



# 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

MEC/IQAC/Meeting/2021-22 /04

Dates: 02.12.2021

### CIRCULAR

#### Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 03.12.2021 in EEE Seminar Hall at 3.00 pm. All the members and department IQAC coordinators 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 s
2. Review of Odd semester academic activities for academic year 2021-22
3. Planning of submission of Application for NAAC – Cycle II
4. Review of Data collected for AQAR 2019-20 and AQAR 2020-21
5. To take up the NBA – Reaccreditation process
6. Submission of proposals for AICTE – AQIS
7. Review of R &D Activities
8. Planning of Academic and Administrative Audit for 2020-21
9. Planning of examinations schedule for the academic year 2021-22 Odd semester
10. Planning of IIC Activities for the academic year 2021-22 – Second Quarter
11. Review of Innovative Teaching and Learning methods
12. 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	Plan of action for Academic year 2021-22 & Academic programmes	<ul style="list-style-type: none"> <li>• Academic Syllabus were completed as per Academic Calendar 2021-22 ODD semester</li> <li>• All departments were conducted a Technical Events as per the TARPRO 2021-22 Odd semester plan</li> </ul>
2	Various Non Statutory Committees, roles and responsibilities	<ul style="list-style-type: none"> <li>• All Non-statutory committee meeting were conducted as per the UGC and Anna University guidelines</li> </ul>
3	FDP/ NPTEL certification courses	<ul style="list-style-type: none"> <li>• NPTEL certification obtained in 2021-22 Odd semester : 102</li> <li>• Most of the faculty members were attended AICTE , Anna University FDP</li> </ul>
4	Annual Quality Assurance Report (AQAR) 2019-20	<ul style="list-style-type: none"> <li>• AQAR 2019-20 submitted and Acknowledgment received from NAAC during September 2021</li> </ul>
5	Internal Academic Audit for 2020-21	<ul style="list-style-type: none"> <li>• Internal Academic Audit for the Academic year 2020-21 completed in October 2021</li> </ul>
6	Promotion of activities for stake holders	<ul style="list-style-type: none"> <li>• Feedback was collected from all stake holders and recorded. Corrective action will be taken accordingly.</li> </ul>
7	Placement and Skill training activities	<ul style="list-style-type: none"> <li>• Company specific training were provided for 450 students</li> <li>• Around 150 students were placed in 2018-2022 batch till November 2021</li> </ul>


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

S.No.	Points Discussed	Action Plan	Responsibility
1	Review of 2021-22 Odd semester Academic 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, Discussed about the current guidelines implement by Anna University for motivating the students to appear physical mode examination for 2021-22 Odd semester</li> <li>• Special classes were conducted for Lateral Entry students (LES), since they admitted in the middle of the semester.</li> </ul>	All HoDs

2	Planning of NAAC – Cycle II	<ul style="list-style-type: none"> <li>It is proposed to prepare for NAAC – Cycle II</li> </ul>	All HoDs
3	Review of Data collected for NAAC - AQAR 2020-21	<ul style="list-style-type: none"> <li>Reviewed the E-Annual Quality Assurance Report (AQAR) for the Academic year 2020-21 and it has to be uploaded on NAAC website before 15th December .</li> <li>In AQAR 2019-20, some data need to be checked and resubmitted as per the new revised format before 31<sup>st</sup> December 2021.</li> </ul>	All HoDs
4	NBA-Reaccreditation process	<ul style="list-style-type: none"> <li>It is informed that the accredited departments are start preparing for NBA reaccreditation process since the validity expires on June 2022.</li> </ul>	HoD – ECE, EEE and CSE
5	Proposal for AICTE – AQIS 2022	<ul style="list-style-type: none"> <li>Informed to prepare proposals for AICTE –AQIS 2022 - STTP, RPS, MODROBS, SPICES, IDEA LAB. All proposal will be get ready before 10th December 2021</li> </ul>	All HoDs
6	Review of R&D activities	<ul style="list-style-type: none"> <li>Patent: Identify 10 bright students in various departments, who have novel ideas and attach them with faculty members to mentor these students on innovation and nurture their ideas so as to file patent application.</li> <li>Project to Publication: Identify around 20 bright students in various Departments and mentor them with suitable faculty members and convert into research paper which is to be published in reputed Journals</li> <li>Chairperson insisted to publish minimum 50 research papers in reputed Scopus indexed/SCI Journals within this Academic year 2021-22</li> <li>Instructed Faculty members and make them to prepare papers to present in International conferences, which will be finally published in Elsevier/Springer, IEEE proceedings and other international publishers.</li> </ul>	All HoDs
7	Planning of Academic and Administrative Audit for 2020-21	<ul style="list-style-type: none"> <li>Proposed to conduct Academic and Administrative Audit for the Academic year 2021-22 before 25<sup>th</sup> December 2021. All HoDs are informed to be ready for the same.</li> </ul>	All HoDs and IQAC Director & IQAC Coordinators
8	Examination process	<ul style="list-style-type: none"> <li>End Semester Theory Examination scheduled from 21<sup>st</sup> January 2022 and</li> </ul>	All HoDs and CoE

		Practical Examinations scheduled from 3 <sup>rd</sup> January 2022 onwards for III, V, VII semester	
9	Planning of IIC Activities for 2nd Quarter	<ul style="list-style-type: none"> <li>• Our Institution have got 3.5 star in 4 star scale for 2020-21 IIC Activities</li> <li>• HoDs are informed to conduct IIC events to promote Research, Innovation, Entrepreneur and Incubation.</li> <li>• IIC Coordinators and IIC Ambassadors are informed to support to conduct MIC Driven activities, Self driven and IIC Calendar activities for 2<sup>nd</sup> Quarter</li> </ul>	All HoDs and IIC Coordinators
10	Review of Innovative Teaching and Learning methods	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	All HoDs
14	Any other matters	Informed to submit Class Committee Meeting , Staff Meeting minutes to the principal office	All HoDs and Faculty members

  
**Director IQAC**

  
**Chairperson IQAC**  
 03/12/2021



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MEC/IQAC/Meeting/2021-22 /04/Minutes

Dt.03.12.2021

The IQAC meeting was held on 03.12.2021 in EEE –Seminar Hall at 03.00 PM

#### 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	Member	
4.	Dr.N.Viswanathan	COE	Member	
5.	Dr. C.Dhavamani	HOD-Aero	Secretary IQAC	
6.	Dr.K.Vidhya	HoD-Civil	Secretary IQAC	
7.	Dr.D.Subramaniam	HoD-Mech	Member	
8.	Dr.S.Umamaheswari	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.P.R.Kannan	HoD-MAE	Member	
13.	Dr.KR.Kalpana	HoD-Agri	Member	
14.	Dr.M.Muthuvinayagam	HoD-EIE	Member	
15.	<del>Dr. S. Asekkumar</del> Dr. N. R. Aravamudan	HoD – MBA	Member	
16.	Dr.R.Jayakumar	HoD-MCA	Member	
17.	Dr.B.Rengesh	HoD-Pharma	Member	—
18.	Dr.J.Dineshkumar	HoD – Food Tech	Member	—
19.	Dr.J.Kavitha	HoD-English	Member	
20.	Mr. K.Shanmugam	HoD-Maths	Member	
21.	Dr.T.Shanmugavel	HoD-Physics	Member	
22.	Mr.P.Dhanakodi	HoD-Chem	Member	



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## INTERNAL QUALITY ASSURANCE CELL

Other members present :

Date : 03.12.2021

NAAC Coordinators from all Department and NBA Coordinators from CSE, ECE and EEE

S.No	Name	Designation / Department	Role of IQAC	Signature
1.	BALAKRISHNAN.K	AP/AERO	Coordinator	[Signature]
2.	Dr. S. Sumathi	Prof/EEE	NBA-Co-ordinator	[Signature]
3.	S.V. JAYAKUMAR	AP/MECH	Coordinator	[Signature]
4.	D. PRABHAKARAN	AP/MCT	Coordinator.	[Signature]
5.	Dr. Y. Shanthanam	AP/Civil	Coordinator	[Signature]
6.	Dr. S. SUNIL	ASP/MBA	Coordinator	[Signature]
7.	N. Rameesh	AP/MAE	Co-ordinator	[Signature]
8.	Dr. B. VIJAYAKUMAR	HOD/Chem	Member	[Signature]
9.	Dr. C. Vigneshwaran	ASP/Pharma	member	[Signature]
11.	Dr. S. Saraswathi	ASPIECE	NAAC coordinator	[Signature] 3/12/2021
12.	Dr. Balachandran Vadivu.P	ASP/ECE	NAAC Coordinator	[Signature] 3/12/21
13.	Dr. D. Chitra	ASP/ECE	Co-ordinator	[Signature]
14.	R. Banumathi	AP/Maths	NAAC Co-ordinator	[Signature]
15.	D. Ilakkiya	AP/Maths	NAAC co-ordinator	[Signature]
16.	R. BRINDHA	AP/MATHS	NBA Co-ordinator	[Signature]
17.	Dr. P. Ramya	ASP/CSE	NAAC & NBA Co-ordinator	[Signature]
18.	Dr. V. SANGEETHA	ASP/ENGLISH	NBA & NAAC coordinator	[Signature]
19.	Dr. SATHEESH KUMAR.	AP/math	NBA - coordinator	[Signature]
20.	M. Sumanjy	AP/PHY	NBA NAAC Co-ordinator	[Signature]
21.	V. Dhana Sekar	AP/Maths	NBA - coordinator	[Signature]
22.	M. RAVIKUMAR	AP/MATHS	NBA - Coordinator	[Signature]
23.	M. Gururajkumar	AP/chem	NAAC Coordinator	[Signature]

24. Dr. C. Senthil Kumar, ASP/MCA - NAAC.  
 25. Dr. S.G. Balakrishnan ASP/ECE NAAC - Coordinator  
 26. C. Nathan API/EEE Coordinator

[Signatures]