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

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2019 – 20/01   Date: 20.6.2019

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 28.6.2019 at Secretary's Conference Hall. All the members of the IQAC are requested to attend the meeting at 11.30 am. The points to be discussed in the meeting are as follows:

AGENDA:

1. Action taken of the previous meeting minutes
2. Action plan for the academic year 2019-20
3. AQAR submission as per the new format
4. Any other matters
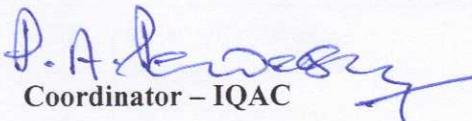
**Coordinator – IQAC**   **PRINCIPAL**
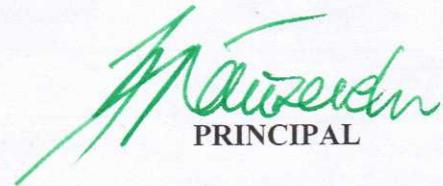
To: The Members concerned
Copy to: IQAC, MCET Office
Copy Submitted to: The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting held on 28.6.2019

Attendance Sheet

| S.No	Name	Designation	Signature
1.	Prof. C. Ramaswamy	Secretary, MCET	
2.	Dr. A. Rathinavelu	Principal	
3.	Mr.R.Manivannan	Principal, NPTC	
4.	Dr. P.A.Periasamy	Coordinator – IQAC	
5.	Dr.I.Rajendran	HoD/Mech	
6.	Dr. A. Senthil Kumar	HoD/EEE	
7.	Dr.P.Govindasamy	HoD/Production	
8.	Dr.Calvin S. King	Head-OBE	
9.	Dr.V.Lakshminarayanan	Controller of Examination	
10.	Dr.K.Vijayakumar	HoD /EIE	
11.	Mr.R.Ravikumar	GM – Operations, Roots Multiclean Ltd.	Leave of absence
12.	Ms.A.Brunda	AP(SS)/CSE	
13.	Ms.L.Meenachi	AP(SS)/IT	
14.	Mr. N. Karthikeyan	AP-Physics, IQAC	
15.	Selvi.S.Sujatha	Final Year B.Tech-IT(16BIT022)	
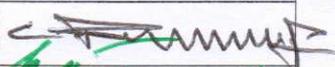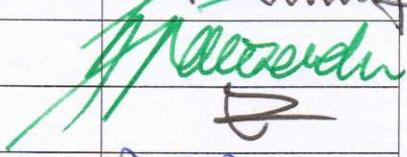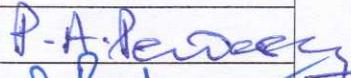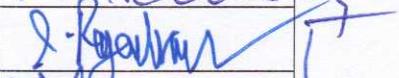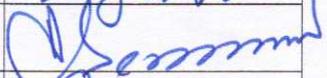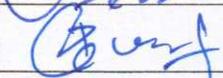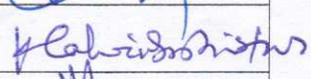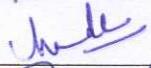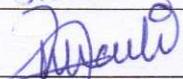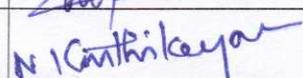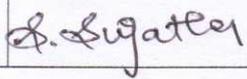
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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 28.6.2019 at Secretary's Conference Hall at 11.30 am

Members Present:

Name	*Designation*
Prof. C. Ramaswamy	- Secretary, MCET
Dr. A. Rathinavelu	- Principal
Dr. P.A.Periasamy	- Coordinator-IQAC
Mr.R.Manivannan	- Principal, NPTC
Dr.I.Rajendran	- HoD/Mech
Dr. A. Senthil Kumar	- HoD/EEE
Dr.P.Govindasamy	- HoD/Production
Dr.Calvin S. King	- Head-OBE
Dr.V.Lakshminarayanan	- Controller of Examination
Dr.K.Vijayakumar	- HoD /EIE
Ms.A.Brunda	- AP(SS)/CSE
Ms.L.Meenachi	- AP(SS)/IT
Mr. N. Karthikeyan	- AP, Physics, IQAC
Selvi.S.Sujatha	- Final Year B.Tech-IT (16BIT022)

The following points were discussed:

1. Coordinator – IQAC explained the action taken report of the previous IQAC meeting held on 10.5.2019.

S.No	Points Discussed	Action Taken
a.	Action taken for Even semester academic plan.	The follow up process is going on.
b.	Graduation and Placement status for the AY 2018-19.	
c.	Status of implementing new regulation from the AY 2019-20.	Regulations 2019 is implemented from the AY 2019-20.
d.	Steps to improve R&D activities.	A committee is constituted to improve/follow up the PPG (Publications, Patents and Grant) activities across various departments in the campus.
e.	NBA accreditation Process: Extension of approval for 3 more years for Automobile, Civil and E&I departments.	The compliance reports of the three departments were presented to the Principal by HoDs concerned. The process of updating the same as per the suggestions given by the Principal and it was decided to complete the same before 15th Decemeber 2019. Also SAR is being prepared to get fresh NBA accreditation by the department of IT.
f.	Online course completion: Both students and faculty.	It is mandatory to complete at least one online course per year.

2. The following academic plan of major activities to be carried out/co-ordinated by IQAC during the Academic Year 2019-20 was presented by Coordinator – IQAC.

<u>Department Level:</u>

S.No	Parameters	Planned 2019-20	
		ODD	EVEN
1	Conduct of Board of Studies	1 meeting per department	1 meeting per department
2	Conduct of Class Committee Meeting (CCM)	3 meetings per section	3 meetings per section
3	Conduct of Department Staff Meeting	1 meeting per department per month	1 meeting per department per month
4	Registration of Online courses by faculty	130	136
5	Registration of Ph.D by faculty	5	12
6	Number of Value Added Courses (VAC) to be conducted	22	22
7	Enrolment of students in the Value Added Courses	603	577
8	Students undertaking field projects/Internship	All eligible Students	
9	Structured feedback to be received from Stakeholders		
	a) No of feedback forms from Students	500	1000
	b) No of feedback forms from Teachers	125	200
	c) No of feedback forms from Employers	75	125
	d) No of feedback forms from Alumni	175	400
	e) No of feedback forms from Parents	200	300

S.No	Parameters	Planned 2019-20	
		ODD	EVEN
10	Special programs for Slow learners	All sections	All sections
11	Teachers using ICT for effective teaching	All faculty	All faculty
12	Mentor Periods for academic and stress related issues	1 period per week per class	1 period per week per class
13	Seed money to faculty for Research	Rs. 2 Lakhs	Rs. 2 Lakhs
14	Number of proposals to be sent to various Agencies	57	61
15	Number of papers to be published in peer reviewed journals	74	116
16	Number of Patents to be filed	7	8
17	Number of Papers to be presented in national/international conference-proceedings	19	40
18	Number of books and chapters in edited volumes / books to be published	7	9
19	No of visits to nearby industries to popularize the expertize available	27	29
20	Number of Consultancy Projects to be carried out	27	26
21	Number of collaborative activities for research, faculty exchange, student exchange	26	23
22	Number of linkages to be created with Institutions/ Industries	74	101
23	Number of Seminars/workshops/conferences to be conducted	40	43
24	Number of events to be organized through Department Association	42	42
25	Number of guest lectures to beplanned jointly with Alumni association	10	12
26	Number of Extension and Outreach activities to be planned	8	13

Institute Level:

S.No	Activity	Period
1.	AICTE-CII Survey details	July 2019
2.	Governing Council Meeting	July 2019
3.	Submission of AQAR	September 2019
4.	NIRF	October 2019
5.	MHRD	November 2019
6.	AICTE Funding Proposal Submission	November 2019
7.	Submission of Mandatory Disclosure	December 2019
8.	Extension of NBA accreditation of Auto, Civil and EIE	December 2019
9.	AICTE Approval process	December 2019
10.	Anna University Affiliation process	January 2020
11.	Governing Council Meeting	February 2020
12.	Academic and Administrative Audit(AAA)	February 2020
13.	Anna University Affiliation Inspection	March 2020
14.	AICTE Surprise Inspection (Optional)	March 2020

3. Coordinator – IQAC was requested to follow up the activities as per the plan submitted.

4. It was decided that the details are to be collected from various academic departments and service sections as per the revised AQAR format. The process has to be completed before the end of July 2019.

Coordinator – IQAC

PRINCIPAL

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