



# VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(AUTONOMOUS)

SPONSORED BY : ANGAMMAL EDUCATIONAL TRUST.

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

Accredited by NAAC, An ISO 9001 - 2008 Certified Institution

Recognized Under Section 2 (f) and 12 (B) of UGC Act, 1956

Elayampalayam - 637 205, Tiruchengode, Namakkal Dt., Tamil Nadu.

Phone : 04288 - 234241, FAX : 04288 - 234241. E-mail : principal@vcew.ac.in



**VIVEKANANDHA**  
EDUCATIONAL INSTITUTIONS

**Dr. KCK. VIJAYAKUMAR, M.E., Ph.D., MIE.,**

Principal

03.07.2018

To,

Dr.S.Anbuchelian(Sr/Gr),  
Assistant professor,  
Ramanujan Computing Centre,  
Anna University,  
Chennai.

Dear Sir,

Sub : Requisition to be a Industrial Member of Internal Quality Assurance Cell-  
Reg.

Greetings!!!

Vivekanadha College of Engineering for Women is established in the year 2001 with the aim to empowering young female technocrats. We went through your profile and wish to add you as an member for our Internal Quality Assurance Cell. Hence we request you to kindly accept our invitation and share your valuable thoughts to improve the quality of our institution. We are planning to conduct meeting with all the members of IQAC during the month of July 2018. Kindly let us know your convenient date to organize the meeting accordingly.

Thanking You

Yours Sincerely

(Chairperson/IQAC)  
PRINCIPAL,

VIVEKANANDHA COLLEGE OF  
ENGINEERING FOR WOMEN.

(Autonomous)

ELAYAMPALAYAM - 637 205.  
Tiruchengode Tk. Namakkal Dt.  
TAMIL NADU



PRINCIPAL  
Vivekanandha College of Engineering  
for Women, (Autonomous)  
Tiruchengode (Tk.) Namakkal Dt.,  
Tamilnadu - 637 205.



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**VIVEKANANDHA**  
EDUCATIONAL INSTITUTIONS

**Dr. KCK. VIJAYAKUMAR, M.E., Ph.D., MIE.,**

Principal

03.07.2018

To,

Er.P.Anbarasu,B.E.,  
Quality Head,  
CloudFx PTE Ltd.,  
Bangalore.

Dear Sir,

Sub : Requisition to be a Industrial Member of Internal Quality Assurance Cell-  
Reg.

Greetings!!!

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**VIVEKANANDHA**  
EDUCATIONAL INSTITUTIONS

**Dr. KCK. VIJAYAKUMAR, M.E., Ph.D., MIE.,**  
Principal

25.07.2018

To,

Er.P.Anbarasu,B.E.,  
Quality Head,  
CloudFx PTE Ltd.,  
Bangalore.

Dear Sir,

## **Sub: Invitation for IQAC Meeting – reg.**

We take an immense pleasure to invite you for the Internal Quality Assurance Cell Meeting of Vivekanandha College of Engineering for Women, which is scheduled on 27.07.2018.

We hope that you will enlighten us with potential input for regulating the internal quality system of our Institution. We look for your valuable presence on that day.

Venue: Board Room, VCEW.

Date : 27.07.2018

Time : 11.00AM

Thanking You

Yours Sincerely

  
**PRINCIPAL**  
**VCEW**



  
PRINCIPAL,  
Vivekanandha College of Engineering  
for Women, (Autonomous)  
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**Dr. KCK. VIJAYAKUMAR, M.E., Ph.D., MIE.,**  
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25.07.2018

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Dr.S.Anbuchelian(Sr/Gr),  
Assistant professor,  
Ramanujan Computing Centre,  
Anna University,  
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Venue: Board Room, VCEW.

Date : 27.07.2018

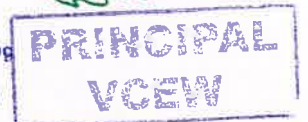
Time : 11.00AM

Thanking You

Yours Sincerely



  
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**VIVEKANANDHA  
COLLEGE OF ENGINEERING FOR WOMEN**



**(Autonomous)**

Elayampalayam, Tiruchengode – 637205.

**VCEW/IQAC/1.2/18/039**

**INTERNAL QUALITY ASSURANCE CELL  
GENERAL COMMUNICATION**

Date: 09/07/2018

TIME: 3.00 PM

<b>CLASSIFICATION</b>	<b>ROUTINE</b>
<b>ORIGINATOR: PRINCIPAL</b>	<b>CIRCULATED TO: All HoD's</b>

**CIRCULAR**

This is to inform that, as per NAAC guidelines Internal Quality Assurance Cell is formed with the following members W.E.F 09.07.2018

**Sub: Formation of Internal Quality Assurance Cell (IQAC)**

National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post- accreditation quality sustenance measure.

**Chair Person**

1. Prof.Dr.KCK.Vijayakumar, Principal, Vivekanandha College of Engineering for Women

**Teachers**

1. Dr.S.Maheswari, Associate Professor in Chemistry
2. Mr.O.S.Somasundaram, Associate Professor in Mathematics
3. Mr.J.Jayaseelan, Associate Professor in Physics
4. Mr.M.Ramesh, Assistant Professor in Computer Science & Engineering
5. Mr.S.Gnanamurugan, Assistant Professor in Electronics & Communication Engineering
6. Mrs.S.Prabhadevi, Assistant Professor in Electrical & Electronics Engineering
7. Mrs.R.Logambal, Assistant Professor in Information Technology
8. Mr.P.Jeyavel Karthick, Assistant Professor in Bio-Technology



**PRINCIPAL,**  
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Tiruchengode (Tk.) Namakkal (Dt.)  
Tamilnadu - 637 205.

**Senior administrators (Library, Computer Centre, Estate, Student Welfare, Administration, Academic tasks, Examination, Planning & Development)**

1. Mr.M.Saravanan, Placement Officer/Vivekanandha Educational Institutions
2. Dr.P.Kannan, Vice Principal, Vivekanandha College of Engineering for Women

**One member from the Management**

1. Mr.M.Chokkalingam, Chief Executive Officer, Vivekanandha Education Institutions

**Nominees from Local Society**

1. Dr.S.Anbuchelian(Sr/Gr), Assistant professor, Ramanujan Computing Centre, Anna University, Chennai - Member from other institution

**Alumni**

1. Mrs.Aarudhra Dharshini, Alumni, B.Tech- Biotechnology (2006-2010), Senior Procurement BerocInc, Chennai.

**Student**

1. Ms.V.Gayathri, III Year B.E –ECE
2. Ms.R.Sivaranjani, II Year B.E – CSE
3. Ms.G.Suriya, II Year M.E – PSE

**Nominee from Employers**

1. Er.Anbarasu,B.E., Quality Head,CloudFx PTE Ltd., Bangalore - Expert from Industry

**Coordinator**

1. Dr.M.Duraipandian, Professor in Computer Science & Engineering
2. Mr.D.Santhosh kumar, Assistant Professor in Electrical & Electronics Engineering (Deputy Coordinator)

  
**PRINCIPAL**

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TAMILNADU



  
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# VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

Elayampalayam, Tiruchengode – 637205.



VCEW/IQAC/1.2/18/037

## GENERAL COMMUNICATION INTERNAL QUALITY ASSURANCE CELL

Date: 25/07/2018

TIME: 10.00 AM

<b>CLASSIFICATION</b>	<b>ROUTINE</b>
<b>ORIGINATOR: PRINCIPAL</b>	<b>CIRCULATED TO: All HoD's</b>

The Internal Quality Assurance Cell meeting with External members is Scheduled on 27.07.18 at 11.00 a.m in the Board room. The Committe members and HoD's are asked to attend and share their thoughts without fail.

### Agenda

1. Introduction of IQAC Members
2. Discuss the Roles and Responsibilities of IQAC
3. Review the existing Academic Monitoring System and Evaluation Pattern.
4. Academic Calender
5. AQAR
6. Any other matters

*M. [Signature]*  
25/7/18  
IQAC COORDINATOR

*[Signature]*  
PRINCIPAL

### Copy Submitted to:

1. The Chairman & Secretary
2. The Advisor / VEI
3. The Chief Executive / Admission Director

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Tiruchengode (Tk.) Namakkal (Dt.)  
TAMILNADU  
For your kind information

### Copy to:

1. The Placement Director
2. All HODs
3. All Members of IQAC



*[Signature]*  
PRINCIPAL,  
Vivekanandha College of Engineering  
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**VIVEKANANDHA  
COLLEGE OF ENGINEERING FOR WOMEN  
(AUTONOMOUS)**



**ELAYAMPALAYAM, TIRUCHENGODE - 637 205, NAMAKKAL Dt.,  
TAMIL NADU, INDIA**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING**

**DATE : 27.07.2018**

S.NO	NAME OF THE MEMBER	DESIGNATION	POSITION	SIGNATURE
1.	Dr.KCK.Vijayakumar	Head of the Institution	Chair Person	
2.	Mr.M.Chokkalingam	Chief Executive Officer/VEI	Management Representative	
3.	Mr.M.Saravanan	Placement Officer, VEI	Senior Administrative Officers	
4.	Dr.P.Kannan	Vice Principal, VCEW		
5.	Dr.S.Anbuchelian	Assistant professor, Ramanujan Computing Centre, Anna University, Chennai.	Member from Other Institution	
6.	Er.Anbarasu,B.E.,	Quality Head,CloudFx PTE Ltd., Bangalore.	Expert from Industry	
7.	Dr.M.Duraipandian	Prof/CSE	IQAC Coordinator	
8.	Mr.D.Santhosh Kumar	AP/EEE	Deputy IQAC Coordinator	



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9.	Dr.S.Maheswari	ASP/Chemistry	IQAC Members	
10.	Mr.O.S.Somasundaram	ASP/Maths		
11.	Mr.J.Jayaseelan	ASP/Physics		Counselling duty
12.	Mr.S.Gnanamurugan	AP/ECE		
13.	Mr.M.Ramesh	AP/CSE		
14.	Mrs.S.Prabhadevi	AP/EEE		Counselling duty
15.	Mrs.R.Logambal	AP/IT		
16.	Mr.P.Jeyavel Karthik	AP/BT		
17.	Mrs.Aarudhra Dharshini, B.Tech- Biotechnology (2006-2010)	Senior Procurement BerocInc,Chennai.	Alumni Member	Meeting Attend through Call
18.	Ms.V.Gayathri	III Year B.E -ECE	Student Member	
19.	Ms.R.Sivaranjani	II Year B.E - CSE		
20.	Ms.G.Suriya	II Year M.E - PSE		

**IQAC COORDINATOR**

COORDINATOR -IQAC,  
**VIVEKANANDA COLLEGE OF  
ENGINEERING FOR WOMEN,**  
(Autonomous)  
ELAYAMPALAYAM - 637 205.  
Tiruchengode (Tk.) Namakkal (Dt.)  
Tamil Nadu.



**IQAC - CHAIRMAN**

PRINCIPAL,  
**VIVEKANANDA COLLEGE OF  
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ELAYAMPALAYAM - 637 205  
Tiruchengode (Tk.) Namakkal (Dt.)  
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(AUTONOMOUS)**

**ELAYAMPALAYAM, TIRUCHENGODE - 637 205, NAMAKKAL Dt.,  
TAMIL NADU, INDIA**



**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

27/07/2018

The Internal Quality Assurance Committee meeting of our Vivekanandha College of Engineering for Women was held on 27.07.2018 at 11.00am in board room. The following members were present in the meeting.

S.NO	NAME OF THE MEMBER	POSITION
1.	Dr.KCK.Vijayakumar Principal,VCEW	Chair Person
2.	Mr.M.Chokkalingam Chief Executive Officer, Vivekanandha Educational Institutions	Management Representative
3.	Mr.M.Saravanan Placement Officer, Vivekanandha Educational Institutions	Senior Administrative Officers
4.	Dr.P.Kannan Vice Principal,VCEW	
5.	Dr.S.Anbuchelian(Sr/Gr), Assistant professor, Ramanujan Computing Centre, Anna University, Chennai.	Member from Other Institution
6.	Er.Anbarasu,B.E., Quality Head,CloudFx PTE Ltd., Bangalore.	Expert from Industry
7.	Dr.M.Duraipandian, Professor in CSE	IQAC Coordinator

1/4



  
**PRINCIPAL,**  
Vivekanandha College of Engineering  
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Tiruchengode (Tk.) Namakkal (Dt.)  
Tamilnadu - 637 205.

8.	Mr.D.Santhosh Kumar Assistant Professor in EEE	Deputy IQAC Coordinator	
9.	Dr.S.Maheswari Associate Professor in Chemistry	IQAC Members	
10.	Mr.O.S.Somasundaram Associate Professor in Mathematics		
11.	Mr.J.Jayaseelan Associate Professor in Physics		
12.	Mr.S.Gnanamurugan Assistant Professor in ECE		
13.	Mr.M.Ramesh Assistant Professor in CSE		
14.	Mrs.S.Prabhadevi Assistant Professor in EEE		
15.	Mrs.R.Logambal Assistant Professor in IT		
16.	Mr.P.Jeyavel Karthik Assistant Professor on BT		
17.	Mrs.Aarudhra Dharshini, Alumni ,B.Tech- Biotechnology (2006- 2010) Senior Procurement BerocInc,Chennai.		Alumni Member
18.	Ms.V.Gayathri III Year B.E -ECE		Student Member
19.	Ms.R.Sivaranjani II Year B.E - CSE		
20.	Ms.G.Suriya II Year M.E - PSE		



  
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 Tiruchengode (Tk.) Namakkal (Dt.)  
 Tamilnadu - 637-205.

Dr.KCK.VijayaKumar, Chairman, IQAC welcome the members and requested the members to extend their support for improving the quality of the institution.

After the introduction of members of IQAC, Dr.M.Duraipandian, Coordinator,IQAC briefed the Goals, Objectives, Strategy, Functions, Benefits, roles and responsibilities of members of the IQAC, the existing quality monitoring system and the evaluation procedures. He invited the members to share their views.He explained the previous meeting minutes and workdone report.

The following discussion and decision were made in the meeting:

1. The members reviewed and approved the minutes of previous meeting.
2. IQAC members reviewed the results April 2017 -2018 of even semester and it was decided to focus on students with multiple arrears and advised to conduct special coaching classes for the failure students.
3. Member reviewed the academic performance of the even semester and asked to encourage the first year students and monitor them through mentors.
4. Members are appreciated to initiative of e-governence & monthly newsletter in our college campus.
5. Members also asked to encourage the faculty members to involove in R & D activities so as to strengthen the knowledge of the self and promote the quality of the institution.
6. Members are asked to get more students projects from various funding agencies and maintain database for the same.
7. Members are asked to maintain documentation of various committee activities in softcopy format.The format will be given by IQAC.





8. Members are advised to collect AQAR details from the departments twice in a month.
9. Members are recommended to utilize the e-learning materials to students and as well as faculty members. The learning materials will be given to students.
10. Members are appreciated for conducting one credit course for the students.
11. Members are recommended to implement inter collabarated projects between the departments.
12. Members are advised to review the question paper standard and conduct audit also.
13. Members are asked to monitoring process may be implemented for slow learning students.
14. Members are recommended to strengthen the center for higher studies.
15. Members are advised to mentoring our students with alumni.
16. Academic audit will be done in the month of August 2018.
17. Data centre and software development centre can be initiated for our academic activity monitoring and improve it later also.

Mr.D.Santhosh Kumar, Deputy Coordinator, IQAC proposed the vote of thanks and expressed gratitude for their sustained involvement and for making the meeting a valuable one.

*[Handwritten Signature]*  
**PRINCIPAL**  
**PRINCIPAL**  
**VCEW**

**Copy submitted to the Chairman & Secretary for kind information**  
**Copy Submitted to the Advisor/VEI ,Chief Executive & Admission Director for Kind Information.**

**Copy to:**

1. All the HoDs and Concern I/C for further actions
2. Minutes of Meeting File



*[Handwritten Signature]*  
 V. C. E.  
 TAPAL  
 LETTER NO  
 573 | 02/8/18

4/4  
**PRINCIPAL,**  
 Vivekananda College of Engin  
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**VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN**  
(AUTONOMOUS)

Tiruchengode - 637 205

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

(IQAC external members meeting held on 27.07.2018)

S.No	Decision	Action taken
1	IQAC members reviewed the result April 2017-2018 of even semester and it was decided to focus on students with multiple arrears and advised to conduct special coaching classes for the failure students.	<ul style="list-style-type: none"><li>Special classes are conducted for weak students.</li></ul>
2	Members are asked to get more students projects from various funding agencies and maintain database for the same.	<ul style="list-style-type: none"><li>It is instructed to apply more funding proposals for project scheme.</li></ul>
3	Members are asked to maintain document of various committee activities in softcopy format. The format will be given by IQAC.	<ul style="list-style-type: none"><li>The common format is given to all departments.</li></ul>
4	Members are recommended to utilize the e-learning materials to students and as well as faculty members.	<ul style="list-style-type: none"><li>The faculty members are asked to provide E-learning materials to the students.</li></ul>
5	Members are appreciated for conducting one credit course for the students.	<ul style="list-style-type: none"><li>One credit course is implemented in our curriculum.</li></ul>
6	Members are advised to review the question paper standard and conduct audit also.	<ul style="list-style-type: none"><li>The question paper scrutiny committee reviewed the question paper every semester.</li></ul>
7	Members are recommended to strengthen the centre for higher studies.	<ul style="list-style-type: none"><li>Awareness programme on "Higher Studies" conducted through higher education cell.</li></ul>
8	Members are advised to monitoring our students with alumni.	<ul style="list-style-type: none"><li>Alumni interaction conducted regularly</li></ul>
9	Academic audit will be done in the month of august 2018	<ul style="list-style-type: none"><li>Academic audit completed on 28.11.18</li></ul>

  
IQAC COORDINATOR

  
PRINCIPAL



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EDUCATIONAL INSTITUTIONS

**Dr. KCK. VIJAYAKUMAR, M.E., Ph.D., MIE.,**  
Principal

27/07/2018

## CERTIFICATE OF APPRECIATION

This is to certify that Dr.S.Anbuchelian(Sr/Gr), Assistant professor,Ramanujan Computing Centre, Anna University, Chennai. has shared their valuable thoughts to our Internal Quality Assurance Cell committee members on 27<sup>th</sup> July 2018.The meeting was very useful and well received by our committee members.




  
**PRINCIPAL**

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Principal

27/07/2018

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(Autonomous)

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VCEW/IQAC/1.2/19/045

## GENERAL COMMUNICATION INTERNAL QUALITY ASSURANCE CELL

Date: 04/02/2019

TIME: 10.00 AM

<b>CLASSIFICATION</b>	<b>ROUTINE</b>
<b>ORIGINATOR: IQAC COORDINATOR</b>	<b>CIRCULATED TO: All HoD's</b>

The Internal Quality Assurance Cell Internal meeting is scheduled on 09.02.19 at 11.00 a.m in the Board room. All HoDs and IQAC members are asked to attend and share their thoughts without fail.

### Agenda

1. Academic Activities
2. NBA Accreditation
3. Academic Performances
4. External Audit
5. Any other matters

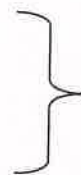
**IQAC COORDINATOR**

COORDINATOR IQAC,  
VIVEKANANDHA COLLEGE OF  
ENGINEERING FOR WOMEN,

ELAYAMPALAYAM, TIRUCHENGODE,  
TAMILNADU - 637 205

### Copy Submitted to:

1. The Chairman & Secretary
2. The Advisor / VEI
3. The Chief Executive / Admission Director



For your kind information

### Copy to:

1. The Principal
2. All HODs
3. All Members of IQAC



PRINCIPAL,  
Vivekanandha College of Engineering  
for Women, (Autonomous)  
Tiruchengode (Tk.) Namakkal (Dt.)  
Tamilnadu - 637 205.



**VIVEKANANDHA**  
**COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)**  
**TIRUCHENGODE, NAMAKKAL Dt - 637 205.**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

09/02/2019

The Internal Quality Assurance Committee meeting of our Vivekanandha College of Engineering for Women was held on 09.02.2019 at 11.00am in board room. The following points are discussed in the meeting

**Members Present:**

<b>S.No</b>	<b>Name</b>	<b>S.No</b>	<b>Name</b>
1.	Dr.KCK.Vijaya Kumar, Principal	12.	Mr.O.S.Somasundaram, AP/Maths
2.	Dr.P.Kannan, Vice Principal	13.	Mr.J.Jayaseelan, AP/Physics
3.	Dr.K.Balachandar, CoE	14.	Mr.M.Ramesh, AP/CSE
4.	Dr.M.Duraipandian, IQAC Coordinator	15.	Mr.M.Ramesh, AP/ECE
5.	Mr.D.Santhosh Kumar, IQAC Deputy Coordinator	16.	Mrs.S.Prabhadevi, AP/EEE
6.	Dr.M.Malathi, HoD/CSE	17.	Mrs.R.Logambal, AP/IT
7.	Dr.B.Gopinath, HoD/EEE	18.	Mr.N.Prabhu, AP/BT
8.	Dr.D.Sasikala, HoD/ECE	19.	Ms.V.Gayathri, III-ECE
9.	Dr.N.M.Saravana Kumar, HoD/IT	20.	Ms.R.Sivaranjani, II-CSE
10.	Dr.L.R.Gopinath, HoD/BT	21.	Ms.G.Suriya, II-M.E(PSE)
11.	Dr.S.Maheswari, HoD/S&H		

- Faculty members should concentrate on Academic activities such as teaching using ICT tools, student's projects, Mini Projects, Guest Lecture, Seminar, etc.,
- Monitor the faculty members activities such as Courseware Preparation, Presentation, Program organized, Proposals applied & Mentor Activities and submit the faculty Evaluation report to the Principal.
- All the Faculty members should complete the syllabus on last week of March 2019.



  
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- NBA Mock audit is scheduled on first week of March 2019
- NBA Internal audit is scheduled on last week of February 2019
- Result analysis of Nov/Dec 2018 is discussed & plan revaluation.
- External Academic audit is scheduled during the month of May 2019.

*M. [Signature]*

**IQAC COORDINATOR**

COORDINATOR IQAC,  
VIVEKANANDHA COLLEGE OF  
ENGINEERING FOR WOMEN,  
TIRUCHENGODE. PIN - 637 205.  
TAMILNADU

**Copy submitted to the Chairman & Secretary for kind information**  
**Copy Submitted to the Advisor/VEI ,Chief Executive & Admission Director for**  
**Kind Information.**

**Copy to:**

1. The Prinipal
2. All the HoDs and Concern I/C for further actions
3. Minutes of Meeting File



**PRINCIPAL,**  
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# VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

Elayampalayam, Tiruchengode – 637205.



VCEW/IQAC/1.2/18/035

## GENERAL COMMUNICATION INTERNAL QUALITY ASSURANCE CELL

Date: 08/10/2018

TIME: 10.00 AM

CLASSIFICATION	ROUTINE
ORIGINATOR: IQAC COORDINATOR	CIRCULATED TO: All HoD's

The Internal Quality Assurance Cell Internal meeting is scheduled on 13.10.2018 at 11.00 a.m in the Board room. All HoDs and IQAC members are asked to attend and share their thoughts without fail.

### Agenda

1. Academic Activities
2. Courseware details
3. Internal Audit
4. Faculty Feedback & Faculty Self Appraisal Form
5. Any other matters

**IQAC COORDINATOR**

COORDINATOR IQAC,  
VIVEKANANDHA COLLEGE OF  
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ELAYAMPALAYAM - 637 205  
Tiruchengode (Tk.) Namakkal (Dt.)  
Tamil Nadu

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**COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)**  
**TIRUCHENGODE, NAMAKKAL Dt - 637 205.**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

13/10/2018

The Internal Quality Assurance Committee meeting of our Vivekanandha College of Engineering for Women was held on 13.10.2018 at 11.00am in board room. The following points are discussed in the meeting

**Members Present:**

S.No	Name	S.No	Name
1.	Dr.KCK.Vijaya Kumar, Principal	12.	Mr.O.S.Somasundaram, AP/Maths
2.	Dr.P.Kannan, Vice Principal	13.	Mr.J.Jayaseelan, AP/Physics
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11.	Dr.S.Maheswari, HoD/S&H		

**1. Academic Activities:**

- Faculty members should concentrate on Academic activities such as Power point presentation, student's projects, Mini Projects, Guest Lecture, Seminar, etc.,
- HoDs should monitor the faculty members activities such as Courseware Preparation, Presentation, Program organized, Proposals applied & Mentor Activities and submit the faculty evaluation report to the Principal.



## 2. Courseware details:

- IQAC should collect the Lecture notes by the faculty members and submit them to the Principal

## 3. Internal Audit:

- The Internal audit for the academic year has planned to conduct on 2<sup>nd</sup> or 3<sup>rd</sup> week of November. The precautionary steps to be initiated for the successful accomplishment

## 4. Faculty Feedback & Faculty Self Appraisal Form:

- The feedback mechanism for students to be facilitated for their convenience. The department of Computer science & Engineering is encouraged to take utmost care for the students support
- The faculty self appraisal form which was already demanded from the faculty is to be submitted immediately

## 5. Any other matters :

- The HoDs/ authority concerned are instructed to encourage the team to be active and adhere towards the successful project implementations
- Motivate the students to do online courses.

*M. w*

**IQAC COORDINATOR**

COORDINATOR IQAC,  
VIVEKANANDHA COLLEGE OF  
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