



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/ CIR08

Date: 15.03.2019

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 25.03.2019 at Dr. A. Shanmugasundaram Seminar Hall at 2.00 pm.

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

AGENDA

1. Review of Action taken report of the previous meeting
2. Review of Academic Results for the Previous Semester and Action Plan for further improvements
3. Performance Appraisal System for teaching and non-teaching staff
4. MOUs with leading companies
5. Quality enhancement activities
6. Feedback from stakeholders
7. Preparation of Academic Calendar for the AY 2019-2020
8. Conduct of Academic Administrative Audit
9. Conduct of Vocational Education and Training (VET)

S. Subhaashini
15/3/19
Co-ordinator – IQAC



[Signature]
Principal 15/3

PRINCIPAL,
ANNAPOORANA ENGINEERING COLL
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 report of the previous meeting		
	The IQAC coordinator reviewed the actions taken for the previous meeting held on 05.09.2018	IQAC - Coordinator	-
2.	Review of Academic Results for the Previous Semester and Action Plan for further improvements		
	1. The Heads of various departments elaborated on their university examination results of the previous semester. 2. The principal suggested to improve upon the results by conducting remedial classes for slow learners.	Principal Departmental Heads	Routine
3.	Performance Appraisal System for teaching and non-teaching staff		
	The principal informed about the Performance Appraisal process would be started for AY 2018-2019.	Principal HODs	Before end of May 2019
4.	MOUs with leading companies		
	The principal instructed to sign more MOUs with leading industries for student placements	HODs	Routine
5.	Quality enhancement activities		
	The Principal instructed the team members to conduct more quality enhancement programs to suit the need of young engineers.	Heads of various departments	Frequently
6.	Feedback from stake holders		
	IQAC coordinator was instructed to collect and review the feedback from the stake holders.	IQAC coordinator	Before May 2019
7.	Preparation of Academic Calendar for the AY 2019-2020		
	1. The principal instructed the Academic Committee to prepare the Academic Calendar the forthcoming AY 2019-2020.	Academic committee	Before end of May 2019



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	2. It was also suggested to all to follow the academic calendar without much deviations		
8.	Conduct of Academic Administrative Audit		
	The principal instructed the IQAC Coordinator to conduct AAA	IQAC coordinator	Before May 2019
9.	Conduct of Vocational Education and Training(VET)		
	The principal instructed the Academic Committee to conduct VET for students during summer Vacation	Academic Committee HODs	Before June 2019

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

Meeting Adjourned at 4.00 pm

S. Subhasini
Coordinator – IQAC
28/3/19



[Signature]
Principal
25/3

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Action taken report for the minutes of the meeting held on 25.03.2019

Sl. No	Action Plan	Action Taken
1.	Review of Action taken report of the previous meeting	-
2.	Review of Academic Results for the Previous Semester and Action Plan for further improvements	1. Remedial classes are conducted for Slow learners 2. The principal suggested to increase on tutorials, class tests and assignments to further improve the performance of the students academically.
3.	Performance Appraisal System for teaching and non-teaching staff	Performance appraisal form made ready by the Principal and HODs were instructed to do the Performance Appraisal Process.
4.	MOUs with leading companies	MOUs are signed with: 1.General Electrical & Electronics Solution – 08.07.2019
5.	Quality enhancement activities	1.Two day Faculty Development Programme on “Art of writing research papers”-18.05.2019 to 19.05.2019 2.Two days workshop on “ Patent Filing and Drafting” - 15.04.2019 & 16.04.2019
6.	Feedback from stake holders	1.Feedbacks are collected periodically from different stakeholders for curriculum redesign and modification in Teaching-Learning process
7.	Preparation of Academic Calendar for the AY 2019-2020	1. Academic Calendar was prepared by Academic Committee for AY 2019-2020 2. The Principal strongly insisted the Faculty members to strictly adhere to the academic calendar prepared and instructed to intimate if any deviation occur.
8.	Conduct of Academic and Administrative Audit	AAA were conducted as per dates scheduled between 13.5.2019-17.5.2019 by the senior faculty members of the college and reports were submitted to IQAC
9.	Conduct of Vocational Education and Training(VET)	Department – wise VET were conducted during summer holiday vacations of June 2019
		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		



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			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. Subhashini
8/3/19
Coordinator - IQAC



[Signature]
Principal 8/3

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