



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai-629203
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

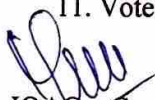
CIRCULAR

Date: 24-06-2019

This is to inform that the first IQAC meeting is scheduled for the members on 29-06-2019 at Conference Hall by 10.00 A.M. to discuss the following agenda. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

Agenda of the meeting:

1. Welcome the members and Introduction of IQAC
2. Course outcomes and program outcomes attainment.
3. Bridge course for the academic year 2019-2020 – Planning.
4. Value added courses and Certificate courses for the academic year 2019-2020
5. Research proposal and Publications.
6. Academic Calendar and Schedule.
7. Quality initiative program for the academic year 2019-2020.
8. Higher Education, training and Placement.
9. Student Project.
10. NPTEL
11. Vote of Thanks


IQAC – Coordinator

Copy to

1. The Chairman
2. All HODs
3. All IQAC Members
4. Principal office and file




PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Date: 29-06-2019

Time: 10 AM

Venue: Conference Hall

The following members were attended the IQAC Meeting.

S.No	Name	Category	Signature
1	Dr.S.Joseph Jawhar-Principal,	Chairperson	
2	Dr.T.Krishnaswamy-Chairman,	Management Representative	
3	Mr.B.Parthasarathi-HOD/ S&H	Senior Faculty Member	
4	Mr.A.Arunkumar-AP/EEE	Senior Faculty Member	
5	Ms.N.Anushiya AP/ECE	Senior Faculty Member	
6	Ms.C.Pushpalatha-AP/CSE	Senior Faculty Member	
7	Ms.R.Jothi-AP/CIVIL	Senior Faculty Member	
8	Dr.G.Therese Anita-Assoc. Prof./S&H	Senior Faculty Member	
9	Mr. S.M.Shunmugarajan- Accountant	Senior Administrative officer	
10	Mr.R.Radhakrishnan	Nominee from Local society	
11	Ms.R.Akchaya Devi	Student Representative	
12	Er.Surya J singh	Alumni Representative	
13	Er.P.Barvin Jegan	Industrial Experts	
14	Mr.T.Rama Badran	Nominee from Local Society	
15	Dr.A.S.Monikandan-Assoc. Prof./EEE	Coordinator	

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr..A.S.Monikandan, IQAC Coordinator welcomed all the members to the meeting and discussed the point in short.

Dr.S.Joseph Jawhar, Principal, lead the meeting.

The following points were discussed.

- Initially, IQAC Coordinator had briefed about the previous academic year minutes and explained about the IQAC functioning.
- The Committee insisted that the student attendance is considered as absent without proper letter or prior information.
- IQAC members discussed about the value added course and certificate course. Then instructed each department should conduct minimum three value added course or certificate course.
- The committee insisted training and placement coordinators to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.
- The IQAC recommended that all faculty members should publish their research papers minimum one per year in UGC, Scopus, SCI, Web of Science.
- Discussion was held on academic calendar, academic schedule, and quality initiative program for the academic year 2019-2020.
- Students from all departments should participate in various academic and cultural programs conducted by other institutions. Students should participate in extracurricular activities like YRC, RRC, NSS, sports activities.


Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

- The committee suggested that each department should conduct department association inaugural function.
- IQAC members suggested that all staffs should involve in NPTEL FDP or online Examinations. All HODs should motivate them to register for the same.

Finally, vote of thanks was given by the IQAC coordinator and proposed the date for the next meeting and decided the tentative schedule during the month of December 2019.

IQAC Coordinator

PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA


COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthal-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Points of Review	Decisions taken	Responsibility	Target date
Academic calendar for the academic year 2019-2020.	HODs should ensure the activities of all the departments given in calendar. Exams should be conducted as per the guidelines given in academic schedule given by the university.	HODs and exam coordinator	Immediate
Admission policy, first year UG and PG, and lateral entry.	Faculty members are asked to focus more on the lateral entry, UG and PG admissions. Faculty members should clearly elaborate the admission policy to admission enquiry and current students	All Faculty members	Immediate
Bridge course for the academic year 2019-2020	For the new students it is planned to conduct orientation program to understanding the culture of institution and discipline.	HODs	Immediate
Organizing quality related FDPs, seminars and workshop	All department were encouraged to conduct at least one workshop/conference/ FDP per semester. All the faculty were encouraged to attend at least one FDP outside ACEW.	All Faculty members	continuous
NPTEL, Research proposal and publications	IQAC recommended that all the faculty members should involve NPTEL FDP examinations. All heads should motivate them to register for the same. Faculty members should publish their research articles minimum one per year in any peer reviewed indexed journals. Number of faculty perusing PhD were less. HODs were informed to instruct their faculty to apply for PhD.	All Faculty members	continuous


Dr. S. JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Value added course and certificate courses for the academic year 2019-2020.	Committee members asked each department heads to conduct Value added courses and certificate courses which relate to key areas to improve the students performance	HODs	Immediate
Recruitment of New Faculty	The Principal reviewed the current scenario of faculty strength and facilities in the college and advised the heads of the departments to submit the information soon. Committee members decided to recruit new faculty in order to maintain faculty-student ratio (FSR) for the academic year 2019-2020.	Principal	Immediate
Placement activity	IQAC insisted the placement cell to improve the number of placements through on campus recruitments. Placement coordinator requested to identify the placement opportunities in the core field for the students.	Placement coordinator	continuous

The meeting ended with the vote of thanks by Dr.A.S.Monikandan, IQAC coordinator.

IQAC - Coordinator

PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The action taken report is prepared by Internal Quality Assurance Cell (IQAC) based on IQAC meeting held on 29.06.2019. Appropriate action was taken on recommendations of the meeting.

S. No	IQAC meeting Recommendations	Action taken
1.	Academic calendar for the academic year 2018-2019.	Academic calendar was issued to all the students and staff and it was monitored by IQAC Cell.
2.	Bridge course for the academic year 2019-2020.	Bridge course was conducted to identify and reduce the diversity of every department.
3.	Organizing quality related FDPs, seminars and workshop.	All the department successfully organized quality related FDPs, seminars and workshops on latest trends in Engineering and Managements. Most of the faculty members registered and completed FDPs, seminars and workshops.
4.	NPTEL, Research proposal and publications.	Most of the faculty members registered and completed NPTEL courses. Most of the faculty members published their research articles in peer reviewed indexed journals.
5.	Value added course and certificate courses for the academic year 2018-2019.	Each department conducted two Value added courses and two certificate courses.
6.	Recruitment of New Faculty	Faculty were recruited as per AICTE guidelines.
7.	Placement activity	Placement coordinator presented placement statistics 2019-2020 and analysis was based on total students and eligible and interested students.

IQAC Coordinator

PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date:02-03-2020

This is to inform that second IQAC meeting is scheduled for the members on 07-03-2020 at Conference Hall by 10.00 A.M. to discuss the following agenda. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

1. Previous Meeting Minutes – Review
2. Coaching class for competitive examination
3. Parents meeting – Date to be finalized.
4. Academic audit - Date to be finalized.
5. Annual day and Sports day – Date to be finalized.
6. Major students achievements in this year-Status
7. Alumni Meet
8. Feedback Mechanism
9. NSS activities

IQAC Coordinator

Copy to

1. The Chairman
2. All HODs
3. All IQAC Members
4. Principal office and file



PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Date: 07.03.2020

The second Meeting of the IQAC was held on 07.03.2020 in the Conference Hall at 10 am.

Members Attended:

S.No	Name	Category	Signature
1	Dr.S.Joseph Jawhar-Principal	Chairperson	
2	Dr.T.Krishnaswamy-Chairman	Management Representative	
3	Mr.B.Parthasarathi-HOD/ S&H	Senior Faculty Member	
4	Mr.A.Arunkumar-AP/EEE	Senior Faculty Member	
5	Ms.N.Anushiya AP/ECE	Senior Faculty Member	
6	Ms.C.Pushpalatha-AP/CSE	Senior Faculty Member	
7	Ms.R.Jothi-AP/CIVIL	Senior Faculty Member	
8	Dr.G.Therese Anita-Assoc. Prof./S&H	Senior Faculty Member	
9	Mr.S.M.Shunmugarajan- Accountant	Senior Administrative officer	
10	Ms.R.Akchaya Devi	Student Representative	
11	Dr.A.S.Monikandan-Assoc Prof./EEE	Coordinator	

Dr.A.S.Monikandan, IQAC Coordinator welcomed all the members to the meeting and explained the point to be discussed in short.

Dr.S.Joseph Jawhar, Principal, lead the meeting.

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The following points were discussed.

- Minutes of the last IQAC meeting was presented and approved by the members.

Points of Review	Decisions taken	Responsibility	Target date
Teaching and learning process	Reviewed result analysis of each course and semester. Principal informed HOD's of department where results have gone below 80% to find the root cause and to take necessary actions. Students feedback on Faculty members are discussed and HODs are informed to advise the faculty members to use modern ICT for Teaching Learning process	All the faculty members	continuous
Coaching class for competitive examination	It is decided to conduct coaching classes for students who are appearing for GATE and similar competitive examinations.		Immediate
Parents meeting	Every department should conduct parents meeting after receiving university results.	HODs	continuous
Alumni Meet	Planned to conduct Alumni meet to discuss about various activities for the growth of the institution	Alumni coordinator	Immediate
Academic audit	Academic and Administrative report should be submitted to IQAC Cell.	HODs	continuous
Annual day and Sports day	It has been decided to conduct on Sports Day – 4.03.2020 Annual Day – 6.03.2020	Program coordinators	Immediate
Major students achievements in this year-Status	Presented and noted by the members	Principal	continuous
Feedback Mechanism	Course feedback should be taken before the examination	HODs	Immediate
NSS activities	Planned to conduct awareness program, tree plantation.	NSS coordinator	continuous

The meeting ended with the vote of thanks by Dr.A.S.Monikandan, IQAC coordinator.

IQAC - Coordinator

PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilal, Vellichanthai-629203

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The action taken report is prepared by Internal Quality Assurance Cell (IQAC) based on IQAC meeting held on 07.03.2020. Appropriate action was taken on recommendations of the meeting.

S. No	IQAC meeting Recommendations	Action taken
1	Coaching class for competitive examination	Gate, TNPSC coaching class was conducted for all students.
2	Parents meeting	A parent meeting was conducted and collected feedback from the parents by all HODs.
3	Academic audit	Academic and Administrative audit was done and report was submitted to IQAC by all the departments.
4	Annual day and Sports day	Sports day were organized and respective coordinators have submitted the sports.
5	Alumni Meet	Alumni's meeting was conducted on 15.04.2020.
6	Feedback Mechanism	Course feedback was collected and submitted to HODS by all the departments.
7	NSS activities	Events/practice conducted by NSS wing are properly documented which is available in separate file.

IQAC Coordinator

PRINCIPAL

Dr.S.JOSEPH JAWHAR
PRINCIPAL
ARUNACHALA COLLEGE OF
ENGINEERING FOR WOMEN
MANAVILAI, VELLICHANTHAI
KANYAKUMARI DIST - 629 203