



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

Date: 13.07.2020

To

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

Dear Sir,

Sub: Invitation for IQAC Meeting – Reg.,

We take an immense pleasure to invite you for the Internal Quality Assurance Cell Meeting (Online Mode) of Vivekanandha College of Engineering for Women, which is scheduled on 15.07.2020.

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.

Meeting details are as follows:

Date: 15.07.2020.

Time: 03.00 PM

Google Meet Link: <https://meet.google.com/uxe-nnyq-mot>

Thanking you



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

Principal,
VIVEKANANDHA COLLEGE OF
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(Autonomous)
ELAYAMPALAYAM - 637 205
Tiruchengode Tk. Namakkal Dt.
TAMIL NADU



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VIVEKANANDHA
EDUCATIONAL INSTITUTIONS

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

Date: 13.07.2020

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 (Online Mode) of Vivekanandha College of Engineering for Women, which is scheduled on 15.07.2020.

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.

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VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

Elayampalayam, Tiruchengode – 637205.



GENERAL COMMUNICATION INTERNAL QUALITY ASSURANCE CELL

Date: 14.07.2020

TIME: 10.00AM

CLASSIFICATION	ROUTINE
ORIGINATOR: PRINCIPAL	CIRCULATED TO: All HoD's

The Internal Quality Assurance Cell Meeting with External members is scheduled on 15.07.2020 at 03.00 P.M in Online mode through Google meet. The Committe members and HoDs are asked to attend the meeting without fail.

Agenda

1. IQAC Activities
2. Feed Back
3. External Audit
4. Reasearch
5. AQAR
6. NIRF
7. Any other matters

IQAC COORDINATOR

PRINCIPAL

Copy to:

1. The Chairman & Secretary
2. The Cheif Executive
3. All Heads of the Department
4. All Members of IQAC



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VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN
(AUTONOMOUS)
Tiruchengode - 637 205

15.07.2020

INTERNAL QUALITY ASSURANCE CELL
Minutes Of Meeting

The Minutes of IQAC external members meeting of Vivekanandha College of Engineering for Women (Autonomous) held on 15.07.2020 in online mode through Google meet.

The following members were present in the meeting

S.No.	Name of the Member	Position
1	Dr.KCK.Vijayakumar Principal	Chair Person
2	Mr.M.Chokkalingam Chief Executive Officer Vivekanandha Educational Institutions	Management Representative
3	Mr.M.Saravanan Placement Director Vivekanandha Educational Institutions	Senior Administrative Officers
4	Dr.P.Kannan Vice Principal, VCEW	
5	Dr.P.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.R.Vinothkanna Professor/ECE	IQAC Coordinator
8	Mr.D.Santhoshkumar Assistant Professor/EEE	Deputy IQAC Coordinator
9	Mr.M.Ramesh Assistant Professor/CSE	IQAC Members
10	Mrs.S.Prabhadevi Assistant Professor/EEE	
11	Mr.S.Gnanamurugan Assistant Professor/ECE	
12	Mrs.R.Logambal Assistant Professor/IT	
13	Mr.P. Jeyavel Karthik Assistant Professor/BT	
14	Dr.S.Maheswari Assistant Professor/Chemistry	Alumni Member
15	Mrs.Aarudhra Dharshini Alumni, B.Tech -Biotechnology (2006-2010)	




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	Senior Procurement BerocInc, Chennai.	
16	Ms.V.Gayathri IV B.E. ECE	Student Members
17	Ms.R.Sivaranjani III BE CSE	
18	Ms.J.Madhumitha II B.Tech. IT	

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.R.Vinothkanna, Coordinator, IQAC briefed the goals, Objectives, Strategy, Functions, Benefits, Roles, Responsibilities of members of the IQAC, the existing quality monitoring system and the evaluation procedures. He invites the members to share their views. He explained the previous meeting minutes and work done report.

The Following discussion and decisions were made in the meeting:

1. Members are advised to analysis the feedback regarding of teaching and curriculum, periodically the action taken should be made for the same.
2. Members are asked to conduct external academic administrative audit every year for quality enhancement.
3. Faculty members can concentrate on research activities such as publication, project funding and etc.,
4. Members are advised to conduct more quality initiative programme with collaboration of outside world for NAAC and NIRF.
5. It is suggested to conduct motivation programme for OBE and NBA accreditation.
6. Export member reviewed AQAR.

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.


IQAC COORDINATOR


PRINCIPAL

Copy to:

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




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**VIVEKANANDHA COLLEGE OF
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(Autonomous)**

Elayampalayam, Tiruchengode - 637205.



VCEW/IQAC/1.2/19/069

**GENERAL COMMUNICATION
INTERNAL QUALITY ASSURANCE CELL**

Date: 17/12/2019

TIME: 10.00 AM

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

The Internal Quality Assurance Cell Internal meeting is scheduled on 17.12.19 at 04.00 p.m in IQAC. IQAC members are asked to attend and share their thoughts without fail.

Agenda

1. AQAR Submission
2. I year Internal Mark submission
3. Updations in coursefile checklist
4. Updations in audit report
5. Course Exit Survey Questionnaire
6. IQAC External Meeting
7. Courseware preparation
8. NPTEL Online courses
9. Any other matter



Mr.D.SANTHOSH KUMAR
IQAC DEPUTY COORDINATOR


Dr.R.VINOTHKANNA
IQAC COORDINATOR

Copy to:

1. The Advisor / VCEW
2. The Principal
3. Dean-Academic
4. All HODs
5. All Members of IQAC




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TIRUCHENGODE, NAMAKKAL Dt - 637 205.

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

23/12/2019

The Internal Quality Assurance Committee meeting was held on 17.12.2019 at 04.00 pm in IQAC. The following points were discussed in the meeting

Members Present

S.No.	Name	Designation/ Department	Signature	Remarks
1.	Dr.R.Vinothkanna	IQAC Coordinator		
2.	Mr.D.Santhosh Kumar	IQAC Deputy Coordinator		
3.	Dr.G.Gnanavel	ASP/BT	for Dr. K. Gillet	
4.	Mr.M.Ramesh	AP/CSE		
5.	Mr.P.Surendar	AP/ECE		
6.	Mr.S.Mohan	AP/EEE		
7.	Mr.K.Hariprasath	AP/IT		
8.	Mr.J.Jayaseelan	AP/Physics	Absent	

- IQAC members should submit any data pending related to AQAR on or before 24.12.2019, as AQAR to be submitted in NAAC portal on or before 30.12.2019
- NAAC criteria coordinators should go through the collected AQAR data ~~once~~ and update the data if any on or before 27.12.2019



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- Internal mark Web portal entry for first year regular and arrear students should be completed on or before 18.12.2019, as internal marks should be submitted to Controller of Examinations on or before 20.12.2019
- Course file check list for theory, lab, project, internship & technical report writing is modified from AY 2019-20 even semester to improve academic quality & reduce paper usage
- IQAC members are insisted to coordinate with internal auditors during auditing to make sure that course files for all subjects are audited properly
- IQAC members along with internal auditors make sure that internal marks for both regular & arrear students are entered properly, reviews for project, internship & technical report writing are conducted properly, pre lab, post lab and experiment marks are entered in web portal after the completion of each experiment etc
- Internal auditors are informed to audit the course files and submit the audit report to IQAC within the stipulated time period
- Faculty members those who are not submitted their course files for audit in time have to submit their course files to IQAC Coordinator/ Deputy Coordinator along with explanation letter duly signed by respective HoD, Dean Academic and Principal
- As per the circular from IQAC dated 29.11.2019, faculty members are insisted to follow the schedule for internal mark submission, internal audit, class committee meeting and feedback from students for AY 2019-20 even semester
- IQAC members should insist all faculty members to complete course exit survey & evaluate 20% indirect assessment for AY 2019-20 odd semester subjects and the same to be available in their course file
- IQAC members should insist all class advisors & mentors to motivate minimum 20 students per class to register for NPTEL online courses and submit the report to IQAC on or before 04.01.2020




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- Internal auditors are insisted to check lecture notes, lab records, reviews conducted for project, internship & technical report writing during internal audit
- External IQAC meeting is planned during 3rd week of January 2020
- Class committee meeting - I for final year B.E/B.Tech and II year M.E/M.Tech students should be conducted on 02.01.2020 and the report to be submitted to IQAC on 03.01.2020 without fail

23/12/19

Mr.D.SANTHOSH KUMAR
IQAC DEPUTY COORDINATOR

23/12/19

Dr.R.VINOTHKANNA
IQAC COORDINATOR

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. The Dean Academic
3. CoE
4. All the HoDs and IQAC Members for further actions
5. Minutes of Meeting File

(Handwritten signature in red ink)



(Handwritten signature in green ink)
PRINCIPAL,
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**VIVEKANANDHA COLLEGE OF
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VCEW/IQAC/1.2/19/055

**GENERAL COMMUNICATION
INTERNAL QUALITY ASSURANCE CELL**

Date: 30/10/2019

TIME: 10.00 AM

CLASSIFICATION	ROUTINE
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ORIGINATOR: IQAC COORDINATOR	CIRCULATED TO: All HoD's
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The Internal Quality Assurance Cell Internal meeting is scheduled on 02.11.19 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. Revised Vision & Mission
2. Academic Activities
3. AQAR
4. NIRF
5. MoU & Consultancy
6. Any other matters

R. V. Vinothkanna
30/10/19

**Dr.R.VINOTHKANNA
IQAC COORDINATOR**

Copy to:

1. The Advisor
2. The Principal
3. The Dean Academic
4. CoE
5. All HODs & All Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

05/11/2019

The Internal Quality Assurance Committee meeting was held on 02.11.2019 at 04.00pm in board room. The following points were discussed in the meeting

Members Present:

S.No	Name	Designation/ Department	Signature	Remarks
1.	Dr.KCK.Vijayakumar	Principal		
2.	Dr.S.Selvarajan	Dean Academic		
3.	Dr.P.Kannan	CoE		
4.	Dr.L.Malathi	HoD/CSE		
5.	Dr.P.Kannan	HoD/EEE		
6.	Dr.T.S.Jeyali Laseetha	HoD/ECE		
7.	Dr.N.M.Saravana Kumar	HoD/IT		
8.	Dr.S.Chozhavendhan	HoD/BT		
9.	Dr.S.Mageswari	HoD/S&H		
10.	Dr.S.Arunkumar	HoD/MBA		
11.	Dr.R.Vinothkanna	IQAC Coordinator		
12.	Mr.D.SanthoshKumar	IQAC Deputy Coordinator		
13.	Dr.G.Gnanavel	ASP/BT		
14.	Mr.M.Ramesh	AP/CSE		
15.	Mr.P.Surendar	AP/ECE		
16.	Mr.S.Mohan	AP/EEE		
17.	Mr.K.Hariprasath	AP/IT		
18.	Mr.J.Jayaseelan	AP/Physics		



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1. Revised Vision & Mission:

- Institution vision & mission had been discussed, revised and to be submitted for Academic Council approval

2. Academic Activities:

- HoDs to submit the AY 2019-20 Odd Semester report with targets achieved & targets yet to be completed
- HoDs are instructed to submit the workload & faculty list who are handling new subject and same subject

3. AQAR:

- AQAR report should be submitted to NAAC and UGC in the last Week of November 2019
- IQAC members should collect data from all respective incharges and submit to IQAC on or before 16.11.2019

4. NIRF:

- NIRF – India rankings 2019 data to be uploaded on or before 30.11.2019
- HoDs are informed to submit the faculty details to IQAC on or before 19.11.2019

5. MoU & Consultancy:

- Industry Interaction Cell coordinator is instructed to arrange MoU with Codissia, Coimbatore as soon as possible
- Each department should tie-up with (at least) one industry for the consultancy services

6. Any other matter:

- All heads are instructed to prepare department news letter and submit to Principal every month.



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- IQAC should conduct Internal Audit & submit the Internal Marks to CoE soon
- Faculty members and students are allowed to participate only in reputed institutions for workshops, conferences and FDP



Mr.D.SANTHOSH KUMAR
IQAC DEPUTY COORDINATOR



Dr.R.VINOTHKANNA
IQAC COORDINATOR


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. The Dean Academic
3. CoE
4. Academic Council Incharge
5. All the HoDs and All members of IQAC for further actions




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VCEW/IQAC/19/045

INTERNAL QUALITY ASSURANCE CELL

Date: 09/07/2019

TIME: 03.00 PM

CLASSIFICATION	ROUTINE
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ORIGINATOR: PRINCIPAL	CIRCULATED TO: All the HoD's
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The Internal Quality Assurance Cell (IQAC) internal meeting is scheduled on 11.07.2019 at 03.00 P.M in IQAC. The committee members are asked to attend and share their thoughts without fail.

The Agenda :

1. Introduction of Members
2. Collection of feedback from students twice per semester
3. External audit for the academic year 2018-2019
4. Updatations in course file
5. Publication of research papers in scopus/SCI journals
6. Any other Discussion

R. G. Jais
IQAC COORDINATOR

Amy
DEAN-ACADEMIC

S. S. S.
PRINCIPAL

COORDINATOR - IQAC,
VIVEKANANDHA COLLEGE OF
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ELAYAMPALAYAM - 637 205,
Tiruchengode (Tk.) Namakkal (Dt.)
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Copy to:

1. Dean-Academic & Vice Principal
2. All Heads of the Department
3. Members of IQAC



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VIVEKANANDHA
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Members List

Academic Year 2019-2020

S.NO	NAME OF THE MEMBER	POSITION
1.	Dr.KCK.Vijayakumar Principal	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	
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.R.Vinothkanna Professor, ECE	IQAC Coordinator
8.	Mr.D.Santhosh Kumar Assistant Professor, EEE	Deputy IQAC Coordinator
9.	Dr.G.Gnanavel Associate Professor, BT	IQAC Members
10.	Mr.M.Ramesh Assistant Professor, ECE	
11.	Mr.S.Mohan Assistant Professor, EEE	
12.	Mr.P.Rajasekaran Assistant Professor, IT	
13.	Mr.M.Ramesh Assistant Professor, CSE	
14.	Mrs.T.Karthika Assistant Professor, English	Alumni Member
15.	Mrs.Aarudhra Dharshini Alumni, B.Tech- Biotechnology (2006-2010), Senior Procurement, BerocInc, Chennai.	
16.	Ms.V.Gayathri IV ECE	Student Member
17.	Ms.R.Sivaranjani III CSE	
18.	Ms.S.Sivaranjani III CSE	




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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF INTERNAL MEETING

Meeting No: 07

Meeting Date: 11.07.2019

Members Present: 19

Internal Quality Assurance Cell internal meeting was held in Board room at 03.00 P.M on 11.07.2019. The following points were discussed in the meeting:

- IQAC coordinator welcomes Academic Advisor, Dean Academic, all HoDs & IQAC members.
- All the HoDs & IQAC members introduced themselves.
- IQAC Coordinator explains the responsibilities of IQAC such as Strategic plan meeting, preparation of AQAR, FDP's, collection of student feedback, Internal & External Academic audit & Academic calendar.
- Advisor suggested to change the heading of student's feedback about the faculty to Evaluation of teachers & to prepare quality manual by IQAC.
- IQAC Coordinator explains the planning of External Academic audit 2018-19, IQAC External meeting & AQAR submission to NAAC.
- IQAC Coordinator recommends few updations in course file & compulsory publishing of original articles in Scopus / SCI journals.
- Any other discussion is completed with Consolidated Activity plan.


DEAN-ACADEMICS


PRINCIPAL

PRINCIPAL
VCEW

Copy submitted to the Chairman & Secretary for kind information

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2. Minutes of Meeting File


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