



# STELLA MARY'S COLLEGE OF ENGINEERING

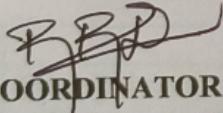
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Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu

SMCE/IQAC/2020-21/01

Date: 05-08-2020

## CIRCULAR

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2020-2021 is scheduled on 07<sup>th</sup> of August 2020, at 2.00 PM.

  
IQAC COORDINATOR

**Dr. R. RESNA DAPHNE**

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Junction Azhikal Post  
Kanyakumari District - 629 202

  
PRINCIPAL

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.**  
Professor & Principal,  
Stella Mary's College of Engineering,  
Aruthenganvilai, Azhikal Post - 629 202,  
Kanyakumari District.

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1. All the members





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Aruthenganvilai, Kallukatti Junction, Azhikkal Post, Kanyakumari District, Tamil Nadu - 629 202

Website : [www.stellamaryscoe.edu.in](http://www.stellamaryscoe.edu.in) | E-mail : [info@stellamaryscoe.edu.in](mailto:info@stellamaryscoe.edu.in)

SMCE/IQAC/2020-21/01

Date: 07-08-2020

Convener of the meeting	Dr.R.Reena Daphne IQAC Coordinator
Members present	Dr. R.Suresh Premil Kumar, Mr.P.Renjitham, Dr.R.K.Madhumathi, Dr.A.Albert Raj , Dr.M.Marsaline Beno , Mr.A.Jebresh Isaac , Mr.Siva Kumar ,Dr.J.Jenix Rino, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin, Mr.Ravi Kumar, Dr.R.Reena Daphne, Ms.A.S.Aswini Kumari, Ms.J.Amsha, Mr.J.Anish
Date of meeting	07-08-2020
Time of meeting	2.30 PM
Venue	Board Room

## Agenda:

1. Academic calendar for the academic year 2020-21(odd).
2. Submission of AQAR 2019-20
3. Initiative towards NBA Accreditation.
4. Focusing on effective online classes amidst of pandemic.
5. More co-curricular activities to be organized.
6. Course material to be uploaded on the website.

Dr.R.Suresh Premil Kumar welcomed the gathering, introduced the new members and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2020-21.	Principal
2	Discussed about the submission of AQAR 2019-20 in NAAC portal.	IQAC Coordinator
3	Suggested to initiate the work towards NBA accreditation for the betterment of institution as well as the students.	IQAC Coordinator
4	During this pandemic season, online classes to be conducted effectively without any lapse so that students may not get affected in their growth.	Principal
5	More co-curricular activities such as webinars, workshops should be organized to enhance their knowledge in this pandemic season.	All HoDs
6	All the course materials have to be uploaded on the website so that it could be useful to the students.	IQAC Coordinator

Dr.R.Reena Daphne concluded the discussion and proposed the vote of thanks .



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Tel. No. : 04652-239122 | Mob.: 7402707773

## Attendance at the meeting:

Members	Designation	Signature
Dr. R.Suresh Premil Kumar	Chairperson	
Mr.P.Renjitham	Management Representative	
Dr.R.K.Madhumathi	Secretary	
Dr.F.R. Shiny Malar	Administrative member	
Mr. N.Michael Franklin	Administrative member	
Dr. J Jenix Rino	Administrative member	
Mr.Ravi Kumar	Administrative member	
Dr.M.Marsaline Beno	Local Society	
Ms.A.S.Aswini Kumari	Alumni	
Dr.A.Albert Raj	Academician	
Mr.A.Jebresh Isaac	Industrialist	
Mr.Siva Kumar	Industrialist	
Mr.J.Anish	Student Member	
Ms.J. Amsha	Student Member	
Dr.R.Reena Daphne	Coordinator of IQAC	

IQAC Coordinator

Dr. R. REENA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Jn. Azhikal Post  
Kanyakumari District - 629 202



Chair Person

Dr. R. Suresh Premil Kumar, M.E., Ph.D.  
Professor & Principal,  
Stella Mary's College of Engineering,  
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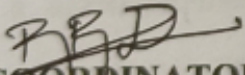
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## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 07-08-2020.

S.No	Plan of action	Steps taken
1.	Academic calendar	In adherence to Anna University's tentative schedule, the academic calendar has been outlined, integrating all IQAC activities
2.	Submission of AQAR	The submission of AQAR has to be done on or before 30 <sup>th</sup> of December 2020.
3.	Initiative towards NBA accreditation	Instructed the HoDs of the departments having more than 50% of admission in the last 3 years to start the NBA accreditation by allotting faculty to each criterion.
4.	Effective online classes	Principal instructed the HoDs to monitor the effectiveness of the online classes regularly.
5.	Co-curricular activities	HoDs were instructed to frame an action plan including more webinars, workshops, and training programmes for this academic year.
6.	Course materials in website	All the faculty members were instructed to prepare the complete learning resources for their course and submit to the department to upload in the website.

  
IQAC COORDINATOR

Dr. R. REENA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilai, Kanyakumari District



  
PRINCIPAL

Dr. R. Suresh Premil Kumar, M.E., Ph.D.

Professor & Principal,

Stella Mary's College of Engineering,

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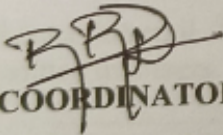
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SMCE/IQAC/2020-21/02

Date: 08-02-2021

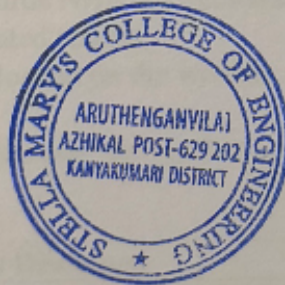
## CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2020-2021 is scheduled on 10<sup>th</sup> of February 2021, at 10.00 AM.

  
IQAC COORDINATOR

**Dr. R. REFNA DAPHNE**

Stella Mary's College of Engineering  
Aruthenganvilai, Kallakatti Junction Azhikal Post,  
Kanyakumari District - 629 202.



  
PRINCIPAL

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.,**  
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SMCE/IQAC/2020-21/02

Date: 11-02-2021

<b>Convenor of the meeting</b>	Dr.R.Reena Daphne IQAC Coordinator
<b>Members present</b>	Dr. R.SureshPremil Kumar, Mr.P.Renjitham, Dr.R.K.Madhumathi, Dr.A.Albert Raj , Dr.M.Marsaline Beno , Mr.A.Jebresh Isaac , Mr.Siva Kumar ,Dr.J.JenixRino, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin, Mr.Ravi Kumar, Dr.R.Reena Daphne, Ms.A.S.Aswini Kumari, Ms.J.Amsha, Mr.J.Anish
<b>Date of meeting</b>	10-02-2021
<b>Time of meeting</b>	10.00 AM
<b>Venue</b>	Board Room

## Agenda:

1. Safety measures to be followed.
2. Successful Submission of AQAR 2019-20
3. Progression of work towards NBA Accreditation.
4. Focusing on research related targets.
5. Course material to be uploaded on the website.

Dr.R.SureshPremil Kumar welcomed the gathering and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	Insisted that the safety measures for COVID-19 to be followed in the campus	Principal
2	AQAR 2019-20 has been successfully submitted on December 2020.	IQAC Coordinator
3	Heads of various departments presented their NBA preparedness status and the members have given their suggestions.	IQAC Coordinator
4	Suggested to focus more on the research and professional developmental activities.	Principal
5	All the course materials have to be uploaded on the website so that it could be useful to the students.	IQAC Coordinator

Dr.R.Reena Daphne concluded the discussion and proposed the vote of thanks .



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Tel. No. : 04652-239122 | Mob.: 7402707773

## Attendance at the meeting:

Members	Designation	Signature
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Mr.P.Renjitham	Management Representative	
Dr.R.K.Madhumathi	Secretary	
Dr.F.R. Shiny Malar	Administrative member	
Mr. N.Michael Franklin	Administrative member	
Dr. J Jenix Rino	Administrative member	
Mr.Ravi Kumar	Administrative member	
Dr.M.Marsaline Beno	Local Society	
Ms.A.S.Aswini Kumari	Alumni	
Dr.A.Albert Raj	Academician	
Mr.A.Jebresh Isaac	Industrialist	
Mr.Siva Kumar	Industrialist	
Mr.J.Anish	Student Member	
Ms.J. Amsha	Student Member	
Dr.R.Reena Daphne	Coordinator of IQAC	



IQAC Coordinator  
Dr. R. REENA DAPHNE

Dr. R. Suresh Premil Kumar, M.E., Ph.D.  
Professor & Principal,



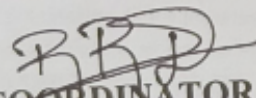
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## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 10-02-2021.

S.No	Plan of action	Steps taken
1.	Safety measures for COVID-19	In order to ensure safety from COVID-19 spread at college campus, security guards were trained and deployed at the entrance gate and few places for thermal scanning and other precautions. Social distance has been maintained everywhere. All the common places were sanitized.
2.	Submission of AQAR	Comments on AQAR 2019-20 has been received and corrected.
3.	Progression of work towards NBA accreditation	HoDs were instructed to go through the suggestions given by the external members and do the changes accordingly.
4.	Research related targets	All the faculty members were instructed to concentrate more in research activities and have given the target of publishing one paper per semester compulsorily.
5.	Course materials in website	All the faculty members were instructed to prepare the complete learning resources for their course and submit to the department to upload in the website.

  
**IQAC COORDINATOR**  
Dr. R. RESNA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Junction Post  
Kanyakumari District - 629 202



  
**PRINCIPAL**

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.**  
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SMCE/IQAC/2020-21/03

Date: 16-03-2021

## CIRCULAR

The third Internal Quality Assurance Cell (IQAC) meeting of the academic year 2020-2021 is scheduled on 18<sup>th</sup> of March 2021, at 10.00 AM.

**IQAC COORDINATOR**

**DR. R. REGINA DAPHNE**

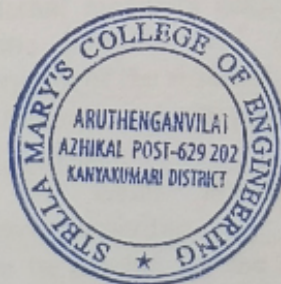
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**PRINCIPAL**

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SMCE/IQAC/2020-21/03

Date: 18-03-2021

<b>Convenor of the meeting</b>	Dr.R.Reena Daphne IQAC Coordinator
<b>Members present</b>	Dr. R.Suresh Premil Kumar, Mr.P.Renjitham, Dr.R.K.Madhumathi, Dr.A.Albert Raj , Dr.M.Marsaline Beno , Mr.A.Jebresh Isaac , Mr.Siva Kumar ,Dr.J.Jenix Rino, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin,Mr.Ravi Kumar, Dr.R.Reena Daphne, Ms.A.S.Aswini Kumari, Ms.J.Amsha, Mr.J.Anish
<b>Date of meeting</b>	18-03-2021
<b>Time of meeting</b>	10.00 AM
<b>Venue</b>	Board Room

## Agenda:

1. Academic calendar for the academic year 2020-21(even).
2. Progress of academic activities through online mode.
3. Progression of work towards the NBA-prequalifier.
4. Placement and training activities.
5. Review of admission policy.
6. Reframing of various committees.
7. Collection of feedback from stakeholders.

Dr.R.Suresh Premil Kumar welcomed the gathering and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2020-21.	Principal
2	Principal briefed the progress of academic activities like classes, examinations, webinars, etc...through online mode and external members suggested to invoke various online platform and different activities for the betterment of the students.	Principal
3	NBA work has to be fastened and pre-qualifier has to be submitted at the earliest.	Principal
4	Initiatives should be taken towards the improvement of placement activities .	Principal
5	New scholarships can be availed for the students belonging to our institution in admission promotion.	Principal
6	Committees such as discipline committee, anti-ragging committee, women entrepreneurship committee, grievance redressal committee, etc...have to be reframed and act effectively.	Principal
7	Feedback has to be collected from all the stakeholders.	IQAC



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Dr.R.Reena Daphne concluded the discussion and proposed the vote of thanks .

## Attendance at the meeting:

Members	Designation	Signature
Dr. R.Suresh Premil Kumar	Chairperson	
Mr.P.Renjitham	Management Representative	
Dr.R.K.Madhumathi	Secretary	R.K. recu.
Dr.F.R. Shiny Malar	Administrative member	
Mr. N.Michael Franklin	Administrative member	
Dr. J Jenix Rino	Administrative member	
Mr.Ravi Kumar	Administrative member	
Dr.M.Marsaline Beno	Local Society	
Ms.A.S.Aswini Kumari	Alumni	Aswini
Dr.A.Albert Raj	Academician	
Mr.A.Jebresh Isaac	Industrialist	
Mr.Siva Kumar	Industrialist	
Mr.J.Anish	Student Member	J Anish
Ms.J.Amsha	Student Member	Amsha
Dr.R.Reena Daphne	Coordinator of IQAC	

IQAC Coordinator  
Dr. R. REENA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Jn. Azhikal Post  
Kanyakumari District - 629 202



Chair Person  
Dr. R. Suresh Premil Kumar, M.E., Ph.D.,  
Professor & Principal,  
Stella Mary's College of Engineering,  
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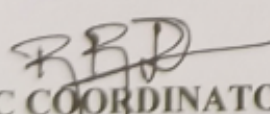
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## ACTION TAKEN REPORT

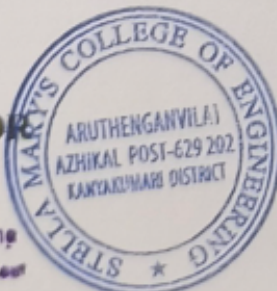
Follow-up action and action taken report on the minutes of the last meeting held on 18-03-2021.

S.No	Plan of action	Steps taken
1.	Academic calendar	In adherence to Anna University's tentative schedule, the academic calendar has been outlined, integrating all IQAC activities
2.	Academic activities through online mode	Principal insisted the departments to plan more activities like workshops, webinars, training programmes for the betterment of the students.
3.	Progression of NBA work	NBA-pre qualifier has to be submitted for the departments of CSE, Civil and Mechanical within 2 months and cooperation of faculty is very essential.
4.	Placement activities	Principal asked the placement coordinator to conduct more training programmes for the final year students for their exploration.
5.	Admission policy	It has been decided that scholarship could be given to the kith and kin of the students belong to our institution.
6.	Reframing of various committees	Principal issued the office order for each committee and asked the convenor to frame an action plan for the current academic year.
7.	Collection of feedback from various stake holders	IQAC instructed the departments to collect the feedback from all the stakeholders like parents, alumni, employer, etc..within a month.

  
IQAC COORDINATOR

Dr. R. REFINA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilal, Kallukatti Junction Azhikal Post  
Kanyakumari District - 629202



  
PRINCIPAL

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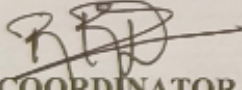
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SMCE/IQAC/2020-21/04

Date: 15-07-2021

## CIRCULAR

The fourth Internal Quality Assurance Cell (IQAC) meeting of the academic year 2020-2021 is scheduled on 20<sup>th</sup> of July 2021, at 10.30 AM.

  
IQAC COORDINATOR

Dr. R. REENA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Junction Azhikal Post  
Kanyakumari District - 629 202



  
PRINCIPAL

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SMCE/IQAC/2020-21/04

Date: 20-07-2021

<b>Convenor of the meeting</b>	Dr.R.Reena Daphne IQAC Coordinator
<b>Members present</b>	Dr. R.Suresh Premil Kumar, Mr.P.Renjitham, Dr.R.K.Madhumathi, Dr.A.Albert Raj , Dr.M.Marsaline Beno , Mr.A.Jebresh Isaac , Mr.Siva Kumar ,Dr.J.Jenix Rino, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin,Mr.Ravi Kumar, Dr.R.Reena Daphne, Ms.A.S.Aswini Kumari, Ms.J.Amsha, Mr.J.Anish
<b>Date of meeting</b>	20-07-2021
<b>Time of meeting</b>	10.30 AM
<b>Venue</b>	Board Room

## Agenda:

1. Progression of work for AQAR 2020-21.
2. Improvement in the quality of education.
3. Submission of NBA-prequalifier.
4. Maintain active MoUs.
5. Conduction of BoS meetings.
6. Faculty Development Programmes.

Dr.R.Reena Daphne welcomed the gathering and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	AQAR for 2020-21 has to be submitted at the end of this year and work progression has been discussed.	IQAC Coordinator
2	Various curricular activities have to be planned to increase the quality of the education for the student upgradation.	Principal
3	NBA pre-qualifier has been successfully uploaded .	IQAC Coordinator
4	Number of MoUs should increase and activities should be conducted under those MoUs.	IQAC Coordinator
5	All the departments are advised to conduct DAC meetings regularly.	IQAC Coordinator
6	Faculty Development Programmes have to be conducted for all the faculty to update and upgrade them.	Principal

Dr.R.Suresh Premil Kumar concluded the discussion and proposed the vote of thanks .



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Mr.Siva Kumar	Industrialist	
Mr.J.Anish	Student Member	
Ms.J.Amsha	Student Member	
Dr.R.Reena Daphne	Coordinator of IQAC	

IQAC Coordinator

**Dr. R. REENA DAPHNE**

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Azhikal Post  
Kanyakumari District - 629 202



Chair Person

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.**  
Professor & Principal,  
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Aruthenganvilal, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu

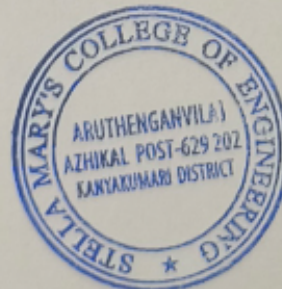
## ACTION TAKEN REPORT

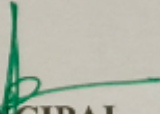
Follow-up action and action taken report on the minutes of the last meeting held on 20-07-2021.

S.No	Plan of action	Steps taken
1.	Progression of work towards AQAR 2020-21	All the criteria coordinators are instructed to work and collect the data based on their key indicators for the year 2020-21.
2.	Improvement in the quality of education	All HoDs are asked to frame an action plan including various curricular activities for the improvement of quality education.
3.	Maintain active MoUs	HoDs are advised to increase the count of MoUs and to conduct value added courses/workshop/training programmes under the MoUs already signed to maintain active MoUs.
4.	Conduction of DAC meetings	Principal insisted the HoDs to conduct the DAC meeting for this semester immediately.
5.	Faculty Development Programmes	All the faculty are advised to attend more FDPs with a minimum of 5 days regarding their course to be technically strong.

  
**IQAC COORDINATOR**  
Dr. R. MEDINA DAPHNE

Stella Mary's College of Engineering  
Aruthenganvilal, Kallukatti Junction Azhikal Post  
Kanyakumari District-629202



  
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