



AAA COLLEGE OF ENGINEERING & TECHNOLOGY
Amathur, Sivakasi.

26/12/2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)


Circular

The Internal Quality Assurance Cell (IQAC) meeting has been planned on **2nd January 2018** at 10:30 A.M in the Principal's office along with its executive body members. All the IQAC Members are asked to attend the meeting without fail.

Agenda for the meeting:


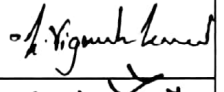
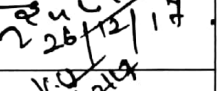
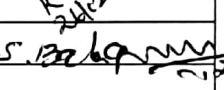
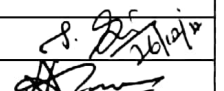
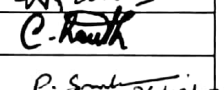
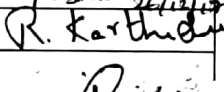
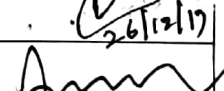
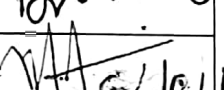

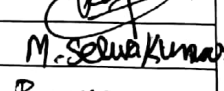
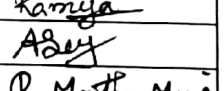
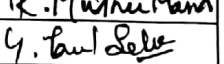



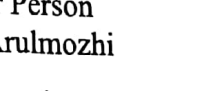



1. Minutes of the previous meeting
2. Academic improvement process
3. Academic Calendar
4. Certification, value added courses, Vocational Educational & Training and Add-On courses
5. ICT academy
6. COPO formation
7. Promotion of quality circles
8. Parent Teacher Activity
9. Feedback from students, parents


26/12/17
IQAC Coordinator



Chair Person
Dr. K. Arulmozhi

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

IQAC Committee members are as below:

Title	Committee Members	Signature
Chair Person	Dr. K. Arulmozhi, Principal	
Management Representative	Mr. 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. Balagurusamy, Office Manager	
Members of Faculty	Mrs.Sofia Rajesh, Assistant Professor and Head/Civil	
	Dr.J.Sutha, Professor and Head/CSE	
	Mrs.S.Renuka, Associate Professor and Head/ECE	
	Dr.C.Senthil Kumar, Professor and Head/EEE	
	Dr.P.Seenikannan, Professor and Head/Mechanical	
	Mr.R.Karthikeyan, Assistant Professor and Head/SH	
IQAC Coordinator	Dr.R. Kalaivani, Associate Professor, Chemistry	
Nominee from Industry	Mr.Rajendran Subramanian B.E,M.Tech(IIT) CEO & Founder, Anna Nagar West Extn, Chennai – 101.	
Local Society member	Mr.P.Sattanathan B.SC.,P.G.D.C.A.,M.A., Food Safety Officer, Food Safety and Standards Authority of India (FSSAI), Virudhunagar.	
Alumni Member	Mr. S.Raj, EEE – 953713105023 (2013 – 2017)	
Student Members	M.Selvakumar, III / Civil	
	M. Ramya, III / CSE	
	Annie Sheryl, III /ECE	
	R.Muthumani, III / EEE	
	G.Tamilselvan, III / Mech.	


26/12/17
IQAC Coordinator


Chair Person
Dr. K. Arulmozhi



AAA COLLEGE OF ENGINEERING & TECHNOLOGY
Amathur, Sivakasi.

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
HELD ON 2.1.2018

Ref.NO. AAACET/IQAC-MoM/2017-2018/02

After the inauguration of IAQC, IAQC has planned to conduct a meeting for the academic year 2017-2018 on 2nd January, 2018 at 10.30am to 1.00pm in the Principals chamber. All the members are informed to attend without fail.

Dr. K. Arulmozhi, Chair person, welcomed **Dr. K.Srithar**, Academic Expert, Professor, Dept. of Mechanical Engineering, Thiagarajar College of Engineering, Madurai as Academic Expert and **Mr.Rajendran Subramanian**, Industrial nominee, CEO & Founder, Chennai, **Mr.P.Sattanathan B.SC.,P.G.D.C.A.,M.A.**, Food Safety Officer, Virudhunagar (Local society) and new members for the IQAC committee meeting followed by review presentation made by **Dr. R. Kalaivani**, Associate Professor, Department of S&H, and the Coordinator of IQAC. The following IQAC members attended the meeting.

Title	Committee Members
Chair Person	Dr. K. Arulmozhi, Principal
Management Representative	Mr. 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. Balagurusamy, Office Manager
Members of Faculty	Mrs.Sofia Rajesh, Assistant Professor and Head/Civil Dr.J.Sutha, Professor and Head/CSE Mrs.S.Renuka, Associate Professor and Head/ECE Dr.C.Senthil Kumar, Professor and Head/EEE Dr.P.Seenikannan, Professor and Head/Mechanical Mr.R.Karthikeyan, Assistant Professor and Head/SH
IQAC Coordinator	Dr.R. Kalaivani, Associate Professor, Chemistry
Nominee from Industry	Mr.Rajendran Subramanian B.E,M.Tech (IIT) CEO & Founder, Anna Nagar West Extn, Chennai – 101.
Local Society	Mr.P.Sattanathan B.SC.,P.G.D.C.A.,M.A., Food Safety Officer, Virudhunagar – Municipality Block, Virudhunagar.
Alumni Member	Mr. S.Raj, EEE – 953713105023 (2013 – 2017)
Student Members	M.Selvakumar,III / Civil M. Ramya, III / CSE Annie Sheryl, III /ECE R.Muthumani, III / EEE G.Tamilselvan, III / Mech.


Agenda for the meeting:


1. Minutes of the previous meeting
2. Academic improvement process
3. Academic Calendar
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The following points were discussed in the meeting:

- 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 2nd June 2017 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. The IQAC members approved these minutes of meeting of.
- Discussed the enhancement of the quality improvements in the academic process.
- It was decided to have a course file audit by department heads at the end of the current semester. The HOD of particular department will be the auditor for another department.
- It was suggested to improve the usage of ICT facility in teaching process.
- Head of various departments were requested to encourage the students to take part in field projects, mini projects and internships to inculcate experiential and participating learning.
- It was directed to collect feedback responses from students, parents and other stakeholders.
- The chairman of IQAC motivate the all heads of departments, to organize workshops, seminars on advanced topics to promote the quality circles.
- It was decided to conduct engineering foundation program for students.
- The members of IQAC insisted to incorporate the outcome based educational system with proper Course Outcomes and Program Outcomes and the mentioning of the Course outcomes in the internal question papers with corresponding Blooms level..
- It was decided to conduct motivational program for students and all faculty members.
- Discussion on Institute distinctiveness- different and innovative from others
- It was planned to conduct Parent Teacher Activity (PTA) during the second week of July 2018.
- It was decided to conduct Carrier Guidelines program for GATE coaching and awareness program about "How to appear/prepare for Civil Service Examination to our students.
- The coordinator of IQAC suggested to initiative a plan for promoting patent filling by IPR cell.

IQAC Coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of July 2018. The meeting ended with formal vote of thanks by IQAC Coordinator.


Coordinator (IQAC)
Dr.R.Kalaivani


Chair Person
Dr. K. Arulmozhi

CC: 1. All IQAC- committee members 2. Office



AAA COLLEGE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Amathur, Sivakasi - 626 005.

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
HELD ON 2.1.2018
ATTENDANCE SHEET

Title	Committee Members	Signature
Chair Person	Dr. K. Arulmozhi, Principal	
Management Representative	Mr. K. Vignesh Kumar, Joint Secretary	
Academic Expert	Dr. K. Srithar, Professor, Dept. of Mechanical Engineering, Thiagarajar College of Engineering, Madurai.	 22/01/18
Members from Administration	Mr. K. Chandra Prakash, Administrative Officer	 02/01/18
	Mr. Balagurusamy, Office Manager	
Members of Faculty	Mrs. Sofia Rajesh, Assistant Professor and Head/Civil	
	Dr. J. Sutha, Professor and Head/CSE	 21/1/18
	Mrs. S. Renuka, Associate Professor and Head/ECE	
	Dr. C. Senthil Kumar, Professor and Head/EEE	
	Dr. P. Seenikannan, Professor and Head/Mechanical	 P. Seenikannan 21/1/2018
	Mr. R. Karthikeyan, Assistant Professor and Head/SH	
IQAC Coordinator	Dr. R. Kalaivani, Associate Professor, Chemistry	
Nominee from Industry	Mr. Rajendran Subramanian B.E, M.Tech(IIT) CEO & Founder, Anna Nagar West Extn, Chennai - 101.	
Local Society member	Mr. P. Sattanathan B.Sc., P.G.D.C.A., M.A., Food Safety Officer, Food Safety and Standards Authority of India (FSSAI), Virudhunagar.	 21/1/18
Alumni Member	Mr. S. Raj, EEE - 953713105023 (2013 - 2017)	
Student Members	M. Selvakumar, III / Civil	 M. Selvakumar
	M. Ramya, III / CSE	 Ramya
	Annie Sheryl, III / ECE	 A. Sheryl
	R. Muthumani, III / EEE	 R. Muthumani
	G. Tamilselvan, III / Mech.	 G. Tamilselvan

IQAC Coordinator

Chair Person
Dr. K. Arulmozhi