

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

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2013-14/01

Date: 10.07.2013

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 19th July 2013 at Principal's Conference Hall. All the 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:

AGENDA:

1. Action taken of the previous meeting minutes
2. Launch of MCET - BOSCH Rexroth (Regional Centre of Competence in Automation Technologies)
3. Innovative processes in Teaching and Learning:
4. Mandatory Non credit Courses
5. Restructuring Curriculum and Syllabi for Mechanical and Automobile Engineering
6. Programmes based on Outcome Based Education
7. E-Content delivery
8. Academic calendar
9. Hands on training in various Centres of Excellence.
10. Internship to the student
11. Student Support Services – SGS, CPG, Students Handbook
12. Stream wise orientation to First year students
13. ISTE Two week workshop - Feedback
14. Orientation programme to newly joined faculty members
15. Faculty members' higher studies and Ph.D., research.
16. 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 19th July 2013 at Principal's Conference Hall at 4:00 pm

Members Present:

<i>Name</i>	<i>Designation</i>
Prof. C. Ramaswamy	- Secretary, MCET
Dr. S. Vijayarangan	- Director (Academic)
Dr.RangaPalaniswamy	- Principal
Dr. A. Rathinavelu	- Prof. & HoD-CSE& TPO, MCET
Mr. A. Srinivasan	- Coordinator / IQAC
Mr.KovaiChelvan	- Sr. Vice President(HR), TVS Motors, Harita, Hosur
Mr. P. Prabakaran	- Consultant,Quality Audit & Performance, Coimbatore
Dr.R. Sudhakar	- HOD/ECE
Dr.I.Rajendran	- HoD/Mech
Mr. A. Senthil Kumar	- Lecturer, IQAC
Mr. K.K. Anand Kumar	- B.E. EEE Final year
Ms. S. Niveditha	- B.E. CSE Third year

The following points were discussed:

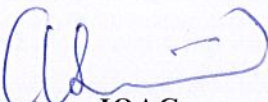
S.No	Points Discussed	Action Plan	Target Date	Responsibility
1	Action taken of the previous meeting minutes	Coordinator-IQAC explained the action taken report of the previous IQAC meeting held on 18 th February 2013.	-	-
2	Launch of MCET - BOSCH Rexroth (Regional Centre of Competence in Automation Technologies	In order to train and improve the skills of Mechanical and Automobile students in automation technologies, a centre of excellence is to be created at MCET, an MoU with BOSCH Rexroth Group will be signed during last week of July. Contributions made by both Institute and Industry were discussed.	25 th July 2013	Principal & HoD-Mech


3	Innovative processes in Teaching and Learning:	Introduction of innovative processes and follow-up activities in teaching learning process was discussed. Outcome based education and its implementation was discussed. The documents which are necessary for approval from Board of Studies, Academic council are to be prepared and verified with CoE.	Routine activities	All HoDs,
4	Mandatory Non-credit Courses	The importance of non-credit courses and implementation were discussed. Mandatory Non credit Courses are conducted for students which mostly involves the latest simulation tools and lab activities and mini projects.	First week of November 2013	Principal
5	Restructuring Curriculum and Syllabi based on Outcome Based Education	Restructuring Curriculum and Syllabi for Mechanical and Automobile Engineering Programmes based on Outcome Based Education was discussed. This will be implemented to other programmes in the forthcoming years.	Routine activities	HoD Mech. & Automobile
6	E-Content delivery	E-Content delivery through NPTEL, MOOC, Moodle, CDEEP. Flexible learning with students pace, convenient time etc., was discussed.	Routine activities	All HoDs
7	Academic calendar	Academic Calendar for the year 2013-14 was discussed.	Last week of July 2013	Office of Principal

8	Hands on training in various Centres of Excellence.	To improve the quality of learning among the students, additional skills through hands on training in various centres of excellences at MCET and its various courses was discussed. Received suggestions from industry experts and students representatives.	Routine activities	Value Added Education Division
9	Internship to the student	Students internship in the seventh semester vacation was discussed. The procedure and evaluation of their internship training was discussed.	Routine activities	IIPC- Department & CPG
10	Student Support Services	New SGS (Students Guild of Services) team for the Academic Year 2013-2014 was inducted on 15th July 2013. Their roles and responsibilities in academic system was discussed and communicated to representative of SGS office bearers.	Routine activities	FA-SGS
		Activities of Placement, Training, entrepreneurship training, career guidance activities to students through Career Planning and Guidance (CPG) for the Academic year 2013-14 was discussed.	Routine activities	CPG Coordinator
		Students Handbook for the year 2013-14 was discussed and approved.	Last week of July 2013	Office of Principal

11	Stream wise orientation to First year students	Stream wise orientation to First year students by inviting Senior Industrial Executives, Alumni, Professional Development Trainers was discussed	Routine Activities	HoD-S&H
12	ISTE Two week workshop - Feedback	Department Feedback on two-week ISTE Main Workshop on "Analog Electronics" held from 4 th June to 14 th June 2013 through A-View was received by the members of IQAC. Forthcoming workshops and participation of internal and external faculty members also discussed.	Routine Activities	ISTE-MCET Coordinator
13	Orientation programme to newly joined faculty members	An Orientation programme for the newly joined faculty members, supporting, admin and non-teaching staff members was discussed.	July 2017	FDC
14	Faculty members' higher studies and Ph.D., research	Secretary stressed the importance of publishing the quality article in Journals. Current status of faculty members Ph.D activities were updated to the committee members by the Principal.	Routine Activities	HR Office

15	Any other matters	Various quality related workshops, training, seminars, conferences, FDP etc. organised through various departments and sections for the academic year 2013-14 were discussed. Industry expert and others members suggested to conduct the above activities of IQAC through departments and sections.	Routine activities	IQAC & All HoDS/HoSs
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Coordinator – IQAC


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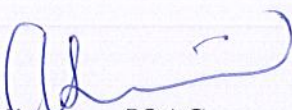
ACTION TAKEN REPORT

S.No	Action Plan	Action Taken
1	In order to train and improve the skills of Mechanical and Automobile students in automation technologies, a centre of excellence is to be created at MCET, an MoU with BOSCH Rexroth Group will be signed during last week of July. Contributions made by both Institute and Industry were discussed.	MCET – BOSCH (Regional Centre of Competence in Automation Technologies) was inaugurated on Thursday 25 th July 2013 at MCET Campus by Mr. V.K. Viswanathan, Chairman, Bosch Ltd.
2	Introduction of innovative processes and follow-up activities in teaching learning process was discussed. Outcome based education and its implementation was discussed. The documents which are necessary for approval from Board of Studies, Academic council are to be prepared and verified with CoE.	Discussed in the departments staff meetings.
3	The importance of non-credit courses and implementation were discussed.	It was communicated in the HoDs meeting.
4	Restructuring Curriculum and Syllabi for Mechanical and Automobile Engineering Programmes based on OBE was discussed. Later it will be adapted to other programmes.	Activities are going in the department of Mechanical and Automobile Engg. and faculty coordinators were nominated.

5	E-Content delivery through NPTEL, MOOC, Moodle, CDEEP. Flexible learning with students pace, convenient time etc.,	Information to Students were passed through Class Committee Meeting and uploaded in Intranet of MCET.
6	Academic Calendar for the year 2013-14 was discussed.	Distributed during last week of July 2013.
7	To improve the quality of learning among the students, additional skills through hands on training in various centres of excellences at MCET and its various courses was discussed. Received suggestions from industry experts and students representatives.	Brochure for Centre of Excellence was prepared and distributed to students and external industry persons.
8	Students internship in the seventh semester vacation was discussed. The procedure and evaluation of their internship training was discussed.	It was communicated in the HoDs meeting.
9	New SGS team for the Academic Year 2013-2014 was inducted on 15th July 2013. Their roles and responsibilities in academic system was discussed and communicated to representative of SGS office bearers.	Exam schedules were modified to facilitate student's convenience after representing it through SGS.
	Activities of Placement, Training, entrepreneurship training, career guidance activities to students through Career Planning and Guidance (CPG) for the Academic year 2013-14 was discussed.	Open Saturdays were introduced for the smooth conduct of club activities.
	Students Handbook for the year 2013-14 was discussed and approved.	SAEMCET and SCUDERIA AVES - Association of the Department of Automobile Engineering organised an intra college competition namely "VAHAN 2013" -A Go-Kart Racing Event on 15th August 2013. Arutchelvar inaugurated the event. The team "E-MAAC" under the head of S. Sathish,

		EEE final year won first prize with a cash award of Rs.10,000. The team – “INVADERS” headed by Hari Prasad.S, EEE final year won a cash award of Rs.7500 and the team “Maroot Racers” won third prize of Rs.5000 in the racing event. Students hand book was distributed during last week of July 2013.
10	Stream wise orientation to First year students by inviting Senior Industrial Executives, Alumni, Professional Development Trainers was discussed	Communicated to the First year HoD through HoDs meeting.
11	Department Feedback on two-week ISTE Main Workshop on “Analog Electronics” held from 4 th June to 14 th June 2013 through A-View was received by the members of IQAC. Forthcoming workshops and participation of internal and external faculty members also discussed.	The orientation programme organized by ISTE-MCET Staff Chapter (TN-115) on the title “Enhancing Faculty-Student Relationship: Psycho-Spiritual Aspects” is scheduled on 17.08.2013. Rev. Dr. Antony Kalliath, Director of Divyodaya Centre and President / Indian Theological Association, Coimbatore, gave a talk to all the faculty members.
12	An Orientation programme for the newly joined faculty members, supporting, admin and non-teaching staff members was discussed.	An Orientation programme for the newly joined faculty members, supporting, admin and non-teaching staff members was conducted during 15-31 July & 5 th July 2013 respectively.

13	Secretary stressed the importance of publishing the quality article in Journals. Current status of faculty members Ph.D activities were updated to the committee members by the Principal.	It was communicated to the HR manager by the Principal.
14	Various quality related workshops, training, seminars, conferences, FDP etc. organised through various departments and sections for the academic year 2013-14 were discussed. Industry expert and others members suggested to conduct the above activities of IQAC through departments and sections.	It was communicated in the HoDs meeting.


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