



STELLA MARY'S COLLEGE OF ENGINEERING

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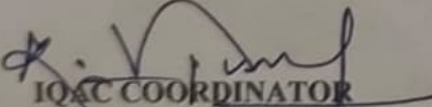
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu


SMCE/IQAC/2024-25/01

Date: 22-07-2024

CIRCULAR

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2024-2025 for the odd semester is scheduled on the 25th of July 2024, at 10.30 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,
Aruthenganvilai, Azhikal Post - 629 202,
Kanyakumari District.

Circulated to

1. All the members





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www.stellamaryscoe.edu.in | email : info@stellamaryscoe.edu.in
Tel. No. : 04652-239122 | Mob.: 7402707773

SMCE/IQAC/2024-25/01

Date: 25-07-2024

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, Ms.R.S.Reshma, Ms.V .Ancy Bai, Mr.A.Mahesh Kumar, Dr.K.Ezhil Vignesh
Date of meeting	25-07-2024
Time of meeting	10.30 AM
Venue	Board Room

Objective of the meeting: To discuss IQAC activities and responsibilities of committee members for the academic year 2024-25.

Agenda:

1. Review of previous meeting minutes
2. Discussion on IQAC activities for the academic year 2024-25(odd).
3. Review of academic audit.
4. Academic calendar for B.E., M.E., and MBA.
5. Funding proposals to many funding agencies.
6. Continuous upgradation in Research and professional development.
7. Engagement of students in co-curricular and extra-curricular 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	IQAC Coordinator
2	Discussed about the upcoming activities of IQAC for this academic year.	IQAC Coordinator
3	Details about academic audits conducted during this period have been discussed by the external members	IQAC Coordinator
4	Principal communicated to all HoDs, IQAC, Exam cell to provide the necessary information to prepare the academic calendar for the year 2024-25.	Principal
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	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 etc..	All HoDs
7	Motivate all the students to engage in the cocurricular and extra curricular activities and a proper record should be maintained.	All HoDs



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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.Ezhil Vignesh	Coordinator of IQAC	

IQAC Coordinator
Dr. K. EZHIL VIGNESH
Coordinator 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,
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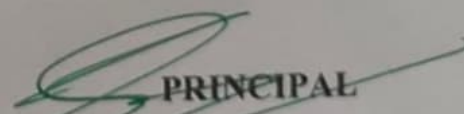
ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the meeting held on 25-07-2024

S.No	Plan of action	Steps taken
1	Review of previous meeting minutes	As discussed in the previous meeting, the advancement of work toward autonomous activities must be carried out with urgency and diligence
2	IQAC activities of the academic year 2024-25(odd)	To ensure effective implementation of various initiatives, IQAC has outlined an action plan for the ongoing semester. Principal instructed the departments to frame the action plan for the upcoming activities for this academic year.
3	Academic audit	Academic audit details have to be included in the AQAR in Criteria 1 and Criteria 6.
4	Academic Calendar	Principal intimated the HoDs to plan the activities for this academic year and to prepare academic calendar accordingly.
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	Research and Development	Faculty are advised to attend more MOOC courses and to publish journals in reputed journals and also to file patent.
7	Co-curricular and extra-curricular activities	Principal instructed the mentors to motivate the students to participate in the co-curricular and extra-curricular activities


IQAC COORDINATOR
Dr. K. EZHIL VIGNESH
Co-ordinator IQAC
Stella Mary's College of Engineering
Aruthenganvilal, Azhikal Post
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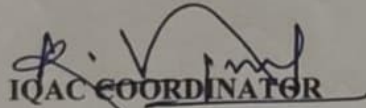
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SMCE/IQAC/2024-25/02

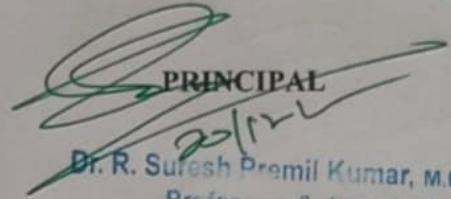
Date: 20-12-2024

CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2024-2025 for the odd semester is scheduled on the 27th of December 2024, at 2.00 PM.


IQAC COORDINATOR

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


PRINCIPAL

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SMCE/IQAC/2024-25/02

Date: 20-12-2024

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	27-12-2024
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 2024-25.

Agenda:

1. Review of previous IQAC minutes.
2. Approval of UGC Autonomous status
3. Student Internship/Inplant training.
4. Examination process and Curriculum framing
5. Discussion on the academic and professional caliber of BOS members.
6. Preparation of AQAR 2023-24
7. Preparation for academic audit

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 .	IQAC Coordinator
2	Principal proudly announced that our institution has been granted Autonomous status by the UGC	Principal
3	All Hods are requested to motivate the students to attend internship/inplant training in well reputed organisations.	All HoDs
4	The examination procedures and curriculum structuring post-autonomous status were reviewed and discussed.	Principal
5	External members suggested to choose well qualified academic and professional BOS members.	Principal
6	The AQAR for the academic year 2023-2024 is to be compiled and submitted by next month	IQAC Coordinator
7	Academic audit for 2024-25 odd semester has to be conducted shortly	IQAC Coordinator



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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.Ezhil Vignesh	Coordinator of IQAC	

IQAC Coordinator
Dr. K. EZHILVIGNESH
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,
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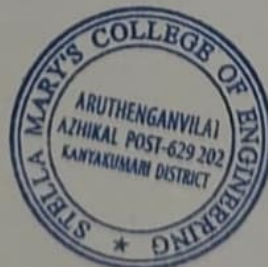
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ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 27-12-2024

S.No	Plan of action	Steps taken
1	Review of previous IQAC minutes	Significant attention has been given to activities related to the post-autonomous status transition. Students had been engaged in numerous co-curricular and extra-curricular activities
2	Internship/Inplant training	The majority of students participated in in-plant training or internships at esteemed organizations.
3	Examination process and Curriculum framing	The examination process has been regularly monitored, and special attention has been directed toward curriculum planning for the forthcoming semesters
4	Discussion on the academic and professional caliber of BOS members	It has been decided that BOS members will be chosen from reputed institutions such as NIIT and IIT, with an emphasis on strong academic backgrounds.
5	Preparation of AQAR 2023-2024	It has been instructed to all criteria coordinators that AQAR has to be prepared and submitted within 20 th of January 2025.
6	Regular Academic Audit	Instructions have been given to the IQAC steering committee to perform the end-of-semester audit, and the framework has been finalized


IQAC COORDINATOR
Dr. K. EZHIL VIGNESH
Co-ordinator IQAC
Stella Mary's College of Engineering
Aruthenganvilal, Azhikal Post
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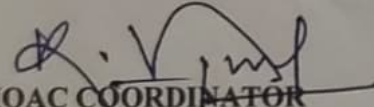
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SMCE/IQAC/2024-25/03

Date: 22-01-2025

CIRCULAR

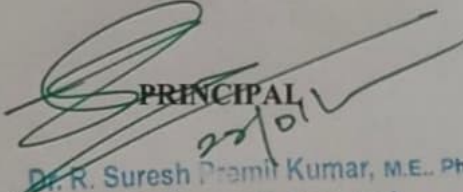
The third Internal Quality Assurance Cell (IQAC) meeting of the academic year 2024-2025 for the even semester is scheduled on the 24th of January 2025, at 10.30 AM.



IQAC COORDINATOR

Dr.K.EZHIL VIGNESH
Co-ordinator IQAC

Stella Mary's College of Engineering
Aruthenganvilal, Azhikal Post
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SMCE/IQAC/2024-25/03

Date: 24-01-2025

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	24-01-2025
Time of meeting	10.30 M
Venue	Board Room

Objective of the meeting: To discuss IQAC activities and responsibilities of committee members for the academic year 2024-25.

Agenda:

1. Review of previous IQAC minutes.
2. Academic calendar for the academic year 2024-25 even.
3. Placement training programme for all the students
4. Significance of Student Satisfaction Survey(SSS).
5. Readiness for Anna University inspection.
6. Submission of AQAR 2023-2024.

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

S.No	Points Discussed	Responsibility
1	Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting.	IQAC Coordinator
2	The Principal has communicated to all HoDs, the IQAC, and the Examination Cell to provide the necessary information for the preparation of the academic calendar for the year 2024-25	Principal
3	Placement training programme should be planned for all the students to support their overall development.	Principal
4	External members advised to create awareness to the student community about the significance of Student Satisfaction Survey (SSS).	IQAC Coordinator
5	The AQAR for the academic year 2023-24 has been successfully submitted on the NAAC portal.	IQAC Coordinator
6	Each department has to make the laboratory neatly ready for the NAAC and NBA compliance.If any lapse, provide the requirement details.	All HoDs



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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.JenixRino	Management Representative	
Dr.R.K.Madhumathi	Secretary	
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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	

IQAC Coordinator
Dr.K.EZHIL VIGNESH

Co-ordinator IQAC



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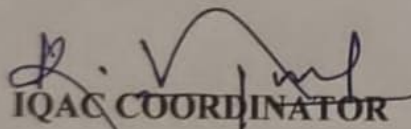
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ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 24-01-2025

S.No	Plan of action	Steps taken
1	Review of previous meeting minutes	Academic audit has been completed. The examination process has been continuously monitored, and the syllabus for the upcoming semester has been framed.
2	Academic Calendar	Principal intimated the HoDs to plan the activities for this academic year and to prepare academic calendar accordingly.
3	Placement training programme	A placement training programme has been scheduled for all students in the second week of February to foster their overall development and enhance career readiness.
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 NAAC & NBA Compliance without any lapse.


IQAC COORDINATOR

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