



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/2019-2020/ CIR09

Date: 28.06.2019

CIRCULAR

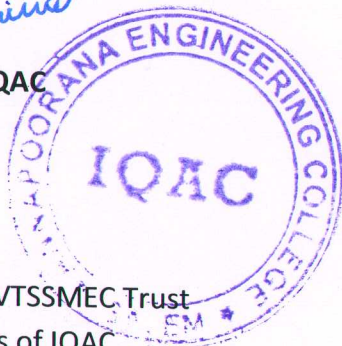
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 09.07.2019 at Dr. A. Shanmugasundaram Seminar Hall at 11.00 am.

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

AGENDA

1. Review of Action taken report of previous meeting
2. Review of NAAC progress
3. Placements initiatives for Student
4. Quality Enhancement Activities
5. To enhance Teaching-Learning methodologies
6. To follow up Outcome-Based Education
7. Remedial coaching classes for slow learners
8. Bridge course for freshers
9. Conduct of Value-Added Courses, Certificate Courses and Vocational Education Training
10. Revising of Academic & Administrative Audit Formats

S. Subhasini
Co-ordinator – IQAC



Copy to:

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

[Signature]
Principal 28/6.

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 of the previous meeting		
	The IQAC coordinator reviewed the actions taken for the previous meeting held on 25.03.2019	IQAC - Coordinator	-
2.	Review of NAAC progress		
	The principal reviewed the Progress of work done in NAAC accreditation process. He instructed the NAAC coordinator to complete the tasks assigned on-time	NAAC Coordinator	November 2019
3.	Placements initiatives for Student		
	The principal instructed the placement committee to focus strong on Student placement initiatives	HODs Placement Coordinators	Routine
4.	Quality enhancement activities		
	The Principal instructed the team members to conduct quality enhancement programs to suit the need of the students	HODs	Frequently
5.	To enhance Teaching-Learning methodologies		
	a)The Principal insisted to follow up Teaching-Learning Methodologies through usage of ICT tools for teaching b) The principal suggested NPTEL video method to be used to enhance teaching-learning process c) The principal instructed to make mentor-mentee allotments to help students overcome their shortcoming	HODs	Routine
6.	To follow up Outcome-Based Education		
	The Representing Management insisted to follow-up OBE through: 1. Mini projects 2. Model making 3. Industrial Visits 4. In-plant Training 5. Internship	Principal HODs	Every semester
7.	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



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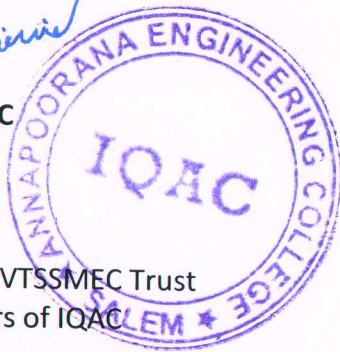
8.	Bridge course for freshers		
	1.The Principal informed to conduct an orientation Bridge course to the freshers from school background 2.The course shall be for a time period of 5-7 days 3.The course shall cover all the major areas of engineering and their scope	Dean 1 st Year	Within one week from the date of arrival of freshers to the campus
9.	Conduct of Value –Added Courses and Certificate		
	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
10.	Revising of Academic & Administrative Audit Formats		
	The Principal expressed his view to Revise the existing AAA formats to be suit the growing needs of the college	IQAC - Coordinator	Before the end of July 2019

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

Meeting Adjourned at 1.00 pm

S. Subhooshini

Coordinator – IQAC



Copy to:

1. Director-TKVTSSMEC Trust
2. All Members of IQAC

Duhur

Principal

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Action taken report for the minutes of the meeting held on 09.07.2019

S.No	Action Plan	Action Taken
1.	Review of Action taken report of previous meeting	-
2.	Review of NAAC progress	Criteria wise in-charges verify that the documentation process for NAAC Accreditation work is going on as scheduled. All necessary measures are taken by NAAC coordinator and criteria incharges to complete the tasks assigned on-time.
3.	Placement Initiatives for students	On-campus Placement Drives: a) Adhitya Brilliant Technology , Bangalore –18.07.2019
4.	Quality Enhancement Activities	1. Two day FDP on Intellectual Property Rights-09.09.2019 & 10.09.2019 2. MOU with General Electrical and Electronics Solutions (8.07.2019) 3. MOU with Mas Solar System Private Limited (28.9.2019)
5.	To enhance Teaching-Learning methodologies	1.Usage of NPTEL lecture videos for teaching 2.Using ICT Tools for teaching 3.Assignments & Tutorials 4. Mentor-Mentee allotments were made
6.	To follow up Outcome-Based Education	1.Engineer's day – Contest was conducted on 27.09.2019 Contests such as a)Model making b)Paper / Poster presentation c)Technical Quiz and d)Project Display e)Engine assembling & demantling and f) Project Display were organized 2.MOUs are signed with Industries and Institutes for Industrial Visits ,In-plant Training ,Internship and Value – added courses.
7.	Remedial coaching classes for slow learners	The student categorization is made and on that basis , remedial classes are scheduled and conducted as per schedules made.
8.	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 06.08.2019
9.	Conduct of Value – Added Courses & Certificate Courses	Conduct of Value – Added Courses, Certificate Courses and Vocational Education Training courses were discussed and approved to be conducted for the academic year 2019-2020
10.	Revising of Academic & Administrative Audit Formats	The AAA formats were revised and received from Principal for further usage

Coordinator – IQAC




Principal

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INTERNAL QUALITY ASSURANCE CELL

Date: 10.07.2019

As per the discussion made in the IQAC Meeting Minutes dated 09.07.2019, the following Value-Added Courses and Certificate Courses are approved for conduct in the Academic Year 2019-2020.

S.No	Course	Course Title
1	Value-Added Courses	Aptitude Training
		Campus Recruitment Training
		Employability Enhancement Training
		Soft Skill Training
		Entrepreneurship Development Program
		Placement Training
		Speaking & presentation
		Time management
		Leadership
		Personality development
		Campus to Corporate Training
		Yoga and Meditation
		Motivation towards Engineering Studies
2.	Certificate Course	Automotive Engine after treatment systems for BS-VI
		PM and Nox control techniques
		Revit Architecture
		Building Information Modeling
		Sketchup 3D
		PHP
		Photoshop
		Image Processing Using Matlab
		Signal Processing Using MATLAB
		Electrical CAD
		MATLAB
		Programmable Logic Controller
		Inspection and Quality Control
		CATIA
Hyper mesh		

S. Subhasini
Coordinator



[Signature]
Principal

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