

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2018 – 19/03

Date: 7.1.2019

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 29.1.2019 at Secretary's Conference Hall. All the members of the IQAC are requested to attend the meeting at 2.30 pm. The points to be discussed in the meeting are as follows:

AGENDA:

1. Action taken of the previous meeting minutes
2. Academic plan for the Even semester 2018-19 and action taken for ODD semester Academic plan.
3. Strategy to improve placement and higher studies.
4. Alumni contribution to the institution's development.
5. Steps to be taken to improve quality in Academic and Administration Audit(AAA)
6. To improve consultancy work through centers of excellence.
7. Orientation and refresher programmes for faculty members
8. E-feedback collection process (both curriculum design and Teaching learning process)
– Systematic collection and action taken on feedback
9. Product Based Learning (PBL) – To be implemented to all UG programmes.
10. Any other matters


Coordinator – IQAC


PRINCIPAL


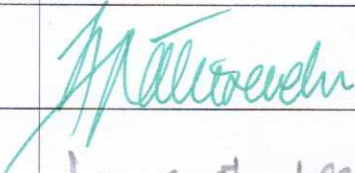
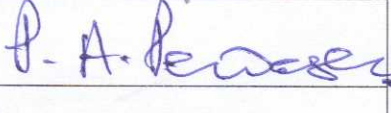
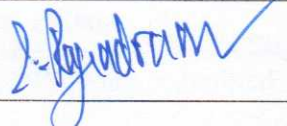
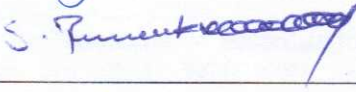


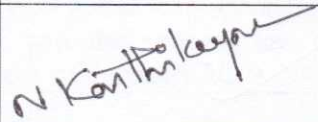

To: The Members concerned
Copy to: IQAC, MCET Office
Copy Submitted to: The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting held on 29.1.2019

Attendance Sheet

S.No	Name	Designation	Signature
1.	Prof. C. Ramaswamy	Secretary, MCET	
2.	Dr. A. Rathinavelu	Principal	
3.	Mr.R.Manivannan	Principal, NPTC	Leave of absence
4.	Dr. P.A.Periasamy	Coordinator – IQAC	
5.	Mr.R.Ravikumar	General Manager – Operations Roots Multiclean Ltd.	Leave of absence
6.	Dr.I.Rajendran	HoD/Mech	
7.	Dr. S.Ramakrishnan	HOD/IT	
8.	Dr.V.Lakshminarayanan	Controller of Examination	
9.	Dr.K.Vijayakumar	HOD i/c /EIE	
10.	Mr. N. Karthikeyan	AP-Physics, IQAC	
11.	Mr.K.P.Janarthanan	Final Year BE Automobile. (15BAU040)	

**Dr. Mahalingam College of Engineering and Technology,
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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 29.1.2019 at Secretary's Conference Hall at 2.30 pm.

Members Present:

<u>Name</u>	<u>Designation</u>
Prof. C. Ramaswamy	- Secretary, MCET
Dr. A. Rathinavelu	- Principal
Dr. P.A.Periasamy	- Coordinator-IQAC
Dr.I.Rajendran	- HoD/Mech
Dr. S.Ramakrishnan	- HOD/IT
Dr.V.Lakshminarayanan	- Controller of Examination
Dr.K.Vijayakumar	- HOD i/c /Mechatronics
Mr. N. Karthikeyan	- AP, Physics, IQAC
Mr.K.P.Janarthanan	- Final Year BE Automobile (15BAU040)


The following points were discussed:

1. Action taken on the minutes of previous meeting held on 12.10.2018 at Secretary's Conference Hall at 11.30 am.

S.No	Points Discussed	Action Taken
a.	NIRF - 2019	The details for NIRF – 2019 were submitted during December 2018.
b.	NBA reaccreditation for 4 departments	The compliance report for the extension of accreditation by NBA for 4 departments viz., EEE, ECE, CSE and Mechanical were submitted during 3 rd week of December 2018.
c.	AICTE approval, ANNA university affiliation – Processes.	The details were submitted through web portal of Anna university for affiliation for the academic year 2019-20 during the first week of January 2019. For AICTE approval, the web portal was opened during the 3 rd week of January and the process has to be completed during the 1 st week of February 2019
d.	Steps to receive more research grant from both private and government bodies.	The common norms to receive research grant from various external agencies were announced during the last week of October 2018.
e.	Enhancing quality in R&D activities	In order to enhance quality in R&D activities, all academic departments were asked to conduct various seminars and workshops.

S.No	Points Discussed	Action Plan	Target Date	Responsibility
2.	Academic plan for the Even semester 2018-19 and action taken for ODD semester Academic plan.	IQAC – coordinator submitted the action taken report for the ODD semester academic plan and academic plan for the EVEN semester 2018 – 19. Secretary instructed IQAC – Coordinator to follow up the process through IQAC team.	Routine activities	IQAC team
3.	Strategy to improve placement and higher studies.	Principal explained the importance of placement and higher studies in NIRF. He briefed the steps taken to improve the same through CPG and Placement cell.	Routine activities	CPG and Placement Cell
4.	Alumni contribution to the institution's development.	Principal explained the alumni association activities. Secretary told that the effective steps have to be initiated to improve the alumni activities through alumni association.	Routine activities	Coordinator MCET – Alumni association
5.	Steps to be taken to improve quality in Academic and Administration Audit(AAA)	Principal explained the steps taken to improve quality in academic and administration audit (AAA). Head-OBE, IQAC – coordinators and CoE were requested to prepare a combined questionnaire which contains the entire process of the institution.	End of February 2019	Head-OBE, IQAC – coordinator and CoE
6.	To improve consultancy work through centers of excellence.	Principal briefed the actions taken by the centers of excellence to improve the consultancy work. The committee suggested that more advertisements are to be published regarding facilities available in centres of excellence.	End of April 2019	In-charges of Centers of Excellence
7.	Orientation and refresher programmes for faculty members	In order to fulfil the norms of statutory bodies viz., UGC, AICTE etc., more faculty members have to take up the orientation and refresher programmes. For this, HoDs are requested to instruct their department faculty members to attend the orientation and refresher programmes to be conducted by the statutory bodies.	Routine activities	HoDs
8.	E-feedback collection process (both curriculum design and Teaching learning process) – Systematic collection and action taken on feedback	Principal told that the E-governance cell was asked to prepare a strategy to collect the feedback through online for curriculum design and teaching learning process. Secretary instructed the IQAC – coordinator to follow up the activity	End of April 2018	E-Governance cell

9.	Product Based Learning (PBL) – To be implemented to all UG programmes.	Product Based Learning is implemented in Mechanical and EEE departments. Principal explained the possibilities to implement PBL to other departments.	End of the academic year	Principal
10.	Any other matters	Principal briefed the committee that MCET was selected as one of the Mentor institution by UGC to help the NAAC aspiring institutions located in and around Pollachi.	-	-


Coordinator – IQAC

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