



MAHENDRA ENGINEERING COLLEGE

Autonomous | Accredited by NAAC with 'A++' Grade (Cycle-2)

Accredited by NBA Tier-I (WA) UG : CSE, ECE, EEE

Mahendhirapuri, Mallasamudram (W), Namakkal (Dt) - 637 503, Tamil Nadu

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INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2024-25/01

Dates: 20.06.2024

CIRCULAR

Sub: IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 21.06.2024 in Board Room at 2.30 pm. All members are requested to attend the meeting. The agenda for the meeting is as follows:

AGENDA:

1. Review of action taken on the items mentioned in the previous meeting minutes
2. Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)
3. Quality assurance and initiative measures – CO /PO mapping, New faculty Orientation and non-teaching Skill enhancement training
4. Plan of action for NAAC peer Team visit report of NAAC Cycle -2
5. Plan of action for Academic Audit report 2023-24 by External Peer Team
6. Planning of NBA Accreditation process
7. Planning of Academic Activities for the AY 2024-2025
8. Any other matters


IQAC Director




IQAC Chairperson

For Kind Information:

Honourable Chairman
Managing Directors

Information to:



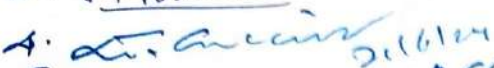
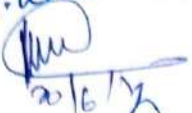


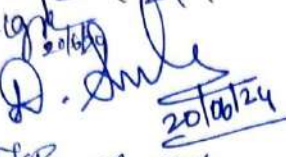




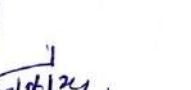
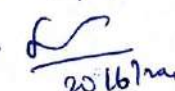

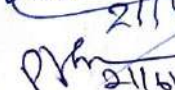
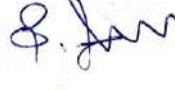
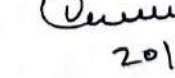




Executive Director

Copy to: IQAC, MEC office

Dean – SMS, Academic

The members concerned

COE, EO, FO, AO, File

1.  20/6/24
2.  20/6/24
3. P. Nimala
4.  20/6/24
5. Dr. M. KAMAR - A. ACC
6. Dr. K. N. N. A -  20/6/24
7. Dr. C. HAVAMANI -  20/6/24
8. Dr. R. JAYAKUMAR - R2 20/6/24
9. Dr. P. Dharmakumar -  20/6/24
10. Dr. C. Vigneshwaran - C-19  20/6/24
11. Dr. D. Subramaniam  20/6/24
12. Dr. KR. Kalphana  20/6/24
13. Dr. J. Karthi  20/6/24
14. Dr. R. Uthiraiy  20/6/24
15. Dr. T. Shanmugavel  20/6/24
16. Dr. T. Jesuday  20/6/24
17. Dr. S. Raju  20/6/24
18. Dr. N. VIGNANATHAN -  20/6/24
19. Dr. S. SUMATHI S.  20/6/24
20. V. DHANASEKAR V.  20/6/24
21. Dr. V. Anandaji  20/6/24
22.  20/6/24
23. Dr. P. Sherevar -  20/6/24
24. Dr. S. Ananth  20/6/24
25. Dr. VINOTHKUMAR N. 20/6/24



MINUTES OF THE MEETING

MEC/IQAC/Meeting/2024-25/01/Minutes

Date: 21.06.2024

The IQAC meeting was held on 21.06.2024 at 02.30 pm in Board Room.

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting (Annexure I).
2. Reconstitution and approval of Internal Quality Assurance Cell (IQAC) for AY 2024-25.
It is reconstituted and approved (Annexure II).
3. Quality Assurance initiatives planned for AY 2024-25.
 - CO-PO mapping, attainment calculations by MEC NBA Training Team
 - New faculty orientation, non-teaching skill enhancement training by IQAC and AO
 - Planning of NBA accreditation process for eligible Programmes by IQAC and HODs
 - Planning of Academic activities for AY 2024-25

To prepare Academic Calendar for ODD/Even semesters by Dr S.Raju and COE

To plan Target plan of activities by Dr P.Ramya, Dr S.Sumathi and HODs
4. IQAC Chairperson discussed about the Recommendations for Quality Enhancement of the Institution in the NAAC Peer Team visit report of Cycle-II and an action plan has been prepared as described below:

Sl. No.	Points discussed	Target Date/Duration	Responsibility
1	To motivate and make provisions so that there is considerable enhancement in doctorate faculties. <u>Action Plan</u> All faculty members with PG degree irrespective of their experience shall be motivated to register for pursuing PhD under the guidance of internal / external Supervisors.	December 2024	All faculty members with PG degree
2	To fill in the position at senior level <u>Action Plan</u> <ul style="list-style-type: none"> - It has been planned to assess and promote Internal faculty members to the Cadres of Associate Professor and Professor as per AICTE norms on continuous basis. - External candidates may be recruited at senior levels based on the need with the approval of Management. 	Continuous	All Departments

Sl. No.	Points discussed	Target Date/ Duration	Responsibility
3	<p>Research culture to be inculcated for the better outcomes.</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> - The Institution has the Research Promotion Policy in place to motivate faculty members to publish papers in reputed journals, author books, book chapters and file patents. Incentives are being provided to faculty members for these contributions. - HODs shall advise the Faculty members with PG degree to register for PhD to pursue academic research. - Faculty members with PhD to get recognition as PhD Supervisors to guide research scholars and hence publish more papers in reputed journals. - Faculty members with PhD shall prepare and submit research proposals in emerging areas seeking grant from funding agencies. - More faculty members and students shall participate in carrying out innovative projects and hence file patents based on novelty of invention. 	Continuous	All Departments (HODs to monitor and implement it)
4	<p>More exposure to the faculty in terms of attending events/FDPs/Conferences outside</p> <p><u>Action Plan</u></p> <p>It has been planned to encourage every faculty member to participate in atleast one event per year, namely 3-5 days FDP/STTP/Conference organized by premier institutions (IITs/NITs/Universities/Industries/AICTE) in India/abroad.</p>	Continuous	All Faculty members (HODs to monitor and implement it)
5	<p>The college need to develop industry sponsored research Centre of Excellence</p> <p><u>Action Plan</u></p> <p>Departments with NBA accredited programmes with a focus on future oriented technologies shall identify industries in their specific domains and explore the possibility to develop industry-sponsored research Centre of Excellence.</p>	December 2024	CSE, ECE, EEE, IT, Aero, Mech, Civil, (individually / jointly)
6	<p>More Pan India Students may be enrolled</p> <p><u>Action Plan</u></p> <p>Admission Officer and his team shall make efforts to reach out to other state students with brochures/social media to attract students from many states.</p>	Continuous	Admission Officer and his team

Sl. No.	Points discussed	Target Date/Duration	Responsibility
7	<p>Limited number of faculty members doing research, especially interdisciplinary and sponsored research</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> - HODs shall advise the Faculty members with PhD must get recognition as PhD Supervisors to guide research scholars and hence publish more papers in reputed journals / file patents. - Faculty members with PhD shall prepare and submit research proposals in emerging multidisciplinary areas seeking grant/ sponsorship from funding agencies. 	Continuous	CSE, IT, ECE, EEE, Mech, Civil, Aero
8	<p>Involvement of new faculty in industrial consultancy</p> <p><u>Action Plan</u></p> <p>Faculty members with PhD shall interact with industries and try to get consultancy assignments (atleast 1 per department/year)</p>	Continuous	All Faculty members with PhD
9	<p>Need strong international academic collaborations</p> <p><u>Action Plan</u></p> <p>Engineering departments shall interact with prominent foreign universities for organising international conferences, faculty and student exchange programmes, study abroad for a semester programme, MILES, etc.</p>	December 2024	Aero, Civil, Mech, Chemical, Mctrs and CSE/IT/AI/Cyber/MCA and EEE/ECE and Agri, Food, Pharma and MBA jointly
10	<p>Provision of more in-house medical assistance</p> <p><u>Action Plan</u></p> <p>AO / EO have to plan for provision of more in-house medical assistance.</p>	Continuous	AO/EO
11	<p>Attracting top brands for campus placement in core engineering area</p> <p><u>Action Plan</u></p> <p>Placement Director and HODs of core engineering branches shall identify top industries, interact and take steps for inviting them for on-campus or off-campus placement.</p>	Continuous	Placement Director and HODs

5. IQAC Chairperson discussed about the points suggested for improvement in academic audit report (2023-24) by External Peer Committee and action plan has been prepared as described below.

Sl. No.	Points discussed and Action plan	Target Date/ Duration	Responsibility
1	<p>Quality and no. of publications need to be improved.</p> <p><u>Action Plan</u></p> <p>Every faculty member shall publish 2 papers/year and atleast one paper in Scopus/SCI journals</p>	1st paper by December 2024 and 2 nd paper before May 2025	All faculty members
2	<p>Sponsored projects and consultancy work need to be increased.</p> <p><u>Action Plan</u></p> <p>The Departments with NBA accredited Programmes and the Departments applying for NBA accreditation shall prepare and submit 1-2 major research proposals and shall undertake 1-2 consultancy assignments.</p>	December 2024	CSE, ECE, EEE, and Aero, Civil, Mech, IT Departments
3	<p>MoUs with new industry to be initiated.</p> <p><u>Action Plan</u></p> <p>Every Department shall initiate and sign atleast 1 MoU with new and prominent industries.</p>	December 2024	All HoDs
4	<p>Administrative/Skill development programmes to be done for non-teaching staff.</p> <p><u>Action Plan</u></p> <p>It is planned to organize two programmes to improve administration/skill of non-teaching staff.</p> <ul style="list-style-type: none"> - Fire safety training for Lab Technicians and Drivers - Modern office automation training for Office and Admin staff 	October 2024 December 2024	Administrative Officer
5	<p>Faculty members with Ph.D can be encouraged to register as Supervisors.</p> <p><u>Action Plan</u></p> <p>All faculty members with Ph.D. shall take steps to fulfill AUC-CFR norms and apply for PhD Supervisor recognition</p>	December 2024	All faculty members with PhD

+Sl. No.	Points discussed and Action plan	Target Date/ Duration	Responsibility
6	Subjects in Emerging Technology are to be included. Action Plan All HODs and BoS Chairpersons shall plan to include subjects in emerging areas in R2024 through amendment	April 2025	All Departments
7	Specific domain mini-projects to be improved Action Plan All Departments must encourage every student to carry out a mini-project in specific domains during third year of study.	Odd / Even semester of AY 2024-25	All Departments
8	Encourage the faculty members to pursue Ph.D. Action Plan All faculty members with PG degree must register to pursue PhD	December 2024	All faculty members with PG degree
9	Patents need to be increased Action Plan It has been planned to increase the number of patents to be filed and published from 40 to 50 per year.	Dec.2024 (25) & May 2025 (25)	All Departments to participate as per Target plan for AY 2024-25

Any other matter:

1. It has been suggested by HoDs to recognize Academic Achievers in every semester.

The meeting ended with the vote of thanks by IQAC Secretary/Coordinator.


Director IQAC 21/6/24




Chairperson IQAC 21/6/24

Copy to:

- Dean (SMS), Dean (Academics) for information
- All HoDs and Criteria Coordinators for information and needful action
- Placement Director, R & D Director, Admission Officer, AO, EO for for information and needful action
- IQAC File

Annexure I

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting held on 04.11.2023,

Sl. No.	Points Discussed	Action taken
1	Reconstitution and Approval of Internal Quality Assurance Cell (IQAC)	Reconstituted for the AY 2023-24 and approved
2	Starting new courses /Programmes in Emerging areas – 6 New Programmes Introduced in 2019 and 2020	Proposed increase in intake AI&DS, MBA and MCA and new courses are BBA and BCA
3	To establish more centre of excellence in emerging technological areas or new frontier for enhanced industry-institute interaction – 15 Centre of Excellence established already.	In progress
4	Effective Implementation of CBCS and Innovative Teaching – learning Practices – Implemented from 2019 Regulations	Implemented
5	Promotion of Research and Development activities - Implemented	Implemented
6	Renewal of Autonomous status in June 2024	Application submitted on 27.03.2024
7	Further Accreditation of UG - CSE, EEE, ECE programmes and Accreditation for Eligible Programmes UG – Aeronautical, IT and Mechanical in May 2025	In progress
8	To achieve NIRF Ranking - 2025	Submitted
9	To become Autonomous Degree Granting Institution - 2029	Perspective plan
10	To become Teaching-Intensive / Research – Intensive University - 2030	Perspective plan
11	Review of Quality Assurance Initiative and Measures	Implemented
12	Review AQAR – 2022-23 work progress	Submitted and approved by NAAC
13	Plan of action for ongoing Academic and Co-curricular activities	Completed
14	Principal highlighted the need for effective teaching methods to enhance students' learning capacity. The faculty members shall use innovative teaching techniques to enhance the active involvement and learning capability of students	Implemented
	Principal informed all HODs to complete all Target planned activities for odd semester before 30.11.2023 positively.	Completed
15	Principal insisted all HoDs to encourage all students to undergo Internship in November /December 2023	Implemented

Dr. Anurag
IQAC Director 21/6/24



Dr. Anurag
IQAC Chairperson 21/6/24



MAHENDRA ENGINEERING COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

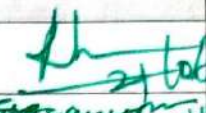
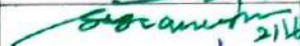

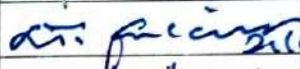
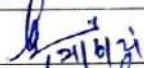

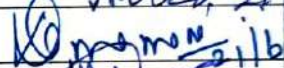

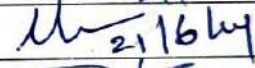

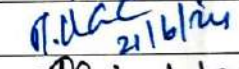
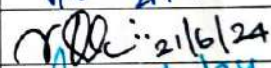
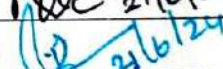

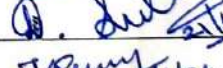
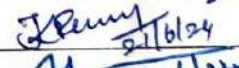
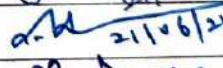
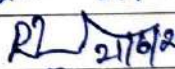

Minutes of the Meeting

MEC/IQAC/Meeting/2023-24/03/Minutes

Date : 21.06.2024

The IQAC meeting was held on 21.06.2024 in Board room at 2.30 PM

Members present :

Sl.No.	Name	Designation / Address	Role of IQAC	Signature
1	Dr.R.V.Mahendra Gowda	Principal	Chairperson	
2	Dr.V.Shanmugam	Dean/SMS	Member	
3	Dr.S.Nirmala	Dean/Academics	Member	
4	Dr. C.T.Sivakumar	EO	Director IQAC	
5	Dr.N.Viswanathan	COE	Member	
6	Dr.V. Aroulmoji	Director R&D	Member	
7	Dr. C.Dhavamani	HOD-Aero	Cordinator IQAC	
8	Dr.K.Vidhya	HoD-Civil	Cordinator IQAC	
9	Dr.M.Srinivasan	HoD-Mech	Member	
10	Dr. R. Uthirasamy	HoD-EEE	Member	
11	Dr.M.Kannan	HoD-CSE	Member	
12	Dr.T.Jesudas	HoD-MCT	Member	
13	Dr.S.Raju	HoD-IT	Member	
14	Dr.D.Subramaniam	HoD-Aerospace	Member	
15	Dr.KR. Kalphana,	HoD-Agri	Member	
16	Dr.S.Asokkumar	HoD - MBA	Member	
17	Dr.R.Jayakumar	HoD-MCA	Member	
18	Dr.J.Kavitha	HoD-English	Member	
19	Mr.K.Shanmugam	HoD-Maths	Member	


Director IQAC 21/6/24




Chairperson IQAC 21/6/24

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

MEC/IQAC/Meeting/2023-24/03/Minutes

Date : 21.06.2024

The IQAC meeting was held on 21.06.2024 in Board room at 2.30 PM

Members present :

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[Signature]
Director IQAC 21/6/24



Chairperson IQAC

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21/6/2019