



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI DISTRICT, TAMIL NADU, INDIA.

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.

2(f) Status of UGC, An ISO 9001: 2015 Certified Institution

A Christian Minority Institution run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.

Phone: 04151-258325, 258326

Website: www.iecw.edu.in

Email ID: indhaya@iecw.edu.in

IQAC Meeting No:
IECW-IQAC-MEET-02
Dt.13-07-2019



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Ref: IECW/IQAC/Meeting/Cir./2019

Date: 08/07/2019

CIRCULAR

The second meeting of IQAC will be held on 13.07.2019 at 11.30 am in IQAC Conference Hall, Angel's Block. All the IQAC members are invited to attend the meeting to discuss the following agenda.

Meeting Agenda:

Review of the previous meeting minutes

1. Curricular aspects
 1. Feedback system
2. Teaching-Learning and evaluation
 1. Special coaching for the 2nd and 3rd year students
 2. Mentoring and Counselling
3. Research, innovations and extension
 1. Research publications
 2. Funded project activities
 3. Industrial Visit
4. Infrastructure and learning resources
 1. Maintenance works
5. Student support and progression
 1. Guest lecture/ Workshop
 2. Service Body Activities
 3. Women Empowerment Cell activities
 4. Sports activities
6. Governance leadership and management
 1. Faculty appraisal
 2. IQAC initiatives – OBE, Permanent Affiliation
7. Institutional values and best practices
 1. Usage of renewable energy sources

PRINCIPAL

Dr.R.GURUMANI,M.E.,Ph.D.,M.B.A.,M.ISTE.,F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
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Copy To:

1. Secretary for her kind information.
2. All the members of IQAC.
3. File.



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Ref: IECW/IQAC/COM/2019

Date: 15/06/2019

The composition of Internal Quality Assurance Cell (IQAC) for the AY 2019-20 is as follows:

S.No	Composition Criteria Specified by NAAC	Members	Designation
1.	Chairperson – Head of the Institution	Dr. R. Gurumani	Principal
2.	One of the senior teacher as the coordinator of the IQAC	Dr. Sr. A. Jenitta	Vice Principal ASP/ECE, ISO-MR
3.	A few senior administrative officers	Sr. M. Clara Mary	Financial Administrator
		Mrs. K. Gandhimathi	ASP/CSE, Student Support Administrator
		Sr. I. Maria Anand Milani	AP/IT, IT Support & System Administrator
4.	Three to Eight teachers	Mr. A. Joseph Selva Kumar	ASP / IT, TPO, NAAC Co-ordinator
		Dr. A. Praveena	Prof. / Chem., HR Services i/c
		Dr. S. Jayasundar	ASP & Head / CSE
		Mr. V.Karthikeyan	AP & Head / EEE
		Dr.S.A.Amutha Jeevakumari	Prof.& Head / ECE
		Mrs. P. Sumathi	AP & Head / IT
		Mr. S. Jayaprakash	ASP / CSE
		Mrs. P. Poovizhi	AP / ECE
5.	Members from the Management	Sr. J. Arockia Jaya	ASP / CSE, Transport Services i/c
		Sr. C. Jansi Sophia Mary	ASP/CSE, Security Services i/c
		Sr. J. Catherina Mary	AP / ECE, Estate maintenance i/c
6.	One/two nominees from local society, Students and Alumni	Rtn. A. Rajendhiran	Rotary Club, Chinnasalem.
		R. Kaviyadharshini	Student: II year / CSE Reg. No: 621118104038
		M. Himalda Francina	Student: II year / ECE Reg. No: 621118106007
		M. Sudharshana	Alumni: (2011-2015 Batch), Asso. Product Specialist, CTS, Chennai.
7.	One/two nominees from Employers /Industrialists/stakeholders	Mr. Mogal Amjad Baig	Employer: Managing Director, Right Renewable Tech, Chennai.
		Mrs.P. Vimala Devi	Industrialist: HR Manager, Caliber Embedded Tech.India (P) Ltd., Coimbatore.
		Mr.S.Murugan F/o M.J. Swetha, I year / IT	Stakeholder – Parent: Supervisor, Indian Commodity Pvt. Ltd, Virudhachalam.
		Mr. S. Silambarasan	AP / EEE
8.	Additional Members	Mrs. P. Dhanalakshmi	Lab Instructor / CSE

SECRETARY
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Nainarpalayam Road,
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Ref: IECW/IQAC/Meeting/Att./2019

Date: 13/07/2019

2nd Meeting of Internal Quality Assurance Cell

ATTENDANCE DETAILS

Date/Time: 13-07-2019/11.30 a.m

Academic Year: 2019-20

Venue: IQAC Conference Hall, Angel's Block

Semester: Odd

S.No.	Name of the Participants	Designation	Role of IQAC	Signature
1.	Dr. R. Gurumani	Principal	IQAC Chairman	
2.	Dr. Sr. A. Jenitta	Vice-Principal. ISO - MR	IQAC Co-ordinator	
3.	Sr. M. Clara Mary	Financial Administrator	Administrative Officer	
4.	Mrs. K. Gandhimathi	ASP/CSE, Student Support Administrator	Administrative Officer	
5.	Sr. I. Maria Anand Milani	AP/IT, IT Support & Sys. Administrator	Administrative Officer	
6.	Mr. A. Joseph Selva Kumar	ASP/IT, TPO, NAAC Co-ordinator	Faculty Member	
7.	Dr. A. Praveena	Prof./Chem., HR Services i/c	Faculty Member	
8.	Dr. S. Jayasundar	ASP & Head / CSE	Faculty Member	
9.	Mr. V.Karthikeyan	AP & Head / EEE	Faculty Member	
10.	Dr .S. A. Amutha Jeevakumari	Prof.& Head / ECE	Faculty Member	
11.	Mrs. P. Sumathi	AP & Head / IT	Faculty Member	
12.	Mr. S. Jayaprakash	ASP / CSE	Faculty Member	
13.	Mrs. P. Poovizhi	ASP / ECE	Faculty Member	



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14.	Sr. J. Arockia Jaya	ASP/CSE, Transport Services i/c	Members - Management	
15.	Sr. C. Jansi Sophia Mary	ASP/CSE, Security Services i/c		
16.	Sr. J. Catherina Mary	AP/ECE, Estate maintenance i/c		
17.	Mr. A. Rajendhiran	Rotarian, Rotary Club, Chinnasalem	Nominee from Local Society	On Leave
18.	R. Kaviyadharshini	II year / CSE	Members - Student	
19.	M. Himalda Francina	II year / ECE		
20.	Ms. M. Sudharshana	Associate Product Specialist, CTS, Chennai	Member - Alumni	
21.	Mr. Mogal Amjad Baig	Managing Director, Right Renewable Tech., Chennai,	Member - Employer	
22.	Mrs. P. Vimala Devi	HR Manager, Caliber Embedded Technologies India (P) Ltd., Coimbatore	Member - Industrialist	On Leave
23.	Mr. S. Murugan	Supervisor, Indian Commodity Pvt.Ltd, Virudhachalam	Member Stakeholder – Parent	S.M.
24.	Mr. S. Silambarasan	AP / EEE	Additional Members	
25.	Mrs. P. Dhanalakshmi	Lab Instructor / CSE		

G. J. Jitha
13/7/2019.
IQAC Co-ordinator

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IQAC Chairman

Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
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Ref: IECW/IQAC/MoM-02/2019

Date: 18/07/2019

Minutes of the 2nd meeting of the IQAC held on 13.07.2019 at 11.30a.m in IQAC Conference Hall, Angel's Block, IECW

The meeting began with a prayer.

Dr. R. Gurumani, Principal/Chairman of IQAC presided over the meeting. And he welcomed all the members of IQAC. Especially, the new member Sr. M. Clara Mary, Financial Administrator was welcomed and introduced.

Members Present: All the members of IQAC except the following members who were granted leave of absence.

1. Mr. A. Rajendhiran
2. Mrs. P. Vimala Devi

ACTION TAKEN REPORT

Dr. Sr. A. Jenitta, IQAC Co-ordinator reviewed and explained the action taken report of the previous IQAC meeting held on 12.01.2019

Ref.No	Action Plan	Action taken (Jan 19-Jun 19)
1.1.1	Conducting add-on courses.	Totally 08 add-on courses were conducted for second, third and final year students from 25.06.2019 to 29.06.2019 simultaneously.
1.2.1	Special classes to the students to clear arrears.	Special coaching classes were conducted for slow learners. Department maintains its schedule.
1.3.1	Faculty research publication and getting supervisor recognition from the university.	There are 8 papers have been published. On 07.03.2019, Dr. Sr. A. Jenitta (No. 3340072) got AU supervisor recognition in the Faculty of Information and Communication Engineering.
1.3.3	Internal projects	As a new initiative in Idhaya Technological Entrepreneur Incubation Centre, totally 40 batches of final year students have done projects internally.
1.3.4	In-plant training and Internship. Industrial visit	Co-ordinators encouraged and guided the students to go for in-plant training and the internship. List was submitted to the department. 2 nd and 3 rd year CSE & IT students visited Immaculate



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		Technology, Salem and Final year CSE & IT students visited YAS Soft tech, Pondicherry on 16.02.2019 First year students went to Industrial visit to Hatsun Agro Products Ltd, Salem on 15.03.2019
1.5.1	Guest Lectures and Workshops conducted Communicative Skill Development	There are 04 guest lectures and 01 workshop has been conducted on "Communication Engineering from Application Perspectives" on 26.02.2019. Instead of symposium, Tech Expo held on 8th March 2019 along with 3rd International conference. Totally 03 events have been conducted for developing students communicative skills.
1.5.2	NSS camp Motivational programmes.	One week NSS Special camp was organized from 19-02-2019 to 25-02-2019 at V. Alambalam village. Two programme were conducted. The final year catholic students have visited orphanage in Nainarpalyam on 31.03.2019 and distributed foods.
1.5.3	Women's Day Sports Meet	Women's Day celebrated on 11th March 2019 by inviting mothers of the students. Intra college sports meet was conducted from 30.01.2019 to 08.02.2019.
1.5.4	Alumni Meet	Alumnae meet was conducted on 09.05.2019.
1.5.5	Conducting internal training classes and T&P test during CIAT.	Implemented. Internal Training Faculty In-charge maintained syllabus, planning and delivery and assessment that done with CIAT. Two orientation programmes on employability skills and Entrepreneurship have been conducted on 30.01.2019 and 25.06.2019.
1.6.1	Faculty Development Programmes Conference	Faculty Development Programme on "Engineers of Tomorrow" held on 09.03.019. In collaboration with Loyola ICAM College of Engineering and Technology a Faculty Development Programme on "Pedagogy for Online and Blended Teaching-Learning Process" was conducted on 07-03-2019. All the departments are jointly organized the 3rd International conference on 8th March 2019; Chief Guest for conference was Rev. Dr. Oliver Artus, Professor of the Sacred Scripture Catholic University of Paris, France.
1.6.2	2(f) and permanent affiliation approvals.	Received 2(f) status on 21.02.2019 Received approval for permanent affiliation for CSE department on 22.02.2019



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	Academic and Administrative Audits Orientation programme on the familiarization of the new ERP system.	AAA conducted for all the departments from 08.07.2019 to 12.07.2019 In collaboration with Pearlsys Software Training and Development workshop on Effective Learning management system was conducted on 22.06.2019
1.7.1	Herbal and Fruits Garden	Implemented

In the end of the review of the previous meeting Dr. Sr. A. Jenitta, Vice-Principal/ IQAC Co-ordinator, introduced the agenda of the day for discussion and resolving.

Ref. No	Agenda/ Points Discussed	Conclusion Drawn/ Action Plan	Responsibility	Timeline
2.1.1	Feedback system	All Student/Parents feedback points expressing dissatisfaction have been reviewed. To rectify the complaints received from parents and inmates of Hostel regarding hygienic RO treated drinking water facility, it was decided to install RO plant at Hostel Block -I	Estate Maintenance In-charge	Sep 2019
2.2.1	Special coaching classes for second and third year students	As per the R 2017, the students who are admitted in 2017-18 and 2018-19 will be allowed to move to VII semester only on completion of all the courses in the I semester. Hence it was decided to give special coaching for all 2nd and 3rd year students for their 1st semester arrear papers.	All HoDs	October 2019
2.2.2	Mentoring and Counselling	IQAC Chairman appreciated that the mentoring system is effectively practiced in our institution. In addition, for counselling our students especially slow learners to improve their academic performance and character formation, it was decided to invite Sr. Elma Margaret FIHM as visiting counsellor to our institution on regular time interval.	IQAC Co-ordinator	August 2019
2.3.1	Research publications	The faculty members were instructed to publish research papers in conferences and to update themselves for their self-development.	R&D Cell	Oct 2019
2.3.2	Funded project	Planned to send final year student project	Funded project	Oct 2019



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	activities	proposals from all departments to TNSCST. It was also decided to apply for AICTE MODROB Scheme for modernizing at least two laboratories.	Committee Members	
2.3.3	Industrial Visit	Student members requested to arrange industry visit at the mid of the semester itself and to visit other states. Hence, it was decided to send final year students to ISRO, Trivandrum	All HoDs	Sep 2019
2.4.1	Infrastructure Maintenance works	As 19 years old building, the toilets in the college are very sticky. Hence it was decided to do stain removing works for all the toilets and bath rooms in both Angel's and St. Mary's Block.	Estate Maintenance In-charge	Sep 2019
2.5.1	Guest lecture/ Workshop	Planned to arrange more Guest Lectures and Workshops on cutting edge technologies to enrich the student's knowledge beyond the syllabus and to enhance research and development activities.	All HoDs	Oct 2019
2.5.2	Service Body Activities	It was suggested to conduct motivational programmes on life skills and to make student's to do more extension activities.	Service body faculty In-charges	August 2019
2.5.3	Women Empowerment activities	It was decided to conduct Talent show to provide student's to expose their talents by participating in various competitions.	Women empowerment cell	August 2019
2.5.4	Sports activities	As the student players are interested in evening practice, extra coaching will be given in the evening for 3 hours in addition with morning 2 hours practice. Students are encouraged to win more medals in the forthcoming tournaments.	Physical Director	Oct 2019
2.6.1	Faculty appraisal	Faculties attending FDPs & conferences, and experience sharing by the peers are reviewed and instructed to attend more FDP.	HR services In-charge	Sep 2019
2.6.2	IQAC initiatives	The existing governing council, academic council, planning and monitoring board, and HR policies, are discussed & reviewed. HoDs were insisted to be in line with the Outcome Based Education as it forms the basis to determine the needs to be	IQAC Co-ordinator	Sep 2019



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		<p>accomplished by the students at the end of each course. FDP on Outcome Based Education and Accreditation will be arranged to the entire faculty at college campus in collaboration with LICET.</p> <p>It was insisted that CIAT paper corrections are to be scrutinized carefully by the expert committee of the department and the class test are to be reviewed by the Concern HoD. For both, marks are to be entered in AA Record and it should be counter signed by the experts/ HoDs only after verifying the evaluated answer scripts physically by signing at least three of the answer scripts.</p>		
2.7.1	Usage of renewable energy sources	To save electrical power, it was decided to replace tube lights into LED bulbs in Laboratories and Seminar Hall. Solar lights to be installed in college campus and also to be serviced in Hostel premises.	Estate Maintenance In-charge	Sep 2019

The meeting came to an end with a short prayer.



IQAC Co-ordinator

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IQAC Chairman

Dr.R.GURUMANI,M.E.,Ph.D.,M.B.A.,M.ISTE.,F.I.E.:
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