MAHENDRA ENGINEERING COLLEGE
(Autonomous)

IQAC Plan for Academic Year 2021-22

The following important activities as per NAAC AQAR format are planned and highlighted by IQAC for Academic Year 2021-22, to be conducted/ implemented by every Faculty member/Department to improve the quality. It is presented to all members in the IQAC meeting held at 3.00 pm on 23.07.2021.

Criterion I: - Curricular Aspects

1.4 Feedback System

Feedback on Faculty teaching has to be collected in the format (either on paper or in google form) from students of every class atleast once in a semester – before September 30th and March 31st. It has to be analysed, consolidated and action if any to be taken by HOD in every semester.

Criterion II: - Teaching Learning and Evaluation

2.3 Teaching-Learning Process

Innovation in Teaching LMS (Flipped Teaching, Blended Learning, Experiential Learning, Project Based Learning), creation of e-learning and digital content (pdf, videos) by every faculty member for the subjects being taught in each semester. HOD/IQAC/Principal have to review the progress.

2.5 Evaluation Process and Reforms

Every faculty member, after evaluation of Internal Assessment Tests answer scripts, has to prepare the marks statement and calculate CO attainment in each Test and subject. It has to be verified/reviewed by the Class Adviser and HOD in each semester.

2.7 Student Satisfaction Survey

To be conducted by IQAC Coordinators once in every semester using standard format.

Criterion III: - Research, Innovations and Extension

3.4 Research Publications

By every faculty member (Faculty with PhD degree to publish two papers per year and other faculty members have to publish atleast one paper in refereed journals). To be reviewed by HOD/Research Coordinator/IQAC/Principal every semester.

3.5 Consultancy

By every Department or Departments identified – to be reviewed by HOD / Consultancy Coordinator every semester.

3.6 Extension Activities

TarPro activities planned by every Department to be implemented in each semester. To be reviewed by HOD/IQAC/Principal twice in a semester.

Criterion V: - Student Support and Progression

5.1 Student Support

Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support students.

All Committees to conduct atleast one meeting per semester. To be reviewed by HOD/IQAC/Principal once in every semester.

5.2 Student Progression

The Institution's concern for student progression to higher studies and/or to employment is a pertinent issue.

Placement Cell to improve placement opportunities for students.

Departments to encourage some students to go for higher studies.

EDC to organize EAPs, EACs.

To be reviewed by HOD/IQAC/Principal once in every semester.

5.3 Student Participation and Activities

Departments to encourage students to participate in various online / offline activities.

To be reviewed by HOD/IQAC/Principal once in every semester.

5.4 Alumni Engagement

Each Department to organize MAILS

College to organize atleast one Alumni meet at national / international level.

To be reviewed by HOD/IQAC/Principal once in every semester.

Criterion VI: - Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

Efforts are made to upgrade the professional competence of the staff. There are mechanisms evolved for regular performance appraisal of staff.

Each Faculty member has to pursue atleast one NPTEL / edx course, participate in one FDP and publish one paper per semester.

To be reviewed by HOD/IQAC/Principal once in every semester.

6.5 Internal Quality Assurance System (IQAS)

Every HEI shall have a functional IQAC for planning and continuous improvement of quality for achieving academic excellence. The IQAC has to conduct regular meetings to plan, monitor and achieve the targets.

To be reviewed by IQAC/Principal once in every semester.

Criterion VII: - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

Sl.No.	Name of the Activity/event	Department / Centre	Tentative Time	Total No. of Progarams/ Events
1	Gender equity promotion and Inclusiveness – Women's Day, Blood Donation Camp, Rallies	EEE, WEC, NSS	1 per Semester (before September 30th) and before March 31st)	To be filled by each Department
2	Safety and Security of Women (Cyber Security), Digital inclusiveness (DXC Technologies program), Hackathaons	CSE, IT	do	
3	Universal Human Values and Professional Ethics	ECE, S & H	do	
4	Environmental Consciousness and Sustainability, Climate change, Clean technologies (Health, Fygiene)	CIVIL, Food Technology, NSS	do	
5	Rain water harvesting, Waste recycling (solid/liquid waste management, e-waste management)	CIVIL, NSS	do	
6	Energy conservation, Green energy resources	EEE	do	
7	Carbon neutrality, Green practices, Tree plantation, Rooftop gardens	AGRI, AERO, NSS	do	
8	Any other (specify)		do	

7.2 Best Practices

Any practice or practices that the institution has internally evolved and used during the last few years leading to positive impact on the regular functioning of the institution can be identified as "best practice/s". It could be in respect of teaching learning, office practices, maintenance and up keep of things or dealing with human beings or money matters. But adopting that practice has resolved the difficulty or has brought in greater ease in working in that aspect. In brief, these 'best practices' are relevant within the institutional context and may pertain to either academic or administrative or organizational aspects of institutional functioning.

(a) Teaching-learning

Sl.No.	Name of the Activity/event	Department	Tentative Time	No. of Activities
1	Flipped Teaching	3 Activities for each subject	Every semester	
2	Blended Learning	For Practicals	Every semester	
3	Experiential Learning	1 Activity for each subject	Every semester	
4	Project Based Learning	1 Activity in each Dept.	Every semester	
5	Creation of good quality Digital Course content	By every faculty for each subject	Every semester	
6	Creation of Good quality Videos for Courses	Videos for ateast one Unit (10 Videos)	Every semester	
7	Any other (specify)			

(b) Exam Cell – Examination Reforms – to be planned by COE if required

(c) IQAC – Quality Reforms – to be planned by IQAC if required

(d) Office – Administrative Reforms – to be planned by AO, FO, HR if required

7.3 Institutional Distinctiveness

Every Institution would like to be recognized for certain of its attributes which make it 'distinct', or, one of its kinds. Such attributes characterize the institution and are reflected in all its activities in focus and practice. Interested and potential Departments shall plan some of the suggested activities if required:

- Creating Centres of Excellence, signing MoUs by Departments to offer industry based electives, 1 or 2 credit courses, etc.
- Organising Industry-based training programmes, Employment enhancement programs
- Innovation, Research in frontier and emerging areas

IQAC Director 26/3/21

Principal 26/7/21

5