



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-05
Dt.18-07-2020**



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

Date: 13/07/2020

CIRCULAR

The fifth meeting of IQAC will be held on 18.07.2020 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. E - Content Development
2. Teaching-Learning and evaluation
 1. Introduction of Revised Blooms Taxonomy
 2. Conducting Academic and Administration Audits
3. Research, innovations and extension
 1. Student Projects
4. Infrastructure and learning resources
 1. Construction of Compound wall
5. Student support and progression
 1. Alumni interaction meet
6. Governance, leadership and management
 1. Risk Management
 2. Enhancing Communication Skills

PRINCIPAL

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

PRINCIPAL

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Copy To:

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



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Date: 18/07/2020

5th Meeting of Internal Quality Assurance Cell

ATTENDANCE DETAILS

Date/Time: 18-07-2020/11a.m

Academic Year: 2020-21

Venue: IQAC Conference Hall, Angel's Block

Semester: Odd

S.No.	Name of the Participants	Designation	Role of IQAC	Signature
1.	Dr. R. Gurumani	Principal	IQAC Chairman	
2.	Dr. Sr. A. Jenitta	Vice-Principal. ISO - MR	IQAC Co-ordinator	
3.	Sr. M. Clara Mary	Financial Administrator	Administrative Officer	
4.	Mrs. K. Gandhimathi	ASP/CSE, Student Support Administrator	Administrative Officer	
5.	Sr. I. Maria Anand Milani	AP/IT, IT Support & Sys. Administrator	Administrative Officer	
6.	Mr. A. Joseph Selva Kumar	ASP/IT, TPO, NAAC Co-ordinator	Faculty Member	
7.	Dr. A. Praveena	Prof. /Chem., HR Services i/c	Faculty Member	
8.	Dr. S. Jayasundar	ASP & Head / CSE	Faculty Member	
9.	Mr. V.Karthikeyan	AP & Head / EEE	Faculty Member	
10.	Dr. S. A. Amutha Jeevakumari	Prof.& Head / ECE	Faculty Member	
11.	Mrs. P. Sumathi	AP & Head / IT	Faculty Member	
12.	Mr. S. Jayaprakash	ASP / CSE	Faculty Member	
13.	Mrs. P. Poovizhi	ASP / ECE	Faculty Member	



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14.	Sr. J. Arockia Jaya	ASP/CSE, Transport Services i/c	Members - Management	
15.	Sr. C. Jansi Sophia Mary	ASP/CSE, Security Services i/c		
16.	Sr. J. Catherina Mary	AP/ECE, Estate maintenance i/c		
17.	Mr. A. Rajendhiran	Rotarian, Rotary Club, Chinnasalem	Nominee from Local Society	
18.	R. Kaviyadharshini	III year / CSE	Members - Student	On Leave
19.	M. Himalda Francina	III year / ECE		On Leave
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
18/7/2020.

IQAC CO-ORDINATOR
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IOAC Chairman
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.IE.,
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Date: 22/07/2020

Minutes of the 5th meeting of the IQAC held on 18.07.2020 at 11a.m in IQAC Conference Hall, Angel's Block, IECW

The meeting began with a prayer.

Dr. R. Gurumani, Principal/Chairman of IQAC presided over the meeting. And he welcomed all the members of IQAC.

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

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

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 14.02.2020

Ref.No	Points Discussed	Action taken
4.2.1	Conducting good numbers of seminar/workshop.	More than 30 webinars have been conducted through online mode including the awareness programmes on COVID-19
4.3.1	Conducting computer skills and life skills programme to the Higher secondary passed out students.	Two weeks online course on Computer skills and Life skills was organized by ITEIC & WEC from 27.05.2020 to 12.06.2020 for +2 passed out students.
4.3.2	Industrial Visit for all 2nd and 3rd year students.	2 nd and 3 rd year CSE & IT students visited NextGen Solutions, Cuddalore on 27.02.2020 2 nd and 3 rd year EEE & ECE students visited Padmavahini Transformers Pvt. Ltd., Coimbatore on 15.02.2020
4.3.3	Organizing an international conference.	International conference ICCIEEE-2020 was organized on 21.02.2020 by inviting Dr. Michael Pillay, Professor, Department of Biotechnology, Vaal University of Technology, South Africa
4.4.1	DELNET subscription Orientation programme to the	DELNET and DELNET IESTC e-journal subscription has done on 29.02.2020 In collaboration with Business School, VIT



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	student	University an Online Student Orientation Programme on "Principles of Learning" was conducted from 11.06.2020 to 13.06.2020
4.4.2	Installation of a new EEE Department lab.	Renewable Energy Resources Lab has been installed and equipments have been purchased. The inauguration is scheduled on 21.10.2020
4.5.1	Women's day and College day celebrations with cultural events.	Women's Day was celebrated by conducting various competitions and cultural events on 09.03.2020 and 19th College day was celebrated on 14.03.2020.
4.5.2	Sports activities	College athletics won 3 Gold, 2 Silver and 2 Bronze medals in Tamilnadu Chief Minister Trophy District Level tournament held from 19 th to 21 st Feb 2020.
4.5.3	Institutional membership of CSI	CSI institutional membership has been renewed on 01.03.2020 and 03 faculty members possess CSI membership.
4.5.4	Conducting intra-college tech fest	ICA TECHFEST'20 was conducted on 29.02.2020
4.5.5	Conducting batch-wise alumni meet.	Alumni Interaction Meets were conducted through online mode as follows: Batch 2001 - 2005 on 21.06.2020 Batch 2010 - 2014 on 28.06.2020 Batch 2014 - 2018 on 28.06.2020 Batch 2002 - 2006 on 05.07.2020
4.5.6	Placement training programmes.	Totally 07 online placement training and career guidance programmes have been conducted
4.6.1	Club activities. Conducting Faculty Development Training Programme Preparing a standard reporting format for the events organized.	Due to pandemic students can't do on-site activities, but all 9 clubs have done online activities. As a quality initiative, for getting familiarity in e-education, the following programmes have been arranged for the faculty: 1. Faculty Development Training Programme on E-Education Tools on 19.06.2020 2. Faculty Development Training Programme on Andragogical approaches in Teaching and Learning on 30.06.2020 3. In collaboration with Eduvalue Creators India Pvt. Ltd, a National Level online Faculty Development Programme on "Facilitating 21st Century Learners" on 06.07.2020 & 07.07.2020 Implemented



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	An automatic feedback collecting system.	Feedbacks were collected through online using Google forms.
4.7.1	Rain water harvest pits renovation.	Implemented

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

5.1.1 E - Content Development

Conclusion Drawn/ Action Plan	Responsibility	Timeline
<p>The uncertain environment of COVID-19 pandemic increases the need of developing E-contents for all courses. The Committee discussed how to make our faculty to prepare the e-contents of lesson plan, lecture notes, presentation slides, attendance and assessment reports adopting ICT tools.</p> <p>As a new quality initiative, it was decided to form a separate committee named "LMS Cell" and ask them to maintain e-content repository. The members also suggested that more training has to be provided to the faculty members and the students about online and ICT enabled education.</p>	IQAC and All HoDs	Sep 2020

5.2.1 Introduction of Revised Blooms Taxonomy

Conclusion Drawn/ Action Plan	Responsibility	Timeline
<p>The members suggested that the College can now adopt the Revised Blooms Taxonomy for spelling out outcomes and lesson plan preparation replacing the older version of Blooms Taxonomy. Decision was also taken to orient the faculty members by suitable resource persons.</p> <p>Due to Pandemic, the classes are handled through online. In accordance with, the University exams may be conducted by online mode. Hence, it was decided to prepare Multiple Choice Question papers for CIAT as a practice for final semester examinations by following the RBT methodology.</p>	IQAC and All HoDs	Dec 2020



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5.2.2 Conducting Academic and Administration Audits

Conclusion Drawn/ Action Plan	Responsibility	Timeline
However, faculties are coming to the college partially; it was decided to conduct AAA through on-site. IQAC co-ordinator insisted the HoDs to take necessary steps to conduct the audits on-site as per the audit schedule.	IQAC and All HoDs	Sep 2020

5.3.1 Student Projects

Conclusion Drawn/ Action Plan	Responsibility	Timeline
IQAC Chairman reviewed the effectiveness of student's final year projects. Totally 27 projects were done in the AY 2019-20. The committee recommended conducting webinars on recent trends and research methodology to develop research activities of the students.	R&D Cell	Dec 2020

5.4.1 Construction of Compound Wall

Conclusion Drawn/ Action Plan	Responsibility	Timeline
The second phase of constructing compound wall is going to be completed. The management representatives said that it may be inaugurated in the presence of Superior General of FIHM congregation.	Management	Dec 2020

5.5.1 Alumni Interaction Meet

Conclusion Drawn/ Action Plan	Responsibility	Timeline
Mrs. M. Sudharshana expressed her gratitude for conducting batch-wise alumni meets through online. She added that alumni's gave very good feedbacks that they felt	IQAC and OSAI Alumni association faculty In-charges	May 2021



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more comfortable to meet their batch-mates and their family through online and had very good interactions. So, it was decided to complete the other batches meet also through online.

5.6.1 Risk Management

Conclusion Drawn/ Action Plan	Responsibility	Timeline
Due to Covid 19 pandemic, students and faculties were not able to come to the college in-person. Hence, the ISO 9001:2015 recertification audit by BSI is getting postponed. But, now the lockdown SOPs are slightly relaxed and faculties are instructed to come to college in rotation. Hence, it was suggested to request the BSI to conduct the recertification audit as early as possible. Followed by, the Risk register is re-visited, it is found that due to lockdown, many of the planned activities were done through online and few were cancelled. To address such unexpected risks and opportunities, it was decided to conduct a FDTP on Risk Management based on Quality Management System ISO 9001: 2015 standard.	QMS Committee	Dec 2020

5.6.2 Enhancing Communication Skills

Conclusion Drawn/ Action Plan	Responsibility	Timeline
Industrialist, Mrs. Vimala Devi emphasized the importance of communication skill to qualify in the recruitment. Hence, it was suggested to conduct online programmes on communicative English for both faculty and the students	IQAC, HR Services and Anglo Franca Club	Dec 2020

The meeting came to an end with a prayer.

[Signature]
IQAC Co-ordinator

IQAC CO-ORDINATOR

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IQAC Meeting No. 11 IECW IQAC MEET-05, dt. 18-07-2020

[Signature]
IQAC Chairman

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

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