AAA COLLEGE OF ENGINEERING & TECHNOLOGY

(Accredited by NAAC with "A" Grade, (An ISO 9001 : 2015 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 07.01.2022

Minutes of the Meeting

The second IQAC meeting for this academic year 2021-2022 has been conducted on 7th January 2022 during 10 am - 1.00 pm at IQAC Board Room, AAA College of Engineering and Technology, Sivakasi.

Dr. M.Sekar, Chair person, 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 Enginering, 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.P.Sattanathan, Food Safety Officer, Virudhunagar – Municipality, Virudhunagar.
Alumni Member	Mr.S.Madan Raj, Civil – (2014-2018 Batch)
	Mr.S.Raj, EEE – (2013-2017 Batch)
Student Members	P.Sivabalarakesh – IV Year CIVIL(953718103003)
	N.Sathya Prakash – IV Year CSE(953718104026)
	S.Thirunavukkarasu – IV Year ECE (953718106016)
	M.Rashmika – III Year EEE (953719105019)
	M.Uthadiyan – IV Year MECH (953718114012)

Agenda for Discussion

1. Minutes of the previous meeting.
2. NBA SAR submission.
3. NAAC AQAR Submission
4. Establishment of NI LabView Centre of Excellence.
5. Academic Audit.
6. Course file Audit.
7. Proctor card audit.
8. Placement activities.
9. MoU with various industries.
10. Final Year students project work.
11. IIC Activities.
12. Industrial Visit.
13. Feedback process and its action taken.
14. Alumni Meeting.
15. Certificate and value added course.
16. 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 on 24.12.2021 for the Department of Computer Science and Engineering, Department of Electronics and Communication Engineering and Department of Mechanical Engineering. The chairperson appreciated the departments and asked to complete the pending NBA related works.

- 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.

- 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.

- 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 chairperson and IQAC coordinator congratulated the placement coordinator for providing placements to the students in the reputed MNC companies.

- 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.

- 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.

- IQAC coordinator requested all the heads of the department to arrange industrial visits to reputed industries/Organization for all the II, III and IV Year students in the month of April 2022.

- Feedback analysis reports from various stakeholders were discussed. The committee expressed their satisfaction over the stakeholder's feedbacks.

- Chairperson appreciated the alumni association coordinator for registering the alumni association under the societies act. He also insisted to conduct alumni association annual general body meeting in the month of June 2022.

- 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.

- The Certificate courses, value-added courses and Vocational courses proposed by the various departments were approved by the committee.

- The chairman suggested the committee members to organize National/International level conferences for enhancing the recent technological ideas.

- The IQAC coordinator informed the committee that new IQAC students' members will be inducted at the end of the current semester as the present students will be completing their degree.

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

Coordinator (IQAC)

Dr. S. Sevugarajan

Copy to: 1. All IQAC- committee members

              2. Office

Chairperson

Dr. M.Sekar