



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

6.1.1 The governance of the Institution is reflective of an effective leadership in tune with the vision and Mission of the Institution

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Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
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COLLEGE VISION AND MISSION



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VISION AND MISSION

Vision: To develop IECW as a Centre of Excellence in imparting futuristic technical education to foster the success of our community in meeting individual and common goals whilst we uphold the basic principles and ethical values and instill high patterns of self-discipline to build a better world for the human race.

Mission: IECW will play a leading role in transforming the lives of rural based marginalized womenfolk by widening the intellectual horizon and instilling high ideals towards holistic formation and development, thereby promoting excellence in lifelong learning through accessible, professional education programs and community partnerships.

Quality Policy: IECW aspires to impart futuristic technical education by enhancing the teaching-learning process on a continual endeavour and thereby developing the Institute as a Centre of Excellence.


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VISION AND MISSION

ABOUT US

- Film History
- IECW Profile
- Vision & Mission
- Quality Policy & Objectives
- Organization Chart
- Governance & Administration

VISION & MISSION

OUR VISION

"To develop IECW as a Centre of Excellence in imparting futuristic technical education to foster the success of our community in meeting individual and common goals whilst we uphold the basic principles & ethical values and instill high patterns of self-discipline to build a better world for the human race."

OUR MISSION

"IECW will play a leading role in transforming the lives of rural based marginalized womenfolk by widening the intellectual horizon and instilling high ideals towards holistic formation and development, thereby promoting excellence in lifelong learning through accessible, professional education programs and community partnerships."

IECW PROMO 2020

Watch later Share

Ramani
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GOVERNING COUNCIL



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Ref: IECW / ADM / GC / 2020

03.07.2020

CIRCULAR


The Governing Council meeting for the academic year 2020-21 is scheduled to be held on 11th July 2020, Saturday at 11.00 am in Conference Hall. All the members of the Governing Council are requested to attend the meeting positively.


Agenda:

- 20:01 Review of the previous meeting
- 20:02 Analysis of University Examination Results
- 20: 03 Infrastructure Development and Establishment Activities
- 20:04 Passing Annual Budget – 2020-21
- 20:05 Review of Online Classes and implementation of COVID'19 pandemic SOP
- 20:06 Review of On-going Admission Process – 2020-21
- 20:07 Staff recruitment approval – 2020-21
- 20:08 Value Added Certificate Courses / Training Programmes
- 20:09 Review of On / Off Campus Placement
- 20:10 Research projects and student project proposals to funding agencies
- 20:11 Review of Feedback Report – 2019-20
- 20:12 Any other matters.

Copy To:

1. Members of GC.
2. File.


SECRETARY
SECRETARY
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Chinnasalem-606 201, Kallakurichi Dt.


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Minutes of the 20th Meeting of the Governing Council of this College held on
Saturday, the 11th July, 2020 at 11.00 a.m.

Members present:

1. Dr. Samson Ravindran, - Chairman
Executive Director
Mahendra Engg. College
2. Rev. Mo. John Britto Mary, - Member
Secretary, IECW
3. Dr. Sr. A. Jenitta, - Member
Vice Principal, IECW
4. Dr. Jose Swaminathan, - Member
Prof. / Mech. Engg.
VIT, Vellore
5. Er. S. J. Rheeman, - Member
Architect, Consolidated Consortium,
Pondicherry
6. Sr. Clara Mary, - Member
Administrator, IECW
7. Dr. R. Gurumani, - Member Secretary
Principal, IECW

The following members expressed their inability to attend this meeting due to pre-occupation.

1. Dr. S. Sakthivel - Member
Deputy Director of Boilers,
BHEL, Trichy.
2. Dr. N. Alagumurthy - Member
Professor / Mech. Engg.
Pondicherry Engg. College

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3. Ms. Beulah Suganthy
ASP / ECE,
TPGIT, Vellore

- Govt. Nominee

The meeting started with a short prayer and the following items were presented and resolved.

ITEM 20:01

REVIEW OF THE PREVIOUS MEETING

The Council confirmed the minutes of 19th meeting of the Governing Council of this College held on Saturday, 13th July, 2019 at 11.00 a.m.

ITEM 20:02


ANALYSIS OF UNIVERSITY EXAMINATION RESULTS

The Council perused the University Examination Result Analysis for Nov. / Dec. 2019. For Apr / May 2020 Examinations, students were declared as all pass as a one-time measure due to COVID'19 pandemic crisis and the council also recorded it.

ITEM 20:03

INFRASTRUCTURE DEVELOPMENT AND ESTABLISHMENT ACTIVITIES

The Council reviewed the proposal and development of constructing compound wall. The Council perused the proposal of applying NAAC Accreditation and ratified. The Council approved the purchase of a Eicher van to a new bus route. The Council considered the proposal of establishing a video conferencing setup in St. Francis seminar hall for facilitating ICT based virtual meetings. The Council approved the launch of LMS Cell to maintain the E-contents of learning materials through the internet in association with Corporate Communication Committee.


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ITEM 20:04

PASSING ANNUAL BUDGET – 2020-21

The budget estimate for the year 2020-21 were perused and approved by the Governing Council.

ITEM 20:05

REVIEW OF ONLINE CLASSES AND IMPLEMENTATION OF COVID'19 PANDEMIC SOP

The Council reviewed the on-going online classes and implementation of COVID'19 preventive measures as per the SOP released by the Govt. of Tamil Nadu.

ITEM 20:06

REVIEW OF ON-GOING ADMISSION PROCESS – 2020-21

The Council perused the admission status for the academic year 2020-21 amid the pandemic crisis and suggested to follow the safety measures strictly while admitting the students.

ITEM 20:07

STAFF RECRUITMENT APPROVAL – 2020-21

The appointments for the academic year 2020-21 made by the Management, as recommended by the HR Services were noted and ratified by the Council.

ITEM 20:08

VALUE ADDED CERTIFICATE COURSES / TRAINING PROGRAMMES

The Council perused the proposals of conducting online value added courses and approved. And also the council suggested to offer University approved Value Added Courses to reflect in the mark statements.

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ITEM 20:09

REVIEW OF ON / OFF CAMPUS PLACEMENT

The Council reviewed the report of placement records for the academic year 2019-20 through On / Off Campus & TNSLPP and ratified.

ITEM 20:10

RESEARCH PROJECTS AND STUDENT PROJECT PROPOSALS TO FUNDING AGENCIES

The Council reviewed the proposals submitted for funding agencies such as TNSCST and AICTE AQIS schemes, etc by the faculty and the students and ratified.

ITEM 20:11

REVIEW OF FEEDBACK REPORT - 2019-20

The Council reviewed the feedback report received through online from students, alumni, parents and employers for the academic year 2019-20 and ratified.


ITEM 20:12 ANY OTHER MATTERS:

ITEM 20:12:1

SUGGESTIONS FOR ORGANIZING WEBINARS DURING PANDEMIC LOCK DOWN PERIOD

The Council suggested organizing more number of webinars for the benefit of students and faculty community during pandemic lock down period.

The Council appreciated the Management for maintaining Eco-friendly Green Campus environment and successfully certified for fulfilling the requirements of Energy / Green / Environmental Audits.


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The Meeting ended with a concluding prayer.

1	Dr. Samson Ravindran, Executive Director, Mahendra Engg. College, Salem	
2	Rev. Mo. John Britto Mary, Secretary, IECW	
3	Dr. Sr. A. Jenitta, Vice Principal, IECW	
4	Dr. Jose Swaminathan, Prof. / Mech. Engg. VIT, Vellore	
5	Er. S.J. Rheeman, Architect, Consolidated Consortium, Pondicherry	
6	Sr. Clara Mary, Administrator, IECW	
7	Dr. R. Gurumani, Principal, IECW	


SECRETARY / CORRESPONDENT

Sr. JOHN BRITTO MARY, FIHM.,
CORRESPONDENT
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ADMINISTRATIVE COUNCIL



IDHAYA ENGINEERING COLLEGE FOR WOMEN
CHINNASALEM

REF: IECW/ADM/AC/CIR/2021

DATE: 01.02.2021

CIRCULAR

Dear Members,

I invite you to attend the Administrative Council meeting on 02.02.2021 at 03.15p.m at conference hall in Angel's block. Kindly attend the meeting without fail to discuss the following agenda.

1. Review of the previous meeting
2. Academic Activities
 - AU Affiliation Application Submission
 - On-site Classes – Even Semester
 - College Day/Graduation Day Celebrations
 - Department-wise Symposium
3. Admission Promotion Activities
 - Admission Targets
 - Fees Fixation (2021-2022)
4. Internal Quality Assurance Cell
 - Feasibility of Accreditation
5. Quality Management System
 - ISO Surveillance Audit
6. Idhaya Technological Entrepreneur Incubation Centre
 - Final Year Projects – Registration Fee
 - Project Expo
7. Training and Placement
 - AU - CUIC - TNSLPP Drive – M/S Infosys Limited
 - Internal Training - Final year
8. HR services
 - Lab Assistant for S&H Department
9. Women Empowerment Cell
 - Women's Day Celebration
10. Extra-Curricular Activities
 - Farewell Celebration
11. Hostel and Mess Administration
12. Any other matter

Copy to: The members of AC meeting

[Rev. Mo. John Britto Mary]

SECRETARY

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Idhaya Engineering College for Women, Chinnasalem

MINUTES OF ADMINISTRATIVE COUNCIL MEETING

Minutes of administrative council meeting held on 02.02.2021 at 3.00p.m in Conference Hall

Members Present:


Name of the Participants	Designation
Rev. Mo. John Britto Mary Secretary	Chair Person
Dr. R. Gurumani Principal	Member
Dr. Sr. Jenitta Vice Principal	Member Secretary
Rev. Sr. Clara Mary Administrator	Member
Sr. Arockia Jaya Asso.Prof. /CSE	Member
Sr. Janci Sophia Mary Asso.Prof. /CSE	Member
Sr. Catherina Mary Asst. Prof./ECE	Member
Sr. Maria Anand Milani Asst.Prof. / IT	Member

The meeting started with a prayer by Sr. Arockia Jaya, Asso.Prof. /CSE

1. Review of the Previous Meeting:

Follow-up actions:

The minutes from the previous ACM were reviewed and progress noted on the majority actions. However, the following actions are requiring further progression.


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

S. No.	Action Plan	Responsibility	Timeline
1.	The extension of PA system facility in both first and second floors of the St. Mary's block	Faculty in-charge Estate Maintenance	On or before 15 th Feb 2021
2.	Placing advertisement banners permanently at Chinnasalem by-pass of Salem to Chennai Highway in two places and in the Bus stations of our college buses.	Faculty in-charges Transport Services	Planning: On or before 15 th Feb 2021 Implementation: After the State Govt. Election
3.	College Pamphlet - Designing and Printing	Members of Corporate Communication Committee	End of Feb 2021
4.	College Prospectus for the AY 2021-2022 -Designing and Printing	Members of Admission Affiliation Approval Committee	End of June 2021
5.	Releasing a pamphlet as soft copy exclusively for enhancing training and placement activities and sending invitation letter for campus placement	Members of Training and Placement Cell	End of Feb 2021
6.	Annual stock verification audit review report submission to the Management	Principal Academic - Head	End of Feb 2021
7.	Modification of college website	System Admin. IT support and Maintenance	End of March 2021


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

2. Academic Activities:

AU Affiliation Application Submission:

Dr. R. Gurumani, Principal reported that the information required for applying to the Anna University, Chennai for getting affiliation approval for the academic year 2021-2022 for the courses of UG - EEE & IT and PG - CSE&CS are being uploaded in the concern web portal and the same will be submitted on or before 12th Feb 2021 by paying the affiliation fee of Rs. 80, 000/-.

On-site Classes – Even Semester:


As per the instruction given by the State Government, it is expected that the physical re-opening of the college for all the year students will be on 8th Feb 2021. Subject allotment and timetable for these classes have to be prepared and communicated. After receiving the circular from the University, it was decided to send whatsapp message by the Principal to all students by mentioning the SOPs what they have to follow while they come to the college in person.

College Day/Graduation Day Celebrations:

Even though all students are going to come to college in person for attending even semester classes, on account of Containment of Pandemic, it was decided not to celebrate College Day this year. Graduation day can be celebrated after receiving the degrees from the University.

Department-wise Symposium:

It was planned to organize department-wise symposium on every Saturday of March 2021 through video conferencing method. The students of our college can present their papers in person, the participants from other colleges can present through online mode. Since it is a virtual symposium, the numbers of events are limited to Paper Presentation, Multimedia Presentation and Just a Minute.


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

3. Admission promotion activities:

Faculties of admission cell are grouped and asked to go for School Visit to distribute the college calendar and a diary to the Headmasters and to collect the +2 students' database.

Fees Fixation (2021-2022):

In order to enhance the admission of next academic year; the following fee concession will be given to the students.


UG Courses:

Category	FG	PMSS	Others
Tuition Fee	Free (Only FG amount of Rs.25000 from the Government)	Free (Only scholarship amount of Rs.50000 from the Government)	Rs.40000
Stationery Fee	Rs. 3000	Rs. 3000	Rs. 3000
Hostel Maintenance Fee (Misc)	Rs. 1000	Rs. 1000	Rs. 1000
Mess Fee	Rs. 30000	Rs. 30000	Rs. 30000
Transport Fee	As per Stage	As per Stage	As per Stage
AU Registration Fee (I-Year alone)	Rs. 3000	Rs. 3000	Rs. 3000
T&P Fee	I –Year: Free, II – Year : 2000, III – Year: 3000, IV – Year: 4000		

PG Courses:

Per year, the tuition fee is Rs.30,000/- .

Fee can be paid in two installments (semester wise) up to 3rd year and the final year's payment should be paid in the 7th semester for UG courses.


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

Admission Targets: (For both UG and PG admissions)

Faculty: (including Lab & Office assistance)

For first admission: Compulsory, No special allowance and incentives.
For second admission: Rs.500/- of special allowance with salary every month.
For 3rd admission: Rs.1,000/- of special allowance with salary every month.
4th admission onwards: Rs. 5,000/- one time incentive will be given.
For those who fail to put even one admission, 5 days of their VL will be cancelled.

Present Student:

If a student put an admission, Rs.10,000/- will be given as incentives.

Old Student:

For an alumnae Rs.10,000/- will be given as incentives for every admission.


4. Internal Quality Assurance Cell

Feasibility of Accreditation:

Since our institution fulfils the requirements of National Assessment and Accreditation Council (NAAC) than National Board of Accreditation (NBA) eligibility criteria, it was decided to take initiative to apply for getting NAAC to our institution first. And also it was suggested that not to approach any agency for documentation assistance. Hence, it was decided to get the guidance from the academic experts to complete the documentation work for applying NAAC.

5. Quality Management System

ISO Surveillance Audit:


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

The external surveillance audit for ISO 9001:2015 std. will be held in the month of March 2021. Before that Management Review Meeting will be convened on the first week of March 2021.

6. Idhaya Technological Entrepreneur Incubation Centre

Final Year Projects – Registration Fee:

All the batches of the final year students are decided to do projects internally. Project centres will be permitted to guide them in the campus itself. For that, every student is asked to pay Rs.500/- as registration fee at the beginning of the project and pay the remaining amount after the successful completion of the projects to the project centres through ITEIC.

Project Expo:

On the 1st week of April, Project Expo will be conducted to all the year students in order to bring out their innovative ideas and to enhance their research attitudes.


7. Training and Placement Cell:

AU - CUIC - TNSLPP Drive – M/s Infosys Limited:

Anna University, Centre for University Industry Collaboration called for Tamil Nadu State Level Placement Programme for recruiting final years for M/s Infosys Limited. 21 students are eligible to attend this off-campus drive. Due to pandemic environment, there is no registration fee for attending this drive. Confirmation mail with the final list of eligible students is sent to CUIC on 03.02.2020 by TPO.

Internal Training - Final year:

In order to enhance the employability skills of the final year students, it was decided to allot a period per day in their regular timetable. The department faculty members will be allotted to handle soft skills during this period.


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MINUTES OF ADMINISTRATIVE COUNCIL MEETING

8. HR services

Lab Assistant for S&H Department:

Mrs. P. Selvi, former office Asst. is willing to continue her duty in our institution. Since there is no vacancy in the office, she will be re-appointed as Lab assistant of S&H department when the students come to college in person.

9. Women Empowerment Cell

Women's Day Celebration:

On 8th March 2021, women's day will be celebrated in the college by inviting any one of the eminent women speaker. Cultural programmes and competitions will be conducted to the students on that day.

10. Extra-Curricular Activities

Farewell Celebration:

Farewell function for present final year students will be celebrated at the mid of April 2021. Third year students will felicitate the programme. Customary activities will be followed as previous years.

11. Hostel and Mess Administration

Since the total strength of Hostellers is around 140, it was decided to make use of the Hostel Block – I for accommodating all the year students together. The faculty will be accommodated in Hostel Block – I, ground floor, visitor's room itself and the recreation room will be allotted for student's canteen.

The meeting ended with a prayer.

Date: 4/2/2021

[Rev. Mo. John Britto Mary]
SECRETARY

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

M. G. M.
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., MISTE, F.I.I.T.
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201. KALLAKURICHI DT.



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM

REF: IECW/ADM/AC/CIR/2020

DATE: 07.12.2020

CIRCULAR

Dear Members,

I invite you to attend the Administrative Council meeting on 08.12.2020 at 2.30p.m at conference hall in Angel's block. Kindly attend the meeting without fail to discuss the following agenda.

1. Review of the previous meeting
2. Academic Activities
 - Academic schedule from University (On-line classes and Exam.)
 - On-site Class arrangements and Student Communication
 - Subject Allotment, Timetable Preparation
 - Annual Stock Audit
3. Admission Promotion Activities
 - Admission status (2020-2021)
4. Internal Quality Assurance Cell
 - FDP on Effective Communication for faculty
5. Quality Management System
 - ISO Re certified, Pending ISO audit & QMS separation
6. Training and Placement
 - R2017 – Value added Course + Final year Projects
7. HR services
 - Faculty Recruitment – English, Sys. Admin
8. Professional Associations
 - First year – Spoken English class for a month
9. Estate Maintenance
 - Classroom arrangements, sanitary arrangements
10. Corporate Communication
 - Website Updating
 - Calendar 2021
11. Office Administration
 - New Construction and Maintenance
 - Current and pending fee collection
12. Hostel and Mess Administration
13. Any other matter

[Rev. Mo. John Britto Mary]

SECRETARY

IDHAYA ENGG. COLLEGE FOR WOMEN
Idhaya Nagar, Nainarpalayam Road,

CHINNASALEM-606201, Villupuram Dt.

Copy to: The members of AC meeting

Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.I.S.T.E.

PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHU OT



MINUTES OF ADMINISTRATIVE COUNCIL MEETING

Minutes of administrative council meeting held on 08.12.2020 at 2.30p.m in Conference Hall

Members Present:

Name of the Participants	Designation
Rev. Mo. John Britto Mary Secretary	Chair Person
Dr. R. Gurumani Principal	Member
Dr. Sr. Jenitta Vice Principal	Member Secretary
Rev. Sr. Clara Mary Administrator	Member
Sr. Arockia Jaya Asso.Prof. /CSE	Member
Sr. Janci Sophia Mary Asso.Prof. /CSE	Member
Sr. Catherina Mary Asst. Prof./ECE	Member
Sr. Maria Anand Milani Asst.Prof. / IT	Member

The meeting started with a prayer by Dr. Sr. Jenitta, Vice Principal, IECW.

1. Review of the Previous Meeting:

The extension of PA system facility in both first and second floors of the St. Mary's block will be done before physical re-opening of the college for all the year students.



It was decided to place advertisement banners permanently at Chinnasalem by-pass of Salem to Chennai Highway in two places initially. The transport service in-charges, Sr. Arockia Jaya and Mr. Antony Raj, were asked to do needful in this regard.

College pamphlet redesigning work is pending. Corporate communication committee is responsible for its designing and printing.

College prospectus preparation for 2021-2022 has to be done as softcopy. The members of admission cell are responsible for this work.

Releasing a pamphlet as soft copy exclusively for enhancing training and placement activities is in-progress.

2. Academic Activities:

Academic schedule from University (On-line classes and Exam.):

For Higher Semester Students, the last working day of odd semester online classes is 13th Nov 2020. Since the reopening date of even semester is not given for them, except final years, both 2nd and 3rd year students are in study holidays.

First year Induction Programme through online mode has been held from 9th Nov to 18th Nov 2020. Regular classes through online mode have been started from 23rd Nov 2020. Fresher's Day was celebrated by extra-curricular committee on the same day through video conferencing method.

Online examination will be conducted in the month of Jan 2021 for all higher semester students and in the month of March 2021 for first year students.

On-site Class arrangements and Student Communication:

Physical Re-opening of the college for final year students is on 14th Dec 2020. Subject allotment and timetable for even semester classes of final year students have been prepared and communicated. It was decided to send whatsapp message by the Principal to the final year students by mentioning the SOPs what they have to follow while they come to the college in person.



Subject Allotment, Timetable Preparation:

Subject allotment, workload and timetable for even semester classes of 2nd and 3rd year students have to be prepared. As per the University guidelines, it was decided to conduct five periods (50 min each) of online classes per day such as

9.30a.m – 10.20a.m : 1st Period

10.30a.m – 11.20a.m : 2nd Period

11.30a.m – 12.20p.m : 3rd Period

2.00p.m – 2.50p.m : 4th Period

3.00p.m – 3.50p.m : 5th Period

Annual Stock Audit:

Annual stock verification audit for checking the inventory of all labs, Library is scheduled from 7th Dec to 18th Dec 2020. Hardcopy of these audit reports have to be submitted to the Principal on or before 18th December 2020.

3. Admission promotion activities:

Admission status (2020-2021):

Totally 26% of UG admission and 50% of PG admission have been done in this year, such as: Through TNEA counselling, 61 students and through management quota, 2 students, totally 63 students were admitted for Under Graduate Programmes. And 18 students were admitted for Post Graduate Programmes.

4. Internal Quality Assurance Cell

FDP on Effective Communication for faculty:

IQAC and HR services jointly organize two weeks Faculty Development Programme on Effective Communication by Mr. Antoni Doss, Freelancer, Pondicherry from 7th - 18th Dec 2020 through on line from 11a.m to 12p.m. e-certificate will be provided to all the active participants.



5. Quality Management System

ISO Re certification:

Since the external audit for ISO 9001:2015 std. completed successfully, the recertification has been issued by BSI on 30th Sep 2020. It has 3 years of validity.

Pending ISO audits:

Due to Covid -19 Pandemic lockdown, the ISO internal audits were not conducted as per the audit plan. Hence, it was rescheduled and planned to be conducted from 7th Dec 2020 to 18th Dec 2020. The softcopy of the reports have to be submitted to the Vice Principal on or before 18th December 2020.

QMS separation:

For the smooth and effective functioning, it was decided to separate both Internal Quality assurance cell and Quality Management cell as two different committees from 4th Jan 2021.

6. Training and Placement Cell:

R2017 – Value added Course:

Syllabus of value added courses as per 2017 regulation has been approved by Anna University and the portions which are not covered in the first phase of value added course on "IOT based Arduino" which was conducted earlier, will be covered in the second phase of the course. It was planned to be conducted on 21st and 22nd December 2020 for all the final year students in the college campus. Freelancers will be arranged to handle this programme. Remuneration of these trainers is Rs. 4000/- (approximately) per day. Since the technical value added course for even semester are not yet conducted during summer due to lockdown for ECE and EEE final year students, no additional fee will be collected from them other than 3rd year T&P amount Rs.3000/-. But CSE and IT students have to pay Rs.1500/- for this course.



Final year Projects:

Few batches of the final year students will be guided to do their final year projects in Arduino as a continuation of this programme and the others will be arranged by the R&D cell as like last year in college itself.

7 HR services

Faculty Recruitment:

Numbers of faculties required are:

For handling first year Technical English: 01

System administrator: 01

Since Mrs. P. Selvi, office Asst. is not willing to continue her duty; there is one vacancy for Lab assistant. It was decided to conduct interview for filling these three vacancies only after the physical re-opening of the college for all the students.

8. Professional Associations

First year – Spoken English class for a month:

Anglo Franca Club and the Department of Science and Humanities jointly organize External Training on Communicative English for first year students exclusively from 24th Nov 2020 to 31st Dec 2020 through Google meet from 11a.m to 12p.m. The resource Person is Mr. J. Jesu Raja, Chief Executive Officer, Earth Smiles, Trichy. For this 30 days programme, Rs.15,000/- will be given as remuneration to him by the management, but no amount will be collected from the first year students.

9. Estate Maintenance

Classroom arrangements:



Since final year students alone are going to come in person to the college from 14th Dec 2020, four class rooms in the ground floor will be used. To maintain social distancing, they will be seated such as one student per bench.

Sanitary arrangements:

The SOP on preventive measures given by the Government will be followed in both college and Hostel premises. Hand Sanitization facility will be provided in the main gate and in the side entrance. With the help of a thermal scanner, a temperature check shall be done randomly to the Hostellers.

10. Corporate Communication

Website Updating:

Modification of college website is in-progress. It was decided to complete before the next academic year admission canvassing starts.

Calendar 2021:

A new wall poster model calendar has been designed for the year 2021 and it was decided to print only 500 copies in this time.

11. Office Administration

New Construction and Maintenance:

Rev. Mo. John Britto Mary, Secretary, informed that the Generalate has permitted to construct compound wall in the left side of the college also and granted Rs. 27,00,000/- in addition for completing this work. Along with this, some annual repair works were done. St. Francis seminar Hall has been renovated. The damaged roof of Idhaya Cafeteria has been repaired. New UPS has been purchased for the server room and LAN connections have been given to both Dupuis Auditorium and St. Francis Seminar Hall. Video conferencing setup is installed in St. Francis Seminar Hall and a



MINUTES OF ADMINISTRATIVE COUNCIL MEETING

new i5, tenth generation Dell Laptop has been purchased for this setup. A part of this video conferencing setup expenditure is balanced from the donation of Rs. 87,160/- received from Dr. Micheal Pillai, Professor, Vaal University, South Africa. It was decided to purchase new window curtains for all the class room windows of St. Mary's Block.

Current and pending fee collection:

It was decided to send a message in Tamil to the parents' mobile directly by mentioning the fees balance to the day scholar students by the office assistants and to the Hostellers by the chief warden. Due date is given till the end of Dec 2020.


12. Hostel and Mess Administration

As per university instructions, the Hostel will be cleaned and getting ready for final year students to accommodate from 14th Dec – 22nd Dec 2020. Since any fees were not collected from the Hostellers during these lock down period, it was decided to collect food and accommodation charge of Rs. 100/- per day for these days of stay in the Hostel. To safeguard from Pandemic, the Block –II. Hostel rooms are allotted for final year students such as two students per room.


The repair works in terrace of Hostel Block – II has been completed. Kitchen utensils in Hostel mess were also serviced.

The meeting ended with a prayer.

Date: 22/12/2020


[Rev. Mo. John Britto Mary]

SECRETARY
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Idhaya Nagar, Nainarpalayam Road,
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Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.I.S.T.E., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI Dt



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM

REF: IECW/ADM/AC/CIR/2020

DATE: 01.06.2020

CIRCULAR

Dear Members,

I invite you to attend the Administrative Council meeting on 03.06.2020 at 3p.m at conference hall in Angel's block. Kindly attend the meeting without fail to discuss the following agenda.

1. Review of the previous meeting
2. Academic Activities
 - Subject Allotment
 - Approval/Affiliation Process
 - Stock Audit
3. Admission Promotion Activities
 - Mounting Banners
 - Pamphlet/ Prospectus preparation
 - Telephone canvassing
4. Training and Placement
 - R2017 – Value added Course
5. HR services
 - Faculty Recruitment
 - Online FDTP
6. IQAC – Composition
7. Office Administration
 - Repair and Maintenance
 - Compound wall Construction
8. Hostel and Mess Administration

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Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.I.S.T.E., F.I.E.

PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI

[Signature]
[Rev. Mo. John Britto Mary]

SECRETARY

IDHAYA ENGG. COLLEGE FOR WOMEN,

Idhaya Nagar, Nainarpalayam Road,

CHINNASALEM-606201, Villupuram Dt

Copy to: The members of AC meeting



Idhaya Engineering College for Women, Chinnasalem

MINUTES OF ADMINISTRATIVE COUNCIL MEETING

Minutes of administrative council meeting held on 03.06.2020 at 3p.m in Conference Hall

Members Present:

Name of the Participants	Designation
Rev. Mo. John Britto Mary Secretary	Chair Person
Dr. R. Gurumani Principal	Member
Dr. Sr. Jenitta Vice Principal	Member Secretary
Rev. Sr. Clara Mary Administrator	Member
Sr. Arockia Jaya Asso.Prof. /CSE	Member
Sr. Janci Sophia Mary Asso.Prof. /CSE	Member
Sr. Catherina Mary Asst. Prof./ECE	Member
Sr. Maria Anand Milani Asst.Prof. / IT	Member

The meeting started with a prayer.

1. Review of the Previous Meeting:

It was planned earlier, to send First year students for Industrial visit to Hatsun Agro Products Ltd, Thalaivasal on 21st March 2020, but due to containment of COVID-19 Pandemic, it was cancelled.

Mounting College advertisement banners at public places are in pending.



For 3rd year ECE and EEE students, technical value added course are not yet conducted due to lockdown.

It was instructed to the co-curricular committee faculty members to encourage present 4th year students to enroll for NPTEL online course without fail within the end of June 2020.

2. Academic Activities:

Good numbers of National and International level webinars are planned to be organized by various college committees during this lockdown. Overwhelming responses are received from the students/staff members of several institutions.

Dr.R.Gurumani, Principal reported that the subject allotment for odd semester classes of next academic year has been completed. Workload and timetable have also been prepared and reviewed. And also he informed that EoA report for the AY 2020 - 2021 has been received from AICTE and the same is forwarded to Anna University for getting affiliation order. And the documents related to fees structure revision are also submitted to the University.

Annual stationery and Laboratory requirements have been submitted to the management by all the HoDs.

As per the direction of the university, it was decided to instruct 50% of faculty members to come to college in cyclic. The working time is from 10a.m to 4p.m. Faculties have to come to college on their own transport arrangements. In order to facilitate them, college vehicle will be available in Chinnasalem bus stand at 9.45p.m. Since Canteen will not to be opened and Hostel mess is under renovation, food can't be provided to the faculty who are staying in the Hostel. Only accommodation can be provided.

In order to monitor and measure the performance of the faculty members during this lockdown, all are asked to submit monthly report.

It was decided to conduct a stock audit for checking the inventory of all labs. Dr.R.Gurumani, Principal was asked to prepare the stock audit plan and schedule and complete this audit within this month.

It was proposed to play audio devotional song in the Morning Prayer and to display English motivational video/ audio books during lunch break to create calm and



relaxing environment in the campus. Hence, it was decided to extend power system facility in both first and second floor of the St. Mary's block.

3. Admission promotion activities:

Sr. Arockia Jaya and Mr. Antony Raj were asked to produce the list of places where the banners were already permanently mounted along with the size of the banners.

It was decided to revise our college pamphlet. Corporate communication committee is responsible for its designing and printing. It was also decided to modify our website and re-launch it with additional information as early as possible.

It was decided to release prospectus of our college every year as softcopy. The members of admission cell are responsible for this work.

Due to this containment of COVID-19 Pandemic, faculty members are not able to meet the parents in their home for canvassing them to admit their daughters. Hence, faculty members were asked to make phone calls to all the students and parents as per the database that they collected from nearby schools and to promote our institution.

4. Training and Placement Activities

It was decided to release a pamphlet every year as soft copy exclusively for enhancing training and placement activities.

Syllabus of value added courses has to be sent to Anna University for getting approval and the students who follow regulation 2017 have to be enrolled for this course in CoE web portal in the forthcoming semester regular classes. Dr.S.A.Amutha Jeevakumari, internal training faculty in-charge is responsible for this work.

5. HR services


It was decided to conduct interview for faculty recruitment on 10th June 2020 (Wednesday). Numbers of vacancies are as follows:

IT dept.: 01

EEE dept.: 01

Maths: 01

English: 01


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IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT



When Mrs.P. Selvi, office Asst. returns duty after her Maternity leave, she may be assigned with lab and Library works.

It was decided to arrange one national level FDTP on 6th and 7th July 2020. Dr.Gurumani, Principal was asked to arrange the resource person Mr.G.Senthil Kumar, Director and chairman of Helikx open School & learning Centre, Salem with minimum affordable charge.

6. Internal Quality Assurance Cell:

With the objective of applying for accreditation, a separate group has been formed as IQAC. From each department a senior faculty will be nominated as NBA co-ordinator and become the members of this IQAC. Ms. Merlin Clara will assist the NBA work as one of the members of this committee.

7 Office Administration

The UPS in the office is under repair. It will be replaced with a new one.

Every year the fee collecting software has to be updated. It was decided to update it within the end of June 2020.

Rev. Mo. John Britto Mary, Secretary, informed that the Generalate has permitted to construct compound wall in the right side of the college and granted Rs. 52,00,000/- for the same. The construction work will start immediately. Along with this, some annual repair works will also be done.

8. Hostel & Mess Administration

Hostel mess has been white washed at the cost of Rs.4,00,000/- . And the Hostel toilets will be cleaned using stain removing liquids at the cost of Rs.1,00,000/-

The meeting ended with a prayer.

Date: 06/06/2020

Gurumani

[Signature]
[Rev. Mo. John Britto Mary]

SECRETARY



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

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PLANNING AND MONITORING BOARD



IDHAYA ENGINEERING COLLEGE FOR WOMEN

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

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Ref: IECW / ADM / PAMB / 2020

11.12.2020

CIRCULAR

The Planning and Monitoring Board Meeting for the academic year 2020-21 (Even Semester) is scheduled to be held on 14th December, 2020, Monday at 11.00 a.m. in the Principal Chamber. All the members of the board are requested to attend the meeting positively.

Agenda:

1. Review of the on-going academic activities.
2. Planning for on-site work.
3. Conducting online University Examinations.
4. Review of Annual Stock Audit Report.
5. University Examination Result Analysis – Nov / Dec 2020.
6. Adhering of COVID'19 precautionary measures.
7. Carrying out Approval and Affiliation works for 2021-2022.
8. Preparation of Academic Calendar – Even Semester (Curricular / Co-curricular / Extracurricular)
9. Submission of estimation for stationery requirements / laboratory maintenance.
10. Review of Feedback Analysis Report.
11. Review of faculty career development activities.


PRINCIPAL / CHAIRMAN-PAMB

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

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

Copy To:

1. Members of PAMB.
2. File.



PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
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IDHAYA ENGINEERING COLLEGE FOR WOMEN

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Minutes of the Planning and Monitoring Board Meeting held on 14.12.2020 for the academic year 2020-21 (Even Semester) at Principal Chamber.

Members Presented:

S. No	Members	Designation	Signature
1	Dr. R. Gurumani, Principal	Chairman	
2	Mr. V. Karthikeyan, HOD / EEE	Mem. Secretary	
3	Dr. Sr. A. Jenitta, Vice Principal	Member	
4	Dr. S. Jayasundar, HOD / CSE	Member	
5	Dr. S A Amutha Jeevakumari, HOD / ECE	Member	
6	Mrs. P. Sumathi, HOD / IT	Member	
7	Mr. S. Peter Francis, HOD / S&H	Member	

The Meeting started with a Prayer.

1. Review of the on-going academic activities:

The board reviewed the on-going academic activities like preparation of Master Lesson Plan, E-content materials, Lab manual preparation, conducting of Course Committee & Class committee meetings, final year student projects, value added courses and T&P courses.


2. Planning for Online / On-site Work

The time schedule for online & onsite classes will be followed. For onsite classes (8th Semester UG Classes), COVID'19 SOP will be strictly followed.

For online classes, the google meet link and classroom code to be intimated through whatsapp group of the concerned class.

3. Conducting online University Examinations

As the Anna University is decided to conduct online examinations for theory and practical examination, it is decided to coach the UG & PG students for attending online examinations. All the CIATs & Model Examinations will be conducted through Google Class Room. Also, MCQ type questions will be uploaded and students should response


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accordingly. Electronics gadgets may be provided to few needy students based on availability during the University online examinations.

4. Review of Annual Stock Audit Report

The board reviewed the Annual stock audit report for the academic year 2019-20 and the same will be forwarded to the Management.

5. University Examination Result Analysis Nov / Dec 2020

Result analysis for the Apr / May 2020 examinations were reviewed and students were declared pass as a one time measure due to COVID'19 pandemic. The results of the Odd Semester Examinations Nov / Dec 2020 were not yet declared and the University examinations were partially completed.

6. Adhering of COVID'19 precautionary measures

It is decided to follow the directions and guidelines given by the Government of Tamil Nadu and Anna University in regard to the prevention of spread of Corona Virus (COVID'19) in the working premises. Teaching and Non-teaching staff members will attend their work on-site following the guidelines. Staff and students were given enough instructions to protect themselves from COVID'19 pandemic and to follow the below mentioned safety precautions strictly.

- a) Maintaining physical distance from others.
- b) Wearing face masks.
- c) Washing hands with soaps & sanitizers.
- d) Avoid touching eyes, nose and mouth with unwashed hands.

The Management provided the necessary facilities to implement the safety precautions without deviations in the campus.

7. Carrying out Approval and Affiliation works for 2021-2022

Online web portal entry for continuation of affiliation for the academic year 2021-2022 is in progress. It is expected that AICTE web portal for extension of approval will be opened in the month of February 2021. Faculty details and laboratory details are to be provided in time. Deficiency in lab items and staff requirements will be forwarded to the secretary through principal for rectification.

8. Preparation of Academic Calendar – Even Semester (Curricular / Co-curricular / Extracurricular)


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

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CHINNASALEM-606 201, KALLAKURICHI



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The board decided to prepare the academic calendar for the year 2020-21 (Even Semester) incorporating the academic schedule provided by the Centre for Academic Courses, Anna University and Internal Assessment Schedule provided by the COE. The schedule of the Department association activities, College functional committee activities, Value added training programmes / courses, International Conferences, Symposiums, ICA Techfest, Important celebration days, College Day, Graduation Day are to be mentioned.

9. Submission of estimation for stationery requirements / laboratory maintenance

The board recommended to prepare the estimation for the stationery requirements for the students / departments, consumable requirements of the laboratory, proposals for new equipment purchase and lab maintenance.

10. Review of Feedback Analysis Report

The board reviewed the student feedback report of the previous semester and decided to collect the same at the end of the semester session. Also, reviewed the course and class committee reports.

11. Review of faculty career development activities

The board reviewed the career development activities of the faculty members in regard to publications / attending FDPs / enrollment of online NPTEL Course / Patenting / Research proposals to funding agencies.

Meeting ended with prayer.

R. Gurumani

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

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DISTRICT



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Ref: IECW / ADM / PAMB / 2020

13.07.2020

CIRCULAR

The Planning and Monitoring Board Meeting for the academic year 2020-21 (Odd Semester) is scheduled to be held on 15th July 2020, Wednesday at 11.00 am in the Principal Chamber. All the members of the board are requested to attend the meeting positively.

Agenda:

1. Review of the on-going academic activities.
2. Planning for on-site work.
3. Preparatory works for conducting online examinations.
4. Annual Stock Audit Plan.
5. University Examination Result Analysis – Apr / May 2020.
6. Adhering of COVID'19 precautionary measures.
7. Carrying out Approval and Affiliation works for 2021-2022.
8. Preparation of Academic Calendar (Curricular / Co-curricular / Extracurricular)
9. Submission of estimation for stationery requirements / laboratory maintenance.
10. Review of Feedback Analysis Report.
11. Review of faculty career development activities.

R. Gurumani
PRINCIPAL / CHAIRMAN-PAMB

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

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201. KALLAKURICHI DT.

Copy To:

1. Members of PAMB.
2. File.

R. Gurumani
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201. KALLAKURICHI DT



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: idhaya@iecw.edu.in

Minutes of the Planning and Monitoring Board Meeting held on 15.07.2020 for the academic year 2020-21 (Odd Semester) at Principal Chamber.

Members Presented:

S. No	Members	Designation	Signature
1	Dr. R. Gurumani, Principal	Chairman	
2	Mr. V. Karthikeyan, HOD / EEE	Mem. Secretary	
3	Dr. Sr. A. Jenitta, Vice Principal	Member	
4	Dr. S. Jayasundar, HOD / CSE	Member	
5	Dr. S A Amutha Jeevakumari, HOD / ECE	Member	
6	Mrs. P. Sumathi, HOD / IT	Member	
7	Mr. S. Peter Francis, HOD / S&H	Member	

The Meeting started with a Prayer.

1. Review of the on-going academic activities:

The board reviewed the on-going academic activities like preparation of Master Lesson Plan, E-content materials, Lab manual preparation, Conducting of Course Committee & Class committee meetings, details of Internship and In-plant Training, Value added courses and T&P Courses.

2. Planning for On-site Work

It is explored the possibility to start the on-site physical classes for the odd semester of UG & PG courses as per the Government directions. The Academic schedule provided by the Director, Academic Courses, Anna University will be followed scrupulously. Also, a revision in the existing working hours is decided as follows.

9.15 a.m. buses arrival, 9.20 a.m. common prayer, 9.25 – 10.15 a.m. first period, 10.15 – 11.05 a.m. second period, 11.05 – 11.20 a.m. Interval, 11.20 – 12.10 p.m. third period, 12.10 – 1.00 p.m. fourth period, 1.00 – 1.50 p.m. lunch break, 1.50 – 2.40 p.m. fifth period, 2.40 – 3.30 p.m. sixth period, 3.30 – 3.40 p.m. Interval, 3.40 – 4.30 p.m. seventh period. Buses will depart at 4.40 p.m.

For online classes, the google meet link and classroom code to be intimated through whatsapp group of the concerned class. The time schedule for the classes will be as follows.


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Period	Time
1	09.30 to 10.20 a.m.
2	10.30 to 11.20 a.m.
3	11.30 to 12.20 p.m.
4	02.00 to 02.50 p.m.
5	03.00 to 03.50 p.m.

3. Preparatory works for conducting online examinations

As the Anna University is decided to conduct online examinations for theory and practical examination, it is decided to coach the UG & PG students for attending online examinations. All the CIATs & Model Examinations will be conducted through Google Class Room. Also, the descriptive and MCQ type questions will be uploaded and students should response accordingly. Electronics gadgets may be provided to few needy students based on availability.

4. Annual Stock Audit Plan

Annual stock audit plan will be circulated and the faculty members are directed to execute the work as per the time schedule.


5. University Examination Result Analysis – Apr / May 2020

Anna University has cancelled the end semester examinations Apr / May 2020 for 1st, 2nd & 3rd year students as per the Government directions. The Attendance and Assessment particulars of the above students have been uploaded as per the guidelines given by COE. UG (8th) & PG (4th) end semesters examinations will be conducted through online. Result analysis for these examinations will be consolidated for future reference.

6. Adhering of COVID'19 precautionary measures

It is decided to follow the directions and guidelines given by the Government of Tamil Nadu and Anna University in regard to the prevention of spread of Corona Virus (COVID'19) in the working premises. Teaching and Non-teaching staff members will attend their work on-site following the guidelines. Staff and students were given enough instructions to protect themselves from COVID'19 pandemic and to follow the below mentioned safety precautions strictly.

- Maintaining physical distance from others.
- Wearing face masks.


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c) Washing hands with soaps & sanitizers.

d) Avoid touching eyes, nose and mouth with unwashed hands.

The Management provided the necessary facilities to implement the safety precautions without deviations in the campus.

7. Carrying out Approval and Affiliation works for 2021-2022

It is decided to provide data for updating details in the AICTE web portal for approval process for the academic year 2021-22. Also, laboratory and staff details will also be uploaded online for continuation of affiliation by the Anna University for the year 2021-22. Deficiency in lab items and staff requirements will be forwarded to the secretary through principal for rectification.

8. Preparation of Academic Calendar (Curricular / Co-curricular / Extracurricular)

The board decided to prepare the academic calendar for the year 2020-21 incorporating the academic schedule provided by the Centre for Academic Courses, Anna University and Internal Assessment Schedule provided by the COE. The schedule of the Department association activities, College functional committee activities, value added training programmes, International Conferences, Symposiums, ICA Techfest, Important celebration days are to be mentioned.

9. Submission of estimation for stationery requirements / laboratory maintenance

The board recommended to prepare the estimation for the stationery requirements for the students / departments, consumable requirements of the laboratory, proposals for new equipment purchase and lab maintenance.

10. Review of Feedback Analysis Report

The board reviewed the student feedback report of the previous semester and decided to collect the same at the end of the semester session.

11. Review of faculty career development activities

The board reviewed the career development activities of the faculty members in regard to publications / attending FDPs / enrollment of online NPTEL Course / Patenting / Research proposals to funding agencies.

Meeting ended with prayer.

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FUNCTIONAL COMMITTEES



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Ref: IECW / ADM / Comm-20-21 / 2020

11.08.2020

CIRCULAR

In order to ensure smooth, effective and efficient functioning of the College and also to enhance curricular and co-curricular activities, various functional committees have been formed as given below for the academic year 2020-21.


SECRETARY

Copy to


1. Principal to monitor the activities.
2. Dr. Sr. A. Jenitta, Vice Principal.
3. All HoDs with a request to circulate among faculty members.
4. File.

I. ADMINISTRATION COMMITTEES

GOVERNING COUNCIL

(Meeting once in a year)

Rev. Mo. John Britto Mary, Secretary, IECW	Chairman
Dr. R. Gurumani, Principal	Member Secretary
Dr. Sr. Jenitta, Vice Principal	Member
Rev. Sr. Clara Mary, Administrator	Member
Dr. Samson Ravindran, Executive Director / MEC, Salem	Member
Dr. N. Alagumurthy, Professor / PEC, Pondicherry	Member
Dr. Jose Swaminathan, Prof / VIT, Vellore	Member
Er. S.J. Rheeman, Architect, Pondicherry	Member
Ms. K. Beulah Suganthi, AP / ECE, TPGIT, Vellore	Government Nominee


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE, F.I.E.,
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COLLEGE ADMINISTRATIVE COUNCIL

(Meeting twice in a semester)

Rev. Mo. John Britto Mary, Secretary	Chairman
Dr. Sr. Jenitta, Vice Principal	Member Secretary
Dr. R. Gurumani, Principal	Member
Rev. Sr. Clara Mary, Administrator	Member
Sr. Arockia Jaya, ASP / CSE	Member
Sr. Jansi Sophia Mary, ASP / CSE	Member
Sr. Catherina Mary, AP / ECE	Member
Sr. Maria Anand Milani, AP / IT	Member

PLANNING AND MONITORING BOARD

(Meeting once in a Semester)

Dr. R. Gurumani, Principal	Chairman
Mr. V. Karthikeyan, HOD / EEE	Member Secretary
Dr. Sr. Jenitta, Vice Principal	Member
Dr. S. Jayasundar, HOD / CSE	Member
Dr. S A Amutha Jeevakumari, HOD / ECE	Member
Mrs. P. Sumathi, HOD / IT	Member
Mr. S. Peter Francis, HOD / S&H	Member

OMBUDSMAN / COMPLAINTS CUM REDRESSAL / VISAGA COMMITTEE

(Meeting based on necessity)

Dr. R. Gurumani, Principal	Chairman
Mrs. K. Gandhimathi, ASP / CSE	Member Secretary (Students Support)
Dr. A. Praveena, Professor / Chemistry	Member (HR Services)
Sr. S. Amala Irudhaya Mary, Advocate	Member (External Social Activist)
Sr. Arockia Jaya, ASP / CSE	Member (Hostel Warden)
Dr. Thomas Pothakumari, PRO / Loyola College	Member
Sr. Elma Mary Margaret, FIHM	Member (External Counsellor)

DISCIPLINE & WELFARE COMMITTEE

(Meeting based on necessity, Conducting Parent's Meet)

Dr. R. Gurumani, Principal	Chairman
Mrs. P. Poovizhi, ASP / ECE	Member Secretary
Dr. S A Amutha Jeevakumari, HOD / ECE	Member



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Mrs. P. Sumathi, HOD / IT	Member
Sr. J. Arockia Jaya, ASP / CSE	Member
Mr. C. Kumar, AP / EEE	Member
Mrs. S. Jeeva, AP / IT	Member

ANTI – RAGGING COMMITTEE (Meeting once in a semester)

Dr. R. Gurumani, Principal	Chairman
Sr. Arockia Jaya, ASP / CSE	Member Secretary
Mr. S. Raja, Sub-Inspector of Police, Chinnasalem	Member
Mrs. Valarmathi, Tahsildar, Chinnasalem	Member
Rtn. A. Rajendhiran, Rotary Club, Chinnasalem	Member
Mr. T. Sundaramurthy, Librarian	Member
Mr. S. Ganesan, Parent Representative	Member
Ms. G. Madhurasree, Student Representative	Member

ANTI-RAGGING SQUAD (Meeting once in a semester)

Dr. R. Gurumani, Principal	Chairman
Sr. Catherina Mary, AP / ECE	Member Secretary
Dr. S. Jayasundar, HOD / CSE	Member
Mr. V. Karthikeyan, HOD / EEE	Member
Mr. S. Peter Francis, HOD / S&H	Member
Mrs. B. Thilagam, AP / Maths	Member
Mr. S. Prabakaran, AP / CSE	Member
Mr. S. Silambarasan, AP / EEE	Member
Mr. J. Antony Raj, Senior Technician	Member

INTERNAL COMPLAINTS COMMITTEE (Meeting based on the necessity)

Dr. A. Praveena, Professor / Chemistry	Chairman
Mrs. K. Gandhimathi, ASP / CSE	Member Secretary
Sr. J. Arockia Jaya, ASP / CSE	Member
Mr. J. Antony raj, Workshop Foreman	Member
Mrs. L. Jayaparvathi, Asst. Librarian	Member
Sr. Elma Mary Margaret, Social Worker	Member
Ms. V. Arthi, IV / CSE	Member

Jeeva
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
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Ms. S. Madhubala, III / EEE

Member

Ms. S. Anishya, III / ECE

Member

FUNCTIONAL COMMITTEES

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(NAAC Activities, ISO MRM, Internal & External Audits, Feedback Analysis)

Dr. R. Gurumani, Principal

Chairman

Dr. Sr. A. Jenitta, Vice Principal

IQAC Co-ordinator, ISO-MR

Sr. M. Clara Mary, Administrator

Senior Administrative Officer

Mrs. K. Gandhimathi, ASP / CSE

Student Support Administrator

Sr. I. Maria Anand Milani, AP / IT

IT Support & System Administrator

Mr. A. Joseph Selvakumar, ASP / IT

NAAC Co-ordinator

Dr. A. Praveena, Prof. / Chemistry

HR Services In-charge

Dr. S. Jayasundar, ASP / CSE

HOD / CSE

Mr. V. Karthikeyan, AP / EEE

HOD / EEE

Dr. S. A. Amutha Jeevakumari, Prof / ECE

HOD / ECE

Mrs. P. Sumathi, AP / IT

HOD / IT

Mr. S. Jaya Prakash, ASP / CSE

Senior faculty member

Mrs. P. Poovizhi, ASP / ECE

Senior faculty member

Sr. J. Arockia Jaya, ASP / CSE

Transport Services In-charge

Sr. C. Jansi Sophia Mary, ASP / CSE

Security Services In-charge

Sr. J. Catherina Mary, AP / ECE

Estate Maintenance In-charge

Rtn. A. Rajendiran, Local Society

Rotary Club, Chinnasalem

Ms. R. Kaviyadharshini,

III / CSE

Ms. M. Himalda Francina,

III / ECE

Ms. M. Sudharshana, Alumni

Associate Product Specialist, CTS

Mr. M. Mogal Amjad Baig, Employer

MD, Right Renewable Tech, Chennai

Mrs. P. Vimala Devi, Industrialist

HR Manager, Caliber Embedded

Technologies, Coimbatore

Mr. S. Murugan, Parent

Supervisor, Indian Commodity Pvt. Ltd,

Virudhachalam

Mr. S. Silambarasan, AP / EEE

Member Secretary

Mrs. V. Archana, AP / IT

Additional Member

Mrs. P. Dhanalakshmi, Lab Instructor / CSE

Additional Member

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

(Conferences, Publications & Patenting, Funded Projects)

Dr. S A Amutha Jeeva kumari, HOD / ECE	Chairman
Dr. S. Jayasundar, HOD / CSE	Member Secretary
Dr. A. Praveena, Professor / Chemistry	Member
Sr. Arockia Jaya, ASP / CSE	Member
Ms. J. Sumitha Josphine, AP / ECE	Member
Mrs. P. Varshini, AP / IT	Member

IDHAYA TECHNOLOGICAL ENTREPRENEUR INCUBATION CENTRE

(Student's Projects - Tech Expo, Institutional Social Responsibility)

Dr. Sr. Jenitta, Vice Principal	Chairman
Mr. S. Jaya Prakash, ASP / CSE	Member Secretary/ Student's Projects
Mrs. K. Gandhimathi, ASP / CSE	Member/ISR
Ms. J R Lydia Jenifer, AP / EEE	Member
Ms. A. Merlin Clara, Lab Instructor / CSE	Member

TRAINING AND PLACEMENT CELL

(Internal / External Trainings, Entrepreneurship development activities, On/Off Campus drives)

Mr. A. Joseph Selvakumar, ASP / IT	Chairman/TPO/Entrepreneurship Development Cell
Mr. S. Peter Francis, HOD / S&H	Member Secretary / Ext. Training
Dr. S A Amutha Jeevakumari, HOD / ECE	Member / Int. Training
Sr. Jansi Sophia Mary, ASP / CSE	Member/Entrepreneurship Development Cell (Asst.)
Ms. J R Lydia Jenifer, AP / EEE	Member / Ext. Trg. (Asst.)
Mrs. V. Archana, AP / IT	Member / Int. Trg. (Asst.)
Mrs. C. Madhubala, AP / CSE	Member

INSTITUTION INNOVATION COUNCIL

(IIC activities, Tech Fest, NPTEL, Student Competencies)

Mrs. P. Sumathi, HOD / IT	Chairman
Sr. Catherina Mary, AP / ECE	Member Secretary / NPTEL
Mr. V. Karthikeyan, HOD / EEE	Member / IIC activities
Mrs. S. Jeeva, AP / IT	Member
Ms. S. Ranjitha, AP / ECE	Member
Mrs. I. Jenifer, AP / IT	Member



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PROFESSIONAL BODIES

(Institutional /Individual membership, Engineers Day, Anglo Franca Club activities)

Dr. S. Jayasundar, HOD / CSE	Chairman / CSI
Sr. Arockia Jaya, ASP / CSE	Member Secretary / Anglo Franca Club
Mrs. P. Sumathi, HOD / IT	Member / ISTE
Ms. A. Ruby Roselin, AP / ECE	Member / Anglo Franca Club (Asst.)
Mrs. P. Mohanavalli, AP / CSE	Member
Mrs. M. Abinaya, AP / CSE	Member
Ms. A. Maria Eadel Queen, Lab Instructor / ECE	Member

SERVICE BODIES

(NSS Special Camps & Awareness Programmes)

Mrs. B. Thilagam, AP / Maths	Chairman / NSS
Sr. Maria Anand Milani, AP / IT	Member Secretary / Eco Club
Mr. C. Kumar, AP / EEE	Member / YRC & RRC
Mr. M. Mahesh, AP / ECE	Member / Rotaract
Ms. J. Sumitha Josephine, AP / ECE	Member / Choir Club (Asst.)
Ms. V. Devipriya, AP / EEE	Member / Dance Club (Asst.)
Mrs. R. Gayathri, AP / ECE	Member / Consumer Club
Mrs. R.E. Kalaivani, Lab Instructor / IT	Member

WOMEN EMPOWERMENT CELL

(Women's Day, Talent Fest)

Mrs. S. Dhanalakshmi, AP / ECE	Chairman
Mrs. S. Jeeva, AP / IT	Member Secretary/ Decoration & Arts Club
Ms. A. Rosy Rexaline, AP / Maths	Member/ Eco Club (Asst.)
Mrs. L. Jayaparvathy, Asst. Librarian	Member
Mrs. V. Hemalatha, AP / CSE	Member
Mrs. R. Lilly Leela Rosy, AP / Maths	Member

IMMACULATE YOUTH MOVEMENT (IYM)

Sr. Jansi Sophia Mary, ASP / CSE	IYM Co-ordinator
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EXTRA CURRICULAR ACTIVITIES COMMITTEE

(Fresher's Induction programme, Farewell, Religious festivals)

Mrs. P. Poovizhi, ASP / ECE	Chairman / Leadership Club
Ms. B. Priyadharshini, AP / Physics	Member Secretary / Dance Club
Sr. Catherina Mary, AP / ECE	Member / Choir Club
Mrs. D. Sandhiya, AP / Chemistry	Member
Mrs. P. Rajeswari, Lab Instructor / ECE	Member / Decoration & Arts Club (Asst.)
Mrs. N. Bobby, Record Clerk	Member

IMMANUEL POWER CELL (IPC)

Dr. Sr. Jenitta, Vice Principal	IPC Co-ordinator
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SPORTS COMMITTEE

(Annual Sports Meet, Tournaments)

Mr. C. Palanivel, Physical Director	Chairman
Mr. C. Kumar, AP / EEE	Member Secretary
Sr. Jansi Sophia Mary, ASP / CSE	Member
Ms. B. Priyadharshini, AP / Physics	Member
Ms. A. Rosy Rexaline, AP / Maths	Member

CORPORATE COMMUNICATION COMMITTEE

(E-content collections, Printing, News Publications, Advertisements, Media Communications)

Mrs. K. Gandhimathi, ASP / CSE	Chairman / Newsletter, Twitter, Instagram
Mrs. S. Dhanalakshmi, AP / ECE	Member Secretary / Log Book
Mr. T. Sundaramurthy, Librarian	Member / Press News
Mr. S. Prabakaran, AP / CSE	Member / Photo, You Tube & Facebook
Sr. Maria Anand Milani, AP / IT	Member / Website, Design Works
Mr. J. Antony Raj, Foreman	Member / Advertisement
Mr. V. Gnanavel, Lab Assistant / S&H	Member / Advertisement.

LEARNING MANAGEMENT SYSTEM (LMS) CELL

Mr. A. Joseph Selva Kumar, ASP / IT	LMS Co-ordinator
Dr. A. Praveena, Professor / Chemistry	Member
Sr. C. Jansi Sophia Mary, ASP / CSE	Member
Mrs. K. Solaiyammal, AP / ECE	Member
Mrs. L. Jayaparvathi, Asst. Librarian	Member

new

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EXAMINATION CELL

(Internal / University Examinations)

Dr. R. Gurumani, Principal	Chairman
Mr. S. Jaya Prakash, ASP / CSE	Member Secretary
Sr. Arockia Jaya, ASP / CSE	Member
Mr. M. Mahesh, AP / ECE	Member
Mr. S. Silambarasan, AP / EEE	Member
Ms. V. Dhivyapriya, AP / ECE	Member
Mrs. S. Roja, AP / CSE	Member
Mrs. J. Leo Bertilla, AP / English	Member
Mrs. A. Keerthana, AP / ECE	Member

ADMISSION AFFILIATION APPROVAL COMMITTEE

(AICTE / Anna University / DOTE works, Scholarship, Canvassing)

Mr. S. Jayaprakash, ASP / CSE	Chairman
Mrs. P. Poovizhi, ASP / ECE	Member Secretary
Mr. S. Peter Francis, HOD / S&H	Member
Sr. I. Maria Anand Milani, AP / IT	Member
Mr. S. Prabakaran, AP / CSE	Member
Mr. C. Kumar, AP / EEE	Member
Mrs. K. Solaiyammal, AP / ECE	Member
Ms. S. Ranjitha, AP / ECE	Member
Mrs. R. Rajeswari, Lab Instructor/ ECE	Member
Mr. S. Palanivel, Physical Director	Member

OSAI - ALUMNI ASSOCIATION

(Alumnae Induction, Chennai Chapter Meet, Alumnae Day)

Mr. V. Karthikeyan, HOD / EEE	Chairman
Sr. Catherina Mary, AP / ECE	Member Secretary
Mrs. B. Thilagam, AP / Maths	Member
Mrs. K. Solaiyammal, AP / ECE	Member / Leadership Club (Asst.)
Ms. V. Dhivyapriya, AP / ECE	Member
Mrs. M. Ramya, AP / Physics	Member
Ms. R. Priyadharshni, AP / CSE	Member
Mrs. K. Kodevi, AP / IT	Member

Mani

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

PRINCIPAL

**IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.**



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

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ADDITIONAL CHARGES

Dr. A. Praveena, Professor / Chemistry	HR Services (Recruitments, Appraisal, FDTP)
Mrs. K. Gandhimathi, ASP / CSE	Student Development Cell (Flyers Day & Honoring, Student Orientation Programmes)
Mr. T. Sundaramurthy, Librarian	Infrastructure / Legal Services / Department Library
Sr. Arockia Jaya, ASP / CSE	Transport Services
Sr. Jansi Sophia Mary, ASP / CSE	Security Services (College & Hostel Vigilance)
Sr. Catherina Mary, AP / ECE	Estate Maintenance
Sr. Maria Anand Milani, AP / IT	IT Support & Maintenance

Milani

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