



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 /02

Dates: 25.02.2021

CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting to be held on 26.02.2021 in Board Room at 11.00 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. Review of Academic classes
3. Plan of online Internal Assessment and Model Examination
4. Review of Class Committee Meeting and Final year project review
5. Faculty Training
6. Review of Feedback collection
7. Review of Placement activities
8. Review of TARPRO , IIC , Product Development and startups activities
9. Review of Inplant training and Internship
10. Anna university Inspection
11. Any other matters


Director IQAC

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

25/02/2021



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

Minutes of IQAC meeting held on 26.02.2021 at Board Room

Time : 11 .00 am

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 26/2/21

Chairperson IQAC
26/2/2021

2. Principal ~~were~~ discussed the following points and approved

Sl.No.	Points discussed	Target Date	Responsibility and Accountability
1	Principal reviewed the status of syllabus coverage for II, III & IV year classes and it is found that the syllabus is completed for all IV year courses. For II & III year courses, almost all faculty members have completed 4 Units and are teaching the 5 th Unit. Principal informed the faculty members to complete the remaining syllabus before 14th so that students will be able to write the Internal Test III from 16 th onwards as per the circular sent by COE office.	14.03.2020	All Faculty members
2	Principal reviewed the issue of Question Banks for the students and advised all faculty members to issue the same before 10.03.2020 positively to enable students prepare well for Internal Test III.	10.03.2020	All Faculty members
3	Principal informed the faculty members teaching I year courses to complete the conduct of Retest for Internal Test I before 14 th . He also advised them to prepare well and teach effectively.	14.03.2020	Faculty members concerned
4	Principal informed that Practicals shall be completed for both II & III year students before 28 th so that Model Practical Examination shall be conducted from 30.03.2020 to 03.04.2020. It was discussed that to award 5 marks for co-curricular activities in every practical course, as a part of Internal Assessment, faculty members have to conduct a Written Quiz during Model Practical Examination for 10 marks and based upon the performance, marks out of 5 shall be awarded to each student in every practical subject. This objective method of assessment will be uniform, just and hence all are advised to adopt the same and submit the documents for verification during academic audit. Principal advised faculty members to conduct Model Practical Examination similar to End Semester Examination.	28.03.2020 03.04.2020	All Faculty members teaching practical courses
5	It was informed that as a part of Internal Assessment for Theory subjects, the faculty members have to advise the students to write and submit Assignments or give presentation or submit report on industrial visit relevant to the subject and based upon the performance, marks out of 5 shall be awarded to each student in every theory subject.	Continuous	All Faculty members

2. Principal were discussed the following points and approved


Sl.No.	Points discussed	Target Date	Responsibility and Accountability
1	<p>Principal reviewed the status of syllabus coverage for II, III & IV year classes and it is found that the syllabus is completed for all IV year courses. For II & III year courses, almost all faculty members have completed 4 Units and are teaching the 5th Unit.</p> <p>Principal informed the faculty members to complete the remaining syllabus before 14th so that students will be able to write the Internal Test III from 16th onwards as per the circular sent by COE office.</p>	14.03.2020	All Faculty members
2	Principal reviewed the issue of Question Banks for the students and advised all faculty members to issue the same before 10.03.2020 positively to enable students prepare well for Internal Test III.	10.03.2020	All Faculty members
3	Principal informed the faculty members teaching I year courses to complete the conduct of Retest for Internal Test I before 14 th . He also advised them to prepare well and teach effectively.	14.03.2020	Faculty members concerned
4	<p>Principal informed that Practicals shall be completed for both II & III year students before 28th so that Model Practical Examination shall be conducted from 30.03.2020 to 03.04.2020.</p> <p>It was discussed that to award 5 marks for co-curricular activities in every practical course, as a part of Internal Assessment, faculty members have to conduct a Written Quiz during Model Practical Examination for 10 marks and based upon the performance, marks out of 5 shall be awarded to each student in every practical subject. This objective method of assessment will be uniform, just and hence all are advised to adopt the same and submit the documents for verification during academic audit. Principal advised faculty members to conduct Model Practical Examination similar to End Semester Examination.</p>	<p>28.03.2020</p> <p>03.04.2020</p>	All Faculty members teaching practical courses
5	It was informed that as a part of Internal Assessment for Theory subjects, the faculty members have to advise the students to write and submit Assignments or give presentation or submit report on industrial visit relevant to the subject and based upon the performance, marks out of 5 shall be awarded to each student in every theory subject.	Continuous	All Faculty members

6	Theory Examination for final year UG students starts from 23 rd March and Project viva-voce Examination will be held in April first week. Practical Examination for second and third year students starts from 8 th April and Theory Examination from 20 th April 2020. Departments are informed to conduct the Evening Coaching Classes to enable the students who have arrears to learn, write Examination well and clear the arrears.	As per the Time Table published by COE	All Departments
8	Principal highlighted that Teaching is the primary duty of every faculty member and each one has to prepare well, teach effectively and involve the students in learning. The faculty members shall use innovative teaching techniques to enhance the active involvement and learning capability of students.	Continuous	All Faculty members
9	Principal informed all HODs and Chairpersons to conduct the Class Committee meeting III before 21.03.2020 and review students' preparation, etc.	21.03.2020	HODs and Class Committee Chairpersons
10	Principal informed all HODs and Faculty members to complete the conduct of final year students' project review before 21.03.2020 and guide the students to complete the projects successfully to ensure that atleast 50-60% of the projects shall be published as papers in reputed Journals.	21.03.2020	All Faculty members
11	Principal reminded the HODs and Class Advisers to complete the online feedback process from students on Faculty teaching-learning process.	28.03.2020	All HODs and Class Advisers
12	Principal also informed all HODs to collect the Programme Exit Survey from the final year students in this month end or in April first week.	31.03.2020	All HODs and Class Advisers
13	Principal discussed that the Faculty members with an experience of 0-5 years have to compulsorily undergo the 8 modules of FDP courses prescribed by AICTE NITTT programme. He also advised other Faculty members to register for AICTE-NPTEL FDP courses and pursue the same with	Continuous	All Faculty members
14	Principal explained that AICTE has come up with 360 ^o feedback for Faculty members in AICTE Regulations 2019. We have to follow and implement the same from this academic year.	Continuous	All Faculty members

	<p>There are 6 components with a total score of 100 points as given below:</p> <p>(a) Teaching-learning process: Max. 25 points</p> <p>(b) Students Feedback: Max. 25 points</p> <p>(c) Department activities: Max. 20 points</p> <p>(d) Institute activities: Max. 10 points</p> <p>(e) ACR: Max. 10 points</p> <p>(f) Contribution to Society: Max. 10 points</p>		
15	Principal informed all HODs to complete all TarPro activities before 21.03.2020 positively.	21.03.2020	HODs
16	Principal informed that MD has approved the list of Industrial Experts proposed by all Departments. So all HODs shall discuss with COE and conduct the brainstorming sessions from the end of this month and complete before the middle of April and subsequently conduct the BOS meetings before the end of April 2020 so that the changes / revision in curriculum and syllabi shall be presented in Academic Council for approval, the meeting of which will be held in May 2020.	30.04.2020	HODs
17	Principal informed that Anna University team may visit for inspection anytime in this month regarding grant of continuation of affiliation. All Labs and facilities have to be maintained regularly and all documents and registers have to be updated on regular basis.	Continuous	HODs

- 1) All HODs to circulate amongst all faculty members for information and needful action
- 2) File


Director IQAC 26/2/21


Chairperson IQAC
 26/02/2021