



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-01
Dt.12-01-2019**



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

Date: 10/01/2019

CIRCULAR

In order to comply the National Assessment and Accreditation Council (NAAC) requirements, Internal Quality Assurance Cell (IQAC) is constituted in our institution on 09.01.2019. The composition of IQAC is enclosed for your kind reference. The first meeting of IQAC will be held on 12.01.2019 at 10.00 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:

1. Curricular aspects
 1. Add-on courses
 2. Feedback system
2. Teaching-Learning and evaluation
 1. Coaching classes for slow learners
3. Research, innovations and extension
 1. Research publications
 2. Funded project activities
 3. Internal projects
 4. Industrial Visit, In-plant training and Internship
4. Infrastructure and learning resources
 1. Equipments purchase for new labs as per AU 2017
5. Student support and progression
 1. National level workshop and symposium
 2. Service Body Activities
 3. Women Empowerment Cell activities
 4. Alumni interaction meet
 5. Placement training and Entrepreneurship activities
6. Governance, leadership and management
 1. Faculty Development Programmes / Conference
 2. IQAC initiatives – AAA, ERP
7. Institutional values and best practices
 1. Bio-diversity environment


PRINCIPAL

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

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



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Ref: IECW/IQAC/COM/2019

Date: 09/01/2019

**Internal Quality Assurance Cell (IQAC) is constituted in our institution on 09.01.2019.
The composition of IQAC for the AY 2018-19 is as follows:**

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


SECRETARY

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Nainarpalayam Road,
Chinnasalem-606 201. Kallakurichi Dt.



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

Date: 12/01/2019

1st Meeting of Internal Quality Assurance Cell

ATTENDANCE DETAILS

Date/Time: 12-01-2019/10 a.m

Academic Year: 2018-19

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. ISO - MR	IQAC Co-ordinator	
3.	Sr. C. Jansi Sophia Mary	AP/CSE, 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	AP / ECE	Faculty Member	



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

IQAC Co-ordinator
12/11/2019

IQAC CO-ORDINATOR
IDHAYA ENGINEERING COLLEGE FOR WOMEN
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IQAC Chairman

DR. R. GURUMANI, M.E., PH.D., M.B.A., MISTE., F.I.E
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Ref: IECW/IQAC/MoM-01/2019

Date: 19/01/2019

Minutes of the 1st meeting of the IQAC held on 12.01.2019 at 10a.m in IQAC Conference Hall, Angel's Block, IECW

The meeting was started with a prayer by invoking God's blessings.

Dr. R. Gurumani, Principal/Chairman of IQAC presided over the meeting by exhorting all about the objectives of IQAC. And he welcomed all the members of IQAC, especially the external members were warmly welcomed for attending the meeting and for giving their valuable suggestions for fostering a quality culture in the institution. Followed by, the members present were introduced.

Members Present: All the members of IQAC

Dr. Sr. A. Jenitta, Vice-Principal/ IQAC Co-ordinator, introduced the agenda of the day for discussion and resolving. At the outset, it was decided to apply for NAAC accreditation in the forthcoming academic year. Hence, the following points were discussed as per the seven criteria of the NAAC and resolved in the meeting:

Ref. No	Agenda/ Points Discussed	Conclusion Drawn/ Action Plan	Responsibility	Timeline
1.1.1	Add on courses	IQAC Chairman directed to conduct add-on courses for the second, third and final year students of all the departments during the semester holidays.	Faculty In-charge (External Training)	June 2019
1.1.2	Feedback system	All Student/Parents feedback were reviewed. HoDs were asked to resolve and close the dissatisfaction comments through timely actions. Feedbacks from class committee meeting were reviewed. Concern HODs were asked to take necessary steps.	All HoDs All HoDs	Mar 2019 Mar 2019
1.2.1	Coaching classes for slow learners	It was decided to arrange extra special classes to the students to clear arrears in the upcoming semester.	All HoDs	Feb 2019



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1.3.1	Research publications	<p>The faculty members were insisted to publish research papers in reputed journals every year and to update themselves for their career development.</p> <p>Mr. Mogal Amjad Baig, Managing Director, Right Renewable Tech., Chennai suggested that the doctorate holders to get supervisor recognition from the university for guiding internal faculty and students and to develop research activities.</p>	R&D Cell	May 2019
1.3.2	Funded project activities	<p>The IQAC Chairman conveyed that under AICTE quality improvement schemes, out of six short-listed schemes, STTP on EVS and TQM, Pragati, Prerana Skill & Personality development centre for SC/ST and MODROBS for CSE Lab were applied. As a continuation, to enhance the funded project activities faculty in-charges were asked to take necessary actions to apply to some other funding agencies.</p>	Funded project Committee Members	May 2019
1.3.3	Internal projects	<p>It was decided to encourage the students to do internal projects under the guidance of our faculty committee to enhance implementation of innovative ideas of our students.</p>	Idhaya Technological Entrepreneur Incubation Centre	Jan 2019
1.3.4	Industrial Visit, In-plant training & Internship	<p>The IQAC chairman emphasized all the HoDs to encourage the students to undergo In-plant and Internship training for getting industrial exposure.</p>	All HoDs	June 2019
1.4.1	Equipment purchase for new labs as per AU 2017	<p>HoDs were asked to submit the requirements for the new laboratories to be established according to the Regulation 2017 for the forthcoming academic year.</p>	All HoDs	Feb 2019
1.5.1	Guest lecture/ Workshop	<p>It was decided to conduct the inter - college Guest Lectures and Workshops to enrich the student's knowledge.</p>	All HoDs	April 2019



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		Parent, Mr. S. Murugan suggested to enhance the Communicative skills of the students by conducting inter/intra college activities.	Co-curricular committee members	May 2019
1.5.2	Service Body Activities	NSS camp is planned to be held at V. Alambalam village for 50 volunteers of 2nd year students. NSS (PO) was asked to get consent from the resource persons and local officials. It was suggested by the students to conduct more motivational programmes for developing the work habits and performance of the students.	NSS (PO) Service body faculty In-charges	Feb 2019 April 2019
1.5.3	Women Empowerment activities	Women's Day will be celebrated by inviting mothers of the students. Student members requested to conduct sports meet to show their talents by participating in various competitions.	Women empowerment cell Physical Education Director	8th Mar 2019 Feb 2019
1.5.4	Alumni interaction meet	Alumni member Ms.M. Sudharshana expressed her willingness to invite alumni of very old batches to the college as Home Coming event.	All HoDs & Members of OSAI Alumni association	May 2019
1.5.5	Placement training and Entrepreneurship activities	It was decided to conduct Internal training classes for students and to monitor their preparation by conducting T&P test in addition with regular subjects during CIAT. Mr. Mogal Amjad Baig, Managing Director, Right Renewable Tech., Chennai suggested for conducting more orientation programmes for improving employability skills and Entrepreneurship skills of the students.	Internal Training Faculty In-charge Training and Placement Officer and IQAC Co-ordinator	Jan 2019 Jun 2019
1.6.1	FDP / Conference	Faculty Development Programmes (FDP) were to be conducted to improve the performance of faculty members in providing Quality education and research. And it was decided to organize	IQAC Co-ordinator & HR services In-charge	May 2019



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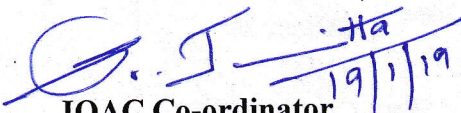
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		a training programme for Office Assistants All the departments are planned to jointly organize the 3rd International conference.	All HODs and R&D Cell	March 2019
1.6.2	IQAC initiatives – AAA, ERP	The application formalities for getting 2(f) status of UGC and permanent affiliation of CSE department have been completed and expecting the approval. For ensuring the effectiveness of teaching learning process, Academic and Administrative Audits (AAA) will be conducted for all the departments. It was decided to install web based academic and administration college ERP named PSWBC ERP and a MoU was signed on 10 th Jan 2019. An orientation programme will be arranged for the familiarization of this new ERP system.	IQAC Co-ordinator IQAC Co-ordinator IQAC Co-ordinator	Feb 2019 Mar 2019 Feb 2019
1.7.1	Bio-diversity environment	For improving the eco system of our campus, it was decided to have herbal and fruits garden in the hostel premises.	Estate Maintenance In-charge	May 2019

The meeting came to an end with the words of gratitude followed by a closing prayer.


IQAC Co-ordinator
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IQAC Chairman
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