



# 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 /03

Dates: 13.10.2021

### CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 20.10.2021 in Board Room at 10.30 am. 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 previous meeting
2. Review of data collected for submission of AQAR 2020-2021
3. Any other matters

  
Director IQAC 13/10/21

  
Chairperson IQAC 13/10/2021

#### 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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## INTERNAL QUALITY ASSURANCE CELL

Other members present :

IQAC Coordinators from all Department

S.No	Name	Designation / Department	Role of IQAC	Signature
1.	Dr. P. Suresh Kumar	P/EEE	Co-ordinator	P. Suresh
2.	Dr. D. Chitra	ASP/EC	Co-ordinator	D. Chitra
3.	Dr. S. PREETHI	ACP/IT	Co-ordinator	S. Preethi
4.	D. PRABHAKARAN	AP/MCT	Co-ordinator	D. Prabhakaran
5.	R. KARICAN	AP/MOE	Co-ordinator	R. Karican
6.	Dr. Sunils	ASP/MBA	Co-ordinator	Dr. Sunils
7.	Dr. K. Prakash	AP/MCA	Co-ordinator	K. Prakash
8.	Mr. S. BALAKRISHNAN	AP/AERO	Co-ordinator	Mr. S. Balakrishnan
9.	Dr. Y. Sathyanarayana	ASP/CITC	Co-ordinator	Dr. Y. Sathyanarayana
11.	Dr. R. Boopathi	ASP/Mech	Co-ordinator	Dr. R. Boopathi
12.	Dr. R. Prabhu	ASP/Mech	Co-ordinator	Dr. R. Prabhu
13.	Dr. Saravathi	ASP/ECE	Co-ordinator	Dr. Saravathi
14.	Dr. V. POONAZHAYAL	AP/Agri	Co-ordinator	Dr. V. Poonazhayal
15.	M. Duraisaij	AP/Physics	IQAC-co-ordinator	M. Duraisaij
16.	Dr. S. KANDASAMY	Prof/math	IQAC-co-ordinator	Dr. S. Kandasamy
17.	Mr. A. KARTHICKAN	AP/CSE	IQAC co-ordinator	Mr. A. Karthickan
18.	Dr. V. Sangeetha	ASP/English	IQAC co-ordinator	Dr. V. Sangeetha
19.	Dr. V. Dharmalingam	AP/chemistry	IQAC co-ordinator	Dr. V. Dharmalingam
20.	S. VIJAYAKUMAR	AP/MCA	IQAC co-ordinator	S. Vijayakumar



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MEC/IQAC/Meeting/2021-22 /03/Minutes

Dt.20.10.2021

Minutes of IQAC –NAAC review meeting held on 20.10.2021 in Board Room at 10.30 am

#### Members Present :

S.No	Name	Designation / Address	Role of IQAC	Signature
1.	Dr.R.V.Mahendra Gowda	Principal	Chairperson	<i>[Signature]</i> 20/10/21
2.	Dr. C.T.Sivakumar	Executive Officer	Director IQAC	<i>[Signature]</i> 20/10/21
3.	Dr.V.Shanmugam	Dean/SMS	Academic Experts	<i>[Signature]</i> 20/10/2021
4.	Dr.N.Viswanathan	COE	Member from Administration	<i>[Signature]</i>
5.	Dr. C.Dhavamani	HOD-Aero	Secretary IQAC	<i>[Signature]</i> 20/10/21.
6.	Dr.K.Vidhya	HoD-Civil	Secretary IQAC	<i>[Signature]</i> 20/10/21
7.	Dr.D.Subramaniam	HoD-Mech	Faculty member	<i>[Signature]</i> 20/10/2021
8.	Dr.S.Umamaheswari	HoD-EEE	Faculty member	<i>[Signature]</i> 20/10/2021
9.	Dr.M.Kannan	HoD-CSE	Faculty Member	<i>[Signature]</i> 20/10/21
11.	Dr.T.Jesudas	HoD-MCT	Faculty Member	<i>[Signature]</i> 20/10/21
12.	Dr.S.Raju	HoD-IT	Faculty Member	<i>[Signature]</i> 20/10/21
13.	Dr.P.R.Kannan	HoD-MAE	Faculty Member	<i>[Signature]</i> 20/10/21
14.	Dr.Kalpana	HoD-Agri	Faculty Member	<i>[Signature]</i>
15.	Dr.M.Muthuvinayagam	HoD-EIE	Faculty Member	<i>[Signature]</i> 20/10/21
16.	Dr.S.Asokkumar	HoD – MBA	Faculty Member	
17.	Dr.R.Jayakumar	HoD-MCA	Faculty Member	
18.	Dr.J.Kavitha	HoD-English	Faculty Member	<i>[Signature]</i>
19.	Mr.K.Shanmugam	HoD-Maths	Faculty Member	<i>[Signature]</i> 20/10/21
20.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member	<i>[Signature]</i>
21.	Mr.P.Dhanakodi	HoD-Chem	Faculty Member	<i>[Signature]</i> 20/10/21
22.	Dr. B. VIJAYA KUMAR	HoD - Chemical	Faculty member	<i>[Signature]</i>

**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 28.09.2021

S.No.	Points Discussed	Action taken
1.	Discussion on Faculty Enrichment Programme Series (FEPS)	<ul style="list-style-type: none"><li>Conducted Faculty Enrichment Programme Series (FEPS) in the topic “Enrich your English ” from 07.10.2021 to 09.10.2021 for 21 faculty members.</li></ul>
2.	Academic classes through physical mode	Classes started for Second year students in physical mode. All the faculty members were instructed to follow the Standard Operating Procedure of Covid -19 as per the Anna University instructions.

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

S.No.	Points Discussed	Action Plan	Responsibility
1	Review of NAAC-AQAR 2020-21 data collected	<ul style="list-style-type: none"><li>All HoDs and Department IQAC coordinators presented their updated AQAR 2020-21 data.</li><li>IQAC Chairperson and IQAC Director offered suggestions for the improvement</li></ul>	HODs and Department IQAC Co-ordinators
2	Internal Auditing of AQAR 2020-21 supporting documents	A committee is constituted to verify the AQAR 2020-21 supporting documents from 26.10.2021 to 30.10.2021	HODs and Department IQAC Co-ordinators

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

  
Director IQAC 21/10/21

  
21/10/2021  
Chairperson IQAC