



**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MEETING**

Date: 4<sup>th</sup> June 2015

The following Members were present in the Meeting:

S.No	Name	IQAC Designation
1	Er.B.Maha Ajay Prasath	Managing Director
2	Dr.M.Madheswaran , Principal	Chairperson
3	Prof. C.T.Sivakumar , Executive Officer	Director IQAC
4	Dr. C.Dhavamani, HoD/AERO	Secretary, IQAC
5	Dr.V.Shanmugam, Dean/SMS	Academic Experts
6	Dr.N.Vishwanathan ,COE	Member from Administration
7	Mr.B.Ramesh, Administrative Officer	Member from Administration
8	Dr.R.Thanigaivelan, HoD/Mech	Faculty member
9	Dr.S.Umamaheswari, HoD/EEE	Faculty member
10	Dr.M.Kannan, HoD/CSE	Faculty Member
11	Dr.K.Vidhya, HoD/CIVIL	Faculty Member
12	Dr.T.Jesudas, HoD/Mechatronics	Faculty Member
13	Prof.S.Raju, HoD/IT	Faculty Member
14	Dr.P.Saravanan, HoD/MAE	Faculty Member
15	Dr.P.Saranya, HoD/Agri	Faculty Member
16	Dr.M.Muthuvinayagam, HoD-EIE	Faculty Member
17	Dr.S.Asokkumar – HoD/MBA	Faculty Member
18	Prof.R.Jayakumar – HoD/MCA	Faculty Member
19	Prof.S.Selladurai-HoD/English	Faculty Member
20	Prof.S.Rajakumar-HoD/Maths	Faculty Member
21	Prof.M.Durairaj-HoD/Physics	Faculty Member
22	Prof.P.Dhanakodi-HoD/Chemistry	Faculty Member
23	Dr.A.Narenthrakumar Industry	Nominee from Industry
24	Mr.P.Thirunavukarasu Industry	Nominee from Industry
25	Dr.Sakthivel Murugan Alumni	Alumni Member

**The following points were discussed**

- Dr.M.Madheswaran, Principal welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the University.
- All other members introduced themselves.
- Principal informed the external members about the establishment of IQAC in College and then highlighted the seven criteria of the NAAC self-study report.
- Managing Director Insisted, apart from providing a degree, college education should also focus on skill development programmes. Vocational courses can be offered and better still the college can aspire to become a leading institute in all for which there is a huge demand.
- To enhance the CO and PO attainment planned to receive feedback from the stack holders like employers, alumni, academic experts etc.,
- We should have a strong network of our alumni who can contribute hugely in presenting an impressive face of the institution.
- Principal recommended that the focus should be on 3 main aspects (a) Teaching (b) Research (c) Outreach Programmes.
- A proper reference Journal of papers published by the Faculty should be brought out.
- Establishing a Skills Development Program, Soft skill training for all students should be implementing.

- Director IQAC informed the Committee about setting-up of IQAC Website. The Committee recommended that all information including forms etc. may be uploaded on the website.
- It is also agreed that the lecture schedule for all courses including Lecture handouts should also be put up in the website. Principal informed that this matter will be discussed in the HoD's meeting for implementation.
- Regarding the setting-up of Advisory/Mentor group for all departments, it was decided that setting up of such a group will be left to the respective department.
- Faculty development program and students development program has been planned. It was decided that HoD will take care of planning and implementation of the same. The HoD can utilize the information for improving courses and infrastructure and will be requested to send a summary of the findings to IQAC.
- Preparation of the AQAR as per guidelines and parameters given by NAAC.
- TASK (Teachers Acclaimed Seminar for Knowledge sharing), TAR -PRO (Targeted Programs) TE-CON (Teachers Conference) has been planned and will be scheduled for this semester. Co-coordinators will be allotted for each event.
- IQAC is planning to hold a orientation program for all faculties in order to familiarize about IQAC importance and its functioning.
- The meeting ended with the decision that the entire faculty of Mahendra Engineering College should be divided into seven groups who will then work on the seven criteria of the self-study report.

- It was decided in the meeting that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments during first week of every month.

***Action plan for the year:***

- To improve the student performance in academic and also placement activities.

***Requirements:***

***The following requirements for establishing IQAC cell***

- Computer with printer
- Separate Room
- Secretarial assistance

**The meeting ended with thanks by the Chair person**

**Chair Person**

*Handwritten signature and date: 2/6/15*