



# MAHENDRA ENGINEERING COLLEGE

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



## INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2021-22 /01

Dates: 22.07.2021


### CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is scheduled to be held at 3.00 pm on 23.07.2021 through Google meet (<https://meet.google.com/nku-scoz-ehb>). 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. Quality assurance and initiative measures
4. Review of Annual and Quality Assurance Report 2020-21 and plan of action for Annual Quality Assurance Report 2021-22
5. Plan of action for ongoing Academic and Co-curricular activities
6. Review and confirmation of organization structure , roles and responsibilities
7. Ratification of various committees and its responsibilities
8. Review of Academic Audit and Action plan
9. Promotion of activities for stake holders
10. Planning of Academic programmes
11. Review of R&D activities
12. Any other matters

  
Director IQAC 22/7/21

#### 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



  
Chairperson IQAC

22/7/2021



**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting**

**MEC/IQAC/Meeting/2021-22 /01/Minutes**

Dt.26.07.2021

The IQAC meeting was held on 23.07.2021 at 3.00 pm through Google meet  
(<https://meet.google.com/nku-scoz-ehb>)

**Members present**

Sl.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 Expert	
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	
10.	Dr.T.Jesudas	HoD-MCT	Faculty Member	
11.	Dr.S.Raju	HoD-IT	Faculty Member	
12.	Dr.P.R.Kannan	HoD-MAE	Faculty Member	
13.	Dr.V.Poonguzhali	HoD-Agri	Faculty Member	
14.	Dr.M.Muthuvinayagam	HoD-EIE	Faculty Member	
15.	Dr.S.Asokkumar	HoD – MBA	Faculty Member	
16.	Dr.R.Jayakumar	HoD-MCA	Faculty Member	
17.	Dr.B.Rengesh	HoD-Pharma	Faculty Member	
18.	Dr.J.Dineshkumar	HoD – Food Tech	Faculty Member	
19.	Dr.J.Kavitha	HoD-English	Faculty Member	
20.	Mrs. Nirmala	HoD-Maths	Faculty Member	
21.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member	
22.	Mr.P.Dhanakodi	HoD-Chem	Faculty Member	



**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 26.04.2021.

S.No.	Points Discussed	Action taken
1.	Technical Events organized	All departments conducted around 100 technical events. Reports on Events are submitted to Principal office.
2	Consultancy work through Center of Excellence	Consultancy work was carried out in few departments and it is planned to implement in other departments
3	Faculty Training – Summer	Faculty members attended online FDP and NPTEL – FDP certification courses
4	Feedback collection process	Feedback was collected from all stake holders and recorded. Corrective action will be taken accordingly.
5	Placement 2020-21	More than 150 companies visited and 600 students were placed in various companies
6	In-plant training and summer internship	Departments recorded that more students have undergone In-plant training, hands-on practices.
7	ICT Implementation in Teaching – Learning process	Some faculty members introduced Flipped Teaching, Experiential Learning, Blended Learning, etc., in virtual platform. All are informed to implement these innovative practices more in number.

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

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 (IQAC new committee attached).</li> </ul>	IQAC Director
2	Reviewed the 2020-21 Academic Activities and discussed the Plan of action for Academic year 2021-22 & Co-curricular activities	<ul style="list-style-type: none"> <li>Implementation of various ongoing Academic &amp; co-curricular activities are discussed and approved.</li> <li>In the view of Covid-19 pandemic situation Institution has to continue online teaching-learning using recorded videos, e-lectures, additional teaching materials, e-books etc.</li> </ul>	All HoDs
		<ul style="list-style-type: none"> <li>Preparation of Academic Calendar for 2021-22 (Odd Semester)</li> </ul>	Dr.Raju, HoD/IT



3	Review and confirmation of various Committees, roles and responsibilities	<ul style="list-style-type: none"> <li>The existing Academic Council, Board of Studies, Finance Committee, result Passing Board, and other Committees and Administrative procedures are discussed and reviewed.</li> <li>Proposed to form new Standing committee for reviewing the academic activity.</li> </ul>	COE & IQAC Director
4	FDP/ NPTEL certification courses	<ul style="list-style-type: none"> <li>Faculty members are advised to plan and pursue continuous learning by registering for NPTEL courses and participate in online/virtual FDP courses, webinars as per an email sent by Principal on 22.07.2021.</li> </ul>	All HoDs and Faculty members
5	Review of Annual Quality Assurance Report (AQAR) 2019-20	<ul style="list-style-type: none"> <li>Reviewed the E-Annual Quality Assurance Report (AQAR) for the Academic year 2019-20 and it is being uploaded on NAAC website. All HODs are informed to prepare and submit the Criteria-wise details for AQAR 2020-21. IQAC will compile, verify, correct and submit it online before 31.12.2021.</li> </ul>	IQAC Director
6	Review of R&D activities	<ul style="list-style-type: none"> <li>To enhance the overall research environment in the Institution, all the Departments are required to initiate preparing proposals seeking funding in emerging areas from government and other funding agencies and all Departments should also initiate Consultancy work in the AY 2021-22.</li> <li>Advised the HODs and faculty members that M.Tech/ME/BE/BTech students' projects shall be converted into publications in refereed journals.</li> <li>The importance of Patenting was also discussed and members were motivated to prepare and apply.</li> </ul>	R &D Director, All HoDs and Faculty members
7	Review of Academic Audit and Action plan	<ul style="list-style-type: none"> <li>IQAC approved the report of financial audit.</li> <li>IQAC reviewed the Academic Audit of 2020-21 and advised to complete the corrective action within two weeks.</li> </ul>	IQAC Director
8	Quality Assurance and initiative measures	<ul style="list-style-type: none"> <li>Based on our compliance report, NBA extended Accreditation for B.E.CSE, B.E.ECE &amp; B.E. EEE up to 31.06.2022.</li> <li>It is proposed to prepare for NBA accreditation of three to four eligible UG programmes.</li> <li>It is also proposed to apply for second cycle of NAAC, and ARIIA and NIRF</li> </ul>	HODs and IQAC Director

		ranking during 2021-22.	
9	Promotion of activities for stake holders	<ul style="list-style-type: none"> <li>• HODs are reminded to get feedback from the students in the format already emailed. Feedback obtained from stakeholders has to be analysed.</li> <li>• All the Heads of the Departments are advised to monitor and plan corrective action, if any, and 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>	HODs and IQAC Director
10	Planning of Academic programmes	<ul style="list-style-type: none"> <li>• It is proposed to organize various academic programmes like Webinar, Seminar, Guest lecture, Conference, Workshop, Alumni interactive lecture by all Departments. All programmes planned should be mapped with IIC activities, EDC, Innovation, Research and Professional bodies, etc.</li> <li>• IQAC approved the TARPRO for Odd Semester of 2021-22.</li> </ul>	HODs and Programme Planning Committee
11	Placement and Skill training activities	<ul style="list-style-type: none"> <li>• Technical and soft skill training reviewed.</li> <li>• HoDs are informed to address the students to take up the training seriously for effective placement.</li> </ul>	Dean (SMS), Placement Director and All HoDs
12	Examination	Reviewed the examination evaluation process of 2020-21 even semester.	COE
13	Any other matters	IQAC has planned AQAR criteria-wise important activities for 2021-22 to be implemented by faculty members and departments as per the file attached here for kind reference and needful action.	All HoDs and Faculty members

  
Director IQAC



  
Chairperson IQAC