Dr. Mahalingam College of Engineering and Technology, Pollachi 642 003

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2013-14/10   Date: 10.06.2014

Circular

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) Internal meeting is arranged on 13th June 2014 at Principal's Conference Hall. The following members of the IQAC are requested to attend the meeting at 4:00 pm. The points to be discussed in the meeting are as follows:

Prof. C. Ramaswamy	- Secretary, MCET
Dr. S. Vijayarangan	- Director (Academic)
Dr. Ranga Palaniswamy	- Director (Student Affairs)
Dr. M. Ramakrishnan	- Principal
Dr. A. Rathinavelu	- Vice Principal, MCET
Mr. A. Srinivasan	- Coordinator / IQAC

Agenda

1. Action taken report of previous meeting
2. An Orientation programme for the newly joined staff members
3. Students Handbook
4. IQAC Activities
5. Placement and Training Activities
6. Two week ISTE Main workshop on "Computer Networking
7. Conducting Internal Workshop on Setting Vision, Mission , PEos in department-wise.
8. Workshop on "Android Apps Development"
9. Guest Lecture on Higher Studies
10. HR interaction session on "Industry Expectations"
11. Guest Lecture on "Industry Expectations from Civil Engineers"
12. Any other matters

Coordinator – IQAC   **PRINCIPAL**

To: The Members concerned through E-mail
Copy to: IQAC, MCET Office
Copy Submitted to: The Directors, The Secretary

Dr. Mahalingam College of Engineering and Technology, Pollachi 642 003

Internal Quality Assurance Cell

Minutes of IQAC meeting held on 13th June 2014 at Principal's Conference Hall at 4:00 pm

Members Present:

The following members were present:

Name	Designation
Prof. C. Ramaswamy	- Secretary, MCET
Dr. S. Vijayarangan	- Director (Academic)
Dr.RangaPalaniswamy	- Director (Student Affairs)
Dr. M. Ramakrishnan	- Principal
Dr. A. Rathinavelu	- Vice Principal, MCET
Mr. A. Srinivasan	- Coordinator / IQAC

The following points were discussed:

S.No	Points Discussed	Action Plan	Target Date	Responsibility
1	Action taken report of previous meeting	Coordinator-IQAC explained the action taken report of the previous IQAC meeting held on 28.03.2014	-	-
2	An Orientation programme for the newly joined staff members	An Orientation programme for the newly joined faculty members, supporting, admin and non-teaching staff members will be arranged. Schedule was prepared.	Second half of July month.	FDC
3	Students Handbook	Students Handbook for the year 2013-14 was discussed and approved.	Before the end of July 2014	Office of Principal

4	IQAC Activities	Activities of IQAC for the Academic year 2014-15 was planned and discussed. Data for AQAR reports for NAAC till June 2014 will be collected by IQAC from respective departments/sections.	On or before August 2014	IQAC
5	Placement and Training Activities	Placement drive in 2014-15 was discussed. Students in three streams and their training programmes were analysed. It is aimed to achieve atleast 90 percent campus placement in eligible students. Career guidance and entrepreneurial activities also discussed.	AY 2014-15	CPG
6	Two week ISTE Main workshop on "Computer Networking	Two week ISTE Main workshop on "Computer Networking"will be conducted at IITB Remote Centre organised. IT stream faculty members to be attended.	30.06.14	IT Stream faculty members
7	Conducting Internal Workshop on Setting Vision, Mission ,PEos in department-wise.	Internal Workshop on Setting Vision, Mission ,PEos and lecture on Blooms Taxonomy, Rubrics will be organised by each department.	First week of July 2014	All departments.
8	Workshop on "Android Apps Development"	Workshop on "Android Apps Development" for MCET Students will be conducted by IT department.	Last week of July 14.	IT dept.

9	Guest Lecture on Higher Studies	Guest Lecture on "Higher Studies and Carrier Options After Engineering" by Mr. P. Ramesh, Department of Electrical Engineering, National TsingHua University, Hsinchu, Taiwan will be organised for the benefit of IT students.	25.7.14	IT dept.
10	HR interaction session on "Industry Expectations"	It was decided to organise HR interaction session on "Industry Expectations from IT Professionals" for final year IT Stream.	First week of July 14	IT dept.
11	Guest Lecture on "Industry Expectations from Civil Engineers"	It was decided to conduct Guest Lecture on "Industry Expectations from Civil Engineers" for Civil Students.	Last week of July 14.	Civil Dept.

Coordinator – IQAC   **PRINCIPAL**

To: The Members concerned through E-mail

File: IQAC Office

Copy Submitted to: The Principal, The Directors, The Secretary

Dr. Mahalingam College of Engineering and Technology, Pollachi 642 003

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held at04:00 pm on 13th June 2014

ACTION TAKEN REPORT

S.No	Action Plan	Action Taken
1	An Orientation programme for the newly joined staff members	An Orientation programme for the newly joined faculty members, supporting, admin and non-teaching staff members was conducted during 15-31 July & 5th July 2013 respectively.
2	Students Handbook	Students Handbook for the year 2013-14 was discussed and approved.
3	IQAC Activities	Activities of IQAC for the Academic year 2014-15 was planned and discussed. Data for AQAR reports for NAAC till June 2014 will be collected by IQAC from respective departments/sections.
4	Placement and Training Activities	Placement drive in 2014-15 was discussed. Students in three streams and their training programmes were analysed. It is aimed to achieve atleast 90 percent campus placement in eligible students. Also, career guidance and entrepreneurial activities of the academic year were discussed.
5	Two week ISTE Main workshop on "Computer Networking	Two week ISTE Main workshop on "Computer Networking" was conducted at IITB Remote Centre organised by IITB-MHRD from 30.06.2014 to 05.07.2014. 18 faculty members from CSE, IT& MCA department benefitted.

6	Conducting Internal Workshop on Setting Vision, Mission ,PEOs in department-wise.	Internal Workshop on Setting Vision, Mission,PEOs and lecture on Blooms Taxonomy, Rubrics was organised at CSE department at IITB Remote Centre from 08.07.2014 & 09.07.2014. 29 faculty members of CSE department attended.
7	Workshop on "Android Apps Development"	Workshop on "Android Apps Development" for MCET Students was conducted from 25.07.2014 & 26.07.2014 at IT department. 56 students benefitted.
8	Guest Lecture on Higher Studies	Guest Lecture on "Higher Studies and Carrier Options After Engineering" by Mr. P. Ramesh, Department of Electrical Engineering, National Tsing Hua University, Hsinchu, Taiwan was organised at IT department on 25.07.2014. 120 students benefitted.
9	HR interaction session on "Industry Expectations"	HR interaction session on "Industry Expectations from IT Professionals" for final year IT Stream, was organised on 07.07.2014.
10	Guest Lecture on "Industry Expectations from Civil Engineers"	Guest Lecture on "Industry Expectations from Civil Engineers" was organized by Civil Engineering department on 31.07.14. 90 students benefitted.

Coordinator – IQAC   **PRINCIPAL**

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