



**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC) MEETING**

Date: 13.07.2016

The following Members were present in the Meeting:

| S.No | Name | IQAC Designation |
|------|--------------------------------------|----------------------------|
| 1 | Er.B.Maha Ajay Prasath | Managing Director |
| 2 | Dr.M.Madheswaran , Principal | Chairperson |
| 3 | Dr.C.T.Sivakumar , Executive Officer | Director IQAC |
| 4 | Dr. C.Dhavamani, HoD/AERO | Secretary, IQAC |
| 5 | Dr.V.Shanmugam, Dean/SMS | Academic Experts |
| 6 | Dr.N.Vishwanathan ,COE | Member from Administration |
| 7 | Mr.B.Ramesh, Administrative Officer | Member from Administration |
| 8 | Dr.R.Thanigaivelan, HoD/Mech | Faculty member |
| 9 | Dr.S.Umamaheswari, HoD/EEE | Faculty member |
| 10 | Dr.M.Kannan, HoD/CSE | Faculty Member |
| 11 | Dr.K.Vidhya, HoD/CIVIL | Faculty Member |
| 12 | Dr.T.Jesudas, HoD/Mechatronics | Faculty Member |
| 13 | Prof.S.Raju, HoD/IT | Faculty Member |
| 14 | Dr.P.Saravanan, HoD/MAE | Faculty Member |
| 15 | Dr.P.Saranya, HoD/Agri | Faculty Member |
| 16 | Dr.M.Muthuvinayagam, HoD-EIE | Faculty Member |
| 17 | Dr.S.Asokkumar – HoD/MBA | Faculty Member |
| 18 | Prof.R.Jayakumar – HoD/MCA | Faculty Member |
| 19 | Prof.S.Selladurai-HoD/English | Faculty Member |
| 20 | Prof.S.Rajakumar-HoD/Maths | Faculty Member |
| 21 | Prof.M.Durairaj-HoD/Physics | Faculty Member |
| 22 | Prof.P.Dhanakodi-HoD/Chemistry | Faculty Member |
| 23 | Dr.A.Narenthrakumar Industry | Nominee from Industry |
| 24 | Mr.P.Thirunavukarasu Industry | Nominee from Industry |
| 25 | Dr.Sakthivel Murugan Alumni | Alumni Member |
| 26 | Dr.S.Umashankar | Nominee from Local Society |

The following points were discussed:

All the Head of the Departments were informed about the agenda of meeting in advance.

- Review of action taken in the previous year planned schedule.
- Mahendra Innovative project contest (MAGIC- 16) was planned to conduct to bring out the inherent talents and innovative ideas of the students.
- Planned to finalize the content of college brochure website and college News letter.
- Discussed about the content of AQAR report submission for the academic year 2015-2016.

Teaching learning Evaluation:

- For improving PO and CO attainment, make it compulsory to prepare mini project in every semester (From 3rd semester onwards)
- To improve the quality of Question paper (Internal & End semester) all the faculties are going to be insisted to use blooms taxonomy. And also decision was taken to implement the question wise CO attainment for internal examination.
- To create the awareness about outcome based education among the faculty and students.
- To publish PEO and PO and PSO of the departments on our website
- Decided to upload the Digital content (All the subjects) in the Mahendra Dashboard. (Management Information System).
- Periodical follow up report from department website in charges.
- Brief note on some best Student final year projects
- Format has to be created stack holders feedback exist survey academicians and researcher feedback.
- Lesson plan with Course Outcome CO and PO Mapping.
- Faculty Enabled Design Contest (FEDeCon) was planned for faculty members to enhance the inter-disciplinary skills and Knowledge.
- To face the competitiveness of the present scenario, it was planned to offer soft skills and aptitude training for the students.
- Mahendra International Lecture Series (MILES) was also planned to conduct by Inviting International resource persons from each department.
- Mahendra Alumni Lecture series (MAILS) was planned to conduct to bring Alumni of our Institution to share their valuable experience with the juniors.

- Teacher Conference (Te-Con) was planned for faculty members to enhance the technical knowledge.

Infrastructure and Learning Resources:

- To motivate the students and faculties for NPTEL online courses and other certifications
- To motivate the students to learn foreign languages
- Planned to establish Japanese classes for students and faculty members.

Student Support & Progression:

- To inculcate the social welfare among the students, various club activities were planned.
- To motivate the students to participate in various club activities.
- To encourage the students to participate in sports and extra curricular activities
- To have Parent Teacher meetings on a regular basis
- Arranged special classes academically weak students.
- To train the students towards placement and to get internship.
- Various small scale industries were asked to identify for signing MoU.

Innovative Practices

- Separate Infrastructure requirement for establishing MSME Technology incubation centre, Host Institution recognized by Government of India.
- Industrial Co teaching (ICoT) courses are designed to facilitate the transfer of knowledge to the students by educating them with the support of industries. The content of the courses are derived in consultation with the industry experts. In general, the courses have three modules and the interested students can register one module per semester.
- Recognized R& D centre for Mechanical and EEE from Anna University.

The meeting ended with thanks by the Chair person

Chair Person

13/7/2016