



MAHENDRA ENGINEERING COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2019-20/02

Date: 29.10.2019

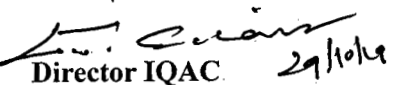
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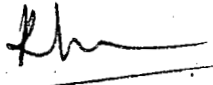
Sub : IQAC Standing Committee Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell (IQAC) Standing Committee Meeting to be held on 30.10.2019 in Board Room at 01.30 am. 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. Plan of Action of Academic Year 2019-20 Even Semester
3. NIRF -2019
4. AICTE Approval ANNA University affiliation – Process
5. Conducting of Academic Council, Financial, Governing Body, Board of studies meeting
6. Review of Regulation - 2019 CBCS
7. Enhancement of Academic Results
8. Enhancing Quality in R&D Activities
9. IQAC- Internal Academic and Administrative Audit
10. Review of various statutory committee action plan and its action taken.
11. Review of Best practice
12. Any other matters


Director IQAC 29/10/19


Chairperson IQAC 29/10/19

For Kind Information :

Honourable Chairman

Managing Directors

Information to :

Executive Director

copy to : IQAC, MEC office

Dean – SMS,

The members concerned

COE, EO, FO, AO, File





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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Standing Committee meeting held on 30.10.2019 at Board Room Time : 01 .30am

Members Present :

S.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. C.Dhavamani	HOD-Aero	Secretary IQAC	
4.	Dr.V.Shanmugam	Dean/SMS	Academic Experts	
6.	Dr.N.Viswanathan	COE	Member from Administration	
7.	Dr.P.Saravanan	HoD-Mech	member	
8.	Dr.S.Umamaheswari	HoD-EEE	member	
9.	Dr.M.Kannan	HoD-CSE	member	
10.	Dr.K.Vidhya	HoD-Civil	member	
11.	Dr.T.Jesudas	HoD-MCT	member	
12.	Dr.S.Raju	HoD-IT	member	
13.	Dr.P.R.Kannan	HoD-MAE	member	
14.	Dr.P.Saranya	HoD-Agri	member	
15.	Dr.M.Muthuvinayagam	HoD-EIE	member	
16.	Dr.S.Asokkumar	HoD - MBA	member	
17.	Dr.R.Jayakumar	HoD-MCA	member	
18.	Dr.J.Kavitha	HoD-English	Member	
19.	Prof.S.Rajakumar	HoD-Maths	Member	
20.	Dr.T.Shanmugavel	HoD-Physics	Member	
21.	Prof.P.Dhanakodi	HoD-Chem	Member	

Director IQAC



Chairperson IQAC

30/10/19

The following points were discussed :

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on 01.07.2019.

S.No	Points Discussed	Action Plan taken
1.	Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> • IQAC committee reconstituted and approved on 01.07.2019 as per the guidelines given by NAAC – UGC (IQAC new committee attached)
2	Plan of action for ongoing Academic and Co-curricular activities	<ul style="list-style-type: none"> • Various on going academic and co-curricular activities are discussed and approved
3	Review and confirmation of organization structure , roles and responsibilities, Various committees and its responsibilities	<ul style="list-style-type: none"> • Following Organizational structure in order of hierarchy is ratified & approved by IQAC <ol style="list-style-type: none"> 1.Vishaka Committee 2.Anti-Ragging committee 3.SC/ST committee 4.Planning and Monitoring Committee 5. Grievances and Redressal Committee
4	Ratification of existing best practices	<ul style="list-style-type: none"> • The following practices were identified best Practices and Confirmed <ol style="list-style-type: none"> 1.Mahendra Alumni Lecture Series (MAILS) 2. Inter Department Lecture Series(InDEL) 3.Mahendra Students Tech Series(MAST) 4. Flipped Teaching 5.Thought to Products (T2P)
5	Review of R&D activities	<ul style="list-style-type: none"> • Faculty members are submitted plan of submission of research proposal. • All the faculty members are created Google Scholar Citation index. • Reviewed so far submitted proposal
6	Academic programmes	<ul style="list-style-type: none"> • Academic Programmes organized as per TARPRO 2019-20 (ODD Semester) Plan.



2. Director –IQAC were discussed the following points and approved

S.No	Points Discussed	Action Plan	Responsibility
1	Plan of Action of Academic Year 2019-20 Even Semester	<ul style="list-style-type: none"> • Modalities of various ongoing academic & co-curricular activities are discussed and approved. • Following activities are reviewed and approved by IQAC – Annual Day, Sports Day, Graduation Day, Placement Day, Women’s Day etc., 	All HoDs .
2	NIRF -2019	<ul style="list-style-type: none"> • Principal explained the MEC position in NIRF 2019. Committee members discussed and improvement to be made for NIRF 2020 	NIRF- Coordinators
3	AICTE Approval ANNA University affiliation – Process	<ul style="list-style-type: none"> • IQAC-Director informed the routine process of AICTE approval and Anna university affiliation. • IQAC-Director Instructed the HoDs to ensure the details are to be submitted in time through the respective web portal. 	All HoDs
4	Conducting of Academic Council, Financial, Governing Body, Board of studies meeting	<ul style="list-style-type: none"> • IQAC ratified Academic , Financial, Governing Body, Board of studies meeting and discussed about the Academic Council meeting scheduled on 04.11.2019 	COE
5	Review of Regulation - 2019 CBCS, Enhancement of Academic Results	<ul style="list-style-type: none"> • Principal discussed about the improvement of continuous assessment and changes incorporate in internal and end semester examinations. All committee members discussed about the improvement of academic results in forthcoming semesters 	All HoDs
6	Enhancing Quality in R&D Activities	<ul style="list-style-type: none"> • Principal discussed the developing research culture , faculties and students are encouraged to take up research projects . 	All HoDs



		Through Incubation center , faculties and students can promote research and application of the technology for the professional and societal development	
7	IQAC- Internal Academic and Administrative Audit	<ul style="list-style-type: none"> • IQAC-Director instructed to conduct Internal Academic and Administrative Audit for 2019-20 (ODD Semester) on or before 30.11.2019 . • IQAC approved the revised stakeholders feedback 	All HoDs
8	Review of various statutory committee action plans and its action taken.	<ul style="list-style-type: none"> • IQAC approved the minutes of meeting various statutory committee like Students Association, Examinations, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training & Placement, Library, Committee for SC/ST, Vishaka Committee, Grievance Redressal and Antiragging committee, Internal Compliant Committee, etc. 	IQAC- Coordinator
9	Review of Best practice	<ul style="list-style-type: none"> • Principal explained the village adoption scheme implemented by UGC Unnath Barath Abiyan . 	IQAC- Coordinator and NSS Officers
10	Any other matters	<ul style="list-style-type: none"> • Principal Appreciated MHRD's Star rating of IICs rated with 4-stars. Also appreciated Students project shortlisted for Vishwakarma Award 2020. 	All HoDs

[Signature]
Director IQAC 30/10/19



[Signature]
Chairperson IQAC 30/10/19