



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

17.06.2021

The Minutes of IQAC external members meeting of Vivekanandha College of Engineering for Women (Autonomous) held on 17.06.2021 in online mode through Google meet.

The following members were present

S.No.	Name of the Member	Position
1	Dr.KCK.Vijayakumar Principal	Chair Person
2	Prof.Dr.S.Kuppuswami Executive Director Vivekanandha Educational Institutions	Management Representative
3	Mr.M.Chokkalingam Chief Executive Officer Vivekanandha Educational Institutions	
4	Mr.M.Saravanan Placement Director Vivekanandha Educational Institutions	Senior Administrative Officers
5	Dr.P.Kannan COE	
6	Dr.P.Thangavel (Sr) Assistant Professor Department of IT IRTT, Erode	Member from other Institution
7	Mr.K.K.Tamilarasan Manager - HR & Development Sakthi Auto Component Limited, Uthukuli (Tk.), Tiruppur	Expert from Industry
8	Dr.R.Saravanakumar Professor/ECE	IQAC In-Charge
9	Mr.D.Santhoshkumar Assistant Professor/EEE	IQAC Coordinators
10	Mr.G.Kanagasabapathy Assistant Professor/MBA	
11	Mr.M.Ramesh Assistant Professor/CSE	IQAC Members
12	Ms.A.Preethi Assistant Professor/EEE	
13	Mr.T.Manikandan Assistant Professor/ECE	
14	Mr.T.Saravanan Assistant Professor/IT	
15	Dr.Gilbert Ross Rex Assistant Professor/BT	
16	Dr.Gopijayakumar Assistant Professor/Chemistry	



17	Ms.DevakiVaratharajan Alumni, B.E. ECE (2014 - 2018) Technology Analyst, Infosys	Alumni Member
18	Ms.G.V.Yuvethieka Sri III B.E. CSE	Student Members
19	Ms.S.Harshavarthini III EEE	
20	Ms.J.Madhumitha II B.Tech. IT	
21	Ms.B.Gowshika I M.E. PSE	

- Dr.KCK.Vijayakumar, Chairperson and Principal welcomed all the members for the IQAC meeting.
- Dr.R.Saravanakumar, IQAC Incharge, presented the activities organized by IQAC.





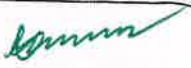
### **Suggestions given by expert members:**

1. New value added courses and skill enhancement training programmes may be introduced in department as per the industrial requirements.
2. External placement training may be arranged to strengthen the placement activities.
3. For implementation of OBE, all the faculty's to be trained enough in terms of assessment procedures, classroom activities, and their management, additional time for managing the tasks, continuous monitoring of all the learning process, new forms of learning resources.
4. For enhancing industry interaction more number of MoUs can be signed with industries. It may be utilize for consultancy activities, faculty industrial training, industrial visit, internship and placement also.
5. Incentives may be offer for paper publication in reputed journals.
6. Encourage research activities and providing financial assistance for registration, TA etc to participating faculty members in seminars and conferences in reputed institutions.
7. Students can be motivated for innovative projects and convert as patents.
8. Industry based training are given to the students through One Credit Courses, Value Added Course, Internship /In-plant training.
9. Senior faculty members can concentrate on funding proposals and quality publications.
10. Insisted R&D department and IIC to work for IPRs.
11. Internal auditing should be carried out with utmost care and courseware should be updated. Updating course content can keep your classes relevant to your students and it creates interest.











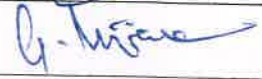

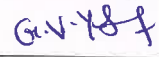






E-content may develop by faculty as video lectures.

13. Suggested to encourage the students, register for NPTEL courses.
14. GATE, higher education and other competitive exam coaching classes/ expert talk may conduct periodically and advised to increase number of students appearing for GATE/TOFEL/GRE and other competitive examinations.
15. College can open a platform to learn foreign languages, which provides a competitive edge in career choices for the students, building network, inspire creativity and improves multi-tasking work.
16. Suggested to organize a program on "New Educational Policy" to all faculty members
17. Programmes may conduct to bring out the technical skills of the students and to focus with the solution for real world problems.
18. Programmes may conduct for supporting staff like Basic decorum, energy conservation and fire safety
19. More number of Yoga, stress management, human values, Entrepreneurship and personality development programmes, communication skills may organized through cells and clubs. It also recommended to conduct the extension activities through NSS, NCC and YRC.
20. Initiatives may take for Waste management, tree plantation, sewage water treatment, usage of bio-gas and solar energy
21. Insisted all departments to follow-up with alumni and conduct alumni interaction
22. Expert member has reviewed the strategic plan of the college and fourth AQAR.

S.No.	Name of the Member	Position	Signature
1	Dr.KCK.Vijayakumar Principal	Chair Person	
2	Prof.Dr.S.Kuppuswami Executive Director Vivekanandha Educational Institutions	Management Representative	
3	Mr.M.Chokkalingam Chief Executive Officer Vivekanandha Educational Institutions		
4	Mr.M.Saravanan Placement Director Vivekanandha Educational Institutions	Senior Administrative Officers	
5	Dr.P. Annan COE		



6	Dr.P.Thangavel (Sr) Assistant Professor Department of IT IRTT, Erode	Member from other Institution	
7	Mr.K.K.Tamilarasan Manager - HR & Development Sakthi Auto Component Limited, Uthukuli (Tk.), Tiruppur	Expert from Industry	
8	Dr.R.Saravanakumar Professor/ECE	IQAC In-Charge	
9	Mr.D.Santhoshkumar Assistant Professor/EEE	IQAC Coordinators	
10	Mr.G.Kanagasabapathy Assistant Professor/MBA		
11	Mr.M.Ramesh Assistant Professor/CSE	IQAC Members	
12	Ms.A.Preethi Assistant Professor/EEE		
13	Mr.T.Manikandan Assistant Professor/ECE		
14	Mr.T.Saravanan Assistant Professor/IT		
15	Dr.K.Gilbert Ross Rex Assistant Professor/BT		
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20	Ms.J.Madhumitha II B.Tech. IT		
21	Ms.B.Gowshika I M.E. .PSE		

  
(18/10/2021)

**IQAC Incharge**



  
**Principal**

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(Autonomous)  
ELAYAMPALAYAM - 637 205,  
Tiruchengode Tk. Namakkal Dt.  
TAMIL NADU

  
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Tamilnadu - 637 205.



# VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(AUTONOMOUS)

Tiruchengode - 637 205

INTERNAL QUALITY ASSURANCE CELL

## ACTION TAKEN REPORT

(IQAC external members meeting held on 17.06.2021)

S.No	Decision	Action taken
1	New value added courses and skill enhancement training programmes may be introduced in department as per the industrial requirements.	Value added courses like Privilege Access Management, Devops, MATLAB programming and its application, Google sketch up & PV Syst, Data Analytics, Machine learning, Clinical Research, Advanced Bioinformatics tools, STM Microcontroller Coding Techniques conducted to the students.
2	External placement training may be arranged to strengthen the placement activities.	External placement training was conducted with DXC Technologies for our final year students.
3	For implementation of OBE, all the faculty's to be trained enough in terms of assessment procedures, classroom activities, and their management, additional time for managing the tasks, continuous monitoring of all the learning process, new forms of learning resources.	OBE Programme conducted for the faculty members.
4	For enhancing industry interaction more number of MoUs can be signed with industries. It may be utilize for consultancy activities, faculty industrial training, industrial visit, internship and placement also.	MoUs signed with following industries: <ul style="list-style-type: none"><li>• ABE Semiconductor and Engineering Designs</li><li>• New Technology</li></ul>
5	Industry based training are given to the students through One Credit Courses, Value Added Course, Internship /In-plant training.	Internship and In-plant training included in the curriculum.



  
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6	Internal audit should be carried out with utmost care and courseware should be updated. Updating course content can keep your classes relevant to your students and it creates interest also.	Internal audit and External audit are conducted.
7	E-content may develop by faculty as video lectures.	E-Content developed by faculties such as Media Centre, Audio-visual Centre, Lecture Capturing System(LCS), Mixing equipments and Software fir editing.
8	Suggested to organize a program on "New Educational Policy" to all faculty members.	Process initiated
9	Initiatives may take for Waste management, tree plantation, sewage water treatment, usage of bio-gas and solar energy.	Awareness Programme on "Recycling of E-waste" conducted through Green Club.
10	Insisted all departments to follow-up with alumni and conduct alumni interaction.	Alumni meet is conducted for alumni interaction



**IQAC Incharge**



**PRINCIPAL**

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VCEW/IQAC/20/

**INTERNAL QUALITY ASSURANCE CELL**

Date: 17/02/2021

Time: 10.30 AM

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

The Internal Quality Assurance Cell (IQAC) Internal meeting is held on 18.02.2021 at 4.00P.M in IQAC. The members are asked to attend and share their thought without fail.

**The Agenda :**

1. India Today & NIRF Ranking 2021
2. Completion of 1<sup>st</sup> Internal Academic Audit (Odd Semester)
3. AQAR discussion & documents required
4. 2<sup>nd</sup> Internal Academic Audit for I Year UG & PG (Odd Semester)
5. 1<sup>st</sup> Internal Academic Audit for II Year (UG & PG ) and III Year (Even Semester)

*17/2/21*

**Mr.D.SANTHOSH KUMAR**  
**IQAC DEPUTY COORDINATOR**

*R.P.*

**Dr.R.VINOTHKANNA**  
**IQAC COORDINATOR**

**Copy Submitted to:**

1. The Chairman & Secretary
2. The Vice Chairman
3. The Advisor

} for kind information

**Copy to:**

1. The Principal
2. CoE Office
3. All Heads of the Department
4. IQA



*PRINCIPAL*

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# VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

Elayampalayam, Tiruchengode, Namakkal - 637205.



## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

19/02/2021

The IQAC Internal meeting was conducted on 18.02.2021 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.Gilbert Ross Rex	AP/BT		
4.	Mr.M.Ramesh	AP/CSE		
5.	Mr.T.Manikandan	AP/ECE		
6.	Mr.S.Srinivasan	AP/EEE		
7.	Mr.K.Hariprasath	AP/IT		
8.	Mr.Viswaksenan.M.S	AP/Chemistry		

- IQAC Coordinator & Deputy Coordinator appreciated & thanked all the coordinators for giving necessary information for the submission of India Today & NIRF Ranking 2021
- 1<sup>st</sup> Internal Academic Audit for I Year UG & PG Odd Semester subject handling faculty was completed & Report was submitted to Dean Academic for necessary action
- Documents are required for submitting Annual Quality Assurance Report (AQAR) for the AY 2019-20 to be submitted on or before 01.03.2021 after discussing with NAAC Criterion Coordinators & Accreditation Coordinator



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- 2<sup>nd</sup> Internal Academic Audit for I Year UG & PG Odd Semester subject handling faculty will be scheduled during 2<sup>nd</sup> week of March 2021
- 1<sup>st</sup> Internal Academic Audit for II Year (UG & PG ) and III Year Even Semester subject handling faculty will be scheduled during 3<sup>rd</sup> week of March 2021

  
19/2/21

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. All the HoDs and IQAC Members for further actions
5. Minutes of Meeting File



  
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TIRUCHENGODE - 637205.**

IQAC Note: VCEW/IQAC Meeting/2020-2021/01

Date:09.06.2020

**Circular - IQAC Members Meeting**

The Internal Quality Assurance Cell Internal meeting is scheduled on 10.06.2020 at 3.00 pm in the IQAC. All IQAC members are asked to attend and share their thoughts without fail.

**AGENDA**

1. Academic Activities
2. AQAR
3. Academic Audit - Internal and External
4. Faculty Online Course
5. IQAC meeting - External
6. Faculty Induction Programme
7. Activities Plan
8. Any other matters

  
**IQAC COORDINATOR**

Copy submitted to the Executive Director for kind information

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- The Principal
- All Members of IQAC
- File



  
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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

11/06/2020

The Internal Quality Assurance Committee meeting was held on 10.06.2020 at 03.00 pm (online mode).

**Members Present**

S.No.	Name	Designation/ Department	Signature	Remarks
1.	Dr.R.Vinothkanna	IQAC Coordinator		
2.	Mr.D.Santhosh Kumar	IQAC Deputy Coordinator		
3.	Mr.M.Ramesh	AP/CSE		
4.	Mr.T.Manikandan	AP/ECE		
5.	Ms.A.Preethi	AP/EEE		
6.	Mr.K.Hariprasath	AP/IT		
7.	Dr.K.Gilbert Ross Rexth	AP/BT		
8.	Mrs.T.Karthika	AP/English		

**The following points were discussed in the meeting,**

- IQAC Deputy Coordinator welcomed all the members.
- IQAC Coordinator explains the responsibilities of IQAC such as Strategic plan meeting, Preparation of AQAR, conducting Faculty Induction Programme, collection of student feedback, Internal & External Academic Audit, Academic Calendar and Academic Schedule preparation.
- IQAC Coordinator explained the planning of IQAC activities for the academic year 2020 - 2021.
- Faculty Induction Programme is planned to conduct for the newly joined faculty members in the month of August 2020.
- Orientation programme for I year students is scheduled on November 2020.



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- IQAC members should submit datas related to AQAR on or before 24.12.2020, as AQAR to be submitted in NAAC portal on or before 30.12.2020.
- NAAC criteria coordinators should verify the AQAR data and submit the data on or before 28.12.2020.
- Faculty Induction Programmes is scheduled in the month of July 2020.
- IQAC members are insisted to coordinate with internal auditors during auditing to make sure that course files for all subjects are audited properly.
- External IQAC meeting is planned to conduct in the month of January 2021.

  
11/12/20

Mr.D.SANTHOSH KUMAR  
IQAC DEPUTY COORDINATOR



Dr.R.VINOTHKANNA  
IQAC COORDINATOR

**Copy submitted to the Chairman & Secretary for kind information**

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