

**PROCEEDINGS OF THE PRINCIPAL Dr.DHARMAMBAL GOVERNMENT POLYTECHNIC COLLEGE
FOR WOMEN (AUTONOMOUS), THARAMANI, CHENNAI 600 113**

**Present: Tmt. Hepzhiba Angela Durairaj, M.Tech.,
Principal**

Proceedings No. 00315/A3/ 2024-4, Dated: 11. 06 .2024

Sub: Technical Education – Dr.Dharmambal Government Polytechnic College for Women, Chennai-113 –
AICTE – Internal Quality Assurance Cell (IQAC) Constituted from the year 2024 – 2025 onwards – Reg.

Ref: AICTE Hand Book

As per the reference cited above Internal Quality Assurance Cell (IQAC) is constituted with the following members from the year 2024 - 2025 onwards The constituted committee comes into effect from 11.06.2024.

| S.No | Acted As | Name (Thiruvallur) | Designation | Email-Id | Contact No |
|------|---------------------------|--------------------------|--|--------------------------------|------------|
| 1 | Chairperson | Hepzhiba Angela Durairaj | Principal | hepzibhaangela@gmail.com | 9444426086 |
| 2 | Member | M.A.Karthick | HOD / AA | karthickmaha@gmail.com | 9384802400 |
| 3 | Member | M. Kalaiselvi | HOD/Civil | mkalaiselvi2005@gmail.com | 8754497977 |
| 4 | Member | Dr. P. Kurinchi | HOD / Computer | kurinchisenthilkumar@gamil.com | 9840242989 |
| 5 | Member | Dr.K. Sudhamathi | HOD / ECE | sudhamathi1972@ gmail.com | 9444050746 |
| 6 | Member | G.A. Fatima Rani | HOD / ICE | fattyfungroup@gmail.com | 9444549346 |
| 7 | Member | Dr. B. Balachandran | HOD / CP | bsri2512@gmail.com | 9790534308 |
| 8 | Member | Dr. R. Kanagarajammal | HOD i/c / COS | kanaka7373@gmail.com | 9841984424 |
| 9 | Member | Dr. K. Usha | HOD i/c / BEC | laksusha@gmail.com | 8144066890 |
| 10 | Member | Dr. A.R. Saravanan | HOD i/c / GT | arskavi@gmail.com | 9788524313 |
| 11 | Administrative Officer | K Jayalaxmi | PA to Principal | jayapandian265@gmail.com | 9551698085 |
| 12 | Member | R. Krishnamoorthy | Lecturer / Civil, Exam cell member | krishhrajendran@gmail.com | 8056215155 |
| 13 | Member | N. Karthik | Lecturer / ECE Exam cell member | karthik.rnatarajan@gmail.com | 9840298486 |
| 14 | Member | R.Kavin Mathy | Lecturer / Civil Exam cell member | er.kavin21@gmail.com | 8946027494 |
| 15 | Member | J. Amuthavalli | Lecturer / English Exam cell member | amuthajayasankaran932gmail.com | 6369088914 |

| | | | | | |
|----|----------------------|--|---|----------------------------------|------------|
| 16 | Administrative Staff | A.Varalakshmi | Superintendent | tamilselvanvaralakshmi@gmail.com | 9080024543 |
| 17 | Administrative Staff | S. Savithiri | Superintendent | saividote@gmail.com | 9940268609 |
| 18 | Local people | M. J. Anitha | HOD / ECE Central polytechnic College, Tharamani, Chennai-113 | anithakarunakaran80@gmail.com | 9865384941 |
| 19 | Student | A. Suhana | II yr / GT | aalimun314@gmail.com | 9841080656 |
| 20 | Alumni Member | Dr. K. Umarani | DEAN(Academics) MeenaakshiSundara jan Engineering College | fruit_1954@ahoo.co.in | 9444169280 |
| 21 | Industrialist | S.M. Balaji PG Equipments India Pvt. Ltd., #257, South Mint Street, Park Town, Chennai - 3 | Managing Director | sm.balaji@gmail.com | 9444033654 |

The Committee is constituted for a period of two years from the date of issue of order.

Functions:

Some of the functions expected of the IQAC are:

- Parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits IQAC will facilitate / contribute to

- Ensure clarity and focus in Institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the Institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

To:

All HODs & HOD's (i/c), (For information and necessary action by way of circulation to faculty and staff)

Copy To:

Above Committee Members

Principal

11/6/24