



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/2024-25/02

Dates: 25.10.2024

CIRCULAR

Sub: IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 26.10.2024 in the Board Room at 11.00 am. All members are requested to attend the meeting. The agenda for the meeting is as follows:

AGENDA:

1. Review of action taken in the items mentioned in the previous meeting minutes
2. Review of Action taken for Academic Audit 2023-24
3. Quality Assurance and Initiative Measures
4. Reconstitution of Peer Committee for Academic Audit 2024-25
5. Review and preparation for NBA Accreditations of UG Programmes (CSE, ECE and EEE)
6. Review of various committees and its responsibilities
7. Review and preparation of AQAR AY 2023-24 submission
8. Any other matter


IQAC Director


IQAC Chairperson

For Kind Information:

Honourable Chairman

Managing Directors

Information to:

Executive Director

Copy to: IQAC, MEC Office

Dean/SMS, Dean/Academics

The members concerned

COE, EO, FO, AO, File

1. Dr. C. DHAYAMANI - Dmmani
2. Dr. C.T. SWAKUMAR - C.T. Swakumar
3. Dr. N. VISWANATHAN - N. Viswanathan 26/10/24
4. Dr. V. SHANMUGAM - Shanmugam 26/10/24
5. Dr. T. SHANMUGAVEL - T. Shanmugavel 26/10/24
6. Dr. D. Subramaniam - D. Subramaniam 26/10/24
7. Dr. T. JESUDAS - T. Jesudas 26/10/24
8. Dr. S. ASOKKUMAR - S. Asokkumar 26/10/24
9. Prof. K. SHANMUGEM - K. Shanmugem
10. Dr. N. VINOTHKUMAR - N. Vinothkumar 26/10/24
11. Dr. P. DHANAKODI - P. Dhanakodi 26/10/24
12. Dr. S. SUMATHI - S. Sumathi 26/10/24
13. Dr. D. CHITRA - D. Chitra 26/10/24
14. Dr. C. SENTHIL KUMAR - C. Senthil Kumar 26/10/24
15. Dr. R. BRINDHA - R. Brindha 26/10/24
16. Dr. R. PRABU - R. Prabhu 26/10/24
17. Dr. S. RAJU - S. Raju 26/10/24
18. R. VENUS - R. Venus 26/10/24
19. Dr. M. SRINIVASAN - M. Srinivasan
20. Dr. J. LEELIKA - J. Leelika
21. P. JAYAPRIYA - P. Jayapriya 26/10/24
22. Dr. K. LAKSHMI - K. Lakshmi 25/10/24
23. Dr. S. NIMALA - S. Nimala
24. Dr. R. UTHAYARASAMY - R. Uthayarasamy 26/10/24
25. Dr. K. KALPHAHA - K. Kalphaha 26/10/24
26. Dr. V. DHANASHEKAR - V. Dhanashekar 26/10/24
27. Dr. C. VIGNESHVARAN - C. Vigneshvaran 26/10/24
28. Dr. R. JAYAKUMAR - R. Jayakumar 26/10/24



MINUTES OF THE MEETING

MEC/IQAC/Meeting/2024-25/02/Minutes

Date: 26.10.2024

The IQAC meeting was held on 26.10.2024 at 11.00 am in Board Room.

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting (Annexure I).
2. The Director discussed the Action taken for Academic Audit 2023-24 (Annexure II).
3. Quality Assurance initiatives for AY 2024-25.

Status of Completion

- CO-PO mapping, attainment calculations by MEC NBA Training Team – Conducted on 10.07.2024
 - New faculty orientation, by IQAC conducted on 27.07.2024
 - It has been proposed to prepare for accreditation for the programme UG – CSE, ECE, EEE
 - Academic Calendar prepared and circulated for ODD semesters.
 - Target programme approved and it is in progress.
 - Non-teaching skill enhancement training is planned in the month of December 2024.
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 taken has been prepared and discussed as described below:

Sl. No.	Points discussed	Target Date/Duration	Responsibility
1	<p>To motivate and make provisions so that there is considerable enhancement in doctorate faculties.</p> <p><u>Action Plan</u></p> <p>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.</p> <p><u>Action taken:</u></p> <p>Faculty members registered for Ph.D.: 13</p>	December 2024	All faculty members with PG degree
2	<p>To fill in the position at senior level</p> <p><u>Action Plan</u></p> <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. <p><u>Action taken:</u></p> <ul style="list-style-type: none"> - Eligible faculty members are promoted as per AICTE norms. - Dr S Nirmala is appointed as Dean (Academics). 	Continuous	All Departments

Sl. No.	Points discussed	Target Date/Duration	Responsibility
3	<p>Research culture to be inculcated for the better outcomes.</p> <p>Action Plan</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. <p>Action taken :</p> <p>No. of Research Papers published : 29 No. of Patents published : 25 No. of Ph.Ds awarded : 03 No. of Research proposals submitted : 47 No. of Recognized Ph.D Supervisors : 01 No. of faculty pursuing PhD : 45</p>	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>Action Plan</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> <p>Action taken</p> <p>No. of faculty members participated in FDP/STTP : 164 No. of faculty members participated in Conferences : 58</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>Action Plan</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> <p>Action taken</p> <p>Centre of Excellence is established with WIPRO to enhance the students training and placement.</p>	December 2024	CSE, ECE, EEE, IT, Aero, Mech, Civil, (individually / jointly)

Sl. No.	Points discussed	Target Date/Duration	Responsibility
6	<p>More Pan India Students may be enrolled.</p> <p>Action Plan</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> <p>Action taken:</p> <p>No. of Students admitted from Other States: UG : 46 , PG : 05</p>	Continuous	Admission Officer and his team
7	<p>Limited number of faculty members doing research, especially interdisciplinary and sponsored research.</p> <p>Action Plan</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. <p>Action taken:</p> <p>No. of Research Papers published : 29 No. of Patents published : 25 No. of Research proposals submitted : 47 No. of Recognized Ph.D Supervisor : 01</p>	Continuous	CSE, IT, ECE, EEE, Mech, Civil, Aero
8	<p>Involvement of new faculty in industrial consultancy</p> <p>Action Plan</p> <p>Faculty members with PhD shall interact with industries and try to get consultancy assignments (at least 1 per department/year)</p> <p>Action taken:</p> <p>No. of Departments involved in the consultancy work: 07 Amount generated through consultancy: Rs.5.0 Lakhs</p>	Continuous	All Faculty members with PhD
9	<p>Need strong international academic collaborations</p> <p>Action Plan</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> <p>Action taken:</p> <p>No. of MILES programme conducted : 09 International Conference is planned in the month of May 2024.</p>	December 2024	Aero, Civil, Mech, Chemical, Mctrs and CSE/IT/AI/Cyber/MCA and EEE/ECE and Agri, Food, Pharma and MBA jointly

Sl. No.	Points discussed	Target Date/Duration	Responsibility
10	Provision of more in-house medical assistance <u>Action Plan</u> AO / EO have to plan for provision of more in-house medical assistance. Action taken: Provision of more in-house medical assistance will be planned.	Continuous	AO/EO
11	Attracting top brands for campus placement in core engineering area <u>Action Plan</u> 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. Action taken: Interaction with no. of core companies: 70	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	Quality and no. of publications need to be improved. <u>Action Plan</u> Every faculty member shall publish 2 papers/year and atleast one paper in Scopus/SCI journals Action Taken: No. of paper in Scopus/SCI journals : 98	1st paper by December 2024 and 2 nd paper before May 2025	All faculty members
2	Sponsored projects and consultancy work need to be increased. <u>Action Plan</u> 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. Action Taken: No. of Proposals submitted: 47 Consultancy work carried out: Rs. 5.0 Lakhs	December 2024	CSE, ECE, EEE, and Aero, Civil, Mech, IT Departments

Sl. No.	Points discussed	Target Date/Duration	Responsibility
3	<p>MoUs with new industry to be initiated.</p> <p>Action Plan</p> <p>Every Department shall initiate and sign atleast 1 MoU with new and prominent industries.</p> <p>Action Taken:</p> <p>New MoUs signed with companies : 05</p>	December 2024	All HoDs
4	<p>Administrative/Skill development programmes to be done for non-teaching staff.</p> <p>Action Plan</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 	<p>November 2024</p> <p>December 2024</p>	Administrative Officer
5	<p>Faculty members with Ph.D can be encouraged to register as Supervisors.</p> <p>Action Plan</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
6	<p>Subjects in Emerging Technology are to be included.</p> <p>Action Plan</p> <p>All HODs and BoS Chairpersons shall plan to include subjects in emerging areas in R2024 through amendment</p> <p>Action taken:</p> <p>No. of Subjects in Emerging Technology introduced in R2024 : 32</p>	April 2025	All Departments
7	<p>Specific domain mini-projects to be improved</p> <p>Action Plan</p> <p>All Departments must encourage every student to carry out a mini-project in specific domains during third year of study.</p> <p>Action taken:</p> <p>Mini-projects introduced for all third year students in R2024.</p>	<p>Odd / Even</p> <p>semester of AY</p> <p>2024-25</p>	All Departments

Sl. No.	Points discussed	Target Date/Duration	Responsibility
8	Encourage the faculty members to pursue Ph.D. Action Plan All faculty members with PG degree must register to pursue PhD No. of faculty members pursuing PhD : 45	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. Action taken: Patents published in 2024: 25	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.

Dr. S. Srinivas
Director IQAC 26/10/24

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Chairperson IQAC 11/11/2024

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

Dr. S. Srinivas



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Minutes of the Meeting

MEC/IQAC/Meeting/2024-25/02/Minutes

Date : 26.10.2024

The IQAC meeting was held on 26.10.2024 in Board room at 11.00 AM

Members present :

Sl.No.	Name	Designation / Address	Role of IQAC	Signature
1	Dr.R.V.Mahendra Gowda	Principal	Chairperson	<i>[Signature]</i> 26/10/24
2	Dr.V.Shanmugam	Dean/SMS	Member	<i>[Signature]</i> 26/10/24
3	Dr.S.Nirmala	Dean/Academics	Member	<i>[Signature]</i> 26/10/24
4	Dr. C.T.Sivakumar	EO	Director IQAC	<i>[Signature]</i> 26/10/24
5	Dr.N.Viswanathan	COE	Member	<i>[Signature]</i> 26/10/24
6	Dr.V. Aroulmoji	Director R&D	Member	<i>[Signature]</i> 26/10/24
7	Dr. C.Dhavamani	HOD-Aero	Cordinator IQAC	<i>[Signature]</i> 26.10.24
8	Dr.K.Vidhya	HoD-Civil	Cordinator IQAC	<i>[Signature]</i> 26/10/24
9	Dr.M.Srinivasan	HoD-Mech	Member	<i>[Signature]</i> 26/10/24
10	Dr. R. Uthirasamy	HoD-EEE	Member	<i>[Signature]</i> 26/10/24
11	Dr.M.Kannan	HoD-CSE	Member	<i>[Signature]</i> 26/10/24
12	Dr.T.Jesudas	HoD-MCT	Member	<i>[Signature]</i> 26/10/24
13	Dr.S.Raju	HoD-IT	Member	<i>[Signature]</i> 26/10/24
14	Dr.D.Subramaniam	HoD-Aerospace	Member	<i>[Signature]</i> 26/10/24
15	Dr.KR. Kalphana,	HoD-Agri	Member	<i>[Signature]</i> 26/10/24
16	Dr.S.Asokkumar	HoD - MBA	Member	<i>[Signature]</i> 26/10/24
17	Dr.R.Jayakumar	HoD-MCA	Member	<i>[Signature]</i> 26/10/24
18	Dr.J.Kavitha	HoD-English	Member	<i>[Signature]</i> 26/10/24
19	Mr.K.Shanmugam	HoD-Maths	Member	<i>[Signature]</i> 26/10/24

[Signature]
Director IQAC 26/10/24

[Signature]
Chairperson IQAC
26/10/2024

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Minutes of the Meeting

MEC/IOAC/Meeting/2024-25/02/Minutes

Date : 26.10.2024

The IQAC meeting was held on 26.10.2024 in Board room at 11.00 PM

Members present :

[illegible]

Director IQAC 26/10/2024

Chairperson IQAC