



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-06
Dt.11-12-2020**



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Ref: IECW/IQAC/Meeting/Cir./2020

Date: 07/12/2020

CIRCULAR

The sixth meeting of IQAC will be held on 11.12.2020 at 11 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. Add-on Courses
2. Teaching-Learning and evaluation
 1. Academic and Administration Audits
3. Research, innovations and extension
 1. Establishment of Institutional Innovation Council
 2. Research Publications
4. Infrastructure and learning resources
 1. Classrooms with LCD projectors
5. Student support and progression
 1. Association activities
6. Governance, leadership and management
 1. Faculty attending online FDP/courses
 2. NAAC initiatives
7. Institutional values and best practices
 1. Environmental / Energy/ Green Audits


PRINCIPAL

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

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Copy To:

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



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Date: 11/12/2020

6th Meeting of Internal Quality Assurance Cell

ATTENDANCE DETAILS

Date/Time: 11-12-2020/11a.m

Academic Year: 2020-21

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 Prof./ECE, 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	
18.	R. Kaviyadharshini	III year / CSE	Members - Student	
19.	M. Himalda Francina	III 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. V. Archana	AP/IT		
26.	Mrs. P. Dhanalakshmi	Lab Instructor / CSE		

11/12/20.

IQAC Co-ordinator

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11/12/20.

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Date: 17/12/2020

Minutes of the 6th meeting of the IQAC held on 11.12.2020 at 11a.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.

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

1. Mrs. P. Vimala Devi

ACTION TAKEN REPORT

Dr. Sr. A. Jenitta, Vice-Principal/IQAC Co-ordinator reviewed and explained the action taken report of the previous IQAC meeting held on 18.07.2020

Ref.No	Points Discussed	Action taken
5.1.1	E-content preparation and providing orientation to the staff and students Orientation programmes for staff and students to familiarize about the e-education	IQAC Co-ordinator presented the report on the progress in E-content preparation adopting ICT tools. LMS Cell was formally inaugurated on 05 th August 2020. She said that the faculty members have start preparing E-content lessons and all the contents are stored in Local Intranet and uploaded in the respective Google classrooms for students' utilization. Faculty Development Programme on "Effective Learning and Happy Living" on 31.07.2020 & 01-08-2020 was conducted. Webinar on E-Learning Tools on 23.11.2020 was conducted.
5.2.1	Revised Blooms Taxonomy for spelling out outcomes and lesson plan preparation	In collaboration with Mahendra Engineering College, an Orientation Programme on "Revised Blooms Taxonomy" has been conducted on 05.12.2020. The External experts commented on the progress made by the Institution on the transition to RBT and the Quality Assurance measures undertaken by the IQAC.



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	Multiple Choice Question papers for CIAT	Implemented.
5.2.2	Conducting Academic and Administration Audits	AAA held from 14.09.2020 to 18.09.2020
5.3.1	Student Projects	Totally 08 programmes were organized for the students on recent trends and research methodologies.
5.4.1	Construction of Compound wall	The work has been completed at the cost of Rs.79,57,000/- and it was inaugurated on 21.10.2020
5.5.1	Alumni Interaction Meet	Alumni Interaction Meets for Batch 2012-2016 was organized on 19.07.2020 Batch 2013-2017 was organized on 26.07.2020 Batch 2005-2009 was conducted on 02.08.2020 Batch 2007-2011 was conducted on 16.08.2020 Batch 2008-2012 was organized on 23.08.2020 Batch 2009-2013 was organized on 30.08.2020
5.6.1	Conducting FDTP on QMS ISO 9001: 2015 standard, risk management ISO 9001: 2015 Recertification Audit	Faculty Development Training Programme on "Risk Management for effective Quality Management System" on 09-09-2020 ISO 9001:2015 re-certification audit held on 17th September 2020. No Non-Conformity was found. Received re-certificate on 30 th September 2020 successfully.
5.6.2	Enhancing Communication Skills of both faculty and students	Webinar Series on "Breaking the barriers of Spoken English" on 08,10,15,17 & 22.07.2020 Faculty Development Programme on "Effective Communication" from 07-12-2020 to 18-12-2020

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

6.1.1 Add-on Courses

Conclusion Drawn/ Action Plan	Responsibility	Timeline
It was noticed that the add-on courses were not arranged yet due to lockdown. Hence, IQAC chairman insisted to conduct on-site add-on courses on advanced technical subjects, not given in the curriculum to all higher semester students as soon as the students return to the college.	Internal training In-charge	March 2021

6.2.1 Academic and Administration Audits



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Conclusion Drawn/ Action Plan	Responsibility	Timeline
The reports from the previous AAA were reviewed and progress noted on the many of the activities. As all the three previous AAA were conducted by internal auditors, it was suggested to conduct an AAA by the external experts in addition with internal AAA.	IQAC Co-ordinator	May 2021

6.2.2 Video Lesson Preparation

Conclusion Drawn/ Action Plan	Responsibility	Timeline
E-contents preparation has been reviewed. The Committee discussed how to make our faculty to prepare video lessons for their subjects. LMS cell was instructed to take responsibility to prepare and maintain video lessons for student's reference.	IQAC & LMS cell	April 2021

6.3.1 Establishment of Institutional Innovation Council

Conclusion Drawn/ Action Plan	Responsibility	Timeline
To advance the performance of the college in Criteria-3 of NAAC accreditation framework, our college has planned to establish Institution Innovation Council (IIC) and the college co-curricular committee will be renamed as IIC hereafter.	IQAC & Co-curricular Committee	Feb 2021

6.3.2 Research Publication

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The Chairperson suggested the HoDs to persuade the faculties to work for research publications which enable the advancements in the particular field. The IQAC Co-ordinator suggested to submit monthly report by the faculty members to monitor and measure the performance of the faculty during this lockdown,	IQAC & All HoDs	May 2021

6.4.1 Classrooms with LCD projectors



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Conclusion Drawn/ Action Plan	Responsibility	Timeline
The uncertain environment of COVID-19 pandemic increases the need of developing E-contents for all courses. The Committee noticed the importance of equipping all the class rooms with LCD projectors for facilitating the faculty and students to use the e-contents during the course delivery and to enhance the teaching-learning process.	IT Support and Administrator	May 2021

6.5.1 Association activities

Conclusion Drawn/ Action Plan	Responsibility	Timeline
During this lockdown period, to improve the technical knowledge of the students and enhance their problem solving skills, it was suggested to conduct virtual symposium and virtual project expo by all the departments in association with IQAC, ITEIC and professional bodies.	IQAC & All HoDs	May 2021

6.6.1 Faculty attending online FDP/courses

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The information and experience gained Faculty members attending seminars, conferences and online courses, are shared to the peers and are reviewed and instructed to attend more FDPs and online courses.	HR services In-charge	Jun 2021

6.6.2 NAAC initiatives

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The Committee prepared the schedule to work on NAAC Criteria. Criterion Heads of the different criteria presented the progress made in the NAAC process. The committee assessed the problems and difficulties encountered by the various criterion committees in preparing the SSR according to the Revised Accreditation Format. Considering these aspects the committee took a decision to organize an orientation programme on the revised new NAAC framework for affiliated Colleges.	IQAC & All HoDs	May 2021



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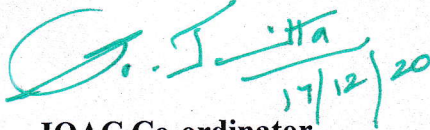
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6.7.1 Environmental /Energy/Green Audit

Conclusion Drawn/ Action Plan	Responsibility	Timeline
IQAC Chairman reported that to pave way for sustainable development, the institution starts to adopt the system of the Green Campus. And to address the fundamental environmental problems and to use alternative energy, best practices have been initiated and implemented in the college and hostel campus. Hence, the committee decided to go for Environmental/Energy/Green audit as early as possible	IQAC	Jan 2021

The meeting came to an end with the prayer.


17/12/20.

IQAC Co-ordinator

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IQAC Chairman

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