

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2017-18/03

Date: 8.1.2018

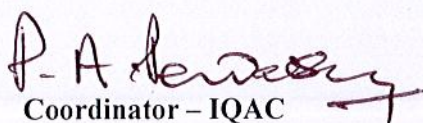
CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 19.1.2018 at Secretary's Conference Hall. All the members of the IQAC are requested to attend the meeting at 11 am. The points to be discussed in the meeting are as follows:

AGENDA:

1. Action taken of the previous meeting minutes
2. Academic and OBE audit
3. Review on NAAC re-accreditation process
4. STEP programmes for I and II year students
5. Governing council meeting
6. Details for Anna university affiliation
7. Creation of new cell for campus automation
8. Establishment of technology commercialisation and patent cell
9. NBA extension for 5 departments
10. Any other matters


Coordinator – IQAC


PRINCIPAL

To: The Members concerned through E-mail
Copy to: IQAC, MCET Office
Copy Submitted to: The Director (SA), The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 19.1.2018 at Secretary's Conference Hall at 11 am

Members Present:

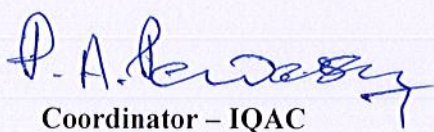
<u>Name</u>	<u>Designation</u>
Prof. C. Ramaswamy	- Secretary, MCET
Dr. A. Rathinavelu	- Principal
Dr.V.KovaiChelvan	- Director, Institute of Quality and Leadership TVS Motor Company
Dr. P.A.Periasamy	- Coordinator-IQAC
Dr.I.Rajendran	- HoD/Mech
Dr. A. Senthil Kumar	- HOD/EEE
Dr.V.Lakshminarayan	- Controller of Examination
Dr.K.Vijayakumar	- HOD i/c /EIE
Mr. N. Karthikeyan	- AP, Physics, IQAC
Mr.S.Senthilkumar	- F/o, Ms. S. Anitha (14BEC029)
Mr.A.M.Harsavardhan	- Final Year BE Mech. (14BME016)

The following points were discussed:

S.No	Points Discussed	Action Plan	Target Date	Responsibility
1.	Action taken on the previous meeting minutes	Coordinator-IQAC explained the action taken report of the previous IQAC meeting held on 16.9.2017	-	-
2.	Academic and OBE audit	Principal informed the tentative plan to conduct academic and OBE audits separately. Coordinator IQAC informed that, IQAC insisted all departments through OBE section to evaluate the attainment of COs, PEOs, POs and PSOs. A sample summary sheet for the details was presented. It was decided to follow up the process through OBE section	28.2.2018	IQAC Coordinator & OBE coordinator

3.	Review on NAAC re-accreditation process	<p>Coordinator – IQAC explained the status of NAAC re-accreditation process.</p> <p>Last date for online submission of SSR (Self Study Report) has been extended till the end of January 2018</p> <p>Secretary suggested that Coordinator-IQAC along with other steering committee members once again thoroughly check the data before submitting it through online portal to NAAC</p>	31.1.2018	IQAC coordinator
4.	STEP programmes for I and II year students	<p>Principal shared the importance of conducting STEP-UP and STEP programmes to students and also he shared the key aspects of STEP-UP programmes held during December 2017</p> <p>The details of STEP programmes to be held during February 2018 for I and II year students are discussed</p>	28.2.2018	All HoDs
5.	Governing council meeting	<p>Secretary informed that it has been planned to conduct governing council meeting during March 2018.</p> <p>It was decided to finalise the agenda for governing council meeting before the end of January 2018</p>	31.3.2018	Principal & IQAC coordinator
6.	Details for Anna university affiliation	Principal informed the IQAC coordinator to prepare the data to be submitted for Anna university affiliation for the academic year 2018-19.	28.2.2018	IQAC coordinator
7.	Creation of new cell for campus automation	<p>The importance for establishing a new cell for automation was discussed.</p> <p>Secretary informed a separate section shall be established to carry out the campus automation process of MCET at the earliest.</p>	Before the end of March 2018	Secretary

8.	Establishment of technology commercialisation and patent cell	Principal informed the requirement to establish technology commercialisation and patent cell (TCPC) It was decided to establish TCPC at the earliest.	Before the end of March 2018	Principal
9.	NBA extension for 5 departments	Principal informed the NBA status of Mechanical, EEE, ECE, CSE and IT departments Coordinator –IQAC is requested to take necessary steps to submit PVQ of 5 departments to NBA through e-portal for getting one more year of extension	Before the end of January 2018	IQAC coordinator
10.	Any other matters	Secretary explained the importance of NIRF and he requested IQAC team to take necessary steps to get more marks in NIRF 2019.	Routine	IQAC coordinator


Coordinator – IQAC


PRINCIPAL

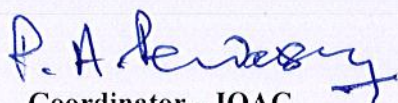
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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT for the minutes of IQAC Meeting held on 19.1.2018

Sl.No	Action Plan	Action Taken
1.	Academic and OBE audit	Academic and OBE audits have been conducted separately during February 2018.
2.	Review on NAAC re-accreditation process	MCET has submitted the Self Study Report on 22.2.2018 successfully.
3.	STEP programmes for I and II year students	STEP programmes have been conducted successfully for I and II year students during February 2018.
4.	Governing council meeting	Governing council meeting conducted on 17.3.2018.
5.	Details for Anna university affiliation	The peer team has visited MCET and details have been submitted to them for university affiliation.
6.	Creation of new cell for campus automation	E-governance Cell is established in MCET
7.	Establishment of technology commercialisation and patent cell	Technology commercialisation and patent cell is established successfully in MCET
8.	NBA extension for 5 departments	PVQs of 5 departments (Mechanical, CSE,IT,EEE and ECE) have been submitted through NBA web portal
9.	Any other matters	More initiatives have been taken for improving in NIRF ranking


Coordinator – IQAC


PRINCIPAL