



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

16/07/2018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Circular**

The First Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 has been planned on **23<sup>rd</sup> July 2018** at 10:00 A.M at the board room along with its executive body members. All the IQAC Members are hereby informed to attend the meeting without fail.

**Agenda for the meeting is as below:**


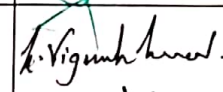
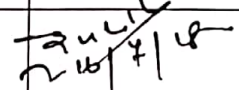
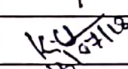
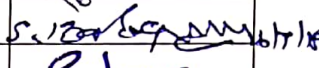

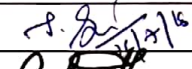
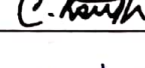
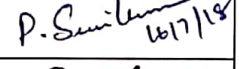

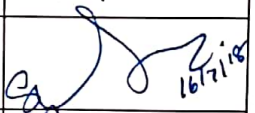
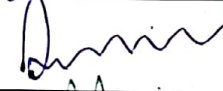

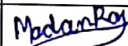
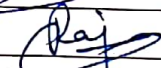
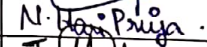



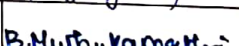
1. Minutes of the previous meeting
2. Certification and Value added courses
3. Internal assessment test question papers settings.
4. Industry-Institute Interaction
5. Establishment of Intellectual Property Rights (IPR) cell
6. Moodle platform
7. Orientation program for First year students
8. Establishment of professional laboratory
9. Placement activity
10. Faculty appraisal system.
11. Entrepreneur Development Cell (EDC)
12. Others. if any.

  
16/7/18  
IQAC Coordinator

  
16/07/18  
Chair Person  
**Dr. M.Sekar**

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

**List of IQAC Members**

Title	Committee Members	Signature
Chair Person	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.S.Balagurusamy, Office Manager	
Members of Faculty	Dr. J. Mageswaren, Professor & Head, Department of Civil Engineering	
	Dr. J.Sutha, Professor & Head, Department of CSE	
	Dr. C.Senthil Kumar, Professor & Head, Department of EEE	
	Dr. P.SeeniKannan, Dean, Professor & Head, Department of Mechanical Engineering	
	Dr. R.Kalaivani, Associate Professor, Department of Chemistry	
IQAC Coordinator	Dr. S. Sevugarajan, Professor & Head, Department of ECE	
Industry Expert	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.Madan Raj, CIVIL - 953714103019 (2014 - 2018)	
	Mr. S.Raj, EEE - 953713105023 (2013 - 2017)	
Student Members	N .HariPriya- II CIVIL (953717103008)	
	J. Aheesh - III CSE (953716104001)	
	R. Gayathri - III ECE (953716106015)	
	P. Kasinathan - II EEE (953717105018)	
	B. Muthukamatchi - III Mech (953716114021)	

  
IQAC Coordinator

  
Chair Person  
Dr. M.Sekar



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**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

**Ref.NO. AAACET/IQAC-MoM /2018-2019/01**

The **first IQAC meeting** for this academic year **2018-2019** was conducted on **23<sup>rd</sup> July 2018** during 10 am - 1.30 pm at **Board Room**, AAA College of Engineering and Technology, Sivakasi.

**Dr. M.Sekar, Chairperson**, welcomed the IQAC committee members and also welcomed **Dr. S. Sevugarajan**, Professor & Head, Department of ECE who has been appointed as the new IQAC- Coordinator. The chairperson thanked the outgoing IQAC-coordinator for her contributions.

**The following IQAC members attended the meeting.**

Title	Committee Members
Chair Person	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.S.Balagurusamy, Office Manager
Members of Faculty	Dr. J. Mageswaren, Professor & Head, Department of Civil Engineering Dr. J.Sutha, Professor & Head, Department of CSE Dr. C.Senthil Kumar, Professor & Head, Department of EEE Dr. P.SeeniKannan, Dean, Professor & Head, Department of Mechanical Engineering Dr. R.Kalaivani, Associate Professor, Department of Chemistry
IQAC Coordinator	Dr. S. Sevugarajan, Professor & Head, Department of ECE
Industry Nominee	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.Madan Raj, CIVIL - 953714103019 (2014 - 2018) Mr. S.Raj, EEE - 953713105023 (2013 - 2017)
Student Members	N .HariPriya- II CIVIL (953717103008) J. Aheesh - III CSE (953716104001) R. Gayathri - III ECE (953716106015) P. Kasinathan - II EEE (953717105018) B. Muthukamatchi - III Mech (953716114021)

Agenda:

1. Minutes of the previous meeting
2. Certification and Value added courses
3. Internal assessment test question papers settings.
4. Industry-Institute Interaction
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11. Entrepreneur Development Cell (EDC)
12. Others. IF any.

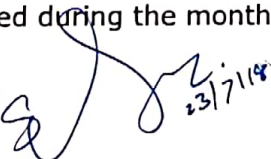
**The following points were discussed:**

- The minutes of meeting were readout with a formal discussion with all IQAC members. The IQAC members approved these minutes of meeting of.
- It was decided to conduct value added courses beyond curriculum and for enhancing skills of the students in advanced technological field.
- As a part of improving the quality of internal examination question paper, faculty need to send two sets of question paper to the examination section. The exam section with assistance of the concerned department will randomly select the questions from the two sets of question paper send by the faculty to prepare the final question paper for the internal assessment after the approval from the concerned department head. If the question papers sent by the faculty, the head may reject the question paper and asked the concerned faculty to prepare a new set of question papers.
- It was insisted that, all organizers/conveners of various Conference /Seminar/Workshop are required to submit an event report along with feedback collected from participants to IQAC within a week after completion of the respective event. Permission for subsequent events will be granted only after the report has been submitted.
- The chair directed the members of IQAC, to initiate an Industry-Institute Interaction through Membership & MoU's by conducting various activities through them. All this will be useful for students as well as for Institutional overall growth.
- It was decided to establish Intellectual Property Rights (IPR) cell to create awareness on IPR.
- The committee members insisted the faculty members to effectively utilize the Moodle platform for enhancing Teaching Learning Process (TLP).
- It was decided to conduct orientation program for the incoming freshers during the month of August 2018
- It is suggested that, college web site need to be updated regularly.

- It was decided to conduct a guest lecture on NAAC/NBA preparation.
- It was also decided to conduct a motivational program for faculties.
- The chairperson asked to conduct an academic audit program by the heads of departments for every end of the semester.
- The IQAC coordinator informed to all heads of departments that, whenever a student indulges in ragging /malpractice or anti social activities need to be reported IQAC immediately, so that disciplinary action can be initiated against the offender.
- It was suggested to conduct a stress management program for all faculty members.
- It was planned to celebrate "Engineer's day" in the month of September 2018.
- The committee suggested both faculty and students to enroll for NPTEL courses and also decided to conduct an awareness program for the same.
- The chairperson insisted all heads of departments to prepare a budget for developing a new laboratory experiments/ laboratory (if required) as per Anna University 2017 regulation.
- The chairperson of IQAC encouraged the research potential of the teachers and also motivates them to get major and minor research projects from government and other funding agencies.
- The coordinator insisted to organize various social responsibility activities through NSS for local people in an around our campus.
- It was proposed to purchase LCD projectors for all classrooms to enable the usage of ICT facility for improving Teaching Learning Process (TLP).
- It was discussed about the strengthening of placement activities by bringing more numbers of reputed companies for On-campus placement drives.
- It was suggested to develop a Faculty appraisal system.
- The chairperson insisted to enrich the activities of Entrepreneur Development Cell (EDC).
- The coordinator insisted to maintain the documentation of the various programmes / activities conducted regularly with required report and proof for future references.
- The chairperson asked the faculty members, to submit project/seminar/conference proposals for obtaining funding from the state government (TNSCST).
- The chairperson suggested the committee members to organize National/International level conferences for enhancing the recent technological ideas.

IQAC Coordinator proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of January 2019.

Coordinator (IQAC)  
Dr. S. Sevugarajan

  
23/7/18

  
Chair Person  
Dr. M. Sekar

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



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**INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING  
HELD ON 23.7.2018**

**ATTENDANCE SHEET**

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Coordinator (IQAC)  
Dr. S. Sevugarajan

Chair Person  
Dr. M. Sekar