



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



INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2021-22 /02

Dates: 20.09.2021

CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 22.09.2021 in Board Room at 10.30 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 in the previous meeting
2. Review of NAAC-AQAR 2020-21 data submission
3. Discussion on Faculty Enrichment Programme Series (FEPS)
4. Discussion on Academic classes through physical mode
5. 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

The following points were discussed:

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting held on 23.07.2021

S.No.	Points Discussed	Action taken
1.	FDP/ NPTEL certification courses	<ul style="list-style-type: none"> • Total 101 Faculties were registered NPTEL courses – for September 2021 and October 2021 Examinations
2	Review of Annual Quality Assurance Report (AQAR) 2019-20	<ul style="list-style-type: none"> • Annual Quality Assurance Report (AQAR) 2019-20 submitted and Review report received from NAAC for final submission
3	Review of R&D activities for the Academic year 2020-21	<ul style="list-style-type: none"> • Consultancy work done from various department & fund received Rs.14,50,000 • Total No.of Publication : 131 • Total Research funds received :Rs.9,82,833
4	Review of Academic Audit and Action plan	<ul style="list-style-type: none"> • Internal Academic Audit 2020-21 completed
5	Quality Assurance and initiative measures	<ul style="list-style-type: none"> • Discussed regarding submission of data for NIRF and ARIIA Ranking 2021
6	Planning of Academic programmes	<ul style="list-style-type: none"> • IQAC approved the consolidation of targeted programmes (TARPRO) for the Academic year 2021-22 (ODD semester). All Department programme coordinators are informed to conduct events in the stipulated time through virtual mode
7	Promotion of activities for stake holders	<ul style="list-style-type: none"> • Revised student's feedback format is finalized for the Academic year 2020-21 (Even Semester) based on the experts input. All HoDs discussed with the principal for improving Teaching and Learning methods.
8	Placement and Skill training activities	<ul style="list-style-type: none"> • Placement and skill training started for 3rd and Final year students in our campus. Placement Cell strictly followed the Covid-19 SOP during placement training.
9	ICT Implementation in Teaching –Learning process	<ul style="list-style-type: none"> • Some faculty members introduced Flipped Teaching, Experiential Learning, Blended Learning, etc., in virtual platform. All are informed to implement these innovative practices.

2. Director – IQAC discussed the following points and approved for implementation

S.No.	Points Discussed	Action Plan	Responsibility
1	Review of NAAC-AQAR 2020-21 data collected	<ul style="list-style-type: none"> • IQAC–Director elaborated data submitted in AQAR 2019-20. • IQAC–Director explained the plan of improving curricular and co-curricular activities for the academic year 2021-2022 • All HoDs and Department IQAC coordinator presented the data for activities done for the academic year 2020-2021. Departments were informed to submit the details in the modified format for the submission of AQAR 2020-2021 • IQAC Chairperson and IQAC Director suggested for the improvement 	HODs and Department IQAC Co-ordinators
2	Discussion on Faculty Enrichment Programme Series (FEPS)	<ul style="list-style-type: none"> • IQAC has planned to conduct Faculty Enrichment Programme Series (FEPS) in the topic “Enrich your English” from 07.10.2021 to 09.10.2021 for the faculty having less than five years experience. 	HODs and IQAC Director
3	Discussion on Academic classes through physical mode	<ul style="list-style-type: none"> • IQAC Chairperson discussed the procedure and SOP to be followed for conducting classes at campus from October 2021 first week onwards. 	HODs and Faculty members

The meeting ended with the vote of thanks by IQAC –Chairperson. The next IQAC-NAAC AQAR 2020-21 Review meeting is unanimously proposed in second week of October 2021.


Director IQAC 22/9/21


Chairperson IQAC 22/09/21



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Minutes of the Meeting

MEC/IQAC/Meeting/2021-22 /02/Minutes

Dt.22.09.2021

Minutes of IQAC –NAAC review meeting held on 22.09.2021 in Board Room at 10.30 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.V.Shanmugam	Dean/SMS	Academic Experts	
4	Dr.N.Viswanathan	COE	Member from Administration	
5	Dr. C.Dhavamani	HOD-Aero	Secretary IQAC	
6	Dr.K.Vidhya	HoD-Civil	Secretary IQAC	
7.	Dr.D.Subramaniam	HoD-Mech	Faculty member	
8.	Dr.S.Umamaheswari	HoD-EEE	Faculty member	
9.	Dr.M.Kannan	HoD-CSE	Faculty Member	
11.	Dr.T.Jesudas	HoD-MCT	Faculty Member	
12.	Dr.S.Raju	HoD-IT	Faculty Member	
13.	Dr.P.R.Kannan	HoD-MAE	Faculty Member	
14.	Dr. V.Poonguzhali	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.B.Rengesh	HoD-Pharma	Faculty Member	-
19.	Dr.J.Dineshkumar	HoD – Food Tech	Faculty Member	-
20.	Dr.J.Kavitha	HoD-English	Faculty Member	
21.	Mr.K.Shanmugam	HoD-Maths	Faculty Member	
22	Dr.T.Shanmugavel	HoD-Physics	Faculty Member	
23	Mr.P.Dhanakodi	HoD-Chem	Faculty Member	



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Other members present :

IQAC Coordinators from all Department

S.No	Name	Designation / Department	Role of IQAC	Signature
1.	D. Prabhakaran .	AP/MCT .	Coordinator .	
2.	Dr. V. Sangeetha	ASP/English	Coordinator	
3.	Dr. Y. Srinivasan	ASP/CIVIL	Coordinator	
4.	M.J.K. BALAKRISHNAN	AP/AERO	Coordinator	
5.	Dr. S. Kandasamy	AP/mathis	Co-ordinator	
6.	Dr. D. Chitra	ASP/ECE	co-ordinator	
7.	Dr. S. PREHA	ASP/IT	co-ordinator	
8.	D.P. Suresh Kumar	PI/EEE	coordinator	
9.	Dr. V. Poornavathi	AP/Dari	Co-ordinator	
11.	A. Karthikeyan	AP/CSE	Co-ordinator	
12.	R. Elayaraja	AP/Mech	Co-ordinator	
13.	N. Ramesh	AP/MAE	Co-ordinator	
14.	Dr. K. Prakash	AP/MCA	Co-ordinator	
15.	Dr. V. Dharmalingam	AP/chemistry	Co-ordinator	
16.				
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