

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

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2019 – 20/03

Date: 3.1.2020

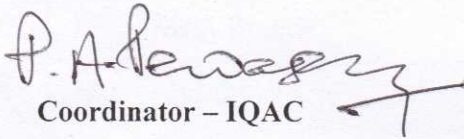
CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22.1.2020 at Secretary's Conference Hall. All the members of the IQAC are requested to attend the meeting at 2.00 pm. The points to be discussed in the meeting are as follows:

AGENDA:

1. Action taken of the previous meeting minutes
2. Action taken for the academic year plan for ODD semester 2019-20
3. Academic year plan for EVEN semester 2019-20
4. Extension activities by the academic departments
5. Placement activities
6. Any other matters


Coordinator – IQAC


PRINCIPAL


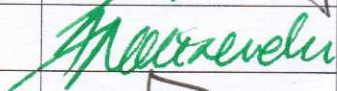

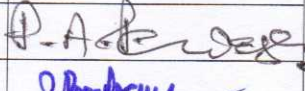
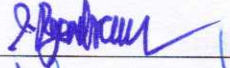


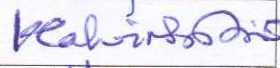
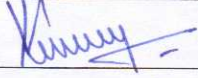

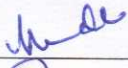
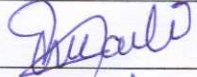

To: The Members concerned
Copy to: IQAC, MCET Office
Copy Submitted to: The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting held on 22.1.2020

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.	Ms.A.Brunda	AP(SS)/CSE	
12.	Ms.L.Meenachi	AP(SS)/IT	
13.	Mr. N. Karthikeyan	AP-Physics, IQAC	
14.	Selvi.S.Sujatha	Final Year B.Tech-IT(16BIT022)	—leave of absence—

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

Minutes of IQAC meeting held on 22.1.2020 at Secretary's Conference Hall at 2.00 pm

Members Present:

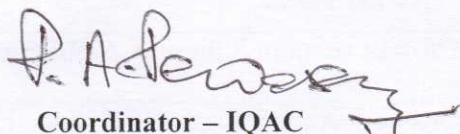
<u>Name</u>	<u>Designation</u>
Prof.C.Ramaswamy	- Secretary, MCET
Dr. A. Rathinavelu	- Principal, MCET
Mr.R.Manivannan	- Principal, NPTC
Dr. P.A.Periasamy	- Coordinator-IQAC
Dr.I.Rajendran	- HoD/Mech
Dr. A. Senthil Kumar	- HoD/EEE
Dr.P.Govindasamy	- HoD/Production
Dr.Calvin S. King	- Head-OBE
Dr.K.Vijayakumar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

The following points were discussed:

1. Coordinator – IQAC explained the action taken report of the previous IQAC meeting held on 11.10.2019.

S.No	Points Discussed	Action Taken
a.	NIRF - 2020	The data for NIRF 2020 was submitted through NIRF portal during December 2019.
b.	Extension of NBA accreditation for Automobile, Civil and EIE departments	The compliance reports of Automobile, Civil and EIE departments were submitted to NBA through web portal and it is expected that NBA peer team will visit during February 2020.
c.	NBA accreditation for IT department	The SAR for IT department was submitted during the 2 nd week of January 2020.
d.	Status of AQAR submission	AQAR was submitted to NAAC during the 3 rd week of November 2019
e.	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.	Action taken for the academic year plan for ODD semester 2019-20	IQAC – Coordinator presented the action taken report of the academic year plan for ODD semester of the AY 2019-20	-	-
3.	Academic year plan for EVEN semester 2019-20	IQAC – Coordinator presented the academic year plan of various academic departments and service sections for EVEN semester of the AY 2019-20. Principal suggested that IQAC team will monitor the activities which are to be executed as per the schedule.	Continuous Process	IQAC team
4.	Extension activities by the academic departments	Principal informed that HoDs are asked to take necessary steps to coordinate possible extension activities by the students of their department concerned. Prior approval has to be obtained by the Principal and evidences are to be maintained for future reference.	Continuous Process	All HoDs
5.	Placement Activities	Principal briefed the placement status for the academic year 2019-20 and also the academic departments are expected to coordinate with the Placement section to achieve 100% placement.	End of May 2020	Placement Officer and All HoDs
6.	Any other Matters	IQAC coordinator explained the following forth coming activities are to be coordinated with IQAC. AICTE approval process for AY 2020-21 Anna University Affiliation Process	Continuous Process	IQAC team


Coordinator – IQAC


PRINCIPAL

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