



# MAHENDRA ENGINEERING COLLEGE

**AUTONOMOUS | Accredited by NAAC 'A' Grade**  
**Mahendhirapuri, Mallasamudram, Namakkal DT -637 503**



## INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2019-20/01

Date: 29.06.2019

### CIRCULAR


Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell. (IQAC) meeting to be held on 01.07.2019 in Board Room at 11.00 am. All the members are requested to attend the meeting. The agenda for the meeting is as follows:

#### AGENDA :

1. Review of action taken in the items mentioned the previous meeting minutes
2. Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)
3. Plan of action for ongoing Academic and Co-curricular activities
4. Review and confirmation of organization structure , roles and responsibilities
5. Ratification of existing best practices
6. Review of R&D activities
7. E-Governance
8. Ratification of various committees and its responsibilities
9. Review of Academic Audit and Action plan
10. Quality assurance and initiative measures
11. Promotion of activities for stake holders
12. Planning of Academic programmes
13. Any other matters

  
Director IQAC

  
Chairperson IQAC

#### For Kind Information :

Honourable Chairman

Managing Directors

Information to :

Executive Director

copy to : IQAC, MEC office

Dean – SMS, Academic

The members concerned

COE, EO, FO, AO, File





# MAHENDRA ENGINEERING COLLEGE

**AUTONOMOUS | Accredited by NAAC 'A' Grade**  
Mahendhirapuri, Mallasamudram, Namakkal DT -637 50



## INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 01.07.2019 at Board Room

Time : 11 .00 am

### Members Present :

S.No	Name	Designation / Address	Role of IQAC	Signature
1.	Dr.R.V.Mahendra Gowda	Principal	Chairperson	
2.	Dr. C.T.Sivakumar	Executive Officer	Director IQAC	
3.	Dr. C.Dhavamani	HOD-Aero	Secretary IQAC	
4.	Dr.V.Shanmugam	Dean/SMS	Academic Experts	
5.	Dr.P.G.Venkatakrishnan	Dean/Academci	Academic Experts	
6.	Dr.N.Viswanathan	COE	Member from Administration	
7.	Dr.P.Saravanan	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.R.Kannan	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.J.Kavitha	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. D. Subramaniam P ROF/MECH Faculty member

D. Subramaniam 01/07/19

Director IQAC 01/07/19

Chairperson IQAC 01/07/19



**The following points were discussed :**

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on 04.03.2019

S.No	Points Discussed	Action Plan taken
1.	Steps to improve quality in Academic and Administrative Audit (AAA)	Academic Audit was done on 08.06.2019 and 15.06.2019 by three NIT professors and one IIT professor. Observations, Suggestions were given for further improvement. Based on that future plans will be planned.
2	To improve consultancy work through center of excellence	Consultancy work was carried out in few departments and plan to implement in other departments
3	Faculty Training – Summer	Faculty members were attended more FDP during summer vacation and attended NPTEL –FDP certification courses
4	Feedback collection process	Feedback was collected from all stake holders and recorded. Correction action will be taken accordingly.
5	Placement -2019	More than 150 companies were visited 600 students were placed in various companies
6	Product Exhibition and Technology Day	Product Centre Coordinator initiated more activities to set up start up companies inside the institution
7	Industries are identified for Inplant training and summer internship.	More students undergone Inplant training and hands on practices. It was recorded in department



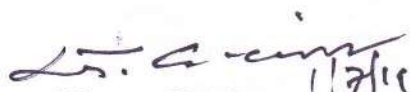
2. Director –IQAC were discussed the following points and approved

S.No	Points Discussed	Action Plan	Responsibility
1	Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> <li>The reconstitution of members is finalized in consultation with all members. List of new members has been approved as per the guidelines given by NAAC –UGC (IQAC new committee attached )</li> </ul>	IQAC Director
2	Plan of action for ongoing Academic and Co-curricular activities	<ul style="list-style-type: none"> <li>Modalities of various ongoing academic &amp; co-curricular activities are discussed and approved.</li> <li>Following activities are reviewed and approved by IQAC – PENTAFEST'19 Women's day, Engineers day, Teachers day etc.,</li> </ul>	Dean /Academic & Dean /SMS Prof.Raju, HoD/IT
3	Review and confirmation of organization structure , roles and responsibilities	<ul style="list-style-type: none"> <li>The existing Governing Council, Academic Council, Board of Studies, Finance committee, HR policies, and Academic and Administrative policies are discussed &amp; reviewed.</li> <li>Proposed to form new Standing committee for reviewing the academic activity.</li> </ul>	COE & IQAC Director
4	Ratification of existing best practices	<ul style="list-style-type: none"> <li>Following practices are identified as best practices and confirmed TASK, InDel, MAST, NPTEL, FDLP</li> <li>Advised to encourage the students to do mini projects for their laboratories</li> </ul>	All HoDs
5	Review of R&D activities	<ul style="list-style-type: none"> <li>Faculty members are instructed to publish minimum two papers per year (one article in the Scopus Indexed (SI) Journal and one article in IJASE, Mahendra Publications).</li> <li>Advised the HODs and faculties that M.Tech/ME/BE/BTech students' project</li> </ul>	R &D Director



		<p>will be converted into publications before completing their degrees</p> <ul style="list-style-type: none"> <li>• All PhDs are advised to submit minimum one research project proposal per semester any funding agencies (DST, CSIR, DRDO, TNSCST, MNRE and DBT).</li> <li>• The importance of Patent was discussed and members were motivated to apply.</li> <li>• All the faculty members are advised to create Google Scholar Citation index and the copy of the same to be submitted in the next meeting</li> </ul>	
6	Ratification of various committees and its responsibilities	<ul style="list-style-type: none"> <li>• IQAC ratified and approved academic and administrative committees and their roles and responsibilities viz, Students Association, Examinations, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training &amp; Placement, Library, Committee for SC/ST, Women Empowerment Cell, Grievance Redressal and Antiragging committee, Internal Compliant Committee, etc.</li> </ul>	IQAC Director
7	E-Governance	<ul style="list-style-type: none"> <li>• For better planning and development in Administration, Finance and Student monitoring E-governance will be implemented shortly.</li> <li>• IQAC approves ERP system for Students module, Faculty module and Department activities module</li> </ul>	IQAC Chairperson
8	Review of Academic Audit and Action plan	<ul style="list-style-type: none"> <li>• IQAC approves the report of financial audit.</li> <li>• IQAC reviewed the Academic Audit of</li> </ul>	IQAC Director

		2018-19 and advised to complete the corrective action within two weeks.	
9	Quality assurance and initiative measures	<ul style="list-style-type: none"> <li>• Three departments were accredited by NBA in 2018 for 3 years.</li> <li>• Proposed to prepare for NBA accreditation for other three departments.</li> <li>• It is also proposed to apply for renewal of NAAC and NIRF Ranking 2019</li> </ul>	IQAC Director
10	Promotion of activities for stake holders	<ul style="list-style-type: none"> <li>• Feedback obtained from stakeholders is discussed.</li> <li>• All the Heads of the department are advised to monitor and plan quality improvement strategies by taking into consideration of the feedback of all relevant stakeholders.</li> <li>• IQAC approved the present Feedback methodology and to continue the same.</li> </ul>	IQAC Director
11	Planning of Academic programmes	<ul style="list-style-type: none"> <li>• It is proposed to organize various academic programmes like seminar, guest lecture, conference, workshop, Alumni interactive lecture for all departments.</li> <li>• IQAC approved the TARPRO for 2019-20 Odd semester</li> </ul>	Programme Planning Committee
12	Any other matters	IQAC approved the schedule of Department Review Meeting and minutes will be recorded in Principal office.	All HoDs

  
Director IQAC

  
Chairperson IQAC

