



## MAHENDRA ENGINEERING COLLEGE

(Autonomous)

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



### Internal Quality Assurance Cell -IQAC

MEC/IQAC /Meeting/2022-23/04

Date: 03.03.2023

#### CIRCULAR

Sub : IQAC Meeting – Intimation to the members –Reg

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 6.03.2023 in VOC Seminar Hall at 3.00 pm. All the members are requested to attend the meeting. The agenda for the meeting is as follows:

#### AGENDA:

1. Review of action taken on the items mentioned in the previous meeting minutes
2. Review of R&D activities
3. Review Quality assurance and initiative measures
4. Review NAAC Cycle –II work progress
5. Planning and Review of Board of Studies Meeting of all departments
6. Plan of action for ongoing Academic and Co-curricular activities
7. Any other matters

  
Director IQAC 2/3/23

  
Chairperson IQAC 03/03/23

#### 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



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## Minutes of the Meeting

MEC/IQAC/Meeting/2022-23/04/Minutes

Dt.06.03.2023

The IQAC meeting was held on 6.03.2023 in VOC Seminar Hall at 3.00 PM

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 10.12.2022.

S.No.	Points Discussed	Action taken
1	Review of NAAC Cycle - 2	• NAAC Cycle –II SSR final Copy reviewed for submission within 10.03.2023.
2	Submission of final AQAR 2021-22	• AQAR 2021-22 submitted on 28.02.2023

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

S. No.	Points Discussed	Action Plan	Responsibility
1	Review of R&D activities	<ul style="list-style-type: none"> <li>• Principal informed all HODs and Faculty members to complete the final year students' project and also insisted to publish the innovative projects in reputed Journals.</li> <li>• Principal informed HODs to convey that the faculty members to publish minimum one paper per year (one in the Scopus Indexed (SI) Journal or in IJASE, Mahendra Publications).</li> <li>• All faculty members with PhDs are advised to submit minimum one research project proposal per year to any funding agencies (DST, CSIR, DRDO, TNSCST, MNRE and DBT).</li> </ul>	All faculty members
2	Review Quality assurance and initiative measures	<ul style="list-style-type: none"> <li>• Principal highlighted the need for effective teaching methods to enhance students learning capacity. The faculty members shall use innovative teaching techniques to enhance the active involvement and learning capability of students</li> <li>• Principal informed all HODs to complete all TarPro 2022-23 (Even) activities before 19.05.2023 positively.</li> </ul>	All HoDs

		<ul style="list-style-type: none"> <li>IQAC Director informed that Anna University Affiliation inspection team may visit in the month of April/ May 2023. All Labs and facilities have to be maintained regularly and all documents and registers have to be updated on regular basis.</li> </ul>	
3	Review NAAC Cycle -II work progress	<ul style="list-style-type: none"> <li>IQAC Director and IQAC Coordinators reviewed NAAC Cycle 2 work progress.</li> <li>Updates of quantitative files are completed and insisted to update the qualitative files.</li> </ul>	All HoD's and Faculty members
4	Planning of Board of Studies Meeting of all Departments	<ul style="list-style-type: none"> <li>Principal informed to conduct the BoS meeting during the months of April/ May 2023 for Change/Revision in the Curriculum and Syllabi (R2022).</li> <li>As per the Anna University communication Principal informed to include the following subjects in the ensuing BoS meeting               <ol style="list-style-type: none"> <li>Heritage of Tamils</li> <li>Tamils and Technology in R2022.</li> </ol> </li> </ul>	All HoDs
5	Plan of action for ongoing Academic and Co-curricular activities	<ul style="list-style-type: none"> <li>Principal reviewed the progress of Academic Activities and shared the observations regarding Class Committee meeting minutes.</li> <li>Placement Day is fixed on 20.03.23 for the 2023 passed out batch. HoDs are informed to convey the information to all the placed students to attend the function without fail.</li> </ul>	All HoDs
6	Any other matters	<ul style="list-style-type: none"> <li>All non statutory committee Chairpersons are requested to complete the meeting before April 2023.</li> </ul>	All Non Statutory Committee Chairperson

The meeting ended with the vote of thanks by IQAC – Director.

  
Director IQAC 6/3/23

  
Chairperson IQAC 06/03/23



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MEC/IQAC/Meeting/2022-23/04/Minutes

Dt.06.03.2023

The IQAC meeting was held on 06.03.2023 in VoC –Seminar Hall at 3.00 PM

Members present :

SL.No.	Name	Designation / Address	Role of IQAC	Signature
1.	Dr.R.V.Mahendra Gowda	Principal	Chairperson	
2.	Dr.V.Shanmugam	Dean/SMS	Member	
3.	Dr. C.T.Sivakumar	EO	Director IQAC	
4.	Dr.N.Viswanathan	COE	Member	
5.	Dr.V. Aroulmoji	Director-R&D	Member	
5.	Dr. C.Dhavamani	HOD-Aero	Cordinator IQAC	
6.	Dr.K.Vidhya	HoD-Civil	Cordinator IQAC	
7.	Dr.M.Srinivasan	HoD-Mech	Member	
8.	Dr. R. Uthirasamy	HoD-EEE	Member	
9.	Dr.M.Kannan	HoD-CSE	Member	
10.	Dr.T.Jesudas	HoD-MCT	Member	
11.	Dr.S.Raju	HoD-IT	Member	
12.	Dr.D.Subramaniam	HoD-Aerospace	Member	
13.	Dr.P.R.Kannan	HoD-MAE	Member	
14.	Dr.KR. Kalphana,	HoD-Agri	Member	
15.	Dr.M.Muthuvinayagam	HoD-EIE	Member	
16.	Dr. Sunil	HoD – MBA	Member	
17.	Dr.R.Jayakumar	HoD-MCA	Member	

Director IQAC 06/3/23

Chairperson IQAC

