



STELLA MARY'S COLLEGE OF ENGINEERING

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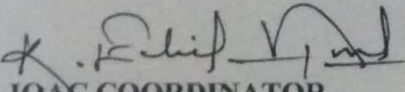
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu

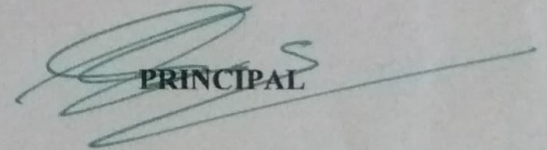
SMCE/IQAC/2023-24/01

Date: 18-07-2023

CIRCULAR

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-2024 for the odd semester is scheduled on 22nd of July 2023, at 10.00 AM..

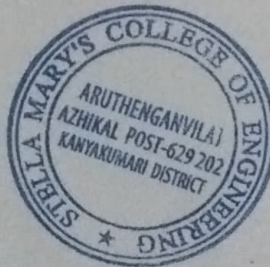

IQAC COORDINATOR
Dr. K. EZHIL VIGNESH
Coordinator IQAC
Stella Mary's College of Engineering
Aruthenganvilai, Azhikal Post
Kanyakumari District - 629 202


PRINCIPAL

Dr. R. Suresh Premil Kumar M.E. Ph.D.
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/2023-24/01

Date: 22-07-2023

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	22-07-2023
Time of meeting	10.00 AM
Venue	Board Room

Objective of the meeting: To discuss IQAC activities and responsibilities of committee members for the academic year 2023-24.

Agenda:

1. Discussion on IQAC activities for the academic year 2023-24(odd).
2. Review of academic audit.
3. Progress of mentoring mechanism.
4. Preparation of Academic calendar for B.E., M.E., and MBA.
5. Funding proposals to many funding agencies.
6. Implementation of institutional distinctiveness.
7. Continuous upgradation in Research and professional development.
8. Engagement of students in extension activities.

Dr.R.Suresh Premil Kumar , Chair person welcomed the gathering and briefed out the objective of the meeting.

S.No	Points Discussed	Responsibility
1	Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting and also discussed the upcoming activities of this academic year.	IQAC Coordinator
2	Details about academic audits conducted during this period have been discussed by the external members.	-
3	The progress of the mentoring mechanism should be tracked by the department at regular basis.	Exam Cell
4	All Hods are requested to monitor the regular classes in their respective departments and the proper utilization of the facilities provided.	All HoDs
5	Faculty are advised to apply proposals round the year and fetch the grants from many funding agencies like DST,TNSCST.DRDO,etc...	Director
6	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2023-24.	Principal
7	Faculty members and students are advised to utilize time to concentrate on research activities like attending FDPs,STIPs,Workshops, NPTEL courses, Seminars, Conferences ,publishing research papers ,etc.	All HoDs



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2023-24/01

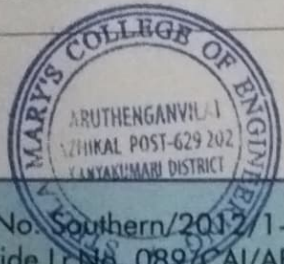
8	The institutional distinctiveness should be reflected in all the activities organised for the students during the course of study and it would be supportive for their life long learning.	Principal
9	External members shared their experience and suggested to conduct more add-on and certification courses to enrich the curriculum.	Principal
10	Ensure that all the enrolled students engage in the extension activities and a proper attendance record should be maintained.	Principal

Dr.K.Ezhil Vignesh proposed the vote of thanks and the meeting came to an end.

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



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



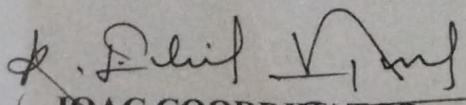
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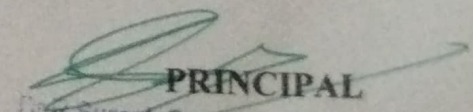
ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the meeting held on 22-07-2023

S.No	Plan of action	Steps taken
1	Activities of the academic year 2023-24(odd)	Principal instructed the departments to frame the action plan for the upcoming activities for this academic year.
2	Academic audit	Academic audit has been scheduled and completed successfully.
3	Progress of mentoring mechanism	Principal instructed to track the effective progress of mentoring mechanism. It's the responsibility of all the faculty to mentor the students regularly.
4	Monitoring of regular classes	All the HoDs are instructed to monitor the regular classes and also maintain the proper utilization of faculty.
5	Funding Proposals	Director insisted the faculty and students to apply proposals round the year and fetch the grants from many funding agencies like DST,TNSCST.DRDO,etc...
6	Academic Calendar	Principal instructed the HoDs to plan the activities for this academic year and to prepare academic calendar accordingly.
7	Introduction of Minor and Honours degree programme	HoDs were instructed to inform the students about the minor and honors degree and register the willing students.
8	Institutional Distinctiveness	Principal discussed with all the head of the departments and framed an action plan for the activities to implement the institutional distinctiveness effectively.
9	Certification Courses	All the departments are instructed by the principal to plan for the value added courses for all the students.
10	Extension Activities	Principal instructed the mentors to motivate the students to participate in the extension activities every year.


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




PRINCIPAL
Dr. Suresh Premil Kumar M.E. Ph.D.
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHIKAL POST-629 202
KANYAKUMARI DISTRICT



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SMCE/IQAC/2023-24/02

Date: 13-12-2023

CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-2024 for the odd semester is scheduled on 16th of December 2023, at 11.00 AM..

IQAC COORDINATOR

D.R. EZHIL VIGNESH

Co-ordinator IQAC

Stella Mary's College of Engineering

Aruthenganvilai, Azhikal Post

Kanyakumari District - 629 202

PRINCIPAL

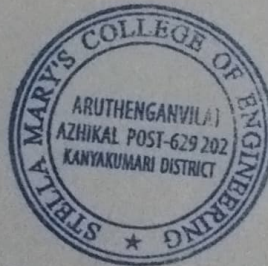
D.R. Suresh Premil Kumar, M.E., Ph.D.

PRINCIPAL

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SMCE/IQAC/2023-24/02

Date: 18-12-2023

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	16-12-2023
Time of meeting	11.00 AM
Venue	Board Room

Objective of the meeting: To discuss IQAC activities and responsibilities of committee members for the academic year 2023-24.

Agenda:

1. Reviewing the quality policies.
2. Regular internal and external audit.
3. Student Internship/Inplant training.
4. Placement training policy.
5. Review of academic feedback.
6. Received 2F affiliation

Dr.R.Suresh Premil Kumar , Chair person welcomed the gathering and briefed out the objective of the meeting.

S.No	Points Discussed	Responsibility
1	Ensure the regular review of quality policies based on the performance and feedback analysed.	Principal
2	Internal and External audit has to be conducted by the IQAC.	IQAC Coordinator
3	All Hods are requested to motivate the students to attend internship/inplant training in well reputed organisations.	All HoDs
4	The placement training policy for soft skills and placement policy can be kept in file as well as in the website.	IQAC Coordinator
5	Academic feedback has to be collected and analysed.	IQAC Coordinator
6	Principal gladly announced the approval of 2F affiliation.	-

Dr.K.Ezhil Vignesh proposed the vote of thanks and the meeting came to an end.



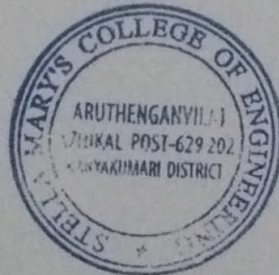
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Attendance at the meeting:

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. Ezhil Vignesh	Coordinator of IQAC	

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



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ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 16-12-2023

S.No	Plan of action	Steps taken
1	Review of quality policies	A reassessment of all quality policies occurred as the semester began
2	Regular internal and external audit	Instructions have been given to the IQAC steering committee to perform the end-of-semester audit, and the framework has been finalized
3	Internship/Inplant training	The majority of students participated in in-plant training or internships at esteemed organizations.
4	Placement Training Policy	Placement head has been instructed to make arrangements for filing the placement training policy ad also to update the same in the website.
5	Review of academic feedback	<p>From Students:</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>From Faculty:</p> <p>a. The faculty and students are advised to sign MoU with industries and to undergo inplant training in those companies</p> <p>b. The introduction of value added courses and certificate courses are recommended and will be taken to Board of Studies for approval to improve the life skills and</p>

		<p>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>From Employers:</p> <p>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>From Alumni:</p> <p>The students will be given opportunity to interact with employers and entrepreneurs through expert lectures, seminars and industrial training</p>
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K. Ezhil Vignesh

IQAC COORDINATOR

Dr.K.EZHIL VIGNESH

Co-ordinator IQAC

Stella Mary's College of Engineering

Aruthenganvilai, Azhikal Post

Kanyakumari District - 629 202

Suresh Premil Kumar

PRINCIPAL

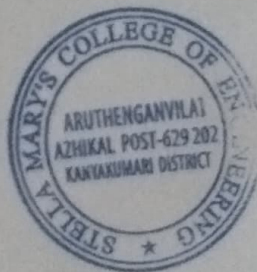
Dr. Suresh Premil Kumar

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SMCE/IQAC/2023-24/03

Date: 10-01-2024

CIRCULAR

The third Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-2024 for the even semester is scheduled on 13th of January 2024, at 2.30 PM.

IQAC CO-ORDINATOR

Co-ordinator IQAC

Stella Mary's College of Engineering

Aruthenganvilai, Azhikal Post

Kanyakumari District - 629 202

PRINCIPAL

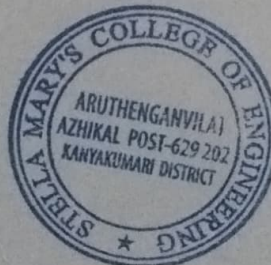
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SMCE/IQAC/2023-24/03

Date: 13-01-2024

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	13-01-2024
Time of meeting	2.30 PM
Venue	Board Room

Agenda:

1. Preparation of academic calendar.
2. Approval of admission policy.
3. Discussion on faculty appraisal development system
4. Significance of Student Satisfaction Survey(SSS).
5. Readiness for Anna University inspection.
6. Alumni updation on the website.
7. Establishment of start-ups.
8. Applied for UGC autonomous status.
9. Received ISO certifications.

Dr.K.Ezhil Vignesh , IQAC Coordinator 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 2023-24.	Principal
2	Principal briefed the details of programmes offered and status of admission during the academic year 2023-24 and new admission policy for 2024-25 has been recommended and accepted by all the IQAC members.	Principal
3	All HoDS are insisted to motivate the faculty to be more focused on their targets as the faculty appraisal system is the important factor to measure their overall performance.	All HoDs
4	External members advised to create awareness to the student community about the significance of Student Satisfaction Survey(SSS).	IQAC Coordinator
5	Each department has to make the laboratory neatly ready for the Anna university inspection. If any lapse, provide the requirement details.	Principal/All HoDs



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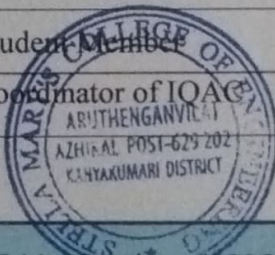
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6	Status of the distinguished alumni has to be updated on the website periodically.	IQAC Coordinator
7	To formulate a well defined policy and guidelines for establishing startp-ups since it is one of the mandatory requirement for NIRF ranking.	Principal
8	Principal informed that our institution has been applied for UGC Autonomous.	Principal
9	Principal gladly announced that our institution has received the ISO certifications like ISO 14001:2015, ISO 50001:2018 and ISO 9001:2015.	Principal

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

Attendance at the meeting:

Members	Designation	Signature
Dr. R.SureshPremil 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

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



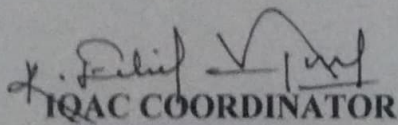
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ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 13-01-2024

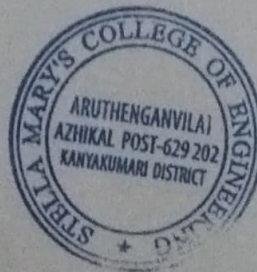
S.No	Plan of action	Steps taken
1	Preparation of Academic Calendar	Principal intimated the HoDs to plan the activities for this academic year and to prepare academic calendar accordingly.
2	Approval of admission policy	The new admission policy for 2024-25 has been discussed in the admin meeting and the same has been informed to the admission coordinator to be implemented.
3	Faculty appraisal development system	All HoDS are insisted to motivate the faculty to be more focussed on their targets like academic result, research and professional development activities.
4	Significance of Student Satisfaction Survey(SSS)	HoDs and faculty members are insisted to create awareness about the SSS to all the students.
5	Anna University Inspection	Principal informed all the faculty to make arrangements for anna university inspection without any lapse .
6	Alumni updation	Alumni coordinator has been intimated to update the status of the distinguishd alumni in the website periodically.
7	Establishment of start-ups	Principal along with respective committee members discussed about the guidelines and policy for the establishment of start-ups.

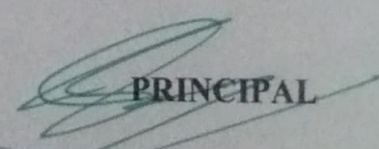

IQAC COORDINATOR

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SMCE/IQAC/2023-24/04

Date: 12-06-2024

CIRCULAR

The fourth Internal Quality Assurance Cell (IQAC) meeting of the academic year 2023-2024 for the even semester is scheduled on 15th of June 2024, at 10.30 AM.

IQAC COORDINATOR

Co-ordinator IQAC

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

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Dr.R.Suresh Premil Kumar M.E. Ph.D.
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Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District, Tamil Nadu - 629 202.
www.stellamaryscoe.edu.in | email : info@stellamaryscoe.edu.in
Tel. No. : 04652-239122 | Mob.: 7402707773

SMCE/IQAC/2023-24/04

Date: 15-06-2024

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	15-06-2024
Time of meeting	10.30 AM
Venue	Board Room

Agenda:

1. Discussion on action taken report based on the previous IQAC meeting.
2. Maintenance of the lab equipments.
3. Alumni updation on the website.
4. Academic audit to be scheduled.
5. Applied for UGC autonomous status.
6. Received ISO certifications.

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	Lab equipments have to be maintained at regular intervals.	All HoDs
3	Status of the distinguished alumni has to be updated on the website periodically.	IQAC Coordinator
4	Academic audit has to be completed within 15 days.	IQAC Coordinator
5	Principal informed that our institution has been applied for UGC Autonomous.	Principal
6	Principal gladly announced that our institution has received the ISO certifications like ISO 14001:2015, ISO50001:2018 and ISO 9001:2015.	Principal

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



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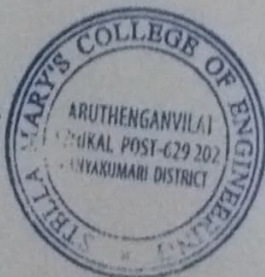
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Attendance at the meeting:

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.Ezhil Vignesh	Coordinator of IQAC	

IQAC Coordinator
Dr.K.EZHIL VIGNESH
Co-ordinator IQAC

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



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ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 15-06-2024

S.No	Plan of action	Steps taken
1	Review of previous IQAC minutes	a. Faculty appraisal system has been well developed and reviewed for implementation. b. Start-ups have been given more importance and ideas have been collected from the students.
2	Maintenance of lab equipments	The lab in-charges have reviewed the laboratory requirements, and any deficiencies have been reported to the appropriate personnel.
3	Alumni updation	Alumni coordinator has been intimated to update the status of the distinguished alumni in the website periodically.
4	Academic audit	Academic audit has been scheduled within 15 days and work has been initiated by IQAC coordinator.
5	Applied for UGC Autonomous status	Autonomous work has to be carried out in all aspects.

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
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI AZHIKAL POST-629 202
KANYAKUMARI DISTRICT

