



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/2020-21 /03

Dates: 25.04.2021

CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting to be held on 26.04.2021 in Board Room at 12.45pm. 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 for ongoing Academic and Co-curricular activities
3. Review of R&D activities
4. Review of various committees meeting
5. Review Quality assurance and initiative measures
6. Review and Confirmation of Board of Studies Meeting of all departments
7. Review of Academic Audit and Action plan
8. Planning of Academic Council meeting and Governing Council Meeting
9. Any other matters


Director IQAC

Dr.C.T.Sivakumar

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


Chairperson IQAC



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 26.04.2021 at Board Room

Time : 12.45 pm

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

Director IQAC 26/4/21

Chairperson IQAC
26/4/2021

The following points were discussed :

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on 26.02.2021

S.No	Points Discussed	Action Plan taken
1.	Review of Academic Schedule and Internal Assessment	Faculty members were completed the remaining syllabus and all Internal Assessment Test were completed as per the circular sent by COE office.
2	Special Coaching classes for Arrear Examination	Departments were conducted the Evening Coaching Classes to enable the students who have arrears to learn, write Examination well and clear the arrears
3	Class Committee Meeting	HODs and Chairpersons conducted the all Class Committee meeting and review students' preparation, etc
4	Project review	HODs and Faculty members were completed the final year students' project review successfully and guided to the students projects shall be published as papers in reputed Journals.
5	Feedback collection process	Feedback was collected from all stake holders and recorded. Correction action will be taken accordingly.
6	Faculty Training – Summer	Faculty members were attended more FDP during summer vacation and attended NPTEL –FDP certification courses
7	Faculty Training – Summer	Faculty members were attended more FDP during summer vacation and attended NPTEL –FDP certification courses
8	Tarpro Activities 2020-21 (Even)	All department were completed TARPRO Activities as per Principal Circular
9	To improve consultancy work through center of excellence	Consultancy work was carried out in few departments and plan to implement in other departments

2. Principal were discussed the following points and approved

S.No	Points Discussed	Action Plan	Responsibility
1	Plan of action for ongoing Academic and Co-curricular activities	<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 Initiatives, IIC Activities, Women's day, Engineers day, Teachers day etc., 	Dean /Academic & Dean /SMS Prof.Raju, HoD/IT
2	Review and confirmation of organization structure, roles and responsibilities	<ul style="list-style-type: none"> • The existing Governing Council, Academic Council, Board of Studies, Finance committee, HR policies, and Academic and Administrative policies are discussed & reviewed. 	COE & IQAC Director
3	Review of R&D activities	<ul style="list-style-type: none"> • Faculty members are instructed to publish minimum two papers per year (one article in the Scopus Indexed (SI) Journal and one article in IJASE, Mahendra Publications). • Advised the HODs and faculties that M.Tech/ME/BE/BTech students' project will be converted into publications before completing their degrees • All PhDs are advised to submit minimum one research project proposal per semester any funding agencies (DST, CSIR, DRDO, TNSCST, MNRE and DBT). • The importance of Patent was discussed and members were motivated to apply. • All the faculty members are advised to create Google Scholar Citation index and the copy of the same to be submitted in the next meeting 	R &D Director
4	Review of various statutory and Non Statutory committees meeting	<ul style="list-style-type: none"> • IQAC ratified and approved academic and administrative committees and their roles and responsibilities viz, Students Association, Examinations, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training & Placement, Library, Committee for SC/ST, Women Empowerment Cell, Grievance Redressal and Antiragging committee, Internal Compliant Committee, etc. 	IQAC Director

5	Quality assurance and initiative measures	<ul style="list-style-type: none"> • Three departments prepared NBA Compliance report and will be submitted to NBA before April 2021 • It is also proposed to apply for renewal of NAAC Cycle 2 	IQAC Director
8	Review of Academic Audit and Action plan	<ul style="list-style-type: none"> • IQAC approves the report of financial audit 2020-21. • IQAC reviewed the Academic Audit of 2020-21 conducted internally and advised to complete the corrective action within two weeks. 	IQAC Director
10	Promotion of activities for stake holders	<ul style="list-style-type: none"> • Feedback obtained from stakeholders is discussed. • All the Heads of the department are advised to monitor and plan quality improvement strategies by taking into consideration of the feedback of all relevant stakeholders. • IQAC approved the present Feedback methodology and to continue the same. 	IQAC Director
11	Planning of Academic Council meeting and Governing Council Meeting	<ul style="list-style-type: none"> • It is proposed to conduct Academic Council meeting on 29.04.2021 and further Governing council meeting will be planned shortly. 	CoE and All HoDs


Director IQAC 26/4/21


Chairperson IQAC