



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai, Kanyakumari District - 629 203.

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.
(An ISO 9001 : 2015 Certified Institution)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date: 13-07-2022

This is to inform that the seventh IQAC meeting is scheduled for the members on 18-07-2022 at Conference Hall by 10 am. to discuss the following agenda. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

Agenda:

1. Previous Meeting Minutes – Review...
2. Academic calendar for the academic year 2022-2023.
3. Admission policy, First year UG and PG, and lateral entry.
4. Bridge course for the academic year 2022-2023 – Planning.
5. Organizing quality related FDPs, Seminars and Workshop -planning
6. NPTEL, Research Proposal and Publications
7. Value added course and certificate courses for the academic year 2022-2023.
8. Placement activity
9. Open Forum.


IQAC – Coordinator


PRINCIPAL

Copy to

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



Dr.S.JOSEPH JAWHAR
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Date: 18.07.2022

The seventh Meeting of the IQAC was held on 18.07.2022 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-Associate Professor/S&H	Senior Faculty Member	
9	Ms.S.M.Shivani	Student	
10	Mr. S.M.Shunmugarajan- Accountant	Senior Administrative officer	
11	Mr.R.Radhakrishnan	Nominee from Local society	
12	Dr.A.S.Monikandan-Associate Professor/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
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

Points of Review	Decisions taken	Responsibility	Target date
Academic calendar for the academic year 2018-2019.	HODs should ensure the activities of all the departments are 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 2018-2019	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


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Value added course and certificate courses for the academic year 2018-2019.	Committee members asked each department heads to conduct Value added courses and certificate courses which relate to key areas to improve the student 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 2018-2019.	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

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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 18.07.2022. Appropriate action was taken on recommendations of the meeting.

S. No	IQAC meeting Recommendations	Action taken
1.	Academic calendar for the academic year 2022-2023.	Academic calendar was issued to all the students and staff and it was monitored by IQAC Cell.
2.	Admission policy, first year UG and PG, and lateral entry	All the staff members are asked to focus more on the lateral entry, UG and PG admissions
3.	Bridge course for the academic year 2022-2023.	Bridge course was conducted to identify and reduce the diversity of every department.
4.	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.
5.	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.
6.	Value added courses and Certificate courses for the academic year 2022-2023.	Each department conducted two Value added courses and two certificate courses.
7.	Recruitment of New Faculty	Faculty were recruited as per AICTE guidelines.
8.	Placement activity	Placement coordinator presented placement statistics 2017-2018 and analysis was based on total students and eligible and interested students.

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date: 20-02-2023

This is to inform that the eight IQAC meeting is scheduled for the members on 25-02-2023 at Conference Hall by 10 am 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. 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. Association – Date to be finalized.
7. Major students achievements in this year-Status
8. Alumni Meet
9. Feedback Mechanism
10. NSS activities

IQAC – Coordinator



PRINCIPAL

Copy to

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Date: 25.02.2023

The second Meeting of the IQAC for the academic year 2022-2023 held on 25.02.2023 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	Mr.R.Radhakrishnan	Nominee from Local society	
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
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

Points of Review	Decisions taken	Responsibility	Target date
			Immediate
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 Faculty members insists the OBE activities for understanding the concepts.	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 departments 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 – 05-05-2023 Annual Day – 09-05-2023	Program coordinators	Immediate
Association	It has been decided to conduct on EEE – 01-03-2023 AI&DC – 07-03-2023 CSE – 09-03-2023 ECE – 16-03-2023	Program Coordinators	

Dr. S. Joseph Jawhar
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

	MBA – 31-03-2023		
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

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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 25.02.2023. 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 reports.
5.	Alumni Meet	Alumni's meeting was conducted on 15-03-2023.
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

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