



MAHENDRA COLLEGE OF ENGINEERING

Salem-Campus, Attur Main Road, Minnampalli, Salem -636 106.



MINUTES OF FIFTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.00 am

Date: 28/09/2019

Venue: Board Room

Members Present:

S. No.	Name of the Member	Designation	Category
1	Dr. N.Malmurugan	Principal	Chairperson
2	Dr.C.T.Sivakumar	Executive Officer	Management Representative
3	Dr.N.Mohanasundararaju	Dean, Academics	IQAC Coordinator
4	Dr.S. Rajalaxmi	HoD- Bio-Medical	IQAC Member
5	Dr.V.Ponniyin Selvan	COE	Member
6	Dr.S.Balamurugan	HoD- Mechanical	Member
7	Dr.M.Suganthi	HoD-ECE	Member
8	Dr.H.Lilly Beaulah	HoD - CSE	Member
9	Prof. K.Prasad Babu	HoD- Civil	Member
10	Dr.S.M.Kamali	HoD -EEE	Member
11	Dr. R.Nandhakumar	HoD- Mechatronics	Member
12	Dr.T.Akila	HoD-IT	Member
13	Dr.N.Thirumoorthy	HoD-MCA	Member
14	Mr.S.Senthil Kumar	Administrative Officer	Administrative Staff
15	Er.Sivasubramanian	Velavar Constructions	Member from Industry
16	Mr.S.Sukumar	Project Lead L&T Infotech, Chennai	Member from Alumni
17	Mr.A.Abdul Aleem	Solvers India,Coimbatore	Employer
18	Mrs.J.Parveen Banu	Parent	Stake Holder
19	Mr.I.Raja	President, Minnampalli Panchayat,	Member from Local Community
20	Ms.Ajeetha Thasneem	IV yr ECE-Student	Student Member

I. Review of the Points discussed in the Previous Meeting

S.No.	Points Discussed	Progress
1.	Plan of action for ongoing academic activities and co-curricular activities. <ul style="list-style-type: none"> Academic Calendar for the Odd semester 2019-20 were discussed and approved. Number and Modalities of Co-curricular activities to be organized were discussed and approved. 	<p>Academic activities were organized as per the Academic Calendar.</p> <p>Co-curricular activities for the odd semester were organized by the respective departments as per the approved plan.</p>
2.	Review of R&D activities <ul style="list-style-type: none"> Faculty Members are instructed to publish Minimum Two paper per year (one in Scopus indexed journal and other higher impact factor international journal). Advised the Faculty members to convert their M.E/M.Tech/B.E. students' project works into publications or innovative projects to Patents. All PhDs are advised to submit the minimum one research Project proposals to any funding agencies (DST,CSIR,TNSCST,etc.) All the HODs are instructed to create Department Google Scholars Citation Index and Individual faculty citation Index. 	<p>Research publications need to be improved and the Heads of all Departments were requested to take additional initiatives for the progress.</p> <p>Initiatives are under progress for submission of research proposals.</p> <p>Google scholar citations and faculty citation index are updated</p>
3	Review of MHRD IIC activities <ul style="list-style-type: none"> IQAC ratified the Members of IIC and approved. IQAC approved the Activity Calendar suggested by the MHRD-IIC and instruct the IIC plan accordingly. 	<p>The coordinators approved by IQAC for IIC are in regular follow up of their related activities</p> <p>Activities as per Quarter Plan I were conducted and the reports had been uploaded in the MHRD IIC web portal.</p>

4	<p>Review of Academic Audit and action plan.</p> <ul style="list-style-type: none"> • IQAC review the academic audit and advised the HODs to complete the corrective action within the weeks. 	Academic Audit was conducted and corrective measures were taken.
5.	<ul style="list-style-type: none"> • Faculty members are instructed to register NPTEL on line courses compulsorily. 	So far 30 faculty members attended the the NPTEL Examinations.

2. Following Points were discussed and approved by the IQAC.

S.No.	Points Discussed	Action Plan	Responsibility
1	Plan of Action for the even semester of the Academic year 2019-20.	<p>1. Number and Modalities of Co-curricular activities to be organized were discussed and approved.</p> <p>2. Semester classes need to be commenced atleast before 10 days prior to Anna University working day schedule</p> <p>4. Internal Assessment exams can be incorporated in the 3rd and 4th hour, providing additional duration for students for preparation.</p> <p>5. Placement classes need to be scheduled at the beginning of every semester</p> <p>6. Mentoring process need to done in a systematic way and on regular basis. IQAC members suggested for regular follow up of mentoring during Tutor</p>	IQAC Coordinator, All HODs

		<p>ward meeting hour of every week to strengthen the Mentor-Mentee activity.</p> <p>7. In order to propagate uniformity in all academic activities, suggestion on coordinator appointment for every work was insisted. Executive Officer suggested second level faculty members to be deputed for coordination of additional activities</p> <p>8. Co-curricular activities are not in par with the planned schedule. More activities need to be initiated.</p>	
2	Best Practices in the Institution	<p>1. Apart from Knowledge sharing forum and Mentoring system, Alumni Lecture Series was insisted to be included in Best Practices of the department.</p> <p>2. Follow up on Mahendra Equip 360 was insisted.</p> <p>3. MFIRST – a new initiative is to be implemented in Mahendra Salem Campus, coordinated by Dr.T.Akila.</p>	All HODs
3	Enhancing R&D activities	<p>1. Discussed on Collaborative activities with Industries for the students and staff.</p> <p>2. Members discussed on initiatives on doing innovative projects through college incubation centre and events conducted through Government agencies.</p>	All HODs

		3. Progress on Consultancy works undertaken by the faculty members are reviewed	
4	Ratification of Various committees and responsibilities	IQAC approved the ratification on Various committees and its responsibilities.	IQAC Coordinator
5	IQAC-Academic and administrative audit	<p>1. IQAC director instructed to conduct Internal academic and administrative audit before 30.12.2019 by the Internal auditors.</p> <p>2. Executive officer suggested that the auditing may be conducted at the end of the even semester of every year by External auditors.</p>	IQAC Coordinator
6	Planning of Academic Calendar for the even semester 2019-20	<ul style="list-style-type: none"> Academic Calendar for the Odd semester 2019-20 were discussed and approved. 	IQAC Coordinator
7	Quality Initiative and Measures	<ul style="list-style-type: none"> Members discussed on improvement to be made on criteria for NIRF 2019 and ARIIA 2019. Members congrats the IIC for receiving the 3 star grading for the year 2018-19 . Members discussed on MHRD IIC Quarter II activities to be conducted and 	IQAC Coordinator, All HODs

		approved.	
8	Any other matter	<ul style="list-style-type: none"> Department Review meeting will be conducted every week and the minutes will be submitted to the Principal. Discussed on progress of the Green Initiatives in the campus and suggestions given on install more LED bulbs, installing bio gas and solar plant inside the campus. 	All HODs

The meeting ended with a vote of thanks to the Chairperson and members of IQAC and came to a close at 11.00 am.

N.M. Malmurugan
IQAC Coordinator
28/9/19



M.M. Kamali
IQAC Chairperson
28/9/19

Meeting Attendance

Name of the Member	Signature	Name of the Member	Signature
Dr. N.Malmurugan	<i>N.M. Malmurugan</i>	Dr.T.Akila	<i>T.Akila</i> 28/9/2019
Dr. C.T.Sivakumar	<i>C.T. Sivakumar</i>	Dr.S.M.Kamali	<i>S.M. Kamali</i> 28/9/19
Dr.N.Mohanasundararaju	<i>N. Mohanasundararaju</i>	Dr. R.Nandhakumar	<i>R. Nandhakumar</i> 28/9/19
Dr.V.Ponniyin Selvan	<i>V. Ponniyin Selvan</i>	Dr.S. Rajalaxmi	<i>S. Rajalaxmi</i> 28/9/19
Dr.S.Balamurugan	<i>S. Balamurugan</i> 28/9/19	Mr.S.Senthi Kumar	<i>S. Senthi Kumar</i> 28/9/19
Dr.M.Suganthi	<i>M. Suganthi</i> 28/9/19	Dr.N.Thirumoorthy	<i>N. Thirumoorthy</i>
Dr.H.Lilly Beaulah	<i>H. Lilly Beaulah</i> 28/9/19	Er.G.Sivasubramanian	<i>G. Sivasubramanian</i>
Prof. K.Prasad Babu	<i>K. Prasad Babu</i> 28/9/19	Mr.S.Sukumar	<i>S. Sukumar</i>
Mr.A.Abdul Aleem	<i>A. Abdul Aleem</i>	Mr.I.Raja	<i>I. Raja</i>
Mrs.J.Parveen Banu	<i>J. Parveen Banu</i> 28/9/19	Ms.Ajeetha Thasneem	<i>A. Thasneem</i> 28/9/2019