

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2017-18/02

Date: 12.9.17

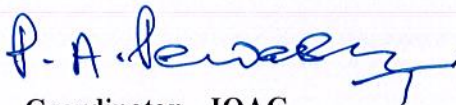
CIRCULAR

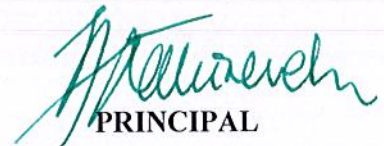
Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 16th September 2017 at Secretary's Conference Hall. All the members of the IQAC are requested to attend the meeting at 2 pm. The points to be discussed in the meeting are as follows:

AGENDA:

1. Action taken of the previous meeting minutes
2. Online submission of NAAC Reaccreditation Application
3. Preparation for Extension of Autonomous – UGC
4. Details for NIRF Ranking 2017-18
5. Details for AICTE Web Portal update
6. Increase in-take in B.E. Civil Programme from AY 2018-19
7. Improvement in ERP activities
8. Quality Initiative programmes by IQAC for the AY 2017-18
9. Product based learning and its outcome
10. Outcome Based education and its Review
11. Stakeholders feedback collection
12. NAAC, UGC, Regulation - Awareness programme to Stakeholders
13. 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 16th September 2017 at Secretary's Conference Hall
at 2 pm

Members Present:

<i>Name</i>	<i>Designation</i>
Prof. C. Ramaswamy	- Secretary, MCET
Dr.Ranga Palaniswamy	- Director (Student Affairs)
Dr. A. Rathinavelu	- Principal
Dr. P.A.Periasamy	- Coordinator-IQAC
Dr.I.Rajendran	- HoD/Mech
Dr. A. Senthil Kumar	- HOD/EEE
Dr.V.Lakshminarayan	- Controller of Examination
Dr.K.Vijayakumar	- HOD i/c /EIE
Mr. N. Karthikeyan	- AP, Physics, IQAC
Dr.V.KovaiChelvan	- Sr. Vice President (HR), TVS Motors
Mr. P. Prabakaran	- Consultant, Quality Audit & Performance, Coimbatore
Mr.S.Senthilkumar	- F/o, Ms. S. Anitha (14BEC029)
Mr.A.M.Harsavardhan	- Final Year BE Mech. (14BME016)
Mr. S.Soundararajan	- Local Body Member, Exe. Member, Sarva Shiksha Abhiyan Kanjampatti, Pollachi

The following points were discussed:

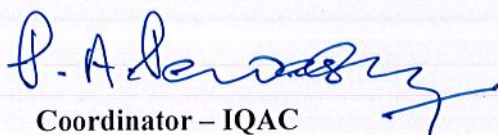
S.No	Points Discussed	Action Plan	Target Date	Responsibility
1	Action taken of the previous meeting minutes	Coordinator-IQAC explained the action taken report of the previous IQAC meeting held on 15.07.2017	-	-

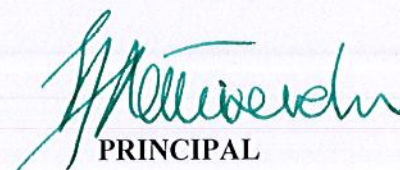
2	Online submission of NAAC Reaccreditation Application	<p>The committee discussed about the data required for Institutional Informational Quality Assurance (IIQA) submission in NAAC webportal. It was decided to submit the data during first week of December 2017. Further, the Self Study Report (SSR) is to be submitted within one month after IIQA submission before first week of January 2018.</p> <p>IQAC-Coordinator presented the various criteria of NAAC SSR and received suggestions from committee members.</p>	first week of December 2017 & first week of January 2018.	IQAC Coordinator
3	Preparation for Extension of Autonomous – UGC	<p>Coordinator-IQAC informed about the recommendations of Anna University for extension of Autonomous status by UGC and outcome of the Anna University inspection for the same.</p> <p>HoDs suggested to conduct two or three mock audits before first week of December 2017.</p> <p>Principal informed about the team constituted for evaluating the documents prepared for Extension of Autonomous.</p>	Within first week of Dec 17	Principal & IQAC Coordinator

4	Details for NIRF Ranking 2017-18	<p>Secretary suggested to prepare the data required for NIRF ranking for the current year (2017-18).</p> <p>He also instructed the Coordinator-IQAC for keeping ready the documents and data for upload during November 2017. He also requested the IQAC team to watch the NIRF webportal for updated information.</p>	Before November 2017	IQAC
5	Details for AICTE Web Portal updation	<p>Principal informed the IQAC coordinator for preparing the data for online submission in AICTE webportal for the extension of approval for the year 2018-19.</p> <p>All the department AICTE coordinators should complete the above works during November for submission them in AICTE before December 2017.</p>	Within November 2017	IQAC & Dept. AICTE Coordinators
6	Increase in-take in B.E. Civil Programme from AY 2018-19	Discussed to increase in in-intake for B.E. Civil Engg. from 60 to 120 for the AY 2018-19. Industry expert and Alumnus gave their opinion on recent trends in Civil Engineering and employability at global level.	Before December 2017	Principal

7	Improvement in ERP activities	<p>IQAC Coordinator explained the various activities taken for improving the academic system in qualitative manner through ERP (computerization of activities).</p> <p>Controller of Examination explained the monitoring system of examination through 360° camera in the invigilation halls. This will reduce manual hours and also improve the quality of examination system and will reduce the malpractice by the students.</p>	Routine	IQAC & CoE
8	Quality Initiative programmes by IQAC for the AY 2017-18	<p>IQAC Coordinator explained Quality Initiative programmes organized by IQAC for the AY 2017-18. He listed out the quality initiative programmes which are going to be conducted through academic departments.</p> <p>Alumnus and Student representative suggested to conduct them in Saturdays for maximum participation of students without affecting regular classes.</p>	Routine	Principal & Coordinator-IQAC
9	Product based learning and its outcome	<p>This year product based learning concept has been introduced in Mechanical Engg. programmes. The committee members discussed about the introduction of the same concept in other programmes in the forthcoming years.</p>	AY 2018-19	OBE Coordinator

10	Outcome Based education and its Review	<p>OBE coordinator presented the progress and improvements in OBE implementation.</p> <p>He answered for the various questions raised by the industry expert and alumnus.</p> <p>Parent suggested to conduct awareness programme every year for the parents of newly jointly students at MCET.</p>	Routine	Coordinator- IQAC & OBE Coordinator
11	Stakeholders feedback collection	Feedback of Parents, Alumni, Industry experts, Academicians, and students for updating the curriculum and syllabus in various programmes were discussed.	Routine	OBE Coordinator
12	NAAC, UGC, Regulation - Awareness programme to Stakeholders	IQAC coordinator explained the awareness programme arranged for students, parents and staff members about NAAC, NIRF, Recent amendments in Regulations etc.	Routine	IQAC Coordinator
13	Any other matters	Secretary explained about the developments of infrastructure activities and updated the future plan of the institution.	Routine	Secretary


Coordinator – IQAC


PRINCIPAL

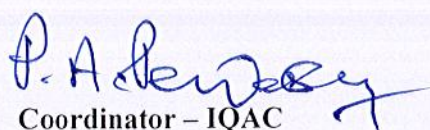
To: The Members concerned through E-mail
Copy to: IQAC, MCET Office
Copy Submitted to: The Directors, The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT for the minutes of IQAC Meeting held on 16.9.2017

Sl.No	Action Plan	Action Taken
1.	Online submission of NAAC Reaccreditation Application	MCET has submitted Institutional Information for Quality Assessment (IIQA) through NAAC web portal on 6.12.2017. The link has been opened to submit SSR on 29.12.2017 and the process of updating the details is going on.
2.	Preparation for Extension of Autonomous – UGC	MCET has prepared the details for the extension of autonomous status. UGC peer team has visited MCET for the extension of autonomous on 18 th and 19 th December 2017.
3.	Details for NIRF Ranking 2017-18	MCET has submitted the details for NIRF-2018 through online on 8.11.2017
4.	Details for AICTE Web Portal updation	AICTE web portal has been opened to update the details for extension of approval for the academic year 2018-19. The process is going on.
5.	Increase in-take in B.E. Civil Programme from AY 2018-19	There is no increase in in-take for B.E.Civil Engineering The subject shall be discussed in governing council meeting to be held during March 2018
6.	Improvement in ERP activities	The process of establishing a campus automation cell is included as one the agenda in the next IQAC meeting
7.	Quality Initiative programmes by IQAC for the AY 2017-18	More activities have been conducted to improve the quality in teaching-learning process
8.	Product based learning and its outcome	Product Based Learning (PBL) has been introduced in the department of Electrical and Electronics Engineering
9.	Outcome Based education and its Review	More sessions have been conducted to faculty/ students about the effective implementation of OBE
10.	Stakeholders feedback collection	Feedbacks are collected periodically from different stakeholders for curriculum redesign as well as teaching-learning process
11.	NAAC, UGC, Regulation - Awareness programme to Stakeholders	The awareness sessions have been conducted to all students about NAAC reaccreditation process, UGC autonomous extension process, NBA extension etc.,
12.	Any other matters	Various activities have been initiated to the development of infrastructure and other activities


Coordinator – IQAC


PRINCIPAL