar 2018-19	Departmental Heads Exam cell coordinator	April 4 <sup>th</sup> week
4.	<b>Review of Academic Results for the Previous Semester and Action Plan for further improvements</b>		
	1. The Heads of various departments elaborated on their university examination results of the previous semester.	Principal Departmental Heads	Routine



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	2. The principal suggested to increase on tutorials, class tests and assignments to further improve the performance of the students academically.		
<b>5.</b>	<b>Quality initiatives for enhancing quality in Learning Process</b>		
	The Representing Management insisted on Quality initiatives for enhancing quality	Principal Departmental Heads	Routine
<b>6.</b>	<b>Feedback from stake holders</b>		
	IQAC coordinator was instructed to collect and review the feedback from the stake holders.	IQAC coordinator	Before May 2018
<b>7.</b>	<b>Conduct of Academic and Administrative Audit</b>		
	The principal instructed the IQAC Coordinator to conduct AAA	IQAC coordinator	Before May 2018
<b>8.</b>	<b>Conduct of Vocational Education and Training(VET)</b>		
	The principal instructed the Academic Committee to conduct VET for students during summer Vacation	HODs Academic Committee	Before End June 2018

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

Meeting Adjourned at 12.30am

*S. Subhoashini*  
Coordinator – IQAC 19/3/18



*[Signature]*  
Principal 19/3

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Action taken report for the minutes of the meeting held on 19.03.2018

Sl. No	Action Plan	Action Taken
1.	Review of Action taken report of the previous meeting	-
2.	Preparation of Academic Calendar for the AY 2018-2019	1. Academic Calendar was prepared by Academic Committee for AY 2018-2019 2. The Principal strongly insisted the Faculty members to strictly adhere to the academic calendar prepared and instructed to intimate if any deviation occur.
3.	Preparation of Timetable for regular classes and examination	1. The departmental Heads prepared the timetable for theory classes and laboratory work. 2. The Exam cell coordinators with the support from Departmental Heads listed out the dates for the conduct of internal tests and model examinations for the AY 2108-2019 3. The Academic Committee prepared the Academic calendar inculcating the above informations to the calendar.
4.	Review of Academic Results for the Previous Semester and Action Plan for further improvements	1. To improve up on the academic performance of the students, conducting class tests in the test hours of the day was made compulsory.
5.	Quality initiatives for enhancing quality in Learning Process	1. Two days workshop on " Patents and Intellectual Property Rights" - 24.04.2018 & 25.04.2018 2. Hands on Training & Workshop on "Automotive Engine Auxillaries" - 20.03.18 3. International seminar on "Cardiac Mapping & Signal Processing"- 27.03.2018 4. MoU was signed with Tarah Technologies on 09.04.2018 and Skray Power System on-22.03.2018 for Value added Course/ Training
6.	Feedback from stake holders	1. Feedbacks are collected periodically from different stakeholders for redesigning and modification in Teaching-Learning process
7.	Conduct of Academic and Administrative Audit	AAA were conducted between 7.5.2018-11.5.2018 and the brief report is submitted to IQAC for review.



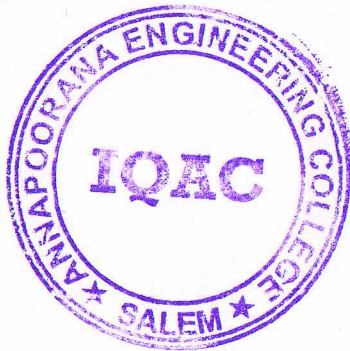
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8.	Conduct of Vocational Education and Training(VET)	Department – wise VET were conducted during summer holiday vacations of June 2018	
		AUTO	Automotive air conditioning
			Hydraulics and pneumatics systems
			Automotive aerodynamics
		CIVIL	Planning of residential building using AUTO CAD
			Analysis of building elements using STAAD PRO
			Interior design of residential building using Revit Architecture
		CSE	Computer Service and Repair
			Social Media Marketing
			Web Design using PHP & my SQL
		ECE	PCB & Circuit Designing
			Networking Course on CCNA
			Artificial Intelligence Used Raspberry PI
		EEE	Power Distribution Network
			PLC
			SCADA
		MECH	Basic Design course of CAD
			Short term course on CREO
CNC Machining & Turning Centre			

*S. Subraashini*  
21/6/18  
Coordinator – IQAC



*[Signature]*  
21/6  
Principal

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