



**ARUNAI ENGINEERING COLLEGE**  
TIRUVANNAMALAI



**IQAC Meeting**  
**Minutes of meeting**

**Date: 23.07.2021**

**IQAC meeting/ issues concerning improvement and monitoring the quality system of the college**

**Participants**

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Role</b>
1.	Dr.R. Ravichandaran	Principal	Chairperson
2.	Dr.R.Sathiyaseelan	Registrar	Management Representative
3.	Mr.R.Praveen Kumar	Asso. Prof./BT	Coordinator
4.	Dr.S.Sivakumar	Head/EEE	Member
5.	Dr.S.Elango	Head/ECE	Member
6.	Mr. A. Eakambaram	Head/Automobile	Member
7.	Mrs.Radhika	Asst Prof/Phy	Member
8.	Dr.S.Ramamoorthy	Prof./HAS	Member
9.	Mr.A.C.Sakthivealu	Administrative officer	Member
10.	Dr.K.Kamalakannan	PED	Member
11.	Mr. Ponnusamy	Advocate/Tiruvannamalai	Member
12.	Ms. R. Monica R	Student/II Yr-BT	Member
13.	Mr. Nagarajan Sridharan	Vice President – India Operation, Histogenetics (India) Pvt.Ltd, Chennai	Member
14.	Mr.Selvaraj	Sri Rajendra Scientifics, Vellore	Member

**Minutes**

Principal chaired the meeting and initiated the Proceedings of the meeting with a warm welcome to all the members present. Due to COVID19 lockdown the IQAC meeting which was supposed

to organized in June 2020 was not organized. Hence principal requested the members to review the minutes of previous meeting and propose new action points to fill the gaps.

1. The action points taken in the previous IQAC meetings are reviewed and are found to be implemented successfully.

- NBA prequalifier application was submitted for 3 courses B.Tech – Biotechnology, BE – Computer Science Engineering and BE – Mechanical Engineering
- IIQA for NAAC accreditation was submitted for 3<sup>rd</sup> cycle of accreditation.
- Due to Covid19 lockdown during past 1 and half year most of the points discussed in previous meeting were not completed.
- The members accepted to take those points to cover in forthcoming academic year.

2. Internal Audit findings were reviewed and given suggestions for the proposed action.

3. All the corrective actions were reviewed and given suggestions for the proposed action and advised to take preventive actions.

4. To improve the results the following suggestions were given:

- i. To conduct 2 cycles of revision exams at the end of the semester
- ii. To conduct slip test during the 1<sup>st</sup> hour

5. It was proposed to submit SAR to NBA and SSR to NAAC and followup.

6. Approval given to all the departments to conduct conferences, workshops, symposium and seminar, Guest lectures and industrial visits following regulations laid by the government. Online events may be organized when and where possible.

7. It is resolved to approve the budgetary proposals for the year 2021-2022

8. The salient features of the plan of action for the next 12 months are given below:

- A. To strengthen the Institute Innovation Council.
- B. To encourage the faculty members to attend more skill development programs like FDP, STTPs and Workshops.
- C. To explore and allocate society oriented students projects.

9. Resolved to ratify the action taken by the Principal for appointing the new faculty.

10. Discussed and approved the strategies to enhance Research and Development activities in the institution

- To prepare and apply for funding support for R&D and other activities.
- To provide necessary human and financial resources required for research and development activities.

- To provide financial incentives to faculty members for pursuing research activities
- To link research output of faculty members to their promotions

11. Principal asked the IQAC coordinator to train the new staffs about the quality management system

12. As all infrastructural requirements has been fulfilled it is decided to discuss about the issues whenever required.

13. In view of admission related activities, principal asked the stakeholders to explore the possibilities of creating impact in various social media. Highlights of the courses offered may be projected to disseminate the activities.

14. The principal congratulated department of Biotechnology for getting grant for their COVID related project funding from TNSCST.

Principal thanked all the members for their contributions.

  
Coordinator 23/07/21

  
Principal 23.7.21