



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

Internal Quality Assurance Cell

AEC/IQACMEETING/2018-2019/ CIR05

Date: 22.06.2018

CIRCULAR

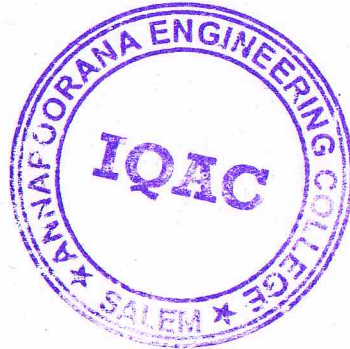
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 09.07.2018 at Dr. A. Shanmugasundaram Seminar Hall at 3.00 pm.

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

AGENDA

1. Review of Action taken report of the previous meeting
2. Applying for ISO Quality Management System Certification
3. Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training
4. Inaugurating & Expanding the functions of various cell
5. To enhance the Teaching –Learning Methodologies
6. Signing of MOUs for Training and Placements
7. Bridge course for first years
8. Installation of ERP CAMU Software
9. Extension of services to the society

S. Subhaashini
26/6/18
Co-ordinator – IQAC



[Signature]
22/6
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.	Review of action taken of the previous meeting		
	The coordinator reviewed the actions taken for the previous meeting held on 19.03.2018	IQAC - Coordinator	
2.	Applying for ISO Quality Management System Certification		
	The principal informed the ISO Team that the college has completed filling of application form for ISO certification and instructed all the members to complete and get ready with the documentation process at the earliest	Management Representative ISO Team Members All members concerned	Before the end of the year 2018
3.	Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training		
	The Representing Management instructed Conduct of Value – Added Courses, Certificate Courses and Vocational Education Training to be started at the earliest by every department	Principal Academic Committee HODs	Frequently
4.	Inaugurating & Expanding the functions of various cells		
	The Principal instructed the incharges of various cells to inaugurate & expand their activities to the society at large	Coordinators of various committees	Routine
5.	To enhance the Teaching –Learning Methodologies		
	The Representing Management suggested NPTEL video lecturing as an innovative method to enhance teaching-learning process	HODs	Routine
6.	Signing of MOUs for Training and Placements		
	The Principal insisted on signing of MOUs for students through Training & Placement drives	HODs Placement Coordinator	Routine



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7.	Bridge course for first years		
	1.The Principal informed to conduct an orientation Bridge course to the freshers from school background 2.The course shall be for a time period of 5 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
8.	Installation of ERP CAMU Software		
	The principal informed the members that ERP is getting ready to be installed	Principal	Before the end of the year 2018
9.	Extension of services to the society		
	The Principal conveyed about the idea of providing service to the society by providing awareness camps, rallies, etc...	NSS All members concerned	Frequently

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

Meeting Adjourned at 4.30pm

S. Subhaashini
Coordinator – IQAC
9/7/18



[Signature]
Principal
9/7

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Action taken report for the minutes of the meeting held on 09.07.2018

Sl. No	Action Plan	Action Taken
1.	Review of Action taken report of the previous meeting	-
2.	Applying for ISO Quality Management System Certification	The ISO Team members are in the process of getting ready the specified documents for the certification.
3.	Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training	Conduct of Value –Added Courses, Certificate Courses and Vocational Education Training are discussed and approved to be conducted for the academic year 2018-2019
4.	Inaugurating & Expanding the functions of various cell	1. Entrepreneurship Development cell inaugurated on 27.08.2018 2. Environmental club in association with Salem Tree Club planted 1008 saplings in and around the campus on 21-08-2018 3. One day FDP on “Patent drafting for beginners”- 04.08.2018
5.	To enhance the Teaching – Learning Methodologies	1. Remedial classes for slow learners were scheduled and organized. 2. Parents of slow learners were also called for discussion about their wards. 3. Mentors- Mentee allotments were made and counseling were given to students to overcome their short comings
6.	Signing of MOUs for Training and Placements	MOUs were signed for students training /placements/Value added courses: a) S S Fasteners Private Limited-18.07.2017 b) Thriveni Car Company-30.08.2018 c) MM Gears-13.08.2018 d) Vikram Constructions-17.08.2018 e) Mergo Soft Private Limited-17.08.2018 f) Salem Productivity Council-11.07.2018
7.	Bridge course for freshers	To Bridge the gap between school education and college education Bridge courses were conducted for the first year students for 5days starting from 22.08.2018



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8.	Installation of ERP CAMU Software	CAMU ERP software installed and also Hands-on-training were given
9.	Extension of services to the society	1. Medical Awareness-Pamphlet Distribution - 28.07.18 2. Awareness about Gender Issues - 01.09.18

S. Subhaashini
Coordinator - IQAC 4/8/18



[Signature]
Principal 4/8

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