



# 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)

#### CIRCULAR

Date: 09-06-2021

This is to inform that the fifth IQAC meeting is scheduled for the members on 14-06-2021 in the Conference Hall at 9.30 am to discuss the following. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

#### Agenda:

1. Previous Meeting Minutes – Review
2. Admission Policy, first year UG and PG and lateral entry admission.
3. Value added course and certificate course for the academic year 2021-2022.
4. Conducting Online classes and Examinations.
5. Bridge course for the academic year 2021-2022.
6. Higher education, Training and placement.
7. NPTEL, Research proposal & Publications.
8. Quality initiative programme for the academic year 2021-2022.
9. Academic audit - Date to be finalized.
10. Academic Calendar and Academic Schedule.
11. Student Project.

  
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  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting

Date: 14.06.2021

The fifth Meeting of the IQAC was held on 14.06.2021 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-Aso.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
Admission policy, first year UG and PG, and lateral entry admission	All the staff members are asked to focus more on the lateral entry, UG and PG admissions. Faculty members should clearly elaborate the admission policy enquiry to the current students.	All faculty members	Immediate
Conducting Online classes and Examinations	All faculty members should conduct classes through online till Anna University announcement for regular mode. HODs should monitor the progress of the syllabus coverage and class effectiveness	All faculty members	Immediate
Value added course and certificate courses for the Academic year 2021-2022	Each department should conduct minimum two value added courses or certificate courses based on the market demanding subjects through online	All the HODs	31.5.22
Bridge course for the academic year 2021-2022 planning	For the new students it is planned to conduct orientation Programme to understand the culture of the institution and discipline.	HODs	Immediate
Higher education, training and placement	<p>The IQAC members instructed Higher Education Cell to organize programme for higher education for all third year and final year students in association with premium coaching.</p> <p>Full-fledged training in the areas like soft skill, verbal, Aptitude, Technical skills and Value added training on emerging fields to get placed in the following upcoming placement drive</p>	Placement & Training officers	Immediate
NPTEL, Research proposal & Publications	IQAC members suggested that all staffs and students should attend NPTEL FDP/Examinations. All heads should motivate them to register for the same.	HODs	Immediate

  
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	<p>Seminar Grants, Conference proposal should be submitted to AICTE.</p> <p>Faculty members should publish their research/review papers minimum one per year in any peer review indexed journals like UGC, Scopus, SCI, Web of Science.</p>		
Quality initiative programme for the academic year 2021-2022	<p>In the meeting the members were discussed about the quality initiative programmes like Guest lectures, FDP, workshops, Publication, Ph.D. enrollment etc., which booms the faculty Community.</p> <p>Faculty members were encouraged to take part in all the quality initiatives which act as the back bone towards improving their capabilities in academics.</p> <p>Faculties of various disciplines were asked to give a high quality exposure to their students towards participating in quality initiative programmes organized at other institutions.</p>	All Faculty members	Immediate
Academic audit - Date to be finalized	Academic and Administrative report should be submitted to IQAC Cell.	IQAC Members.	Immediate
Academic calendar and Academic Schedule	<p>HODs should ensure the activities of the departments as given in calendar.</p> <p>Exams should be conducted as per the guidelines given in academic schedule given by the university.2</p>	HODs and exam coordinator	Immediate
Student project	Committee members are requested to allow students to do multi-disciplinary projects.	HODs	Immediate

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 14.06.2021. Appropriate action was taken on recommendations of the meeting.

S. No	IQAC meeting Recommendations	Action taken
1.	Academic calendar for the academic year 2021-2022.	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 UG, PG and lateral entry admissions.
3.	Bridge course for the academic year 2021-2022	Bridge course was conducted to identify and reduce the diversity of every department.
4.	Organizing quality related FDPs, seminars and workshop	All the departments successfully organized quality related FDPs, seminars and workshops on the latest trends in Engineering and Management. Most of the faculty members registered and attended 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 course and certificate courses for the academic year 2021-2022.	Each department conducted two Value added courses and two certificate courses.

  
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7.	Academic Audit	University strategy reference needs to be done. Target for next semester should be common for all departments. It should be defined by University Higher authorities.
8.	Student project	Encouraging PG students and research scholars to apply for patents.
9.	Placement activity	Placement coordinator presented placement statistics 2021-2022 and analysis was based on the eligible and interested students.

IQAC – Coordinator

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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

**Date: 31-01-2022**

This is to inform that the sixth IQAC meeting is scheduled for the members on 02-02-2022 in the Conference Hall at 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. 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

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2. All HODs
3. All IQAC Members
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of IQAC Meeting

Date: 02.02.2022

The second Meeting of the IQAC for the academic year 2021-2022 held on 02.02.2022 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	Mr. S.M.Shunmugarajan- Accountant	Senior Administrative officer	
10	Mr.R.Radhakrishnan	Nominee from Local society	
11	Ms.R.Akchaya Devi	Student Representative	
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.

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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
Teaching and learning process	<ul style="list-style-type: none"><li>Reviewed Result analysis of each course and semester.</li><li>Principal informed the HOD's of all the departments that results have gone below 80%. He asked them 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</li></ul>	All the faculty members	continuous
Coaching class for competitive examination	<ul style="list-style-type: none"><li>It is decided to conduct coaching classes for students who are appearing for GATE and similar competitive examinations.</li></ul>		Immediate
Parents meeting	<ul style="list-style-type: none"><li>Every Department should conduct parents meeting after receiving university Results.</li></ul>	HODs	continuous
Alumni Meet	<ul style="list-style-type: none"><li>Planned to conduct Alumni meet to discuss about various activities for the growth of the institution</li></ul>	Alumni coordinator	Immediate
Academic audit	<ul style="list-style-type: none"><li>Academic and Administrative report should be submitted to IQAC Cell.</li></ul>	HODs	continuous
Arts day & Annual day	<ul style="list-style-type: none"><li>It has been decided to conduct on Arts Day and Annual Day</li></ul>	Programme coordinators	Immediate
Major students achievement Status	<ul style="list-style-type: none"><li>Presented and noted by the members</li></ul>	Principal	continuous
Feedback Mechanism	<ul style="list-style-type: none"><li>Course feedback should be taken before the examination</li></ul>	HODs	Immediate
NSS activities	<ul style="list-style-type: none"><li>Planned to conduct awareness programmes, tree plantation, etc.</li></ul>	NSS coordinator	continuous

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 02.02.2022. 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	Parents meeting was conducted and feedback was collected 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.	Arts day and Annual day	Arts day and Annual day were organized and respective coordinators have submitted their reports.
5.	Alumni Meet	Alumni's meeting was conducted on 19.04.2019
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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