



MAHENDRA COLLEGE OF ENGINEERING



MINUTES OF FOURTEETH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.00 am

Date: 27/06/2019

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 Infortech, 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

The Following Points were discussed

1. IQAC -Coordinator explained the action taken report of the previous meeting.

S.No.	Points Discussed	Action taken report
1	To conduct Internal Academic and Administrative Audit (AAA)	Internal Academic and Administrative (AAA) Audit was conducted with Heads of Department and Senior Faculties.
2	Feedback Collection Process	Feedback from all the stakeholders and recorded. Corrective action taken accordingly.
3.	To improve the consultancy work	Consultancy work initiated and carried out in the Civil, Mech, ECE, CSE, EEE, BME Departments
4	Faculty Training	About 20 Faculty members have attended the various Faculty Development Programme conducted by AICTE, Anna University and NPTEL and other agencies.
5	Placement Activities.	More than 120 companies were visited and about 350 students were placed.
6.	Companies were Identified for Internship and In-plant Training.	234 Students have undergone Internship, In plant training and Hands on training. It is recorded in the respective Departments.

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

S.No.	Points Discussed	Action Plan	Responsibility
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. 	IQAC Coordinator, HOD/ECE

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 (likeDST,CSIR,TNSCST,etc.) • All the HODs are instructed to create Department Google Scholars Citation Index and Individual faculty citation Index. 	IQAC coordinator, All HODs
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. 	IQAC Coordinator
4	Review of Academic Audit and action plan.	<ul style="list-style-type: none"> • IQAC review the academic audit and advised the HODs to complete the corrective action within the weeks. 	IQAC coordinator and All HODs

5.	Conduct of Add-on Courses and EDC programme	<ul style="list-style-type: none"> Each Department should conduct atleast 2 Addon courses to enhance the employability of the students. EDC programme should be conducted 	All HODS, EDC Incharge.
6.	Any other matters of interest by the members	<ul style="list-style-type: none"> IQAC approve the report of financial report. Faculty members are instructed to register NPTEL on line courses compulsorily. Discussion on Alumni Meet to be organized. 	Administrative officer, ALL HODs, Alumni In-charge

N. M. Malmurugan
IQAC Coordinator
27/6/2019



M. K. K. K.
IQAC Chairperson
27.6.2019

Meeting Attendance

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