IQAC MEETING MINUTES
ACADEMIC YEAR 2023-2024

	VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN (Autonomous) Tiruchengode, Namakkal – 637205.	
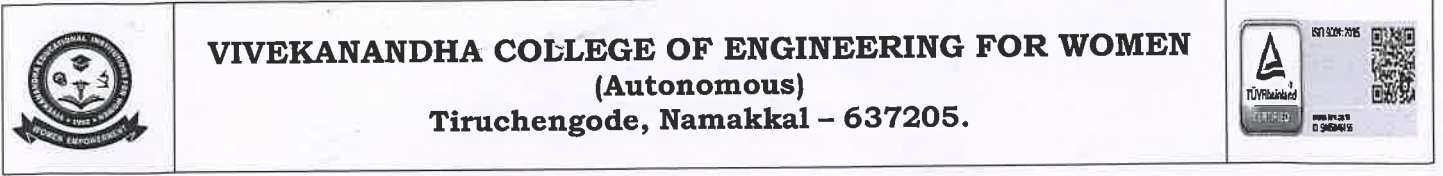
IQAC Note: VCEW/IQAC Meeting/2023-2024/01   Date: 24.07.2023

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 25.07.23 at 11.00 a.m in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Academic Activities
2. Academic & Administrative Audit – Internal and External
3. IQAC External Members Meeting
4. Faculty Induction Programme
5. Faculty Development Programme
6. Awareness Programme for Teaching & Non Teaching staffs
7. Universal Human Values (UHV) Programme
8. National Education Policy (NEP) Programme
9. Awareness & Orientation Programme for Students
10. ISO Audit & Meeting
11. Engineers Day/My Idea Contest
12. ARIIA & NIRF and Magazine Ranking/Branding
13. Monthly Report
14. Feedback
15. Internal Mark Verification
16. Workload & Time Table (AY 2023 – 2024)
17. Activities Plan
18. Any other matters

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Tiruchengode, Namakkal – 637205.

IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/01   **Date: 25.07.2023**

IQAC Internal Members meeting was conducted by Principal on 25.07.2023 at 11.00 AM in Board Room. Director IQAC, IQAC Deputy Coordinator and IQAC members were present in the meeting.

The following points were discussed in the meeting:

- ❖ All the documents should to be mantained properly as per the ISO format with number (both Hard & Soft Copy) in department and to be submitted to IQAC regularly.
- ❖ The major role of IQAC is to monitor the Academic, Association & Club activities, Academic plan, etc., .
- ❖ Faculty have to create and develop a productive environment for slow learners. The teaching strategies and materials needed to be provided on time.
- ❖ Performance of students in Internal Assessment test need to be monitored regularly by the subject staff and HoD.
- ❖ Quality question papers must be framed and verified by the respective HoDs. It will help the students to face university exams without fear.
- ❖ Faculty members are informed not to bring cell phones to the classroom.
- ❖ Keep the assigned cabin and the Laborartory clean and neat.
- ❖ Faculty members are informed to conduct Mentor Mentee meeing properly and provide blended mode meetings (Alumni, Parent, Vitrual classes, Webinars, LMS Assignments and MOODLE classes) on Saturdays.

Finally Principal presented a ppt on **"STAY POSITIVE"**

- ❖ Emotions – Stay Positive
- ❖ At the point of Knowledge - Don't Lookback, look ahead
- ❖ Quality of what we give, what we have & what we do,

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 25.07.2023   Time: 11.00 AM   Venue: Board Room

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IQAC Note: VCEW/IQAC Meeting/2023-2024/02   Date: 11.09.2023

Circular

      The Internal Quality Assurance Cell Internal meeting is scheduled on 12.09.23 at 11.00 AM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous Meeting
2. Academic Activities
3. Academic & Administrative Audit – Internal and External
4. IQAC External Members Meeting
5. Faculty Induction Programme
6. Faculty Development Programme
7. Universal Human Values (UHV) Programme
8. Awareness & Orientation Programme for Students
9. Monthly Report
10. Feedback
11. Internal Mark Verification
12. Workload & Time Table (AY 2023 – 2024)
13. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/02   Date: 13.09.2023

IQAC Internal Members meeting was conducted by Director IQAC on 12.09.2023 at 11.00 AM in IQAC Board Room. IQAC Deputy Coordinator and IQAC members were present in the meeting.

The following points were discussed in the meeting:

❖ The minutes of the previous IQAC meeting held on 25.07.2023 were reviewed and confirmed.

❖ Performance of students in Internal Assessment test need to be monitored regularly by the subject staff and HoD.

❖ IQAC members are asked to monitor their department Academic, Association & Club activities, Academic plan, etc., and submit the monthly report of the same to IQAC every month.

❖ Internal Audit is scheduled from 03.10.2023 to 06.10.2023 for UG & PG I Year II Semester (Academic Year 2022 – 2023 - Even).

❖ Academic and Administrative Audit is scheduled on 10.10.2023 for the Academic Year 2022 – 2023.

❖ Faculty members are informed to prepare quality lecture materials (PPT, Notes, YouTube Lecture Videos, etc.) for the enhancement of Teaching Learning Process.

❖ Faculty Induction Programme (Batch II) and Faculty Development Programme are planned to conduct in the month of November 2023.

❖ Orientation Programme for I Year PG students is scheduled on 05.10.2023.

❖ Faculty Development Programme on "Human Values" (Batch III) is scheduled on 14.10.2023.

❖ HoDs are asked to motivate the faculty members those who got below 4 feedback in their subjects to participate Faculty Development Programmes or Skill Development Programmes etc., for the enhancement fo Teaching

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 12.09.2023   Time: 11.00 AM   Venue: IQAC Board Room

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VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN
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IQAC Note: VCEW/IQAC Meeting/2023-2024/03   Date: 25.10.2023

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 28.10.2023 at 01.30PM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous Meeting
2. Academic & Administrative Audit report
3. IQAC Action plan
4. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/03   Date: 30.10.2023

        IQAC Internal Members meeting was conducted by Principal on 28.10.2023 at 1.30 PM in IQAC Board Room. Director IQAC, IQAC Deputy Coordinator, IQAC Members and IQAC Student Members were present in the meeting.

The following pointswere discussed in the meeting:

1. **Review of Previous Meeting:**
   ❖ The minutes of the previous IQAC meeting held on 13.09.2023 were reviewed and confirmed.

2. **Academic & Administrative Audit Report:**
   ❖ The Academic and Administrative Audit (AAA) (10.10.2023)report was discussed and all are asked to submit the Action Taken Report to IQAC on or before 07.11.2023

3. **IQAC Action Plan:**
   ❖ The proposed action plan for the AY 2023-24is discussed. Key initiatives and follow-ups include:

Action plan	Status
Students Orientation Programme for I Year PG	Completed on 05.10.23
FDP on Human Values Programme	Completed on 14.10.23

4. **Anyother matters:**
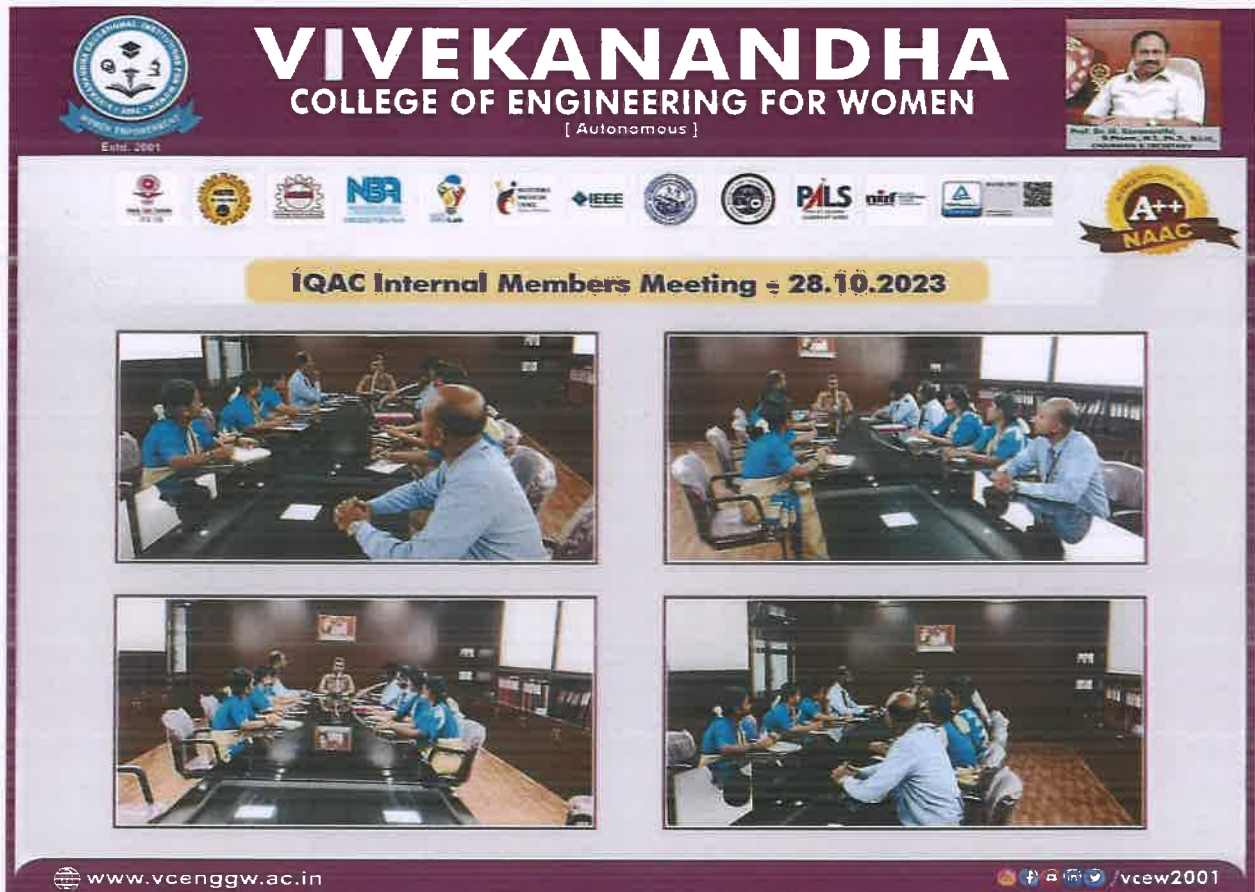   ❖ Faculty members are informed to utilize various ICT tools for the enhancement of Teaching Learning Process.

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 28.10.2023   Time: 01.30 PM   Venue: IQAC Board Room

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IQAC Note: VCEW/IQAC Meeting/2023-2024/04   Date: 13.11.2023

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 15.11.23 at 11.00 AM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous meeting
2. Academic Schedule & Calendar
3. Academic & Administrative Audit – Action Taken Report
4. IQAC External Members Meeting
5. Faculty Appraisal Form
6. Faculty Induction Programme
7. Monthly Report
8. Workload & Time Table (AY 2023 – 2024)
9. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/04   Date: 17.11.2023

IQAC Internal Members meeting was conducted by Director IQAC on 15.11.2023 at 11.00 AM in IQAC Board Room. IQAC Deputy Coordinator and IQAC members were present in the meeting.

The following points were discussed in the meeting:

❖ The minutes of the previous IQAC meeting held on 13.09.2023 were reviewed and confirmed

❖ It is informed to follow the Academic Schedule of UG III & IV year for the Academic Year 2023 – 2024 (Even Semester).

❖ HoDs, various Cells & Clubs Incharges are asked to submit the activity plan for the Academic Year 2023 – 2024 (Even Semester) on or before 25.11.2023 for preparing Academic Calendar.

❖ All are asked to submit the Action Taken Report of Academic and Administrative Audit conducted on 10.10.2023 to IQAC at the earliest.

❖ IQAC meeting along with External Members is scheduled in the month of December 2023.

❖ It is informed to submit the Faculty Appraisal Form for the Academic Year 2022 – 2023 on or before 02.12.2023.

❖ Workload and Time Table should be submitted to IQAC on or before 25.11.2023.

❖ Faculty Induction Programme (Batch II) is scheduled on 18.11.2023.

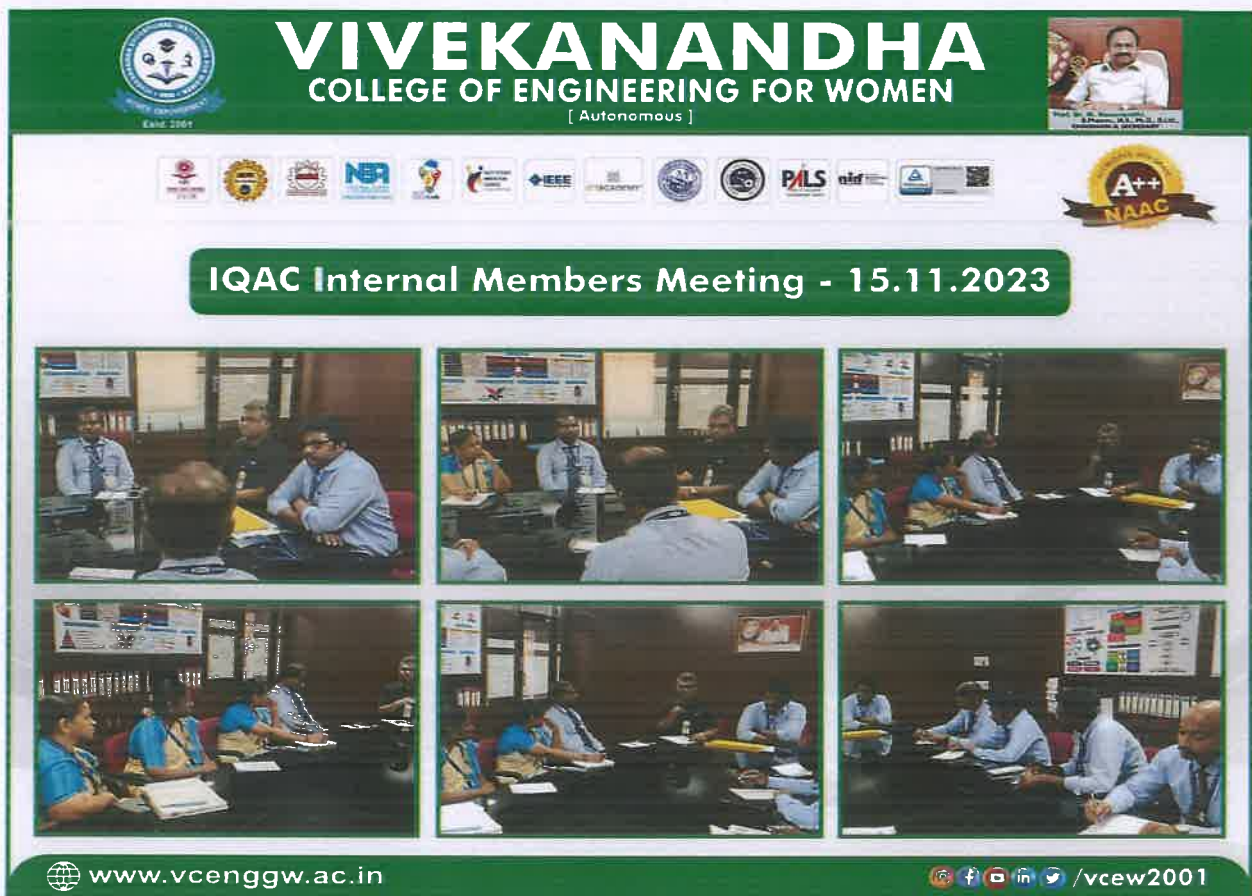❖ Department activities for monthly report to be submitted to IQAC.

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 15.11.2023   Time: 11.00 AM   Venue: IQAC Board Room

IQAC 17/11/23

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IQAC Note: VCEW/IQAC Meeting/2023-2024/05

Date: 13.12.2023

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 14.12.2023 at 11.00 AM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous Meeting
2. Academic Activities
3. Academic & Administrative Audit – Internal and External
4. IQAC External Members Meeting
5. Faculty Induction Programme
6. Faculty Development Programme
7. Outcome Based Education (OBE) Programme
8. ISO Audit & Meeting
9. ARIIA & NIRF and Magazine Ranking/Branding
10. Monthly Report
11. Feedback
12. Internal Mark Verification
13. Workload & Time Table (AY 2023 – 2024)
14. Quality Plan
15. News Letter
16. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/05   Date: 15.12.2023

         IQAC Internal Members meeting was conducted by Principal on 14.12.2023 at 11.00 AM in IQAC Board Room. Director IQAC, IQAC Deputy Coordinator, IQAC Members and IQAC Student Members were present in the meeting.

The following points were discussed in the meeting:

❖ The minutes of the previous IQAC meeting held on 17.11.2023 were reviewed and confirmed

❖ Director IQAC presented the activities conducted by IQAC for the academic year 2022 – 2023 and 2023 – 2024 (Odd Semester)

❖ The Action Plan of IQAC for the academic year 2023 – 2024 (Even Semester) is discussed

❖ Quality Plan (atleast 2 years) should be framed based on Strategic Plan of the institution to attain good ranking in NIRF & QS

❖ Constitute quality circle to monitor the quality plan for the enhancement of quality in the institution

❖ Course Audit should conduct frequently and it should be focused on the content preparation, delivering the lectures, etc., by the faculty members

❖ It is instructed to conduct Staff Development Programme for Non Teaching Staffs

❖ HoD Development Programme should be conducted for the enhancement of administrative and leadership skills among them

❖ Students Internal, Model & End Semester Examination marks to be sent to their parents (Hard Copy)

❖ Faculty Appraisal Form should be submitted to IQAC on or before 22.12.2023

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 14.12.2023   Time: 11.00 AM   Venue: IQAC Board Room

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IQAC Note: VCEW/IQAC Meeting/2023-2024/06   Date: 15.03.2024

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 18.03.2024 at 11.00 AM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous Meeting
2. IQAC Internal Audit – AY 2023-24 ODD Sem report
3. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/06   Date: 20.03.2024

IQAC Internal Members meeting was conducted by Principal on 18.03.2024 at 11.00 AM in IQAC Board Room. IQAC Deputy Coordinator, IQAC Members and IQAC Student Members were present in the meeting.

The following pointswere discussed in the meeting:

1. **Review of Previous Meeting:**
   ❖ The minutes of the previous IQAC meeting held on 14.12.2023 were reviewed and confirmed.

2. **IQAC Internal Audit Report:**
   ❖ The report of IQAC Internal Audit for AY 2023-24 Odd semester UG &PG I,II year& UG III,IV Yearconducted from 16.02.2024 to 23.02.2024 was discussed.
   ❖ All Department IQAC members are requested to ensure the regular verification of course files by HoDs, timely updates of logbooks, and the complete submission of all course file components by department faculty members before the audit.

3. **Anyother matters:**
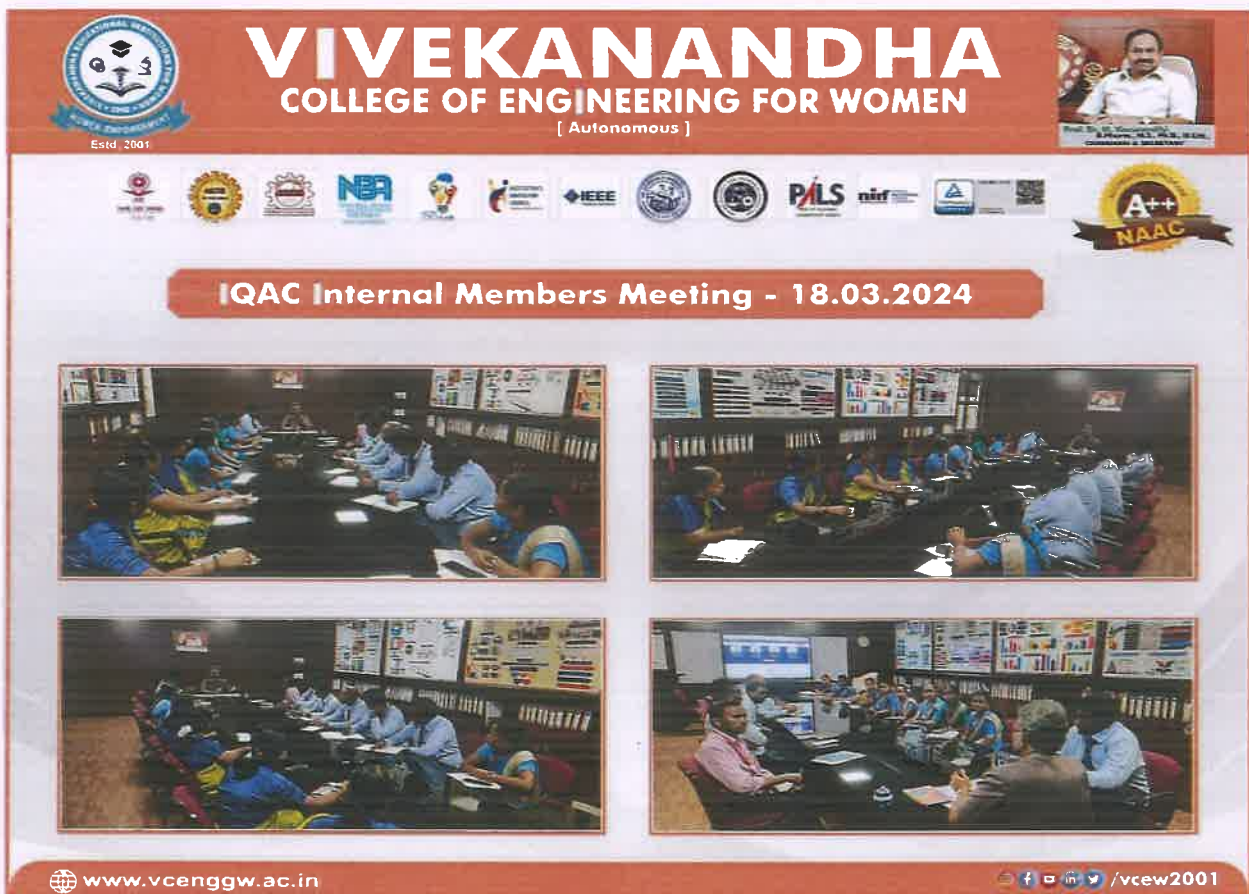   ❖ All IQAC members are requested to submit the required documents on time.

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 18.03.2024   Time: 11.00 AM   Venue: IQAC Board Room

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IQAC Note: VCEW/IQAC Meeting/2023-2024/07   Date: 20.05.2024

Circular

The Internal Quality Assurance Cell Internal meeting is scheduled on 20.05.2024 at 01.30 PM in IQAC Board Room. All IQAC members are asked to attend and share their thoughts without fail.

AGENDA

1. Review of Previous Meeting
2. Academic Activities
3. Academic & Administrative Audit – Internal and External
4. IQAC External Members Meeting
5. Faculty Induction Programme
6. ISO Audit & Meeting
7. Feedback
8. Internal Mark Verification
9. Workload & Time Table for the AY 2024 – 2025
10. News Letter
11. Budget for the AY 2024 - 2025
12. Any other matters

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IQAC Note: VCEW/Internal Meeting Minutes/2023-2024/07   Date: 20.05.2024

IQAC Internal Members meeting was conducted on 20.05.2024 at 01.30 PM in IQAC Board Room. IQAC Deputy Coordinator, IQAC Members and IQAC Student Members were present in the meeting.

The following pointswere discussed in the meeting:

- ❖ The minutes of the previous IQAC meeting held on 18.03.2024 were reviewed and confirmed
- ❖ IQAC Deputy Coordinator presented the activities conducted by IQAC for the academic year 2023 – 2024 (Even Semester)
- ❖ Students Feedback about Course on Faculty should be submitted on or before 21.05.2024.
- ❖ IQAC meeting along with External Members is scheduled in the month of June 2024.
- ❖ Internal and External Academic and Administrative Audit for the Even sem is scheduled in the month of June 2024.
- ❖ It is Instructed to collect the report of the various Events like Association Activities, Club and Cell activities and submit to the iqac.
- ❖ Workload and budget proposal for the academic year 2024-25should be submitted to IQAC on or before 28.05.2024.
- ❖ ISO internal audit is scheduled on 31.05.2024
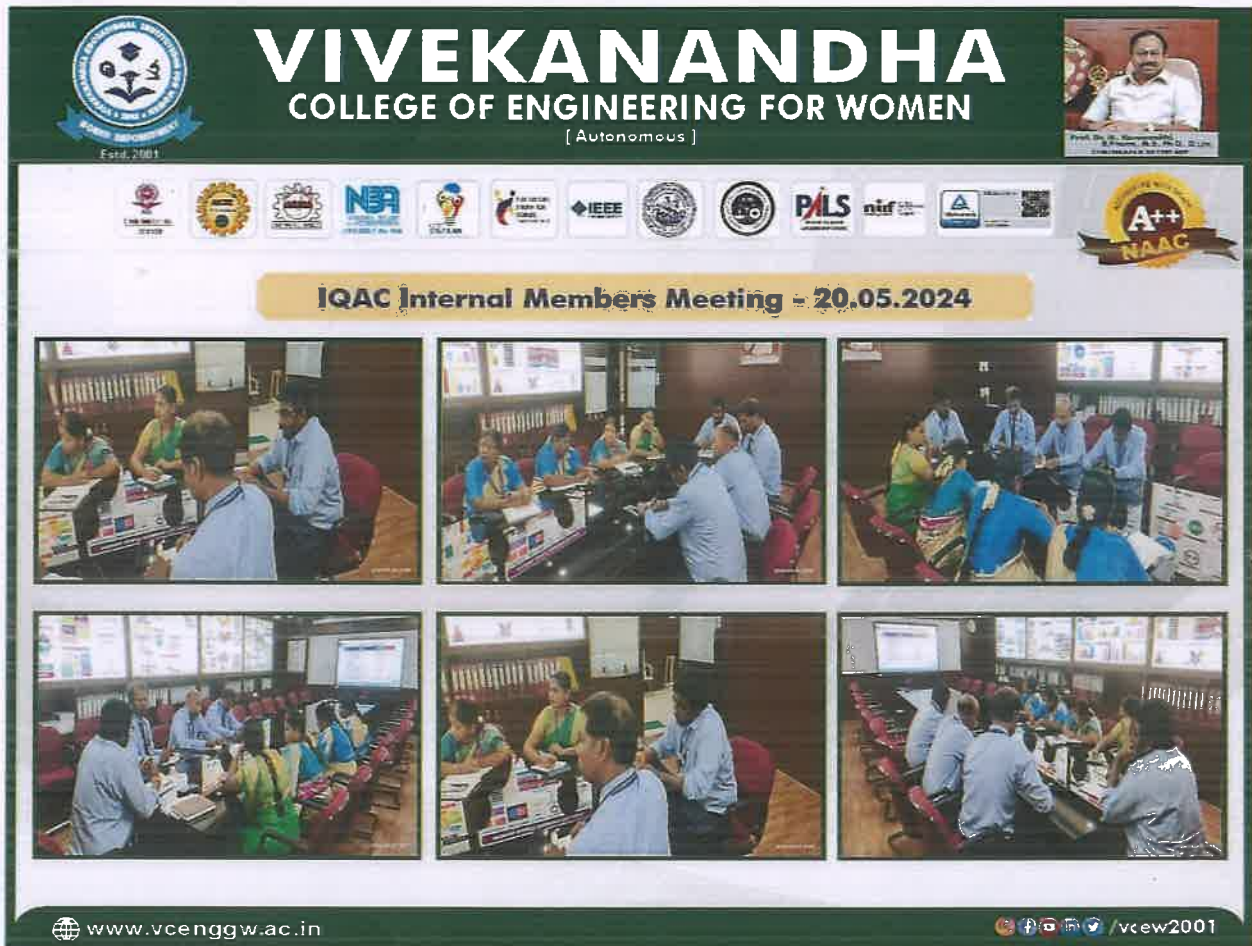- ❖ It is informed to release News letter every month

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IQAC INTERNAL MEMBERS MEETING PHOTO

Date: 20.05.2024   Time: 01.30 PM   Venue: IQAC Board Room

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