



# MAHENDRA ENGINEERING COLLEGE

**AUTONOMOUS**

**Accredited by NAAC 'A' Grade & NBA Tier-1(WA) UG : CSE, ECE, EEE  
Mahendhirapuri, Mallasamudram, Namakkal DT -637 503**

## INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2018-19/03

Date: 01.03.2019

### CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The meeting of Internal Quality Assurance Cell (IQAC) is convened on 04.03.2019 in Board room at 2.30 pm. All the members are invited for the meeting. The agenda for the meeting is as follows:

#### AGENDA :

1. Action taken of the previous meeting minutes
2. Steps to improve quality in Academic and Administrative Audit (AAA)
3. To improve consultancy work through center of excellence
4. Faculty Training – Summer
5. Feedback collection process
6. Placement -2019
7. Product exhibition and Technology Day
8. Any other matters

  
Director IQAC 1/3/19



  
Chairperson IQAC

#### For Kind Information :

Honourable Chairman

Managing Directors

Information to :

Executive Director

copy to : IQAC, MEC office

Deans – SMS, Academic

The members concerned

COE, EO, FO, AO, File



# MAHENDRA ENGINEERING COLLEGE

**AUTONOMOUS**

**Accredited by NAAC 'A' Grade & NBA Tier-1(WA) UG : CSE, ECE, EEE**

**Mahendhirapuri, Mallasamudram, Namakkal DT -637 503**

**INTERNAL QUALITY ASSURANCE CELL**

Minutes of IQAC meeting held on 04.03.2019 at Board Room at 02.30 pm

**Members Present :**

S.No	Name	Designation / Address	Role of IQAC
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr. C.T.Sivakumar	Executive Officer	Director IQAC
3.	Dr. C.Dhavamani	HOD-Aero	Secretary, IQAC
4.	Dr.V.Shanmugam	Dean	Academic Experts
5.	Dr.N.Viswanathan	COE	Member from Administration
6.	Mr.B.Ramesh	Finance Officer	Member from Administration
7.	Dr.R.Thanigaivelan	HoD-Mech	Faculty member
8.	Dr.S.Umamaheswari	HoD-EEE	Faculty member
9.	Dr.M.Kannan	HoD-CSE	Faculty Member
10.	Dr.K.Vidhya	HoD-Civil	Faculty Member
11.	Dr.T.Jesudas	HoD-MCT	Faculty Member
12.	Prof.S.Raju	HoD-IT	Faculty Member
13.	Dr.P.Saravanan	HoD-MAE	Faculty Member
14.	Dr.P.Saranya	HoD-Agri	Faculty Member
15.	Dr.M.Muthuvinayagam	HoD-EIE	Faculty Member
16.	Dr.S.Asokkumar	HoD – MBA	Faculty Member
17.	Dr.R.Jayakumar	HoD-MCA	Faculty Member
18.	Dr.S.Selladurai	HoD-English	Faculty Member
19.	Prof.S.Rajakumar	HoD-Maths	Faculty Member
20.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member
21.	Prof.P.Dhanakodi	HoD-Chem	Faculty Member
22.	Dr.Saravanraj	Placement Director	Member



**The following points were discussed:**

1. Chairperson – IQAC explained the action taken report of the previous IQAC meeting held on 14.11.2018.

S.No	Points Discussed	Action Taken
1	NIRF- 2019	The details for NIRF-2019 were submitted during December 2019
2	AICTE approval, Anna university affiliation processes	The details were submitted through web portal for the academic year 2019-2020
3	AICTE funding proposal & Research grant from private and government bodies.	AICTE –AQIS proposal were submitted through AICTE web portal during November and December 2018.
4	Enhancing quality in R&D activities	In order to enhance in R&D activities all academic department were asked to conduct various seminar and workshop.

S.No	Points Discussed	Action Plan	Responsibility
1.	Steps to improve quality in Academic and Administrative Audit (AAA)	Principal explained the steps to be taken to improve quality in academic and administrative audit (AAA)	NIRF – Co-ordinator
2	To improve consultancy work through center of excellence	Principal briefed the action taken by the centers of excellence to improve the consultancy work.	Center of Excellence In-charges
3	Faculty Training – Summer	In order to fulfill the statutory bodies UGC, AICTE etc., more faculty members have to take up the FDP and orientation programmes .	HoDs
4	Feedback collection process	Principal explained the importance of stake holder feedback to improve the quality of our education. In formed to prepare the strategy to collect the feedback through online for curriculum	IQAC- co-ordinator



		design, teaching learning process. Infrastructure.	
5	Placement -2019	Placement director informed about the companies visited so far for the recruitment and company details for future recruitment. Placement director informed about the conducting of placement day for achievers.	Placement Director.
5.	Product Exhibition and Technology Day	Principal briefly explained about the best project to be indentified and converted into startups and it can be exhibited in the technology day.	Product Centre Coordinator
6	Any other matters	Industries are identified for inplant training and summer internship.	-

  
Director IQAC 24/11/19



  
Chairperson IQAC