



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/ CIR06

Date: 23.08.2018

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 05.09.2018 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. Organising a career guidance program
3. Conduct of Quality enhancement programmes
4. Conduct of events such as FDPs, Seminars, Workshops and Conferences
5. Industry – Institution Tie-ups for Training & Development
6. Using of NPTEL Video lecturing for teaching
7. Student Placement initiatives
8. ISO Inspection
9. Entrepreneur Development Cell
10. Service to the society through NSS
11. Conduct of Graduation Day
12. Conduct of Academic and Administrative Audit

S. Subhaashini
Co-ordinator – IQAC 23/8/18

[Signature]
Principal 23/8

Copy to:

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



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.	Review of action taken report of the previous meeting		
	The coordinator reviewed the actions taken for the previous meeting held on 09.07.2018	IQAC - Coordinator	-
2.	Organizing a career guidance program		
	The Principal discussed about conducting a career guidance program for the 12 th standard students.	Principal HODs All members concerned	Before the end of the year 2018
3.	Conduct of Quality enhancement programmes		
	The Principal instructed the team members to conduct quality enhancement programs to suit the need of the students	Heads of various departments	Frequently
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 upgradation of the student / faculty.	HODs	Frequently
5.	Industry – Institution Tie-ups for Training & Development		
	The Representing management strongly insisted to bring about more Industry – Institution tie-ups for the mutual-benefit of each other in placements	HODs Placement Officer	Frequently
6.	Using of NPTEL Video lecturing for teaching		
	The Principal instructed to use more of NPTEL Video lecturing as an innovative teaching-	HODs	Routine



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	learning methodology		
7.	Student Placement initiatives		
	The Principal insisted on placement of final year students through Training & Campus drives	HODs Placement Coordinator	Routine
8.	ISO Inspection		
	The principal informed that the ISO Inspection is expected in the month of September / October 2018	Management representative- ISO Team members-ISO	Before end of October 2018
9.	Entrepreneur Development Cell		
	The Principal informed that an EDC will be formed to promote Entrepreneurship among students	Principal	Before end of the semester
10.	Service to the society through NSS		
	The Principal proudly announced the services rendered to the society so far ,and expressed his view that the college would continue its service in an efficient manner through NSS	NSS Members concerned	Frequently
11.	Conduct of Graduation Day		
	The Principal announced that the fourth Graduation Day would be conducted on 13.10.2018. He instructed the Head of various Departments to coordinate in this regard & organize the event in a well disciplined manner	HODs	13.10.2018
12.	Conduct of Academic and Administrative Audit		
	The principal instructed the IQAC Coordinator to conduct AAA	IQAC coordinator	Before November 2018



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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 4.30pm

S. Subraashini
5/9/18
Coordinator – IQAC



[Signature]
Principal 5/9

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Action taken report for the minutes of the meeting held on 05.09.2018

Sl.No	Action Plan	Action Taken
1.	Review of Action taken report of the previous meeting	-
2.	Organizing a career guidance program	Conducted a career guidance program "Vetripadigal 2018-19" for the +2 students, with Mrs.Rohini ,IAS , District Collector, Salem as the chief guest on 28.11.2018
3.	Conduct of quality enhancement activities	1)13.09.2018-Engineers day celebration –Project Expo, Model making, Poster presentation, Paper presentations were made -"Young Vishweswaraya Awards" given to winners 2) Faculties were encouraged to write books in their related subjects and the content compiling process has begun
4.	Conduct of events such as FDPs, Seminars, Workshops and Conferences	1.Two day FDP on NAAC Accreditation- 1.12.2018,02.12.2018, 2.Three days FDP on "Towards Academic Excellence"-12.12.2018 - 14.12.2018 4.One day seminar on" Geographical Information System" - 26.12.18
5.	Industry – Institution Tie-ups for Training & Development	MOUs are signed with companies for student training & placement: a) Sakthi Auto component-22.10.2018 b) Livewire - 12-12-2018 c) Siragu Association-09.10.2018 d) Million Minds-20.09.2018
6.	Using of NPTEL Video lecturing for teaching	Smart Boards are introduced and NPTEL video lecturing followed by all faculties
7.	Student Placement initiatives	1. On-campus placement drives: a) IDBI Federal Life Insurance – 02.10.2018 b)InfoD'sign Technology ,Chennai – 03.10.2018
8.	ISO Inspection	ISO Certification received in the month of October 2018
9.	Entrepreneur Development Cell	1. An Agreement between EDII and Annapoorana Engineering College was made for Program Implementations. 2. An Entrepreneur Development Cell was formed & inaugurated on 27.08.2018 and an Entrepreneur Awareness Camp was also organized. 3. Mr.L.Gnanaprakash , AP/ EEE & Mr.C.Devasenapathy , AP/ECE were appointed as



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		Co-ordinators.
10.	Service to the society through NSS	1.Awareness about Gender Issues - 08.09.18 2.Swachh Bharath cleaning Process -06.10.18
11.	Conduct of Graduation Day	The Fourth Graduation Day was conducted on 13.10.2018 with Mr.Sivakumar, CEO, ICT Academy as the Chief Guest
12.	Conduct of Academic and Administrative Audit	AAA was scheduled between 10.12.2018-14.12.2018 and the report was submitted to IQAC for review

The Principal appreciated the Management Representative and the Team member of ISO for the effort made for the success.

S. Subhaashini
28/12/18
Coordinator – IQAC



[Signature]
28/12
Principal

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