

**NOORUL ISLAM CENTRE FOR HIGHER EDUCATION**

(Declared as Deemed to be University under section 3 of the UGC act 1956)

Kumaracoil, Thuckalay, Kanyakumari District, Tamilnadu-629180.  
Website: www.niuniv.com; email: info@niceindia.com

**IQAC**  
Internal Quality Assurance Cell

**Dr. R.Mathusoothana S. Kumar**  
Director - IQAC

Ref.No.NICHE/IQAC/08/2021  
20-11-2021

Dear Members of IQAC,

Sub: Noorul Islam Centre for Higher Education, Kumaracoil-18<sup>th</sup> IQAC meeting- Communication of date of the meeting- Reg.

I am by direction to inform that the 18<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is rescheduled at the VC's Conference Hall, in NICHE at 11.00 A.M on 29<sup>th</sup> November 2021 (Monday). The agenda for the Meeting is given below.

Kindly make it convenient to attend the meeting

**Agenda**

1. Discussion of AQAR
2. Suggestions for improvement of quality during 2021-2022
3. Action plan and Action taken for the year 2020-2021
4. Academic and Administrative Assessment Audit for the year 2020-2021
5. Discussion on Incubation Centre
6. Discussion on Organogram and policies
7. Any other matter with permission of chair

Thanking you,

Yours faithfully,

  
20.11.21

Copy To


1. PA to Chancellor
2. PA to Pro-Chancellor(Academic)
3. PA to Vice-Chancellor
4. PA to Pro-Vice-Chancellor
5. The Registrar
6. Director (HRM)
7. The Controller of Examinations
8. File Copy

  
Director - IQAC  
20.11.21

  
Registrar  
20.11.21

For Approval

Vice-Chancellor

  
Pro-Chancellor (Academic)

**IQAC Dictum**

Maintain and improve the momentum of quality consciousness and quality culture at the University



(Reg.No: 79/2005)

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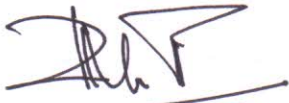
### 18<sup>th</sup> Minutes of Meeting (29-11-2021)

1. The Vice-Chancellor initiated the meeting and discussed the importance of quality.
2. The Director IQAC Dr.R.Mathusoothana S Kumar welcomed the gathering.
3. The functions of IQAC were discussed among the members.
4. The planning of AQAR for the year 2020-2021 was discussed. The report to be done and would be sent to the concerned as early as possible.
5. Discussion about the Internal and External Administrative and Academic Audit was carried out and the important aspect of conducting the external audit is mentioned. The team for the External audit is recommended as below:

**The external audit team may consist of five peer members. Chairman of the committee could be a principal/vice chancellor of institution having NAAC accredited with A++ grade .One member from Industry with knowledge in QMS and one could be coordinator /director of NAAC accredited institution. The remaining two members can be expert in technical institution with designation as professor.**

6. Discussion about the incubation centre was done.
  - a) Incubation Centre comprises of a committee of members from research, innovation centre, placement and other related field.
  - b) Policy document for incubation centre shall be developed and maintained in the incubation centre.

- c) Activities and functioning of incubation centre shall be documented.
7. Submission of Self Study Report (SSR) for NAAC was discussed.
8. Discussion about organogram and policies were carried out.
- a) Existing policies should be modified according to standards and conformance and new policies shall be developed in needed key areas.
- b) Discussions about policies such as Research policy, Library policy, Computing Centre policy, Purchase policy, Placement policy were carried out.
9. The ATR for the year 2020-2021 should be collected and maintained in IQAC.
10. The co-ordinator of IQAC Dr.S.Palanikumar delivered the vote of thanks.



Director – IQAC  
(Dr. R.Mathusoothana S. Kumar)



Registrar  
(Dr.P.Thirumalvalavan)



**Dr. P. THIRUMALVALAVAN,**  
Registrar,  
Noorul Islam Centre for Higher Education,  
Kumaracoil - 629 180, Thuckalay,  
Kanyakumari District.

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**18<sup>th</sup> IQAC Meeting**

**Date : 29-11-21**

**Time : 11. A.M.**

**Venue : VC's Conference Hall**

Sl.No.	Name	Designation	Signature
1 ✓	Dr.A.K. Kumaraguru	Vice-Chancellor	
2 ✓	Dr.N.Chandrashekhar	Pro-Vice Chancellor	
3 ✓	Dr.P.Thirumalvalavan	Registrar	
4	Dr. RM. Chandrasekaran	Controller of Examinations	ABSENT
5	Dr.K.A.Janardhanan	Director (HRM)	
6	Dr.A Shajin Nargunam	Director (Academic Affairs)	
7	Dr.M.Dev Anand	Director (Research)	
8	Dr.J.Charles	Director (Student Affairs)	
9	Dr.P.B.Sarasija	Professor/Mathematics	ABSENT
10 ✓	Dr.J.Joseph	Associate Professor / Chemistry	
11 ✓	Dr.R.Ganapathi Raman	Associate Professor/ Physics	
12 ✓	Dr.S.Lawyed Stephen	Librarian	
13 ✓	Dr. K. Muthuvel	Assistant Professor / EEE	
14	Ms.Y. Jeyasheela	Assistant Professor/IT	
15	Mr.S. Eben Monic	Manager - Client Service Delivery Management at West Corporation	
16	Mr.P.Reghukumar	Advocate	
17	Dr.J.Jesu Vedha Nayahi	Assistant Professor(Senior Grade) AU/ Tirunelveli	
18	Dr.R. Mathusoothan S Kumar	Prof. and Head /IT	
19 ✓	Dr.S.Palanikumar	Associate Professor/IT	



(Reg.No: 79/2005)

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**Dr. P.Thirumalvalavan**  
Registrar

**NI/RG/22/IQAC/19,**  
**21-4-2022.**

Dear Members of IQAC,

Sub: Noorul Islam Centre for Higher Education, Kumaracoil-19<sup>th</sup> IQAC meeting-  
Communication of date of the meeting- Reg.

I am by direction to inform that the 19<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled at the VC's Conference Hall, in NICHE at 11.00 A.M on 28<sup>th</sup> April 2022(Thursday). The agenda for the Meeting is given below.

Kindly make it convenient to attend the meeting

### Agenda

1. Discussion of AQAR for the year 2020-2021
2. Suggestions for improvement of quality during 2021-2022
3. Action plan and Action taken for the 18<sup>th</sup> IQAC Meeting
4. Academic and Administrative Assessment Audit Report discussion for the year 2020-2021
5. Discussion on class and programme committee meeting
6. Discussion on Data Centre
7. Discussion on Placement activities
8. Any other matter with permission of chair

Thanking you,  
Yours faithfully,

*P. Thirumalvalavan*

(Dr. P.Thirumalvalavan)



Copy To

1. PA to Chancellor
2. PA to Pro-Chancellor(Academic)
3. PA to Vice-Chancellor
4. PA to Pro-Vice-Chancellor
5. The Registrar
6. Director(HRM)
7. Director Academic Affairs
8. The Controller of Examinations
9. File Copy

**IQAC Dictum**

**Maintain and improve the momentum of quality consciousness and quality culture at the University**

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**Minutes of the 19<sup>th</sup> meeting of the IQAC held on 28.04.2022 at VC's  
Conference Hall of NICHE.**

Members Present:

1. A.K. Kumaraguru , Vice-Chancellor
2. Dr. N. Chandrashekhar, Pro Vice Chancellor
3. Dr. P. Thirumalvalavan, Registrar
4. Dr. M. K. Jeyakumar, Add.COE
5. Dr. K. A. Janardhanan, Director, HRM
6. Dr. A. Shajin Nargunam, Director, Academic Affairs
7. Dr. M. Dev Anand, Director, Research
8. Dr. J. Charles, Director, Student Affairs
9. Dr. J. Joseph, Professor, Chemistry
10. Dr. R. Ganapathi Raman, ASP, Physics
11. Dr. S. Lawyed Stephen, Librarian
12. Dr. Y. Jeyasheela, ASP, IT Department
13. Mr.S. Eben Monic, Manager - Client Service Delivery Management at  
West Corporation
14. Mr. P. Reghu Kumar – Advocate
15. Dr.J.JesuVedhaNayahi - Assistant Professor(Senior Grade) AU/  
Tirunelveli
16. Dr. R. Mathusoothana S. Kumar, Prof. & Head, IT Department

**Item 19.01**

Dr. R. Mathusoothana S. Kumar welcomed the Chairman, Members and other invitees to the 19<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC).

**Item 19.02**

The Vice-Chancellor briefed the meeting about the various developments in the University with regard to Internal Quality Assurance and further emphasized the importance of institutional quality for NAAC and proceeded with other items.

**Item 19.03**

The Action Taken Report submitted for the 18th IQAC meeting was discussed and was approved.

**Item 19.04**

The preparation and the progress of the Annual Quality Assurance Cell Report (ATR) 2020-2021 was discussed and resolved to submit the same on or before 15<sup>th</sup> May 2022.

**Item 19.05**

The quality issues to be implemented during 2021-2022 were discussed and resolved to implement the following suggestions:

1. To standardise the policies according to a common format
2. To strengthen the start-ups in the Incubation centre

**Item 19.06**

Resolved to approve the academic and administrative assessment committee report for the year 2020-2021.

**Item 19.07**

Resolved to circulate the academic and administrative assessment audit report to the concerned departments for implementation, so as to improve the departmental performance index and performance scores respectively.

**Item 19.08**

Resolved to conduct class and programme committee meetings regularly and the coordinator of the committee meetings be asked to maintain proper minutes of every meeting held during each and every semester. Further the coordinators of the those committees be asked to submit the above minutes to the chairpersons of the respective Boards of Studies and to place them in the subsequent meetings of the Boards of Studies for necessary discussion and appropriate decisions.

**Item 19.09**

Resolved to suggest the establishment of a Common Data Centre (CDC) for data collection, dissemination and smooth conduct of AQAR, NIRF, AISHE and NAAC related activities.

**Item 19.10**

Noted the high placement of 114 students as on 28-4-2022 for the academic year 2021-2022 and appreciated the efforts of the placement cell in this regard. Further IQAC members suggested that the placement division should continue its efforts for more and better placements in the ensuing academic year also.

**Item 19.11**

The Director – IQAC, Dr. R. Mathusoothana S. Kumar proposed a vote of thanks.

Kumaracoil,  
10-5-2022.

  
**Dr. R. Mathusoothana S. Kumar**  
**Director – IQAC**

Dr. R. Mathu Soothana S. Kumar,  
Director, IQAC,  
Noorul Islam Centre for Higher Education,  
Kumaracoil, Thuckalay - 629 180.

  
**Dr.A.K. KUMARAGURU**  
**Vice-Chancellor**  
**Prof. Dr. A.K. KUMARAGURU**  
**Vice-Chancellor**  
**Noorul Islam Centre for Higher Education**  
**Kumaracoil - 629 180**



(Reg.No: 79/2005)

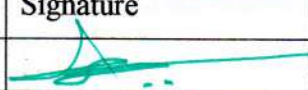
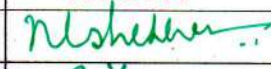
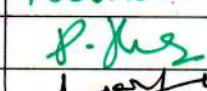
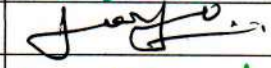
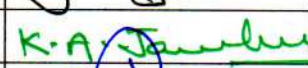

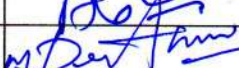
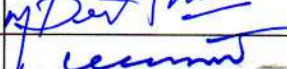
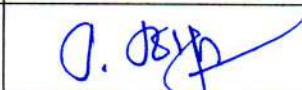
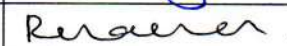
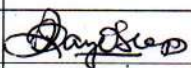
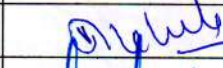




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**IQAC**  
Internal Quality Assurance Cell

**19<sup>th</sup> IQAC meeting- 28<sup>th</sup> April 2022**  
**Attendance**

Sl.No.	Name	Designation	Signature
1	Dr.A.K. Kumaraguru	Vice-Chancellor	
2	Dr.M.Sankaranarayana pillai	<del>Professor</del>	Absent
3	Dr.N.Chandrashekhar	Pro-Vice Chancellor	
4	Dr.P.Thirumalvalavan	Registrar	
5	Dr.M.K..Jeyakumar	Controller of Examinations i/c	
6	Dr.K.A.Janardhanan	Director (HRM)	
7	Dr.A Shajin Nargunam	Director (Academic Affairs)	
8	Dr.M.Dev Anand	Director (Research)	
9	Dr.J.Charles	Director (Student Affairs)	
10	Dr.P.B.Sarasija	Professor/Mathematics	Absent
11	Dr.J.Joseph	Associate Professor / Chemistry	
12	Dr.R.Ganapathi Raman	Associate Professor/ Physics	
13	Dr.S.Lawyed Stephen	Librarian	
14	Dr. K. Muthuvel	<del>Assistant</del> Professor / EEE	Absent
15	<del>Dr.</del> Y. Jeyasheela	<del>Associate</del> Professor/IT	
16	Mr.S. Eben Monic	Manager - Client Service Delivery Management at West Corporation	
17	Mr.P.Reghukumar	Advocate	
18	Dr.J.Jesu Vedha Nayahi	Assistant Professor(Senior Grade) AU/ Tirunelveli	
19	Dr.R. Mathusoothan S Kumar	Prof. and Head /IT	

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**IQAC**  
Internal Quality Assurance Cell

**Dr. R.Mathusoothana S. Kumar**  
Director- IQAC

Ref.No.NICHE/IQAC/13/2022

09-06-2022

Dear Members of IQAC,

Sub: Noorul Islam Centre for Higher Education, Kumaracoil-20<sup>th</sup> IQAC meeting- Communication of date of the meeting- reg.,

I am by direction to inform that the 20<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled at the VC's Conference Hall, in NICHE at 11.00 A.M on 20<sup>th</sup> June 2022(Monday). The agenda for the Meeting is given below.

Kindly make it convenient to attend the meeting.

**Agenda**

1. Standardize the policies according to common format
2. Strengthening the start-ups in the Incubation centre
3. Action Taken Report (ATR) for the 19<sup>th</sup> IQAC Meeting
4. Discussion on augmentation of Library resources
5. Discussion on assessment and feedback systems
6. Discussion on Computing Centre
7. Admission 2022-2023 strategy
8. Any other matter with permission of chair

Thanking you,

Yours faithfully,

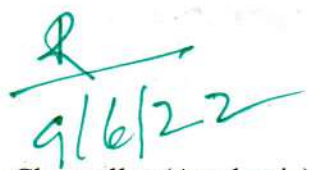
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2. PA to Pro-Chancellor(Academic)
3. PA to Vice-Chancellor
4. PA to Pro-Vice-Chancellor
5. The Registrar
6. Director(HRM)
7. Director (AA)
8. The Controller of Examinations
9. File Copy

  
Director - IQAC  
09.06.22

  
Registrar

For Approval  
  
Vice-Chancellor

  
9/6/22  
Pro-Chancellor (Academic)

IQAC Dictum



(Reg.No: 79/2005)

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### Minutes of the 20<sup>th</sup> meeting of the IQAC held on 20.06.2022 at

### VC's Conference Hall of NICHE

#### **Members Present:**

1. Dr.A.K. Kumaraguru , Vice-Chancellor
2. Dr. M.Sankaranarayana pillai, Professor, Chemistry
3. Dr. P. Thirumalvalavan, Registrar
4. Dr. M. K. Jeyakumar, Add.COE
5. Dr. K. A. Janardhanan, Director, HRM
6. Dr. A. Shajin Nargunam, Director, Academic Affairs
7. Dr. M. Dev Anand, Director, Research
8. Dr. J. Charles, Director, Student Affairs
9. Dr. P.B.Sarasija, Professor, Mathematics
10. Dr. J. Joseph, Professor, Chemistry
11. Dr. S. Lawyed Stephen, Librarian
12. Dr. Y. Jeyasheela, ASP, IT
13. Mr. S.EbenMonic, Manager - Client Service Delivery Management at West Corporation
14. Mr. P. Reghu Kumar - Advocate
15. Dr. J. JesuVedhaNayahi - Assistant Professor (Senior Grade) AU/ Tirunelveli
16. Dr. R. Mathusoothana S. Kumar, Prof. & Head, IT

**ITEM 20. 01**

Dr. R. Mathusoothana S. Kumar welcomed the Chairman, Members and other invitees to the 20<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC).

**ITEM 20 .02**

The Vice-Chancellor briefed the meeting about the various developments in the University with regard to Internal Quality Assurance and further emphasized the importance of institutional quality for NAAC and proceeded with other items.

**ITEM 20. 03**

Resolved to standardize the policies according to common format based on

- i. Purpose of the policy
- ii. Policy Applicability
- iii. Abbreviations
- iv. Document Audience
- v. Policy Review
- vi. Privileges and Responsibilities
- vii. Policy Statements
- viii. Risks of Data loss and Data persistence
- ix. Cross References

were discussed.

**ITEM 20. 04**

Resolved to strengthen the Start-ups in the Incubation Centre by focusing on simplification of work, finance support, government tenders, and networking opportunities were discussed.

**ITEM 20. 05**

The Action Taken Report submitted for the 19<sup>th</sup> IOAC meeting was discussed and was approved.

**ITEM 20 .06**

Resolved on augmentation of Library resources by providing financial support for more books and journals in the library and also participation in resource sharing consortia / network fulfils the user needs were discussed.

**ITEM 20. 07**

Resolved to conduct the Continuous Internal Assessment and implement the feedback system as per the academic schedule. Three series test must be conducted by properly maintaining the attendance, Question papers, analysis, syllabus coverage details, remedial measures were discussed. Similarly, importance have to be given for feedback about the faculty by the students for two times in a semester, one after the completion of the first series test and the other before the third series test were discussed.

**ITEM 20 .08**

Resolved to strengthen IT policies, strategies, Intellectual property rights and Privacy policies to prevent unauthorized admittance of information were discussed. Also, introduce a Unified Threat Management Elucidation to protect the network from hackers, for filtering excessive traffic, streamlining traffic by identifying priorities, and blocking unwanted sites were discussed. Network utilization should be checked regularly and obsolete computers / replacing computers can be done by introducing policy decision.

**ITEM 20. 09**

Resolved to give importance for the 2022-2023 admission strategies by simplifying the admission process, centralize the process, make the inquiry process as simple as possible, provide online and offline support, keep the applicants engaged and involved and leverage social media were discussed.

ITEM 20.10

The Director-IQAC, Dr. R. Mathusoothana S. Kumar proposed a vote of thanks.

Kumaracoil,  
06.07.2022.



Dr.R.Mathusoothana S. Kumar  
Director – IQAC

**Dr. R. Mathu Soothana S. Kumar,**  
Director, IQAC,  
Noorul Islam Centre for Higher Education,  
Kumaracoil, Thuckalay - 629 180.



Dr. A.K. Kumaraguru  
Vice-Chancellor

**Prof. Dr. A.K. KUMARAGURU**  
Vice-Chancellor  
Noorul Islam Centre for Higher Education  
Kumaracoil - 629 180



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### 20<sup>th</sup> IQAC meeting- 20<sup>th</sup> June 2022 Attendance

Sl.No.	Name	Designation	Signature
1	Dr.A.K. Kumaraguru	Vice-Chancellor	
2	Dr.M.Sankaranarayanapillai	Professor	
3	Dr.N.Chandrashekhar	Pro-Vice Chancellor	Absent
4	Dr.P.Thirumalvalavan	Registrar	
5	Dr.M.K..Jeyakumar	Controller of Examinations i/c	
6	Dr.K.A.Janardhanan	Director (HRM)	
7	Dr.AShajinNargunam	Director (Academic Affairs)	
8	Dr.M.DevAnand	Director (Research)	
9	Dr.J.Charles	Director (Student Affairs)	
10	Dr.P.B.Sarasija	Professor/Mathematics	
11	Dr.J.Joseph	Associate Professor / Chemistry	
12	Dr.R.Ganapathi Raman	Associate Professor/ Physics	Absent
13	Dr.S.Lawyed Stephen / Ramakrishnan	Librarian	
14	Dr. K. Muthuvel	Assistant Professor / EEE	Absent
15	Dr.Y. Jeyasheela	Associate Professor/IT	
16	Mr.S. EbenMonic	Manager - Client Service Delivery Management at West Corporation	
17	Mr.P.Reghukumar	Advocate	
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**ACTION TAKEN REPORT BASED ON MINUTES OF IQAC MEETINGS  
(2021-2022)**

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	18.5	<p><b>Discussion related to External Auditing.</b></p> <p>The external audit team may consist of five peer members. Chairman of the committee could be a principal/vice chancellor of institution having NAAC accredited with A++ grade. One member from Industry with knowledge in QMS and one could be coordinator /director of NAAC accredited institution. The remaining two members can be expert in technical institution with designation as professor.</p>	<p>Steps have been taken to initiate the External Auditing by the Higher Officials.</p>
2	18.8	<p>a) Existing policies should be modified according to standards and conformance and new policies shall be developed in needed key areas.</p> <p>b) The following policies can be developed and documented.</p> <p><b>Computing Centre policy, Purchase policy and Placement policy.</b></p>	<p>Existing policies are modified according to standardized format and the following policies</p> <ol style="list-style-type: none"> <li>1. Computing Centre Policy</li> <li>2. Purchase Policy and</li> <li>3. Placement Policy are developed and documented.</li> </ol>



3	19.06	<b>Resolved to approve the academic and administrative assessment committee report for the year 2020-2021.</b>	The academic and administrative assessment committee report for the year 2020-2021 was approved.
4	19.09	<b>Resolved to suggest the establishment of a Common Data Centre (CDC) for data collection, dissemination and smooth conduct of AQAR, NIRF, AISHE and NAAC related activities.</b>	Steps have been taken for the establishment of a Common Data Centre (CDC) for data collection, dissemination and smooth conduct of AQAR, NIRF, AISHE and NAAC related activities are identified and implemented.
5	19.04	<b>The preparation and the progress of the Annual Quality Assurance Cell Report (ATR) 2020-2021 was discussed and resolved to submit the same on or before 15<sup>th</sup> May 2022.</b>	Annual Quality Assurance Cell Report (ATR) for the year 2020-2021 was submitted.
6	19.07	<b>Resolved to circulate the academic and administrative assessment audit report to the concerned departments for implementation, so as to improve the departmental performance index and performance scores respectively.</b>	Academic and Administrative assessment audit report was circulated to the concerned departments for the implementation and was verified by the IQAC.
7	19.08	<b>Resolved to conduct class and programme committee meetings regularly and the coordinator of the committee meetings be asked to maintain proper minutes of every meeting held during each and every semester. Further the coordinators of the those committees be asked to submit the above minutes to the chairpersons of the respective Boards of Studies and to place them in the subsequent meetings of the Boards of Studies for necessary discussion and appropriate decisions.</b>	The class committee and programme committee meetings were conducted regularly and the minutes of the meetings were maintained properly.  Also, the minutes were submitted to the respective chair persons and were discussed in the subsequent BOS meetings.

8	20.03	<p><b>Resolved to standardize the policies according to common format based on</b></p> <ol style="list-style-type: none"> <li><b>i. Purpose of the policy</b></li> <li><b>ii. Policy Applicability</b></li> <li><b>iii. Abbreviations</b></li> <li><b>iv. Document Audience</b></li> <li><b>v. Policy Review</b></li> <li><b>vi. Privileges and Responsibilities</b></li> <li><b>vii. Policy Statements</b></li> <li><b>viii. Risks of Data loss and Data persistence</b></li> <li><b>ix. Cross References</b></li> </ol>	<p>Comprehensive IT policies are developed and the final policy documents are attached.</p> <p>Computing Center Policies are developed and documented.</p>
9	20.06	<p><b>Resolved on augmentation of Library resources by providing financial support for more books and journals in the library and also participation in resource sharing consortia / network fulfils the user needs were discussed.</b></p>	<p>Management authorities are going to provide the sufficient funds for the purchase of books and journals.</p> <p>Our institution is a member of DELNET, Delhi. They are providing sufficient resources for the need of our user community.</p>
10	20.07	<p><b>Resolved to conduct the Continuous Internal Assessment and implement the feedback system as per the academic schedule. Three series test must be conducted by properly maintaining the attendance, Question papers, analysis, syllabus coverage details, remedial measures were discussed. Similarly, importance have to be given for feedback about the faculty by the students for two times in a semester, one after the completion of the first series test and the other before the third series test were discussed.</b></p>	<p>Three series test must be conducted by properly maintaining the attendance, Question papers, analysis, syllabus coverage details, remedial measures were conducted in each department and documented.</p> <p>Feedback about the faculty by the students for two times in a semester, one after the completion of the first series test and the other before the third series test in each department was documented.</p>



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