

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

**Internal Quality Assurance Cell**

MCET/IQAC/Meeting/2018 – 19/01

Date: 11.6.2018

**CIRCULAR**

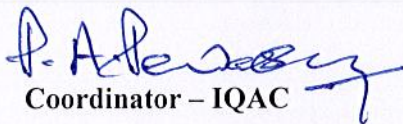
**Sub:** IQAC Meeting – Intimation to the Members of IQAC

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An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22.6.2018 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 2018-19
3. Administrative and Academic Audit
4. Any other matters

  
Coordinator – IQAC

  
PRINCIPAL

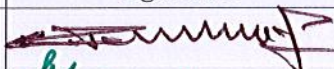


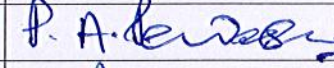





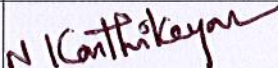
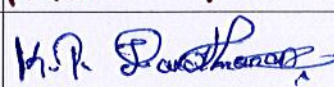
To: The Members concerned  
Copy to: IQAC, MCET Office  
Copy Submitted to: The Director (SA), The Secretary

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

**INTERNAL QUALITY ASSURANCE CELL**

IQAC Meeting held on 22.6.2018

**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.V.KovaiChelvan	Director, Institute of Quality and Leadership, TVS Motor Company	
6.	Dr.I.Rajendran	HoD/Mech	
7.	Dr. A. Senthil Kumar	HOD/EEE	
8.	Dr.V.Lakshminarayan	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)	

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**INTERNAL QUALITY ASSURANCE CELL**

Minutes of IQAC meeting held on 22.6.2018 at Secretary's Conference Hall at 11.30 am

Members Present:

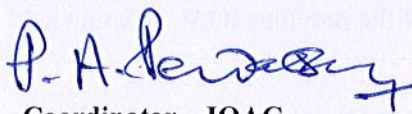
<u>Name</u>	<u>Designation</u>
Prof. C. Ramaswamy	- Secretary, MCET
Dr. A. Rathinavelu	- Principal
Dr. P.A.Periasamy	- Coordinator-IQAC
Mr.R.Manivannan	- Principal, NPTC
Dr.V.KovaiChelvan	- Director, Institute of Quality and Leadership TVS Motor Company
Dr.I.Rajendran	- HoD/Mech
Dr. A. Senthil Kumar	- HOD/EEE
Dr.V.Lakshminarayan	- Controller of Examination
Dr.K.Vijayakumar	- HOD i/c /EIE
Mr. N. Karthikeyan	- AP, Physics, IQAC
Mr.K.P.Janarthan	- Final Year BE Automobile (15BAU040)

The following points were discussed:

1. Coordinator – IQAC explained the action taken report of the previous IQAC meeting held on 19.1.2018.
2. The following academic plan of major activities to be carried out/co-ordinated by IQAC during the Academic Year 2018-19 was presented by Coordinator – IQAC.

S.No	Activity	Period
1.	Collection of details from departments/sections in the new AQAR format	Every month
2.	NAAC Accreditation	July 2018
3.	Submission of AQAR	July 2018
4.	AICTE-CII Survey details	July 2018
5.	SMG	August 2018
6.	Governing Council Meeting	August 2018
7.	Submission of Mandatory Disclosure	September 2018
8.	Initiation of NBA for Mech,ECE,EEE,CSE, IT	October 2018
9.	NIRF	October 2018
10.	MHRD	November 2018
11.	AICTE Funding Proposal Submission	November 2018
12.	Renewal of Anna University Research Centre for Mechanical and EEE	November 2018
13.	AICTE Approval process	December 2018
14.	Anna University Affiliation process	January 2019
15.	Governing Council Meeting	February 2019
16.	Academic and Administrative Audit(AAA)	February 2019
17.	Anna University Affiliation Inspection	March 2019
18.	AICTE Surprise Inspection (Optional)	March 2019

3. Coordinator – IQAC was requested to follow up the activities as per the plan submitted.
4. It was decided that, in addition to the above activities Administrative and Academic Audit has to be conducted by IQAC.

  
Coordinator – IQAC

  
PRINCIPAL

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