



AAA COLLEGE OF ENGINEERING & TECHNOLOGY
(Accredited by NAAC with "A" Grade, (An ISO 21001 : 2018 Certified Institution)
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Kamarajar Educational Road, Amathur, Sivakasi – 626 005.

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 09.07.2021

Minutes of the Meeting

The IQAC meeting for this academic year 2022-2023 has been conducted on 14th December 2022 during 1.30 pm - 4.00 pm at Board Room, AAA College of Engineering and Technology, Sivakasi.

Dr. M.Sekar, Chairperson, welcomed the new members of IQAC meeting followed by review presentation made by Dr. S. Sevugarajan, Professor & Head, Department of ECE, Coordinator of IQAC and the following IQAC members were attended the meeting.

Title	Committee Members
Chairperson	Dr.M.Sekar, Principal
Management Representative	Dr.K.Vignesh Kumar, Joint Secretary
Academic Expert	Dr. K. Srithar, Professor, Dept. of Mechanical Engineering, Thiagarajar College of Engineering, Madurai.
Members from Administration	Mr.K. Chandra Prakash, Administrative Officer Mr. G. Balagurusamy, Office Manager
Members of Faculty	Dr.S.Krishnapriya, Professor and Head/Civil
	Dr.J.Sutha, Professor and Head/CSE
	Dr.C.Senthil Kumar, Professor and Head/EEE
	Dr.P. Seenikannan, Dean, Professor and Head/MECH
	Dr.P.S.Satheesh Kumar, Professor and Head/S&H
IQAC Coordinator	Dr.S.Sevugarajan, Professor and Head/ECE
Nominee from Industry	Mr.M.Rajendran Subramanian, CEO & Founder, Anna Nagar West Extensn, Chennai – 101.
Nominee from Local Society	Mr.S.Amjath Ibrahim Khan, Food Safety Officer, Virudhunagar – Municipality, Virudhunagar.
Alumni Member	Mr.S.Madan Raj, Civil – (2014-2018 Batch)
	Mr.D.Samuel Rajan, CSE – (2016-2020 Batch)
Student Members	M.Sujay – IV Year Civil
	M.Prinda – III Year CSE
	R.Dineshkumar – IV Year ECE
	R.Muthupandi – II Year EEE
	I.Mariselvam – IV Year Mech

Agenda for Discussion

- Minutes of the previous meeting.
- NIRF ranking.
- NBA SAR submission.
- NAAC AQAR Submission
- Establishment of NI LabView Centre of Excellence.
- Academic Audit.
- Courses file Audit.
- Proctor card audit.
- Placement activities.
- MoU with various industries.
- Final Year students project work.
- IIC Activities.
- Industrial Visit.
- Feedback process and its action taken.
- Alumni Meeting.
- Certificate and value added course.
- Others, IF any

The following points were discussed

Review of minutes of previous IQAC Meeting and action taken report on the decisions of the previous meeting. The last IQAC meeting was held on 9th July 2021 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

- NBA SAR was submitted for the Department of Electrical and Electronics Engineering in the month of September 2021. The chairperson appreciated the department and asked to complete the pending NBA related works.
- The Committee members appreciated the all activities conducted during the academic year 2021-2022 by the institution.
- The Chairperson informed that Anna University has released revised the academic curriculum Regulation 2021 for the first year. In this regard all the head of the departments are asked to procure the necessary laboratory equipments for the first year laboratory subjects before the commencement of the classes.

- The Certificate courses, value-added courses and Vocational courses proposed by the various departments were approved by the committee.
- Placement statistics for the academic year 2021-2022 was reviewed by the committee. The committee appreciate the effort taken by the placement team to place students in the various reputed companies.
- IQAC coordinator asked the NI LabView coordinator to initiate technical activities such as FDPs and Workshops for student and faculties using the equipments available in the Virtual Instrumentation Laboratory.
- The results for the Academic year 2021-2022 even semester was discussed and the committee members informed that first year students results must be improved from next semester onwards.
- The chairperson insisted the IIC coordinator to conduct more programs for creating innovative thought process amongst the students and for getting better star ranking from the IIC council.
- The chairperson instructed the heads of all the departments to organize technical activities through MoUs such as workshop, industrial visits and Implant training/Internship.
- IQAC Coordinator requested all the heads of the department to send III/IV year students for industry based internship training during the semester holidays.
- The institution level CO-PO-PSO attainment policy documents were discussed.
- IQAC coordinator informed that the AQAR has to submitted for the academic year 2021-2022 before the month of December. In this regard all the criteria coordinators need to prepare the criteria wise documents for the academic year 2021-2022 for the purpose of AQAR submission
- The Chairperson informed that the NBA visit for the four departments may be in the last week of January 2022.
- Feedback analysis reports from various stakeholders were discussed. The committee expressed their satisfaction over the stakeholder's feedbacks.
- IQAC coordinator informed the committee that the Course file audit and Proctor card audit for the academic year 2021-2022 odd semester were conducted. The action taken report for the audit was discussed.
- Dr.K.Srithar informed to arrange NBA Mock to know the strength and weakness of each department before the committee arrival.


- The chairperson and IQAC coordinator congratulated the placement coordinator for providing placements to the students in the reputed MNC companies.
- IQAC coordinator informed the committee that google classroom audit will be carried out to ensure the quality of teaching learning process used in the online platforms in the last week of December 2022.

IQAC Coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of March 2022.


Coordinator (IQAC)

Dr. S. Sevugarajan

Copy to: 1. All IQAC- committee members
2. Office


Chairperson

Dr. M. Sekar



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Ref.No. AAACET/IQACA/2021-2022/02

IQAC – Action Taken Report

Action taken report on the decisions of the IQAC meeting held on 7th January 2022. To implement the decisions of the above-mentioned meeting of the IQAC, the following actions were taken:

Plan of Action	Action taken
The IQAC coordinator informed that the NAAC AQAR submission for the academic year 2019-2020 was extended till 30th January 2022 and also requested the NAAC criteria coordinators to complete the AQAR documents as early as possible.	The NAAC AQAR for the academic year 2019-2020 was uploaded successfully.
It was decided to establish a Centre for Excellence in National Instruments virtual instrumentation Laboratory at our college premises. This will help the students to get exposure in the industrial automation using virtual instrumentation concepts.	Centre for Excellence in National Instruments virtual instrumentation Laboratory at our college premises established on January 2022.
IQAC coordinator informed the committee that the Course file audit, Proctor card audit and Academic Audit for the academic year 2021-2022 odd semester will be conducted during the fourth week of April 2022.	The Course file audit, Proctor card audit and Academic Audit for the academic year 2021-2022 odd semester was conducted as per the schedule.

<p>The chairperson instructed the heads of all the departments to sign MOUs with reputed industries in order to strengthen the Industry Institute interaction through industrial visits and Implant training/Internship.</p>	<p>In this regard, AAACET has signed MoU with various reputed industries for the academic year 2021-22.</p>
<p>The chairperson insisted the IIC Coordinator to conduct more programs for creating innovative taught process amongst the students and for getting better state ranking from the IIC Council.</p>	<p>The IIC conducted 32 programs for the year 2022 in Online as well as Off line.</p>
<p>IQAC Coordinator informed the committee that google classroom audit will be carried out to ensure the quality of teaching learning process used in the online platforms.</p>	<p>The Google Classroom audit was done for the academic year 2021-2022 (Even Semester) in the month of May 2022.</p>
<p>The chairperson suggested the committee members to organize National/International level conferences for enhancing the recent technological ideas.</p>	<p>It is planned to conduct International conference on Recent Innovations in Computer, Communication and Manufacturing during the first month of 2023. All the resource person and guest speakers are identified and the conference tentative schedule has been prepared.</p>


 IQAC Coordinator


 Chairperson