



# STELLA MARY'S COLLEGE OF ENGINEERING

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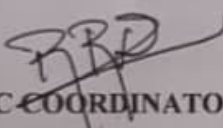
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu

SMCE/IQAC/2022-23/01

Date: 22-07-2022

## CIRCULAR

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2022-2023 for the odd semester is scheduled on 27<sup>th</sup> of July 2022, at 2.00 PM.

  
IQAC COORDINATOR

Dr. R. REENA DAPHNE

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

Circulated to

1. All the members

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

SMCE/IQAC/2022-23/01

Date: 28-07-2022

Convenor 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.Jemi J A Benisha, Mr.M.L.Libin
Date of meeting	27-07-2022
Time of meeting	2.00 PM
Venue	Board Room

**Objective of the meeting:** To discuss IQAC activities and responsibilities of committee members for the academic year 2022-23.

**Agenda:**

1. Review of the previous IQAC minutes.
2. Reviewing the quality policies.
3. Discussion on IQAC activities for the academic year 2022-23(odd).
4. Regular monitoring of the classes and facilities provided.
5. Preparation of Academic calendar.
6. Conduct the internal evaluation process for the academic year 2022-23
7. Discussion on Academic audit review
8. Continuous upgradation in Research and professional development.

Dr.R.Reena Daphne , IQAC Coordinator welcomed the gathering , introduced the new members and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	Minutes of the previous meeting were discussed by the IQAC coordinator and the same was confirmed by the members.	IQAC Coordinator
2	Internal Evaluation process has to be conducted as per the Anna University schedule.	Exam Cell
3	All Hods are requested to monitor the regular classes in their respective departments and the proper utilization of the facilities provided.	All HoDs
4	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2022-23.	Principal
5	Faculty members and students are advised to utilize time to concentrate on research activities like attending FDPs,STTPs,Workshops, NPTEL courses, Seminars, Conferences ,publishing research papers in peer reviewed journals, Scopus, SCI, WoS and patents.	All HoDs



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6	Internal and external audit conducted in the previous semester was reviewed and insisted to conduct an internal academic audit in this semester.	IQAC Coordinator
7	The IQAC proposed to enhance the value added and skill oriented co-curricular and extra-curricular activities.	IQAC Coordinator
8	Academic Feedback has to be collected and ERP has to be furnished completely.	IQAC Coordinator

Dr.R.Suresh Premil Kumar 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	Director	
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.Libin	Student Member	
Ms.Jemi J A Benisha	Student Member	
Dr.R.Reena Daphne	Coordinator IQAC	

IQAC Coordinator  
Dr. R. REENA DAPHNE



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





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## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 27-07-2022.

S.No	Plan of action	Steps taken
1.	Review of the previous IQAC minutes	a. Enhanced engagement in research and OBE practices has been fostered across all departments through organized activities. b. Internal and external audits were completed successfully.
2.	Review of quality policies	a. Seed money policy has been introduced. b. A reassessment of all quality policies occurred as the semester began
3.	Internal Evaluation process	a. Exam cell has prepared the internal exam schedule as per the Anna university tentative. b. Continuous Internal Evaluation process was conducted successfully.
4.	Regular monitoring of the classes and facilities	DRM has been conducted to monitor the classes and facilities effectively.
5.	Academic calendar	In adherence to Anna University's tentative schedule, the academic calendar has been outlined, integrating all IQAC activities
6.	Research and professional development	a. NPTEL courses were registered by all the faculty and also by the students. Motivated the faculty to register and pursue PhD. b. Many FDPs, Workshops, Seminars were attended by the faculty and initiatives were taken to publish papers in the reputed journals.
7.	Academic audit review	Instructions have been given to the IQAC steering committee to perform the end-of-semester audit, and the framework has been finalized
8.	IQAC activities	a. Institutional collaborative works have been organized. b. Criteria coordinators were asked to work on the submission of NIRF and NAAC (AQAR 2021-22).
9.	Academic feedback and ERP	a. IQAC has been planned to collect the feedback, analyse it and take the corrective actions. b. ERP coordinator has been insisted to complete the updation of ERP by furnishing all the details.

**IQAC COORDINATOR**

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



**Dr. R. S. PRINCIPAL**  
Professor & Principal,  
Stella Mary's College of Engineering,  
Aruthenganvilal, Azhikal Post - 629 202,  
Kanyakumari District



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SMCE/IQAC/2022-23/02


Date: 12-12-2022

## CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2022-2023 for the odd semester is scheduled on 17<sup>th</sup> of December 2022, at 10.00 AM.

  
**Dr. R. Suresh Premil Kumar**  
**IQAC COORDINATOR**

Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Junction  
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.

Circulated to

1. All the members





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SMCE/IQAC/2022-23/02

Date: 20-12-2022

Convenor 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.Jemi J A Benisha, Mr.M.L.Libin
Date of meeting	17-12-2022
Time of meeting	10.00 AM
Venue	Board Room

## Agenda:

1. Discussion on action taken report based on the previous IQAC meeting.
2. Review of academic feedback collected.
3. Maintenance of the lab equipments.
4. Motivate the students to attend internship/inplant training.

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

S.No	Points Discussed	Responsibility
1	Minutes of the previous meeting was read by the IQAC coordinator and the same was confirmed by the members.	IQAC Coordinator
2	Faculty members and students are advised to concentrate more research and professional development activities during the semester break.	All HoDs
3	Academic feedback has been collected and analysed.	IQAC Coordinator
4	External members insisted to encourage the students to attend internship in reputed institutions	All HoDs
5	Lab equipments has to be maintained at regular intervals.	All HoDs

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





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## Attendance at the meeting:

Members	Designation	Signature
Dr. R.Suresh Premil Kumar	Chairperson	
Mr.P.Renjitham	Director	
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.M.L.Libin	Student Member	
Ms.Jemi J A Benisha	Student Member	
Dr.R.Reena Daphne	Coordinator of IQAC	



IQAC Coordinator  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post  
Kanyakumari District 629 202

Chair Person  
Dr R Suresh Premil Kumar  
PRINCIPAL  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANVILAI AZHICKAL POST-629 202  
KANYAKUMARI DISTRICT



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Arumbangudi, Kumbakonam Junction Azhikudi P.O., Kanyakumari District-625702, Tamil Nadu

## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 17-12-2022

S.No	Plan of action	Steps taken
1	Discussion on ATR based on previous IQAC meeting	<p>a. Seed money scheme has been implemented effectively.</p> <p>b. IQAC has carried out the audit.</p> <p>c. Regular monitoring of the classes and facilities were done through DRM.</p> <p>d. A significant number of faculty have had their papers published in esteemed journals.</p>
2	Research and professional development	<p>a. NPTEL courses were registered by all the faculty and also by the students. Motivated the faculty to register and pursue PhD.</p> <p>b. Many FDPs, Workshops, Seminars were attended by the faculty and initiatives were taken to publish papers in the reputed journals.</p>
3	Review of academic feedback	<p><b>From Students:</b></p> <p>a. Faculty were instructed to adopt Experiential learning and model-based learning as a teaching aid to provide sufficient practical exposure.</p> <p>b. The students are given adequate exposure on recent softwares by introducing certificate course and value-added course</p> <p>c. The Students are advised to organize and participate in conference, seminars and symposiums that are relevant to current technologies.</p> <p>d. The students are encouraged to do joint research with the industries to learn the working principles and to do field projects and internship.</p> <p><b>From Faculty:</b></p> <p>a. The faculty and students are advised to sign MoU with industries and to undergo implant training in those companies</p> <p>b. The introduction of value added courses</p>



		<p>and certificate courses are recommended and will be taken to Board of Studies for approval to improve the life skills and courses, relevant to current technologies.</p> <p>c.Content beyond syllabus and experiential learning through Lab is recommended and approved to have a good balance between theory and lab.</p> <p><b>From Employers:</b> The students are instructed to learn the working principles of industries by doing inplant training and internship and also to do field projects in collaboration with industries.</p> <p><b>From Alumni:</b> The students will be given opportunity to interact with employers and entrepreneurs through expert lectures, seminars and industrial training.</p>
4	Maintenance of lab equipments	The laboratory incharge has identified and compiled a list of equipment requiring repair and maintenance. Measures are underway to expedite the completion of the work.
5	Internship/Inplant training	The majority of students participated in in-plant training or internships at esteemed organizations.

**IQAC COORDINATOR**

Stella Mary's College of Engineering  
Aruthengavilal Azhikal Post  
Kanyakumari District 629 202



**PRINCIPAL**

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



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SMCE/IQAC/2022-23/03

Date: 13-01-2023

### CIRCULAR

The third Internal Quality Assurance Cell (IQAC) meeting of the academic year 2022-2023 for the even semester is scheduled on the 20<sup>th</sup> of January 2023, at 10.00 AM.

  
IQAC COORDINATOR

**Dr. K. EZHIL VIGNESH**  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post  
Kanyakumari District - 629 202

  
PRINCIPAL

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.,**  
Professor & Principal,  
Stella Mary's College of Engineering,  
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SMCE/IQAC/2022-23/03

Date: 20-01-2023

Convenor of the meeting	Dr.K.Ezhil Vignesh IQAC Coordinator
Members present	Dr. R.Suresh Premil Kumar, Dr.J.Jenix Rino, Dr.R.K.Madhumathi, Dr.J.D.Darwin, Dr.M.Anish John Paul , Mr.A.Annamalai, Mr.M.Madhavan, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin, Dr. A R Gayathri, Dr.F.Michael Raj, Mr.Ravi Kumar, Dr.K.Ezhil Vignesh, Ms.R.S.Reshma, Ms.V .Ancy Bai, Mr.A.Mahesh Kumar
Date of meeting	20-01-2023
Time of meeting	2.00 PM
Venue	Board Room

## Agenda:

1. Review of the previous IQAC minutes.
2. Discussion on IQAC activities for the academic year 2022-23(even).
3. Discussion on faculty appraisal development system
4. Preparation of Academic calendar.
5. Conduct the internal evaluation process for the academic year 2022-23
6. Readiness for Anna University inspection.
7. Applied for 2F affiliation.

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

S.No	Points Discussed	Responsibility
1	Minutes of the previous meeting were discussed by the IQAC coordinator and the same was confirmed by the members.	IQAC Coordinator
2	The IQAC proposed to enhance the value added and skill oriented co-curricular and extra-curricular activities.	IQAC Coordinator
3	All HoDS are insisted to motivate the faculty to be more focussed on their targets and they would be appraised based on 360 AICTE appraisal system.	IQAC Coordinator
4	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2022-23 as per the university schedule.	Principal
5	Internal Evaluation process has to be conducted as per the Anna University schedule.	Principal





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6	Each department has to make the laboratory neatly ready for the anna university inspection. If any lapse, provide the requirement details.	Principal/All HoDs
7	It was informed that our institution has applied for 2F affiliation.	IQAC Coordinator

Dr.K.Ezhil Vignesh concluded the discussion and proposed the vote of thanks .

## Attendance at the meeting:

Members	Designation	Signature
Dr. R.SureshPremil Kumar	Chairperson	
Dr.J.JenixRino	Management Representative	
Dr.R.K.Madhumathi	Secretary	
Dr.F.Michael Raj	HoD/Mech	
Dr.F.R. Shiny Malar	HoD/CSE	
Mr. N.Michael Franklin	HoD/ECE	
Dr.A.R.Gayathri	HoD/EEE	
Mr.Ravi Kumar	HoD/S&H	
Dr.M.Anish John Paul	Local Society	
Ms.R.S.Reshma	Alumni	
Dr.J.D.Darwin	Academician	
Mr.A.Annamalai	Industrialist	
Mr.M.Madhavan	Industrialist	
Mr.A.Mahesh Kumar	Student Member	
Ms.V.Ancy Bai	Student Member	
Dr.K.EzhilVignesh	Coordinator of IQAC	



Dr.K.EZHIL VIGNESH  
 Co-ordinator IQAC

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



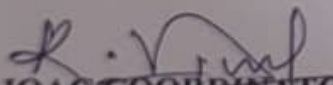
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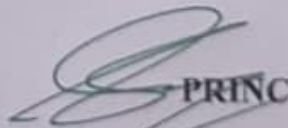
## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 20-01-2023

S.No	Plan of action	Steps taken
1	Review of previous IQAC minutes	a. Maintenance and the service has been successfully carried out. b. Many students have attended inplant training/internship in the reputed organizations.
2	IQAC activities	a. Emphasized the need for departments to arrange courses that enhance value and develop skills. b. The arrangements for conducting the academic audit have been finalized. c. Insisted to collect the feedback from various stakeholders.
3	Faculty Appraisal System	Clear instructions regarding the appraisal system have been communicated to all faculty members, along with assigned targets based on IQAC departmental metrics.
4	Academic calendar	The academic calendar has been crafted in alignment with the tentative schedule provided by Anna University, encompassing all the activities of departments, clubs and committees.
5	Internal Evaluation process	a. Exam cell has prepared the internal exam schedule as per the Anna university tentative. b. Continuous Internal Evaluation process has been implemented successfully.
6	Anna University Inspection	a. The lab in-charges have reviewed the laboratory requirements, and any deficiencies have been reported to the appropriate personnel b. Insisted to complete the log book entry.

  
**IQAC COORDINATOR**  
**Dr. K. EZHIL VIGNESH**  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilai, 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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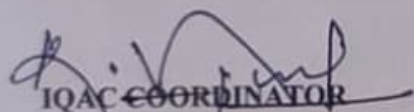
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SMCE/IQAC/2022-23/04

Date: 13-06-2023

### CIRCULAR

The fourth Internal Quality Assurance Cell (IQAC) meeting of the academic year 2022-2023 for the even semester is scheduled on 16<sup>th</sup> of June 2023, at 10.00 AM.

  
IQAC COORDINATOR

**Dr. K. EZHIL VIGNESH**  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilal, Azhikal Post  
Kanyakumari District - 629 202

  
PRINCIPAL

**Dr. R. Suresh Premil Kumar, M.E., Ph.D.,**  
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SMCE/IQAC/2022-23/04

Date: 16-06-2023

Convenor of the meeting	Dr.K.Ezhil Vignesh IQAC Coordinator
Members present	Dr. R.Suresh Premil Kumar, Dr.J.Jenix Rino, Dr.R.K.Madhumathi, Dr.J.D.Darwin, Dr.M.Anish John Paul , Mr.A.Annamalai, Mr.M.Madhavan, Dr.F.R. Shiny Malar, Mr. N.Michael Franklin, Dr. A R Gayathri, Dr.F.Michael Raj, Mr.Ravi Kumar, Dr.K.Ezhil Vignesh, Ms.R.S.Reshma, Ms.V .Ancy Bai, Mr.A.Mahesh Kumar
Date of meeting	16-06-2023
Time of meeting	10.00 AM
Venue	Board Room

## Agenda:

1. Discussion on action taken report based on the previous IQAC meeting.
2. Review of academic feedback collected.
3. Maintenance of the lab equipments.
4. Funding proposals to be applied from each department
5. Received the comments regarding the 2F affiliation.

Dr.K.Ezhil Vignesh , IQAC Coordinator welcomed the gathering and briefed out the agenda to the committee members.

S.No	Points Discussed	Responsibility
1	Minutes of the previous meeting were discussed by the IQAC coordinator and the same was confirmed by the members.	IQAC Coordinator
2	Academic feedback has been collected and analysed.	IQAC Coordinator
3	Faculty are advised to apply proposals round the year and fetch the grants from many funding agencies.	Director
4	Lab equipments has to be maintained at regular intervals.	All HoDs
5	Comments regarding the 2F affiliation has been discussed among the committee members.	Principal

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



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## Attendance at the meeting:

Members	Designation	Signature
Dr. R.Suresh Premil Kumar	Chairperson	
Dr.J.Jenix Rino	Management Representative	
Dr.R.K.Madhumathi	Secretary	
Dr.F.Michael Raj	HoD/Mech	
Dr.F.R. Shiny Malar	HoD/CSE	
Mr. N.Michael Franklin	HoD/ECE	
Dr.A.R.Gayathri	HoD/EEE	
Mr.Ravi Kumar	HoD/S&H	
Dr.M.Anish John Paul	Local Society	
Ms.R.S.Reshma	Alumni	
Dr.J.D.Darwin	Academician	
Mr.A.Annamalai	Industrialist	
Mr.M.Madhavan	Industrialist	
Mr.A.Mahesh Kumar	Student Member	
Ms.V.Ancy Bai	Student Member	
Dr.K.EzhilVignesh	Coordinator of IQAC	

**DR. K. EZHIL VIGNESH**  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post  
Kanyakumari District - 629 202



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

Approved by A.I.C.T.E. New Delhi vide F. No. Southern/2012/1-798094521 Dt. 18/09/2012 and  
Affiliated to Anna University, Chennai vide Lr.No. 089/CAI/AFFLN/2012-13 Dt. 15-11-2012





# STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited by NAAC & NBA (Mech&CSE))  
Aruthenganvilai, Kallukudi 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 16-06-2023

S.No	Plan of action	Steps taken
1	Review of previous IQAC minutes	Value added and skill oriented courses have been conducted.
2	Academic Feedback	Feedback has been collected and analysed by IQAC.
3	Funded Project	Faculty have been insisted to apply proposals and fetch the grants from various funding agencies.
4	Maintenance of lab equipments	The laboratory incharge has identified and compiled a list of equipment requiring repair and maintenance. Measures are underway to expedite the completion of the work.
5	Comments regarding the 2F affiliation	Comments were taken into consideration, corrected it and resent to the committee.

  
**IQAC COORDINATOR**

**Dr. K. EZHIL VIGNESH**

**Co-ordinator IQAC**

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

  
**PRINCIPAL**

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

