Ammapettai, Poolangulathuppatti PO., Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

## 6.5Internal Quality Assurance System

### 6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

### 6.5.2

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell(IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathuppatti PO., Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

**About Internal Quality Assurance Cell (IQAC)**

The main objective and functioning of the Institutions IQAC (Internal Quality Assurance Cell) is to makequality the defining element of higher education in Shivani Engineering College through a combination of self and external quality evaluation, promotion and sustenance initiatives. As quality enhancement is acontinuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance towards the development of Quality Culture in the institution.

**Major Tasks of IQAC**

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelizeall efforts and measures of the institution towards promoting its holistic academic excellence. The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the IQAC. Its success depends upon a sense of belongingness and participation it inculcatedin all the constituents of the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Shivani Engineering College Thiruchirappalli - 620009

PRINCIPAL
SHIVANI ENGINEERING COLLEGE
TRICHY - 620 009

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathuppatti PO., Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Functions of the IQAC

Some of the functions of the IQAC are as follows:

Development and application of quality benchmarks/parameters for various academic and administrativeactivities of the institution Facilitating the creation of a learner-centric environment conducive to qualityeducation and faculty maturation to adopt the required knowledge and technology for participatoryteaching and learning process Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes Dissemination of information on various qualityparameters of higher education Organization and documentation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

Benefits of IQAC

IQAC will Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement Ensure internalization of the quality cultureEnsure enhancement and coordination among various activities of the institution and institutionalize all goodpractices.

Provide a sound basis for decision-making to improve institutional functioning

Act as a dynamic system for quality changes in the institution Build an organised methodology ofdocumentation and internal communication.

Strategic Perspective of IQAC towards Continuous Improvement The Strategic Perspective of IQAC are asfollows:

Periodically to ensure effective implementation of academic policies for ensuring and sustaining quality.

The Internal Audit Committee conducts audits at regular intervals. The auditors verify the lesson plan,syllabus coverage, course materials, assignments etc.

The Principal,HOD and Academic monitoring committee members measures the delivery effectiveness ofteaching methods using structured process and procedure formulated by IQAC. The performance of the students and quality of teaching learning process is constantly monitored asper the IQAC audit procedure.

The measures for improvements are implemented, based on the IQAC recommendations towards attaining the continuous improvement.

Shivani Engineering College * Thiruchirappalli - 620 009 *

PRINCIPAL
SHIVANI ENGINEERING COLLEGE
THICHY - 620 009

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge


## COMPOSITION OF IQAC COMMITTEE

| SL.NO | NAME OF THE MEMBER | DESIGNATION | CATEGORY |
|---|---|---|---|
| 01 | Dr.K.Anand | Principal | Chairperson |
| 02 | Mr.Vigneshwaran | Head/Human Resource Manager | Management Member |
| 03 | Dr.G.Uthayakumaran | Dean/ Academic | IQAC Director |
| 04 | Mr.K.Bakiaraj | Assistant Professor | IQAC Convenor |
| 05 | Mrs.Karpagam | HOD / ECE | Senior Faculty Member |
| 06 | Mrs.Saraswathi | HOD / CSE | Senior Faculty Member |
| 07 | Mr.Mohan | Administrative Officer | Administrative Member |
| 08 | Mr.R.Harimaheswaran | Assistant Professor | Coordinator Exam cell |
| 09 | Er.A.Satheeswaran | President, Trichy Civil Engineering Association | Local Society Head |
| 10 | Miss.S.Ramya | Assistant Professor | Alumni Member |
| 11 | Mr.Leo | Managing Director SKL Industries Trichy | Industrial expert |
| 12 | Mr.Manimurugan | Managing Director | Employer |

IQAC Director

DIRECTOR / IQAC
SHIVANI ENGINEERING COLLEGE
TRICHY - 620 009

Shivani Engineering College * Tiruchirappalli-620 009 *

PRINCIPAL

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

SEC / IQAC / 2023-2024 / 03

Date: 26/02/2024

## CIRCULAR

It is communicated that a meeting of IQAC for planning and monitoring quality assurance and enhancement activities is scheduled on 27/02/2024.

Venue: Conference Hall

Agenda:

- Welcome Address
- Quality enhancement Activities
- Student Attendance
- Collection of Feedback from parents
- Planning of Workshop, Seminar, Symposium
- NAAC – Review

26/2/24

PRINCIPAL

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

Copy submitted to

Principal office

All HOD'S

All Notice Board

Shivani Engineering College * 620 009 * Thiruchirappalli

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## MINUTES OF MEETING

Venue: Conference Hall

Time: 10.30 AM

Date: 27/02/2024

The Chairperson welcomed all the participants for the meeting.

| SI.NO | DETAILS OF DISCUSSION | ACTION TO BE TAKEN BY |
|---|---|---|
| 1 | Students attendance should be monitored and students having attendances less than 75% should be stopped from writing the university examinations. | All HOD's |
| 2 | Collect feedback from student's parents for participating teaching and learning process. | All Class in charges / HOD's |
| 3 | The Admission in charge was nominated and all necessary steps taken for fresh admission of First year students. | Admission in charge |
| 4 | To arrange Workshop, Seminar, Symposium and promote quality circle | All HOD's |
| 5 | All the concerned NAAC criteria in charges were asked to prepare documents for criteria 1, 2, 3, 4. | Respective Criteria in charges |

27/2/24

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Member present in the IQAC meeting held on 27/02/2024

| SL. NO | NAME OF THE MEMBER | DESIGNATION | CATEGORY | SIGNATURE |
|---|---|---|---|---|
| 01 | Dr.K.Anand | Principal | Chairperson | |
| 02 | Mr.Vigneshwaran | Head/Human Resource Manager | Management Member | |
| 03 | Dr.G.Uthayakumaran | Dean/ Academic | IQAC Director | |
| 04 | Mr.K.Bakiaraj | Assistant Professor | IQAC Convenor | |
| 05 | Mrs.Karpagam | HOD / ECE | Senior Faculty Member | |
| 07 | Mrs.Saraswathi | HOD / CSE | Senior Faculty Member | |
| 08 | Mr.Mohan | Administrative Officer | Administrative Member | |
| 09 | Mr.R.Harimaheswaran | Assistant Professor | Coordinator Exam cell | |
| 10 | Er.A.Satheeswaran | President, Trichy Civil Engineering Association | Local Society Head | |
| 11 | Miss.S.Ramya | Assistant Professor | Alumni Member | |
| 12 | Mr.Leo | Managing Director SKL Industries Trichy | Industrial expert | |
| 13 | Mr.Manimurugan | Managing Director | Employer | |

27/02/24

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

Shivani Engineering College * Thiruchirappalli-620 009.

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## Action Taken Report

1. Students attendance was stressed again to all faculty members through meeting and circular put up in all notice boards.
2. Parents feedback was analyzed and sick room facility was arranged.
3. All HOD's were asked to conduct symposium / workshop in each semester. There planning dates were checked.
4. The NAAC criteria 1,2,3,4 documents were checked.

Shivani Engineering College * 620 009 * Tiruchirappalli

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

SEC / IQAC / 2023-2024 / 02

Date: 22/06/2023

## CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) for planning quality assurance and enhancement is scheduled on 23/06/2023.

Venue: Conference Hall

Agenda:

- Welcome Address
- Quality enhancement Activities
- Planning of Internal Test
- Students Attendance monitoring
- Preparation of budget for the year 2023 - 2024
- Review of NAAC Accreditation work

22/06/23

PRINCIPAL
Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

Copy submitted to

Principal office

All HOD'S

All Notice Board

Shivani Engineering College * Thiruchirappalli-620 009.

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## MINUTES OF MEETING

Venue: Conference Hall

Time: 10.30 AM

Date: 23/06/2023

The Chairperson welcomed all the participants and discussed the following points.

| SI.NO | DETAILS OF DISCUSSION | ACTION TO BE TAKEN BY |
|---|---|---|
| 1 | Planning of Unit Test -1, Unit Test – 2, Cycle Test – 1, Cycle Test – 2 and Model Test. | HOD's and internal test in charge |
| 2 | Attendance of student to be monitored strictly and students less than 75% is to be stopped in the even semester 2022 – 2023 from writing Anna University Examination. | HOD's |
| 3 | Preparation of budget for 2023 - 2024. | IQAC – Director |
| 4 | Review of NAAC Accreditation preliminary work. | Criteria coordinators asked to collect the data base. |

23/06/23

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

Shivani Engineering College * Thiruchirappalli-620 009 *

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge


## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Member present in the IQAC meeting held on 23/06/2023

| SL. NO | NAME OF THE MEMBER | DESIGNATION | CATEGORY | SIGNATURE |
|---|---|---|---|---|
| 01 | Dr.K.Anand | Principal | Chairperson | |
| 02 | Mr.Vigneshwaran | Head/Human Resource Manager | Management Member | |
| 03 | Dr.G.Uthayakumaran | Dean/ Academic | IQAC Director | |
| 04 | Mr.K.Bakiaraj | Assistant Professor | IQAC Convenor | |
| 05 | Mrs.Karpagam | HOD / ECE | Senior Faculty Member | |
| 07 | Mrs.Saraswathi | HOD / CSE | Senior Faculty Member | |
| 08 | Mr.Mohan | Administrative Officer | Administrative Member | |
| 09 | Mr.R.Harimaheswaran | Assistant Professor | Coordinator Exam cell | |
| 10 | Er.A.Satheeswaran | President, Trichy Civil Engineering Association | Local Society Head | |
| 11 | Miss.S.Ramya | Assistant Professor | Alumni Member | |
| 12 | Mr.Leo | Managing Director SKL Industries Trichy | Industrial expert | |
| 13 | Mr.Manimurugan | Managing Director | Employer | |

23/6/23

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).

Shivani Engineering College * Thiruchirappalli-620 009.

SHIVANI INSTITUTIONS
Sowing Seeds of Knowledge

# SHIVANI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

Ammapettai, Poolangulathupatti (PO), Srirangam Tk., Tiruchirappalli - 620 009.
Cell : 97509 65056. E-mail : corporate@shivani.ac.in Web : www.shivani.ac.in

Sowing Seeds of Knowledge

## Action Taken Report

1. All faculties were informed about stoppage of students less than 75% attendance and circulars were put up in the notice boards regarding shortage of student attendance.
2. Orientation programmers about NAAC accreditation was given to all faculty members.

Shivani Engineering College * 600 029-Tiruchirappalli *

Chairperson / Principal

Principal
Shivani Engineering College
Ammapettai,
Srirangam(Tk),Trichy (Dt).