



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-07
Dt.04-05-2021**



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Ref: IECW/IQAC/Meeting/Cir./2021

Date: 30/04/2021

CIRCULAR

The seventh meeting of IQAC will be held on 04.05.2021 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. Feedback system
2. Teaching-Learning and evaluation
 1. Online Examination
3. Research, innovations and extension
 1. Patent awarded
4. Infrastructure and learning resources
 1. Laying PVC vinyl floor mats
5. Student support and progression
 1. Conducting Placement Drives
6. Governance, leadership and management
 1. NAAC internal review
 2. Establishment of Committees
 3. Website updation
 4. Performance Appraisal
7. Institutional values and best practices
 1. Vehicle Parking


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: 03/05/2021

The composition of Internal Quality Assurance Cell (IQAC) for the AY 2020-21 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 Professor/ECE
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, ISO-MR
		Mr. S. Jayaprakash	ASP & Head / CSE
		Mr. V.Karthikeyan	AP & Head / EEE
		Mrs. P. Poovizhi	ASP & Head / ECE
		Mrs. P. Sumathi	AP & Head / IT
		Dr. S. Jayasundar	Prof. & PG Head / CSE
5.	Members from the Management	Dr. S. A. Amutha Jeevakumari	Prof. & PG Head / ECE
		Sr. J. Arockia Jaya	ASP / CSE, Transport Services i/c
		Sr. C. Jansi Sophia Mary	ASP / CSE, Security Services i/c
6.	One/two nominees from local society, Students and Alumni	Sr. J. Catherina Mary	AP / ECE, Estate maintenance i/c
		Rtn. A. Rajendhiran	Rotary Club, Chinnasalem.
		R. Kaviyadharshini	Student: III year / CSE Reg. No: 621118104038
		M. Himalda Francina	Student: III year / ECE Reg. No: 621118106007



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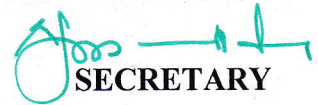
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		M. Sudharshana	Alumni: (2011-2015 Batch) Associate Product Specialist, CTS, Chennai
7.	One/two nominees from Employers /Industrialists/stakeholders	Mr. Mogal Amjad Baig	Employer: Managing Director, Right Renewable Tech, Chennai
		Mrs.P. Vimala Devi	Industrialist: HR Manager, Caliber Embedded Technologies India (P) Ltd., Coimbatore
		Mr.S.Murugan F/o M.J. Swetha, First year / IT Dept.	Stakeholder – Parent: Supervisor, Indian Commodity Pvt. Ltd, Virudhachalam.
8.	Additional Members	Mr. S. Silambarasan	AP / EEE
		Mrs. V. Archana	AP / IT
		Mrs. P. Dhanalakshmi	Lab Instructor / CSE


SECRETARY

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IDHAYA ENGG. COLLEGE FOR WOMEN
Nainarpalayam Road,
Chinnasalem-606 201. Kallakurichi Dt.



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Ref: IECW/IQAC/Meeting/Att./2021

Date: 04/05/2021

7th Meeting of Internal Quality Assurance Cell

ATTENDANCE DETAILS

Date/Time: 04-05-2021/11a.m

Academic Year: 2020-21

Venue: IQAC Conference Hall, Angel's Block

Semester: Even

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, Professor/ECE	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 & System 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, ISO-MR	Faculty Member	
8.	Mr. S. Jayaprakash	ASP & Head / CSE	Faculty Member	
9.	Mr. V. Karthikeyan	AP & Head / EEE	Faculty Member	
10.	Mrs. P. Poovizhi	ASP & Head / ECE	Faculty Member	
11.	Mrs. P. Sumathi	AP & Head / IT	Faculty Member	
12.	Dr. S. Jayasundar	Prof. & PG Head / CSE	Faculty Member	
13.	Dr. S. A. Amutha Jeevakumari	Prof. & PG Head / 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.	Rtn. A. Rajendhiran	Rotarian, Rotary Club, Chinnasalem	Nominee from Local Society	
18.	R. Kaviyadharshini	III year / CSE	Members - Student	On Leave
19.	M. Himalda Francina	III year / ECE		On Leave
20.	M. Sudharshana	Associate Product Specialist, CTS, Chennai	Member - Alumni	On Leave
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	
23.	Mr. S. Murugan	Supervisor, Indian Commodity Pvt.Ltd, Virudhachalam	Member Stakeholder – Parent	
24.	Mr. S. Silambarasan	AP / EEE	Additional Members	
25.	Mrs. V. Archana	AP/IT		
26.	Mrs. P. Dhanalakshmi	Lab Instructor / CSE		

IQAC Co-ordinator
4/5/21.

IQAC CO-ORDINATOR

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IQAC Chairman

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

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Date: 07/05/2021

Minutes of the 7th meeting of the IQAC held on 04.05.2021 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 members who were granted leave of absence.

1. Ms. R. Kaviyadharshini
2. Ms. M. Himalda Francina
3. Ms. M. Sudharshana

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 11.12.2020

Ref.No	Points Discussed	Action taken
6.1.1	Conducting on-site add-on courses on advanced technical subjects, beyond curriculum to all higher semester students	Totally 02 courses have been conducted for final year students from 18.12.2020 to 23.12.2020 and 05 courses have been conducted from 22.02.2021 to 26.02.2021 for 2 nd and 3 rd year students.
6.2.1	AAA review	The IQAC coordinator briefed on the outcomes of the AAA conducted by internal auditors from 14.02.2021 to 18.02.2021 and by the external expert on 03.03.2021. The Principal mentioned that the outcome was satisfactory except for a few departments which required improvement in few areas.
6.2.2	Video Lesson Preparation	Implemented
6.3.1	Establishment of Institutional Innovation Council	IIC has been established on 15th Feb 2021 as per the norms of Innovation Cell, Ministry of Education, Govt. of India during IIC Calendar year 2020-21



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6.3.2	Research publications	Around 20 papers have been published in Conferences and 04 papers have been published in reputed journals.
	Faculty monthly report	Implemented.
6.4.1	Classrooms with LCD projectors	Implemented. Totally 18 permanently mounted projectors and 02 movable projectors are available in all 20 classrooms.
6.5.1	Association activities	Online symposiums have been conducted by all the departments in the month of March 2021 and the virtual project expo have been conducted in the month of May 2021 by all the departments individually.
6.6.1	Faculty's attended FDP's/ Seminars/Conferences/ Online courses	Reviewed department-wise and found that faculty members have attended more FDTPs, but few of them only completed online courses like NPTEL. Hence, IQAC Chairman emphasized to encourage faculty members to complete more online courses.
6.6.2	NAAC Initiatives	Criteria-wise committee has been formed and workshop on NAAC Accreditation was organized by the IQAC on 08.04.2021
6.7.1	Environmental/Energy/Green audits	Environmental/Energy/ Green audits have been completed on 11 th January 2021 and received certificates on 20 th January 2021

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

7.1.1 Feedback System

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The automatic feedback collection has been introduced. It was suggested to collect feedbacks from the students, alumni, faculty, and employers about the curriculum and the responses have to be consolidated and analysed.	IQAC	Sep 2021

7.2.1 Online Examination

Conclusion Drawn/ Action Plan	Responsibility	Timeline
As per the guidelines of University and the Government, the online examination will be conducted for both theory and	IQAC Co-ordinator &	June 2021



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practical subjects. Hence, it was decided to conduct an orientation programme to the faculty and the students to understand the procedure of online examination

HR Services
In-charge

7.3.1 Patent awarded

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The committee reviewed the total number of patents filed and awarded to our faculty. There are 04 patents were awarded and 02 were filed till now. IQAC chairman insisted to file more patents with the interdisciplinary collaboration of other institutions.	R&D Center	Dec 2021

7.4.1 Laying PVC vinyl floor mats

Conclusion Drawn/ Action Plan	Responsibility	Timeline
It was decided to do the renovation work in the St.Mary's block. Initially, the floor tiles that were damaged in the first and second floor classrooms will be replaced with PVC Vinyl floor mats.	Estate Maintenance In-charge	July 2021

7.5.1 Conducting Placement Drives

Conclusion Drawn/ Action Plan	Responsibility	Timeline
To enhance the placement record of the institution, it was decided to sign MoU with the industries and to conduct good numbers of campus drive in forth coming academic year	TP Cell	Dec 2021

7.6.1 NAAC internal review

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The Criterion Heads presented an assessment report of the activities accomplished for the last five years 2016 to 2021. The IQAC chairman appreciated the Criterion Heads for the good progress of the NAAC accreditation process and it was decided to submit IIQA as early as possible	IQAC and All Criterion Heads	July 2021



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7.6.2 Establishment of Committees

Conclusion Drawn/ Action Plan	Responsibility	Timeline
IQAC chairman reported that the following committees are restructured as per the guidelines of AICTE (Statutory Regulating Authority) and Anna University (Affiliating Body) for the AY 2021-22. They are: Governing Council, Planning and Monitoring Board, Anti Ragging Committee & Squad, Discipline & Welfare Committee, Complaints cum Redressal Committee, Internal Complaint Committee (ICC), SC / ST Committee, Minority Cell, OBC Cell and Vishaka Committee. And the conveners were asked to submit their proposed activities to the IQAC for preparing college calendar.	IQAC Chairman	August 2021

7.6.3 Website updation

Conclusion Drawn/ Action Plan	Responsibility	Timeline
Our college website was redesigned recently. As it was planned to submit the IIQA shortly, NAAC Co-ordinator requested to update the pages, for uploading SSR documents. It was accepted by the committee	IT support and Administrator	Sep 2021

7.6.4 Performance Appraisal

Conclusion Drawn/ Action Plan	Responsibility	Timeline
Performance Appraisal for both Teaching and Administrative staff has to be done before starting the next academic year.	HR Services In-charge	July 2021

7.7.1 Vehicle Parking



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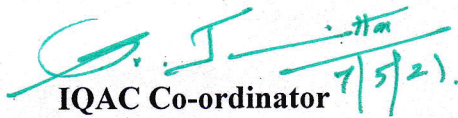
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Conclusion Drawn/ Action Plan	Responsibility	Timeline
Even though, there is a two wheeler parking at the behind of Angel's block, to control the air pollution at the campus, it was decided to lay a vehicle parking area nearer to the college gate by prohibiting the entry of two/four wheelers inside the campus.	Estate Maintenance In-charge	Sep 2021

The meeting came to an end with a prayer.


IQAC Co-ordinator 7/5/21.

IQAC CO-ORDINATOR
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IQAC Chairman

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