



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

27/12/2018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Circular**

The Second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 has been planned on 4<sup>th</sup> January 2019 at 11:00 A.M at the Principal's office 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:**


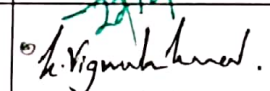
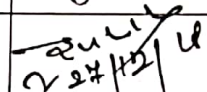
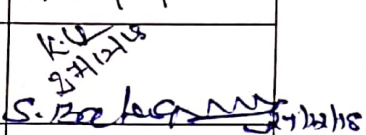
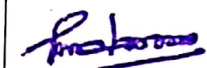
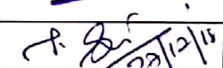
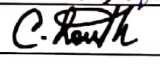
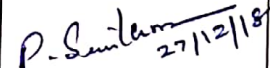
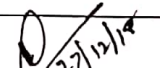
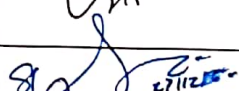
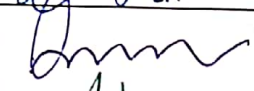
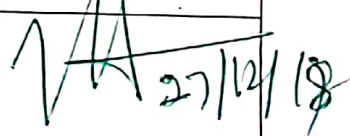
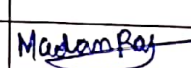
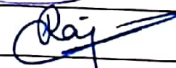
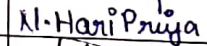


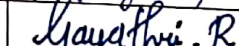
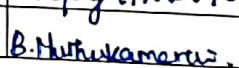
1. Minutes of the previous meeting
2. Analysis of the academic events for academic year 2018-2019.
3. NAAC- Accreditation and Pre-accreditation exercise
4. Alumni association
5. Academic audit summary and action taken
6. Pending laboratory procurement for 2017 Anna university regulation.
7. Open Elective Courses
8. Motivation programs on Competitive exams
9. Feedback response of PTA meeting
10. Student's feedback
11. SWAYAM - NPTEL Local Chapter/ NPTEL Courses
12. Sports day and Annual day celebration
13. Add-On/ Certificate Courses
14. Campus email id for both faculty and students.
15. Professional laboratory - Amazon Web Services
16. FDP for faculty
17. Others, (if any)


  
Coordinator (IQAC)  
Dr. S. Sevugarajan

  
Chair Person  
Dr. M. Sekar

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

**IQAC Members are as below:**

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. 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	
Nominee from Industry	Mr.Rajendran Subramanian B.E,M.Tech(IIT) CEO & Founder, Anna Nagar West Extensn, 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)	
	P. Kasinathan – II EEE (953717105018)	
	R. Gayathri – III ECE (953716106015)	
	B. Muthukamatchi - III Mech (953716114021)	

  
Coordinator (IQAC)  
Dr. S. Sevugarajan

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

Ref.NO. AAACET/IQAC--MoM /2018-2019/02

The **Second IQAC meeting** for the academic year **2018-2019** was conducted on **4<sup>th</sup> January 2019** from 11 am to 1.00 pm at Board Room, AAA College of Engineering and Technology, Sivakasi. **Dr. M.Sekar, Chair person**, welcomed the committee members for the 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
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. 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
Nominee from Industry	Mr.Rajendran Subramanian B.E,M.Tech(IIT) CEO & Founder, Anna Nagar West Extensn, 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)
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**Agenda for the meeting:**

1. Minutes of the previous meeting
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7. Open Elective Courses
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14. Campus email id for both faculty and students.
15. Professional laboratory - Amazon Web Services
16. FDP for faculty
17. Others, IF any

**The following points were discussed in the meeting:**

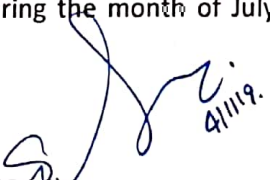
Review of minutes of previous IQAC Meeting and action taken report on the decisions of the previous meeting. The last IQAC meeting was held on 23<sup>rd</sup> July 2018 at 10:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. The IQAC members approved the minutes of meeting of.

- The meeting analyzed the conducted activities in the academic year (2018-2019) and the meeting marked its satisfaction in conducting many quality sustenance programmes in the institution. The committee showed its satisfaction over the quality of all the events conducted during the previous year (2018-2019).
- The IQAC coordinator stressed about the importance of NAAC/NBA accreditation. In this regards he informed that our college would go for NAAC accreditation first. In view of this, a NAAC committee was formed with senior faculties as criteria coordinators along with few faculties in each criterion's.
- The chairperson asked the coordinator to conduct, one day orientation program for NAAC Accreditation.
- The committee chairman informed that an alumni association will be established soon in our college.
- The chairman asked to conduct an academic audit program by the heads of departments for every end of the semester.

- The chairperson instructed all the heads of the departments to complete the purchase of laboratory equipment that are required for the forth coming semester as per Anna University 2017 regulation.
- All Heads of departments are needed to discuss about Open elective courses as per Anna University 2017 regulation with students of III Year B.E students and faculty for finalizing the subject.
- The feedback response of the previous PTA meeting that was analyzed and it is planned to conduct next Parent Teacher meeting during the month of July.
- It was decided to collect a Student's feedback through Online. The format of the online feedback form has been already finalized.
- The chairperson informed the committee that, our institution was recognized as a SWAYAM NPTEL Local chapter, he also encouraged the students, and faculty members are to register for NPTEL courses to enhance their knowledge in the recent technological advancements.
- In order to bring out the extra curriculum talents of our students, it is decided to celebrate Sports day for the first time in the campus along with Annual day celebration.
- The chairman informed all the heads of the department stating that, a letter may be sent to all departments for inviting proposals offering Add-On courses during winter/summer vacation.
- IQAC insists all the departments to conduct Certificate Courses for the benefit of students learning process.
- The committee members requested the chairman for the creation of campus email ids for both faculty and students through G-Suite.
- The committee suggested that our college can become as a partner of Amazon Web Services (AWS), so that our students can use the Amazon Cloud and other services offered by them in doing their mini/final year projects.
- It was decided to conduct FDPs regularly as a continuous learning process for enhancing their technical knowledge.
- The new IQAC students' members will be nominated at the end of 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 2019. The meeting ended with formal vote of thanks by IQAC Coordinator.

Coordinator (IQAC)  
Dr. S. Sevugarajan




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 4.1.2019**

**ATTENDANCE SHEET**

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Academic Expert	Dr. K.Srithar, Professor, Dept. of Mechanical Engineering, Thiagarajar College of Engineering, Madurai.	
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Coordinator (IQAC)  
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