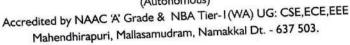


# MAHENDRA ENGINEERING COLLEGE

(Autonomous)





# INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2020-21 /01

Dates: 19.08.2020

#### 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 20.08.2020 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
- Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)
- 3. Plan of action for ongoing Academic and Co-curricular activities
- Quality assurance and initiative measures

Any other matters

Director IQAC 19/8/20

Chairperson IQAC

### For Kind Information:

Honourable Chairman

Managing Directors

Information to:

**Executive Director** 

copy to: IQAC, MEC office

Dean - SMS, Academic

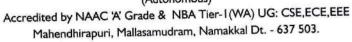
The members concerned

COE, EO, FO, AO, File



# MAHENDRA ENGINEERING COLLEGE

(Autonomous)





## INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 20.08.2020 through google meet

Time: 3.00 pm

### Members Present:

S.No	Name	Designation / Address	Role of IQAC	Signature
1.	Dr.R.V.Mahendra Gowda	Principal	Chairperson	of Min
2.	Dr. C.T.Sivakumar	Executive Officer	Director IQAC	J- sie
3	Dr.V.Shanmugam	Dean/SMS	Academic Experts	Simamon
4	Dr. C.Dhavamani	HOD-Aero	Secretary IQAC	Momomon
5	Dr.K.Vidhya	HoD-Civil	Secretary IQAC	bidly 1820
6	Dr.P.G.Venkatakrishnan	Dean/Academci	Academic Experts	VA
7	Dr.N.Viswanathan	COE	Member from Administration	W.
7.	Dr.P.Saravanan	HoD-Mech	Faculty member	Regues .
8.	Dr.S.Umamaheswari	HoD-EEE	Faculty member	Selver
9.	Dr.M.Kannan	HoD-CSE	Faculty Member	THE
11.	Dr.T.Jesudas	HoD-MCT	Faculty Member	Mi
12.	Dr.S.Raju	HoD-IT	Faculty Member	1
13.	Dr.P.R.Kannan	HoD-MAE	Faculty Member	Sing.
14.	Dr.V.Poonguzhali	HoD-Agri	Faculty Member	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
15.	Dr.M.Muthuvinayagam	HoD-EIE	Faculty Member	toors
16.	Dr.S.Asokkumar	HoD – MBA	Faculty Member	LA
17.	Dr.R.Jayakumar	HoD-MCA	Faculty Member	R2
18.	Dr.J.Kavitha	HoD-English	Faculty Member	A Company
19.	Mrs.Nirmala	HoD-Maths	Faculty Member	home
20.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member	ZHAN .
21.	Mr.P.Dhanakodi	HoD-Chem	Faculty Member	Polmoca

Director IQAC 2018 10

Chairperson IQAC

on IQAC

### The following points were discussed:

- 1. Director IQAC explained the action taken report of the previous IQAC meeting held on 13.03.2020
- 2. Principal were discussed the following points and approved

Sl.No.	Points discussed	Target Date	Responsibility and Accountability
1	<ul> <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>	30.08.2020	IQAC Director
2	<ul> <li>Principal reviewed the progress of academic activities and shared the observations regarding preparation of Class Committee meeting minutes.</li> <li>He has shown the format with modifications for preparation of the minutes and explained the modifications to be made for conducting the Class Committee meeting and preparing the minutes thereof (format enclosed for</li> </ul>	Continuous	HODs and Class Committee Chairpersons
2	reference).	9.17	
3	<ul> <li>Principal with the help of videos demonstrated the difference between Course Objectives and Learning Outcomes in OBE.</li> <li>He explained that the Action Verbs are Specific, Measurable and Achievable.</li> <li>He advised the faculty members to prepare the Preamble for every subject with Objectives and Outcomes using appropriate Action Verbs.</li> </ul>	Continuous	HODs and Faculty members
	<ul> <li>Principal discussed regarding the preparation of good quality question papers for Internal Test I. He informed that some faculty members have confusion regarding using proper Action Verbs to prepare the questions and to match with appropriate levels of Blooms Taxonomy.</li> <li>He has shown the Table of Action Verbs frequently used (highlighted in red colour) and the POs containing the Action Verbs and explained the faculty members to practice the usage and improve over a period of time (file attached for reference).</li> </ul>	Continuous	HODs and Faculty members

5	<ul> <li>Principal informed all HODs and Faculty members to prepare the soft copy of the course material for the subject(s) they are</li> </ul>	(0) = 4	
	teaching, to convert it into a proper Web Course or Digital Content, which includes all	Continuous	HODs and Faculty members
	three components of 3-Dimensional Teaching, such as		
	(i) Theoretical description with good introduction and definition,		
	<ul> <li>(ii) Diagramatic representation with mathematical equations, and</li> <li>(iii) Outcomes / Applications for each Topic</li> </ul>		
6	As per previous IQAC Meeting, External Academic Audit 2019-20 planned to conducted during May 2020. Since COVID - 19 Pandemia. Audit is not able to school and academic and all all and academic academ		IQAC Director
So Internal Audit will b	19 Pandemic, Audit is not able to scheduled. So Internal Audit will be considered as Audit report for the Academic year 2019-20		A TO BILLION

Director IQAC

Chairperson IQAC