



# 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 /01

Dates: 19.08.2020

### CIRCULAR


Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is scheduled to be held at 3.00 pm on 20.08.2020 through Google meet (<https://meet.google.com/nku-scoz-ehb>). 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. Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)
3. Plan of action for ongoing Academic and Co-curricular activities
4. Quality assurance and initiative measures
5. Any other matters

  
Director IQAC 19/8/20

  
Chairperson IQAC

19/8/2020

#### 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

Minutes of IQAC meeting held on 20.08.2020 through google meet

Time : 3 .00 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. C.Dhavamani	HOD-Aero	Secretary IQAC	
5	Dr.K.Vidhya	HoD-Civil	Secretary IQAC	
6	Dr.P.G.Venkatakrishnan	Dean/Academci	Academic Experts	
7	Dr.N.Viswanathan	COE	Member from Administration	
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.J.Kavitha	HoD-English	Faculty Member	
19.	Mrs.Nirmala	HoD-Maths	Faculty Member	
20.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member	
21.	Mr.P.Dhanakodi	HoD-Chem	Faculty Member	

Director IQAC 20/8/20

Chairperson IQAC  
20/08/2020

**The following points were discussed :**

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on 13.03.2020
2. Principal were discussed the following points and approved

Sl.No.	Points discussed	Target Date	Responsibility and Accountability
1	<ul style="list-style-type: none"> <li>• The reconstitution of members is finalized in consultation with all members. List of new members has been approved as per the guidelines given by NAAC (IQAC new committee attached).</li> </ul>	30.08.2020	<b>IQAC Director</b>
2	<ul style="list-style-type: none"> <li>• Principal reviewed the progress of academic activities and shared the observations regarding preparation of Class Committee meeting minutes.</li> <li>• He has shown the format with modifications for preparation of the minutes and explained the modifications to be made for conducting the Class Committee meeting and preparing the minutes thereof (format enclosed for reference).</li> </ul>	Continuous	HODs and Class Committee Chairpersons
3	<ul style="list-style-type: none"> <li>• Principal with the help of videos demonstrated the difference between Course Objectives and Learning Outcomes in OBE.</li> <li>• He explained that the Action Verbs are Specific, Measurable and Achievable.</li> <li>• He advised the faculty members to prepare the Preamble for every subject with Objectives and Outcomes using appropriate Action Verbs.</li> </ul>	Continuous	HODs and Faculty members
4	<ul style="list-style-type: none"> <li>• Principal discussed regarding the preparation of good quality question papers for Internal Test I. He informed that some faculty members have confusion regarding using proper Action Verbs to prepare the questions and to match with appropriate levels of Blooms Taxonomy.</li> <li>• He has shown the Table of Action Verbs frequently used (highlighted in red colour) and the POs containing the Action Verbs and explained the faculty members to practice the usage and improve over a period of time (file attached for reference).</li> </ul>	Continuous	HODs and Faculty members

5	<ul style="list-style-type: none"> <li>Principal informed all HODs and Faculty members to prepare the soft copy of the course material for the subject(s) they are teaching, to convert it into a proper Web Course or Digital Content, which includes all three components of 3-Dimensional Teaching, such as               <ol style="list-style-type: none"> <li>Theoretical description with good introduction and definition,</li> <li>Diagrammatic representation with mathematical equations, and</li> <li>Outcomes / Applications for each Topic</li> </ol> </li> </ul>	Continuous	HODs and Faculty members
6	<ul style="list-style-type: none"> <li>As per previous IQAC Meeting , External Academic Audit 2019-20 planned to conducted during May 2020. Since COVID - 19 Pandemic , Audit is not able to scheduled . So Internal Audit will be considered as Audit report for the Academic year 2019-20</li> </ul>		IQAC Director

*[Handwritten Signature]*  
 Director IQAC  
 20/8/20

*[Handwritten Signature]*  
 Chairperson IQAC  
 20/8/2020