

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

Internal Quality Assurance Cell

MCET/IQAC/Meeting/2020 – 21/01

Date: 5.8.2020

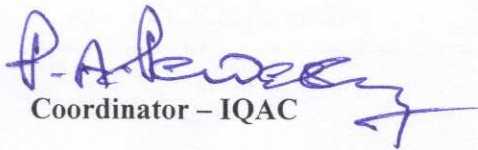
CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 11.8.2020 at Principal'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. Academic Year Plan for the AY 2020-21.
3. Action taken for the Academic Year Plan for EVEN Semester 2019-20.
4. AQAR Submission through NAAC Portal.
5. Any other matters.


Coordinator – IQAC


PRINCIPAL

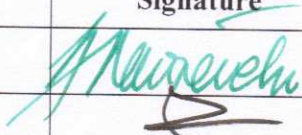

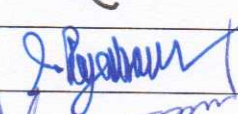
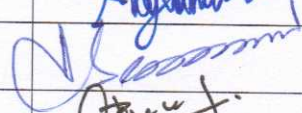
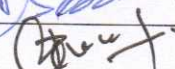
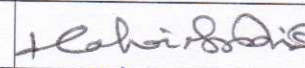
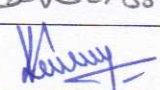

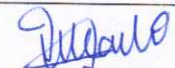
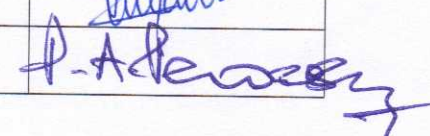
To: The Members concerned
Copy to: IQAC, MCET Office
Copy Submitted to: The Secretary

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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting held on 11.8.2020

Attendance Sheet

S.No	Name	Designation	Signature
1.	Dr. A. Rathinavelu	Principal	
2.	Mr.R.Manivannan	Principal, NPTC	
3.	Dr.I.Rajendran	HoD/Mech	
4.	Dr. A. Senthil Kumar	HoD/EEE	
5.	Dr.P.Govindasamy	HoD/Production	
6.	Dr.Calvin S. King	Head-OBE	
7.	Dr.V.Lakshminarayanan	Controller of Examination	
8.	Dr.K.Vijayakumar	HoD /EIE	
9.	Ms.L.Meenachi	AP(SS)/IT	
10.	Dr. P.A.Periasamy	Coordinator – IQAC	

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

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 11.8.2020 at Principal's Conference Hall at 11.30 am.

Members Present:

<u>Name</u>	<u>Designation</u>
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.L.Meenachi	- AP(SS)/IT

The following points were discussed:

1. Coordinator – IQAC explained the action taken report of the previous IQAC meeting held on 17.6.2020.

S.No	Points Discussed	Action Taken
a.	Measures to be taken to prevent Covid-19 inside the campus	The guidelines framed by both central and state governments are strictly followed by MCET to prevent Covid-19
b.	Action taken for the academic year plan for EVEN semester 2019-20	The follow up process is going on.
c.	NBA Extension for 3 departments	The process was completed.
d.	Students admission for the AY 2020-21	Necessary steps have been initiated to promote the facilities available inside the campus to the student community
e.	UGC PARAMARSH Scheme	The process is going on successfully.

2. The following academic plan of major activities to be carried out/co-ordinated by IQAC during the Academic Year 2020-21 was presented by Coordinator – IQAC.

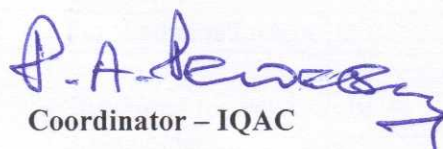
Institution Level:

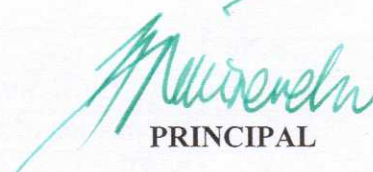
S.No	Parameters	Planned 2020-21	
		ODD	EVEN
1.	Conduct of Board of Studies	1 meeting per department	1 meeting per department
2.	Conduct of Class Committee Meeting (CCM)	3 meetings per section	3 meetings per section
3.	Conduct of Department Staff Meeting	5 meetings per department	5 meetings per department
4.	Registration of Online courses by faculty	Minimum 1 course per faculty	Minimum 1 course per faculty
5.	Number of Value Added Courses (VAC) to be conducted	25	25
6.	Enrolment of students in the Value Added Courses	600	600
7.	Students undertaking field projects/Internship	All eligible Students	
8.	Structured feedback to be received from Stakeholders		
9.	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
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. 1.5 Lakhs	Rs. 1.5 Lakhs
14.	Number of proposals to be sent to various Agencies	2 Grants (10 Lakhs to 20 Lakhs) per department	
15.	Number of papers to be published in peer reviewed journals	10 for Department with Single intake (60) & 20 for Department with Double intake (120)	
16.	Number of Patents to be filed	2 for Department with Single intake (60) & 4 for Department with Double intake (120)	
17.	Number of books and chapters in edited volumes / books to be published	10	10
18.	No of visits to nearby industries to popularize the expertise available	20	20
19.	Number of Consultancy Projects to be carried out	2 Activities (1 Lakh to 3 Lakhs) per department per AY	

S.No	Parameters	Planned 2020-21	
		ODD	EVEN
20.	Number of collaborative activities for research, faculty exchange, student exchange	10	10
21.	Number of linkages to be created with Institutions/ Industries	74	101
22.	Number of Seminars/workshops/conferences to be conducted	Around 80 through-out the AY	
23.	Number of events to be organized through Department Association	42	42
24.	Number of guest lectures to be planned jointly with Alumni association	10	12
25.	Number of Extension and Outreach activities to be planned	8	13

S.No	Activity	Period
1.	AICTE-CII Survey details	As mentioned in the websites of statutory bodies.
2.	Submission of AQAR	
3.	NIRF	
4.	MHRD	
5.	AICTE Funding Proposal Submission	
6.	Submission of Mandatory Disclosure	
7.	AICTE Approval process	
8.	Anna University Affiliation process	
9.	Governing Council Meeting	
10.	Academic and Administrative Audit(AAA)	
11.	Anna University Affiliation Inspection	
12.	AICTE Surprise Inspection (Optional)	

S.No	Points Discussed	Action Plan	Target Date	Responsibility
2.	Action taken for the Academic Year Plan for EVEN Semester 2019-20	IQAC – Coordinator presented the action taken report of the academic year plan for EVEN semester of the AY 2019-20	-	-
3.	AQAR Submission through NAAC Portal	IQAC – Coordinator informed that the process of collecting details for AQAR 2019-20 from academic departments and service sections is going on.	Continuous Process	IQAC team
4.	Any other Matters	Principal suggested that the faculty members may be encouraged to attend more webinars and online classes offered by various reputed organisations.	-	-


Coordinator – IQAC


PRINCIPAL

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