

Formation and Composition of IQAC committee

S.No	Members of IQAC	Name of the Co-ordinator
1	IQAC Convenor	Dr.A.Pasumpon Pandian, Dean R&D
2	IQAC Coordinator	Dr. J.Jeyarani, HOD/ ECE
3	Academic & Teaching Coordinator	HoDs
4	Research Coordinator	Dr.M.Sumesh, HOD/CE
5	Infrastructure Coordinator	Mr. C.S.Murali, Civil
6	Activity Coordinator	Mr. R.Saravanan, S&H
7	Industry-Institute Partnership Cell	Mr. S.Karthik, Mech
8	Exam Coordinator	Dr. M.Murali, Physics
9	Website & Newsletter Coordinator	Mr. S.Sriram Sundar, ECE
10	Placement & Training Coordinator	Mr. P.Selvakumar, ECE
11	Alumni Coordinator	Mr. G.Venkatesan, HOD/SH

Roles and responsibilities of IQAC Convenor:

IQAC Convenor is responsible for the following

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution.
- To maintain contact with the Head of the Institution (Principal), the governing council and IQAC.
- To communicate with the IQAC coordinator and organize the frequent meetings regarding the IQAC activities.
- To invite all IQAC members and coordinate IQAC contributions;
- To maintain and review the progress of IQAC activities.
- To write an audit report, to be handed in to the head of the Institution.

Roles and responsibilities of IQAC Coordinator:

IQAC Coordinators is responsible for the following

- Strategies:
 - IQAC shall evolve mechanisms and procedures for: Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
 - The relevance and quality of academic and research programmes
 - Equitable access to and affordability of academic programmes for various sections of society
 - Optimization and integration of modern methods of teaching and learning
 - The credibility of evaluation procedures

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- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad
- Unique functions of IQAC:
 - Prepare annual calendar events of the institution.
 - Conducts periodical meetings.
 - Organizes capacity building programmes.
 - Feedback analysis
 - Co-ordinate the preparation of timetable.
 - Extends support for organising the programs.
 - Encourages faculty research activities.
 - Students progress and support services.
 - Facilitates the process of infrastructure development of the college.
- Committees/ Report:
 - Anti Ragging Cell.
 - Sexual Harassment Cell.
 - Grievance & Redressal Cell.
 - Alumni Committee.
- Future Plan of IQAC

Roles and Responsibility of Academic and Teaching Co-ordinator

Academic Dean's responsibility is to review and monitor the documents and performance evaluation of all department programmes' TLP and its activities connected with curricular, co-curricular areas, so as to achieve long/short terms goals and Vision/Mission of each department aims to achieve in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

1. Academic Calendar
2. Subject Allocation
3. Time Table:
 - a. Master TT - Department wise
 - b. Class TT - Class wise Time table
 - c. Lab TT - Physical Lab wise Time table
 - d. Individual TT - Faculty wise Time table
 - e. Additional TT: Class wise additional Time table for Bridge course/ Remedial/ Coaching/ time table
4. Course_File: Theory and Lab
5. Nominal_roll: Class wise
6. Attendance: Class wise Attendance
7. Leave: Class wise leave
8. Parent Communication



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9. Results: Internal and University - Class wise
10. Slow learners: Class wise slow learners remedial file
11. Advanced learners: Class wise advanced learners initiation file
12. Class committee meeting: Class wise
13. Mentor Counselling: Class wise
14. University Rank: After Graduation Class wise
15. Student's feedback on faculty: Every Semester Class wise
16. Parent Feedback: Class wise
17. Student's feedback on college: Class wise
18. Student: Student Record - Class wise + Achievements
19. Faculty: Faculty record – Achievements + Appraisal
20. Minutes of meeting file for faculty members and Students (Separate files)

Roles and Responsibilities of Research Co-ordinator

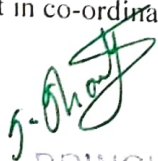
Research Co-ordinator responsibility is to review and monitor the documents and activities of all departments connected with Research and Consultancy, so as to get the required level of publications, funded projects and Consultancy works from the faculty members of all the departments in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

- Data: List of Journals/ Funding Agencies and Its Formats
- Journal:
 - Faculty - Publication In Journal (Faculty)
 - Student - Publication In Journal (Students)
- Conference:
 - Faculty - Conference Publications (Faculty)
 - Student - Conference Publications (Students)
- Book: Books Publications
- Article: Chapter/ Articles In Magazine/ News Paper
- Patent: Patent applied/ granted
- Funds:
 - Projects - Funded Project (applied/ on-going/ completed)
 - Activity - Funded activity (Workshop/ Conference/ FDP)
- Consultancy: Consultancy file (details of company/ communication/ finance)
- Meeting: Research committee meeting (agenda & Minute of the meeting)

Roles and Responsibilities of Infra-Structure Co-ordinator

Infra-Structure Co-ordinator responsibility is to review and monitor the Building and Equipment through Stock book. Also review and monitor the maintenance of Infra and equipment in co-ordination with AO, HODs, Co-ordinators and Faculty members.



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Documents to be reviewed and monitored are,

- Stock
 - Buildings and Rooms
 - Furniture
 - Equipment
 - Consumables
 - Verification Report (Year wise)
- Movement history of Equipment
- Service
 - Preventive maintenance
 - Breakdown Maintenance

Roles and responsibilities of Activity Co-ordinator

Activity Co-ordinator responsibility is to review and monitor the documents and activities of all departments connected with Co-curricular, Extra-curricular and Extension activities, so as to get the required level of awareness and training to all Students, Faculty community and society in co-ordination with HODs, Co-ordinators and Faculty members.

- Value added course organized for students
- Online certificate course attended by Students and Faculty
- Students symposium attended/ organized by/for students
- FDP/ STTP attended /organized by/for faculty members
- Workshop, webinar, seminar attended/ organized by/for students
- Workshop, webinar, seminar attended/ organized by/for faculty
- Idea_Hackathon attended/ organized by/for students
- Extension activities organized through NSS, YRC, RRC,
- Extension activities organized for School Children
- Skill development Programme organized for the society through PMKVY
- Sports attended / organized for students
- Club / cultural activities attended / organized for students
- Meeting: Activity co-ordinator meeting (agenda & Minutes of the meeting)

Roles and Responsibilities of IIPC Co-ordinator

IIPC Co-ordinator responsibility is to review and monitor the documents and activities of all departments connected with Industry and institution, so as to get the required level of training and projects from the Industry for all the departments in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

- Data: Details of Industries
- MoU: Industry's MoUs



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- Activity: Activities from MoUs Planned
- Intern visit: Industrial Visit / Industrial Training/ Internship (students) with Report
- Guest lecture/ Training:
 - Student - Industrial Guest Lecture (profile of Expert/ report)
 - Faculty - Industrial Training (Faculty)
- Projects:
 - Student - Industrial Projects
 - Faculty
- Feedback: Feedback from the Industrial experts
- Meeting: IIPC meeting (agenda & Minutes of the meeting)

Roles and Responsibilities of Exam Cell Co-ordinator

Exam Co-ordinator responsibility is to review and monitor the Internal and University Exams related Documents and communications in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

- University communication
- Zonal Communication
- Other College Communication
- List of Subjects & Labs
- Maintenance of Attendance
- Maintenance Internal marks
- University End Semester Results
- Arrear List (Theory & Lab)
- University Exam Schedule (Lab & Theory)
- Exam Indisciplinary file
- Students/ Parents communication file (Examination fees)
- Meeting: Exam cell meeting (Agenda & Minutes of meeting)

Roles and Responsibilities of Website and Newsletter Co-ordinator

Website and Newsletter Co-ordinator responsibility is to review and uploading the Website and newsletter related Documents and photographs in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

The following activities photographs and brief report has to be included in our college Website


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- Student Progression Activities (includes co-curricular, extra-curricular, sports, Add on/ Value added courses, extension activities etc.)
- Faculty Organised activities (FDP/ STTP/ Workshop/ Seminars/ Webinar/ Conferences / Grants received, etc.)
- Faculty – award won
- Student award won
- Placement Details
- Newsletters of Department
- Department Magazines

Roles and Responsibilities of Placement and Training Co-ordinator

P&T Co-ordinator responsibility is to review and monitor the documents and activities of all department connected with Placement and Training, so as to get the required level of Placements, Higher Studies, Placements in Govt. Sector and Entrepreneurs from the Student members of all the departments in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

- Database: Classified List of Companies
- Training List: Details of Training Companies
- Attendance: Details of Training Attendance
- List of Eligible Students with CGPA
- List of Students appeared for competitive & public exams
- List of on-Campus Drive Organised and Selected Students
- List of off-Campus Drive Organised and Selected Students
- Feedback:
 - Employers/ Recruiters feedback
 - Students' Feedback on Placement / Training
- Industry Accreditation:
 - Accreditation Procedure of the Companies like TCS, WIPRO, INFOSYS
- Resource Material
 - for Communication Skill Development
 - for Technical Skill
 - for Aptitude Skill
- Report:
 - Selection - Reasons for Selection of Students
 - Non_selection- Reasons for Non-Selection of Students
- Meeting: Placement and Training meeting (agenda & Minutes of meeting)



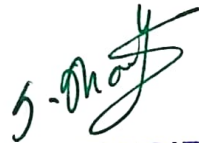
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Roles and Responsibilities of Alumni Co-ordinator

Alumni Co-ordinator responsibility is to review and monitor the documents and activities of all department connected with Alumni relationship, so as to get the required level of data from the Alumni members of all the departments in co-ordination with HODs, Co-ordinators and Faculty members.

Documents to be reviewed and monitored are,

- Database: Alumni Student Details
- Guest Lecture: Alumni Guest lecture
- Graduation day: Graduation Day File
- Alumni communication
- Alumni Feedback
- Meeting: Alumni Reunion (agenda & Minute of the meeting)



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