



# **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](http://www.iecw.edu.in)

Email ID: [indhaya@iecw.edu.in](mailto:indhaya@iecw.edu.in)

**IQAC Meeting No:  
IECW-IQAC-MEET-04  
Dt.14-02-2020**



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

Date: 10/02/2020

## CIRCULAR

The fourth meeting of IQAC will be held on 14.02.2020 at 11 am in IQAC Conference Hall, Angel's Block. All the IQAC members are invited to attend the meeting to discuss the following agenda.

### Meeting Agenda:

Review of the previous meeting minutes

1. Curricular aspects
  1. Course planning and delivery
2. Teaching-Learning and evaluation
  1. Student's attended - Seminar/ Workshop
3. Research, innovations and extension
  1. Institutional Social Responsibility activities
  2. Industrial Visit
  3. Conducting International conference
4. Infrastructure and learning resources
  1. Learning resources - DELNET
  2. Installation of new lab
5. Student support and progression
  1. Women empowerment activities and Cultural
  2. Sports activities
  3. Professional body
  4. Conducting Tech Fest
  5. Alumni meet
  6. Placement training
6. Governance, leadership and management
  1. IQAC Quality initiatives
7. Institutional values and best practices
  1. Green/ Energy/ Environmental Audits preparation

PRINCIPAL

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

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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Date: 30/01/2020

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

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

**SECRETARY**

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Nainarpalayam Road,  
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Ref: IECW/IQAC/Meeting/Att./2020

Date: 14/02/2020

## 4<sup>th</sup> Meeting of Internal Quality Assurance Cell

### ATTENDANCE DETAILS

Date/Time: 14-02-2020/11a.m

Academic Year: 2019-20

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. M. Clara Mary	Financial Administrator	Administrative Officer	
4.	Mrs. K. Gandhimathi	ASP/CSE, Student Support Administrator	Administrative Officer	
5.	Sr. I. Maria Anand Milani	AP/IT, IT Support & Sys. Administrator	Administrative Officer	
6.	Mr. A. Joseph Selva Kumar	ASP/IT, TPO, NAAC Co-ordinator	Faculty Member	
7.	Dr. A. Praveena	Prof. /Chem., HR Services i/c	Faculty Member	
8.	Dr. S. Jayasundar	ASP & Head / CSE	Faculty Member	
9.	Mr. V. Karthikeyan	AP & Head / EEE	Faculty Member	
10.	Dr. S. A. Amutha Jeevakumari	Prof. & Head / ECE	Faculty Member	
11.	Mrs. P. Sumathi	AP & Head / IT	Faculty Member	
12.	Mr. S. Jayaprakash	ASP / CSE	Faculty Member	
13.	Mrs. P. Poovizhi	ASP / ECE	Faculty Member	



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14.	Sr. J. Arockia Jaya	ASP/CSE, Transport Services i/c		
15.	Sr. C. Jansi Sophia Mary	ASP/CSE, Security Services i/c	Members - Management	
16.	Sr. J. Catherina Mary	AP/ECE, Estate maintenance i/c		
17.	Mr. A. Rajendhiran	Rotarian, Rotary Club, Chinnasalem		Nominee from Local Society
18.	R. Kaviyadharshini	II year / CSE	Members - Student	
19.	M. Himalda Francina	II year / ECE		
20.	Ms. M. Sudharshana	Associate Product Specialist, CTS, Chennai	Member - Alumni	
21.	Mr. Mogal Amjad Baig	Managing Director, Right Renewable Tech., Chennai,	Member - Employer	
22.	Mrs. P. Vimala Devi	HR Manager, Caliber Embedded Technologies India (P) Ltd., Coimbatore	Member - Industrialist	
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  
14/2/2020  
**IQAC CO-ORDINATOR**  
IDHAYA ENGINEERING COLLEGE FOR WOMEN  
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IQAC Chairman  
**Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,**  
**PRINCIPAL**  
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Date: 20/02/2020

## Minutes of the 4<sup>th</sup> meeting of the IQAC held on 14.02.2020 at 11a.m in IQAC Conference Hall, Angel's Block, IECW

The meeting began with a prayer. Introductory remarks was given by Dr. R. Gurumani, Principal/Chairman of IQAC. Especially, the new additional member Mrs. V. Archana, AP/IT, was welcomed and introduced.

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

1. Mr. S. Murugan

The IQAC Chairman started the meeting exhorting all about the objective of IQAC, namely, to be able to maintain an overall climate in the college where all can grow. He also mentioned that the IQAC continues to be the catalyst for uplifting the quality culture in the college and all its quality initiatives.

### 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 11.10.2019

Ref.No	Points Discussed	Action taken
3.1.1	Enrollment of NPTEL course	Totally 15 students enrolled NPTEL course on three subjects and 06 students completed the course successfully.
3.1.3	Soft skill training programme	Conducted on 03.01.2020 and 04.01.2020
3.2.1	Faculty Development Programmes	Faculty Development Programme on "Research Applications in Artificial Intelligence and Machine Learning" on 21-10-2019 to 28-10-2019 Faculty Induction Programme on "Quality Management System" on 17-12-2019
3.2.2	Academic and Administrative audits	AAA has been conducted for all the departments from 10.2.2020 to 14.02.2020
3.3.1	Research and development activities	There are two seminars and one workshop have been arranged on cutting edge technologies.
3.3.2	Extension activities	Blind Association fund has been donated on 01.10.2019



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		Alms giving to the poor people has done on 02.11.2019 Communal Harmony fund has been provided on 31.01.2020
3.4.1	Compound wall construction	The first phase of constructing the compound wall has been over. And the second phase has been started.
3.5.1	Professional body membership	There are 21 students have been newly applied for ISTE membership on 04.02.2020
3.5.2	Meritorious scholarship	Based on the +2 mark, the amount of meritorious scholarship to be provided has been resolved in the Academic council meeting held on 01.11.2019 and communicated to the stakeholders.
3.5.3	NSS camp	NSS Special Camp was conducted at Thottapadi from 22.01.2020 to 28.01.2020
3.5.4	Students' canteen	Implemented for the AY 2019-20 too.
3.6.1	Collaboration activities	Faculty Development Training Programme on "Entrepreneurship and Patenting Practices" held on 01.02.2020 in collaboration with Business School, VIT University
	Getting Permanent affiliation for the departments of ECE	Permanent Affiliation for B.E. ECE from the academic year 2019-20 was granted on 09.01.2020
3.7.1	Construction of a pedestrian path	Implemented

Dr. Sr. A. Jenitta, Vice-Principal/IQAC Co-ordinator, introduced the agenda of the day for discussion and resolving. The Head of the departments and the other process owners presented their process reports.

Ref.No	Agenda/ Points Discussed	Conclusion Drawn/ Action Plan	Responsibility	Time line
4.1.1	Course planning and delivery	Since the number of working days of the even semester is very less, compared to odd semester and more common activities like college day, graduation day and international conference are to be conducted, HoDs were asked to monitor the course plan and the course delivery and try to complete it without any deviation	All HoDs	April 2020
4.2.1	Student's attended-Seminar/ Workshop	Department-wise the numbers of students attended seminar/workshop were reviewed. It was found that 70% of students were participated in technical events during the previous semester holidays. However, IQAC chairman insisted to encourage the students to attend more seminar/workshops. In accordance with that he	All HoDs	June 2020



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		asked HoDs to conduct good numbers of seminar/workshop inside the campus itself for facilitating the young girl students as association activities.		
4.3.1	Institutional Social Responsibility activities	With the objective of sharing our resources for the betterment of student community, it was decided to conduct computer skills and life skills programme to the Higher secondary passed out students.	ITEIC & WEC	June 2020
4.3.2	Industrial Visit	It was decided to arrange Industrial Visit for all 2nd and 3rd year students as early as possible.	All HoDs	Feb 2020
4.3.3	Conducting International conference	It was suggested to organize international conference in our college for the benefit of faculty and students by inviting foreign technocrat, alumnae of our college.	R&D Cell	Mar 2020
4.4.1	Learning resources	Every year DELNET subscription is done regularly. But its utilization is not satisfactory. Hence, the IQAC chairman insisted the student representatives to make use of the e-resources properly. And the Librarian was asked to subscribe it for the next academic year also. The members suggested orienting students to cultivate the e-learning habit.	IQAC & Librarian	Feb 2020
4.4.2	Installation of new lab	As per R2017, It was decided to install a new EEE Department lab named Renewable Energy Resources lab. The concern HoD was asked to take necessary steps.	HoD/EEE	Mar 2020
4.5.1	Women empowerment activities and Culturals	Women's day is planned to be celebrated by conducting various non-technical events, games and cultural. College day is also celebrated in the mid of the semester itself.	WEC & Extra-curricular committee	Mar 2020
4.5.2	Sports activities	Physical director was instructed to give good coaching and to make our college athletics to win many prizes in the tournament	Physical Director	Mar 2020
4.5.3	Professional body	The IQAC chairperson reviewed the activities done by ISTE and CSI and instructed to renew the institutional membership of CSI for this academic year also.	Professional body committee	Mar 2020
4.5.4	Conducting	For developing students' presentation skill, it was	Co-curricular	April





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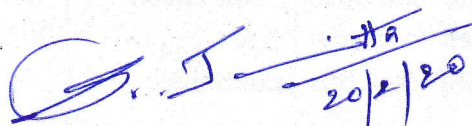
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	Tech Fest	decided to conduct intra-college tech fest on recent technical topics.	committee	2020
4.5.5	Alumni meet	Ms. M. Sudharsana, alumni representative suggested to conduct batch-wise alumni meet instead of conducting all the batches together. All the members accepted it and as a new initiative IQAC and OSAI team were asked to take necessary steps.	IQAC and OSAI faculty In-charges	Jun 2020
4.5.6	Placement training	It was decided to conduct sufficient placement training programmes for the final year students to face the placement drives for employment.	TPO	May 2020
4.6.1	IQAC Quality initiatives	9 different club activities are carried out to all the students based on their skills.  To enhance teaching caliber of faculty IQAC is planned to conduct a national level Faculty Development Training Programme on Andragogical approaches in Teaching and Learning  A standard reporting format has to be prepared for the events organised by the departments, cells and centres of the college.  It was decided to create an automatic feedback collecting system.	IQAC Co-ordinator	Jun 2020
4.7.1	Green/ Energy/ Environmental Audits preparation	To face environmental and energy audits, preparation has to be started with the objective of energy conservation in the campus. Rain water harvest pits available in the campus have to be renovated.	Estate Maintenance In-charge	May 2020

The meeting ended at 1 pm with formal appreciation by the IQAC Chairman, especially to the external members for attending the meeting and for giving their valuable suggestions for fostering a quality culture in the college.

  
20/2/20

IQAC Co-ordinator

IQAC CO-ORDINATOR

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IQAC Chairman

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