



# 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

04288-288 500 / 521 / 522 | www.mahendra.info



## INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2024-25/03

Dates: 22.01.2025

### CIRCULAR

Sub: IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 23.01.2025 in the Board Room at 03.00 pm. 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. Reconstitution and approval of Internal Quality Assurance Cell (IQAC)
3. Review of Academic Activities, Co-curricular activities of 2024-25 Odd semester
4. Planning of Academic Activities, Co-curricular activities of 2024-25 Even semester
5. Review of NBA Accreditation preparation work progress for three UG Programme (CSE, EEE and ECE)
6. Review of Quality Assurance and Initiative Measures
7. Planning of Training and Placement Activities
8. Review in Research and Development Activities
9. Review and confirmation of various Committees, roles and responsibilities
10. Any other matter

  
IQAC Director 22/1/25

  
22/1/25  
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. DHAVAMANI - C. Dhavamani  
22.1.25
2. Dr. K. VIDHYA - K. Vidhya  
22/1/25
3. Dr. S. Nimala - S. Nimala  
22/1/25
4. Dr. T. Jesudas - T. Jesudas  
22/1/25
5. Dr. J. Karik - J. Karik  
22/1/25
6. Dr. S. Ananta - S. Ananta  
22/1/25
7. Dr. R. Vthirasing - R. Vthirasing  
22/01
8. Dr. D. Subramaniam - D. Subramaniam  
22/01/25
9. Dr. M. Kannan - M. Kannan  
22/1/25
10. Dr. P. Shereen - P. Shereen  
22/1/25
11. Dr. P. Ravi - P. Ravi  
22/1/25
12. Dr. C. T. Sivakumar - C. T. Sivakumar  
22/1/25
13. Dr. N. VISWANATHAN - N. Viswanathan  
22/01/25
14. Dr. KR. Kalphana - K. Kalphana  
22/01/25
15. Dr. A. Neela Madheswari - A. Neela Madheswari  
22/1/25
16. Dr. V. Dharmakumar - V. Dharmakumar  
22/1/25
17. Dr. M. Srinivasan - M. Srinivasan  
22/1/25
18. Dr. K. Senthil Kumar - K. Senthil Kumar  
22/1/25
19. Dr. C. Vigneshwaran - C. Vigneshwaran  
22/1/25
20. Dr. N. Vinod Kumar - N. Vinod Kumar  
22/1/25
21. Dr. V. Senthil Kumar - V. Senthil Kumar  
22/1/25
22. Dr. S. Asok Kumar - S. Asok Kumar  
22/01/25
23. Dr. T. Senthil Kumar - T. Senthil Kumar  
22/01/25





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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MEC/IQAC/Meeting/2024-25/03/Minutes

Date : 23.01.2025

The IQAC meeting was held on 23.01.2025 in Board room at 03.00 PM

Members present :

Sl.No.	Name	Designation / Address	Role of IQAC	Signature
1	Dr.V.Shanmugam	Principal	Chairperson	<i>[Signature]</i> 23/1/25
3	Dr.S.Nirmala	Dean/Academics	Member	<i>[Signature]</i> 23/1/25
4	Dr. C.T.Sivakumar	EO	Director IQAC	<i>[Signature]</i> 23/1/25
5	Dr.N.Viswanathan	COE	Member	<i>[Signature]</i> 23/01/2025
6	Dr.V. Aroulmoji	Director R&D	Member	<i>[Signature]</i>
7	Dr. C.Dhavamani	HOD-Aero	Cordinator IQAC	<i>[Signature]</i> 23.1.25
8	Dr.K.Vidhya	HoD-Civil	Cordinator IQAC	<i>[Signature]</i> 23/1/25
9	Dr.M.Srinivasan	HoD-Mech	Member	<i>[Signature]</i> 23/1/25
10	Dr. R. Uthirasamy	HoD-EEE	Member	<i>[Signature]</i> 23/1/25
11	Dr.M.Kannan	HoD-CSE	Member	<i>[Signature]</i> 23/1/25
12	Dr.T.Jesudas	HoD-MCT	Member	<i>[Signature]</i> 23/1/25
13	Dr.S.Raju	HoD-IT	Member	<i>[Signature]</i> 23.1.25
14	Dr.D.Subramaniam	HoD-Aerospace	Member	<i>[Signature]</i> 23/01/25
15	Dr.KR. Kalphana,	HoD-Agri	Member	<i>[Signature]</i> 23/01/25
16	Dr.S.Asokkumar	HoD - MBA	Member	<i>[Signature]</i> 23/01/25
17	Dr.R.Jayakumar	HoD-MCA	Member	<i>[Signature]</i> 23/1/25
18	Dr.J.Kavitha	HoD-English	Member	<i>[Signature]</i> 23/1/25
19	Mr.K.Shanmugam	HoD-Maths	Member	<i>[Signature]</i> 23/1/25

*[Signature]*  
Director IQAC 23/1/25

*[Signature]*  
Chairperson IQAC 23/1/25

## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the Meeting

**MEC/IQAC/Meeting/2024-25/03/Minutes**

**Date : 23.01.2025**

The IQAC meeting was held on 23.01.2025 in Board room at 03.00 PM

**Members present :**

[illegible]

*[Signature]*  
25/11/18  
Director IQAC

*Susan*  
23/1/25  
Chairperson IQAC





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## MINUTES OF THE MEETING

MEC/IQAC/Meeting/2024-25/03/Minutes

Date: 23.01.2025

The IQAC meeting was held on 23.01.2025 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 held on 26.10.2024

S.No.	Points Discussed	Action taken
1	Review of Quality Assurance Initiative	• Non Teaching skill enhancement training has been planned during first week of February 2025
2	Reconstitution of Peer Committee for Academic Audit 2024-25	• Peer Committee for Academic Audit 2024-25 constituted and approved
3	Review of preparation for NBA Accreditations of UG programmes (CSE,ECE and EEE)	• NBA SAR submission is in progress and will be submitted shortly. • NBA documents to be prepared.
4	Review of various committees and its responsibilities	• All Committees were constituted for AY 2024-25. • Anti-Ragging, SGRC, ICC, IIC and Anti-Drug meetings were conducted. • Meeting for SC/ST, Examination, Extra Curricular, Library and Admission committee will be conducted in February 2025.
5	Review and preparation of AQAR AY 2023-24 submission	• AQAR for AY 2023-24 submitted on 20.01.2025

2. Chairperson – IQAC discussed the following points and approved for implementation

Sl. No.	Points discussed	Target Date/Duration	Responsibility
1	Reconstitution and approval of Internal Quality Assurance Cell (IQAC) <b>Action taken:</b> • The reconstitution of members is finalized in consultation with all members. List of new members has been approved as per the guidelines given by NAAC (IQAC reconstituted committee attached - Annexure - I).	-	Director -IQAC
2	Review of Academic Activities, Co-curricular activities of 2024-25 Odd semester. <b>Action Plan :</b> • Implementation of various ongoing Academic & Co-curricular activities. • Preparation of Academic Calendar for 2024-25 even Semester <b>Action taken:</b> • Various Academic and Co-curricular activities were reviewed and approved by members. • Adherence of Academic Calendar and Teaching plan has verified Departments wise and approved.	Continuous	All Departments (HODs to monitor and implement it)



Sl. No.	Points discussed	Target Date/Duration	Responsibility
3	<p>Planning of Academic Activities, Co-curricular activities of 2024-25 Even semester</p> <p><b>Action Plan :</b></p> <ul style="list-style-type: none"> <li>Proposed to prepare Work load for AY 2024-25 Even semester</li> <li>Proposed to prepare Institution Academic Calendar and Department Academic Calendar for AY 2024-25 Even semester</li> <li>Proposed to prepare Preamble and Lesson plan for AY 2024-25 Even semester</li> <li>Proposed to prepare TARPRO for AY 2024-25 Even semester</li> <li>Planning of Value Added Course – Department wise</li> </ul> <p><b>Action taken:</b></p> <p>IQAC Chairperson insisted to submit the 2024-25 even semester academic activities such as Academic Calendar, Preamble, Lesson plan, Lecture notes, Assessments and Practical sessions along with co-curricular activities like workshops and TARPRO activities and also plan to conduct Cultural events, Sports meets, etc., Action taken includes forming committees, finalizing timetables, coordinating with departments, and ensuring resource availability to streamline the execution of planned activities.</p>	Continuous	All Departments (HODs to monitor and implement it)
4	<p>Review of preparation of NBA Accreditation for three UG Programme (CSE, EEE and ECE)</p> <p><b>Action Plan :</b></p> <ul style="list-style-type: none"> <li>It has been proposed to prepare NBA files for 3 UG Programme ( CSE, EEE and ECE)</li> </ul> <p><b>Action taken:</b></p> <ul style="list-style-type: none"> <li>Online submission of NBA – SAR for 3 UG Programme (CSE, EEE and ECE) is in progress and it will be submitted shortly.</li> </ul>	April – 2025	HoDs and Faculty members of CSE, EEE and ECE
5	<p>Review of Quality Assurance and Initiative Measures</p> <p><b>Action Plan :</b></p> <ul style="list-style-type: none"> <li>It has been proposed to prepare NBA accreditation for further 5 UG programmes (Aeronautical, Mechanical, Civil, Agricultural and Information Technology)</li> <li>It is also proposed to apply for NIRF ranking 2025</li> <li>It is proposed to conduct Faculty orientation and Non-Teaching orientation programme</li> </ul> <p><b>Action taken:</b></p> <ul style="list-style-type: none"> <li>Conducted Faculty Development Programme on “Importance of Outcome Based Education in Engineering Education” from 10.07.2024 to 12.07.2024.</li> <li>Conducted New Faculty Orientation on 27.07.2024</li> <li>Conducted Workshop on “COs- POs attainment” on 23.11.2024.</li> </ul>	Continuous	IQAC Director , HoDs

Sl. No.	Points discussed	Target Date/Duration	Responsibility
6	<p>Planning of Training and Placement Activities</p> <p><b>Action Plan :</b></p> <ul style="list-style-type: none"> <li>Proposed to Plan for Career Guidance programmes , Soft Skill Training, GATE Coaching , Aptitude Training</li> <li>Identifying Industries for Skill Development Training</li> <li>Identifying Industries for Placement (Core Departments)</li> </ul> <p><b>Action taken:</b></p> <ul style="list-style-type: none"> <li>Students got placement so far: 50%</li> <li>WIPRO Training has been planned from 01.02.2025 to 08.02.2025</li> <li>WIPRO Campus drive Scheduled on 09.02.2025</li> <li>Signed MoU with Infosys.</li> <li>It has been planned to provide Skill Enhancement Training for Mechanical stream students through Harita Techserv, Coimbatore. DesAot Engineering Service Ltd, Bangalore etc.,</li> <li>The Training and Placement activities for 2024-25 even semester focus on skill development, mock interviews, industry collaborations, and campus recruitment drives.</li> <li>Action taken includes conducting needy assessments, scheduling training sessions, inviting recruiters and enhancing student-industry engagement through webinars and internships, ensuring students are well-prepared for placement opportunities.</li> </ul>	Continuous	Placement Director, HoDs
7	<p>Review in Research and Development Activities</p> <p><b>Action Plan</b></p> <ul style="list-style-type: none"> <li>It is proposed to apply for KAPILA in February 2025</li> <li>To encourage faculty members to write books, book chapters, publish papers in reputed journals and apply for patents. Based on the institution research promotion policy, faculty members are receiving incentives for these efforts.</li> <li>HODs will counsel faculty members to enroll in PhD programs in order to encourage scholarly research.</li> <li>Doctoral Degree faculty members are insisted to get university research supervisor by which they do research activities and help them to produce high-caliber papers in reputed publications.</li> <li>Doctoral Degree faculty members are expected to draft and submit research proposals in cutting-edge fields in order to get funding agency funds.</li> <li>Encourage the students to take part in creative projects and submit patent applications.</li> </ul> <p><b>Action taken :</b></p> <ul style="list-style-type: none"> <li>Received fund from AICTE to Establish AICTE – IDEA Lab, Seminar Grant from ANRF and Fund from TNSCST.</li> <li>Applied 41 Innovative ideas for MSME Idea</li> </ul>	Continuous	All Departments (HODs to monitor and implement it)



	Hackathon 4.0 to MSME on 23.10.2024. <ul style="list-style-type: none"> <li>It has been proposed to apply and establish CoE at our Institution through TN Startup.</li> </ul>		
8	Review and confirmation of various Committees, roles and responsibilities <u><b>Action Plan</b></u> <ul style="list-style-type: none"> <li>Discussed and proposed to Conduct Academic Council, Department Programme Advisory Committee Meeting, Board of Studies, Finance Committee, Result Passing Board, and other Committees for the AY 2024-25.</li> <li>Proposed to form new standing committee for reviewing the academic activity.</li> </ul>	March – 2025	CoE , All HoDs
9	Any other matter: <ul style="list-style-type: none"> <li>It has been suggested that all faculty members are insisted to take up online courses like NPTEL/SWAYAM/Course era etc.,</li> </ul>		

The meeting ended with the vote of thanks by IQAC Director

  
 Director IQAC 23/11/25

  
 Chairperson IQAC 23/11/25

Copy to:

- 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





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## INTERNAL QUALITY ASSURANCE CELL

Ref : MEC/IQAC/Composition/2024-25

23.01.2025

The Internal Quality Assurance Cell is reconstituted with the following members

S. No	Name	Designation / Address	Role of IQAC
1	Dr.V.Shanmugam	Principal	Chairperson
2	Dr.S.Nirmala	Dean/Academics	Member
3	Dr.N.Viswanathan	Controller of Examinations	
4	Dr.M.Kannan	HoD-CSE	
5	Dr.M.Srinivasan	HoD-Mech	
6	Dr. R. Uthirasamy	HoD-EEE	
7	Dr.T.Jesudas	HoD-MCT	
8	Dr.S.Raju	HoD-IT	
9	Dr.KR. Kalphana,	HoD-Agri	
10	Dr.R.Jayakumar	HoD-MCA	
11	Dr. S. Asokkumar	HoD-MBA	
12	Dr.C.Vigneshwaran	HoD-Pharma	
13	Dr.V.Dhineshkumar	HoD – Food Tech	
14	Dr.N.Vinothkumar	HoD – Chemical	
15	Dr.J.Kavitha	HoD-English	
16	Prof.K.Shanmugam	HoD-Maths	
17	Dr.T.Shanmugavel	HoD-Physics	
18	Dr.P.Dhanakodi	HoD-Chemistry	
19	Dr.S.Ananth	HoD-AIDS	
20	Dr.V.Senthilkumaran	HoD-ECE	
21	Dr.A.Neelamadheswari	HoD-Cyber	
22	Dr.D.Subramaniam	HoD-Aerospace	
23	Dr.R.Samson Ravindran	Executive Director	Management Representative
24	Mr.B.Ramesh	Finance Officer	Administrative Officer
25	Miss.S.E.Mohanapriya	II year – AIDS	Student
26	Mr.R.Logeshwaran	II year – Civil	Student
27	Dr.Sakthivel Murugan	Professor, SSN College of Engineering	Alumni
28	Mr.S.M.Vijayadeepan	COO , TANCAM, Chennai	Member from Industries
29	Mr.P.Thirunavukarasu	Sr.Manager , WIPRO Technologies, Chennai	
30	Dr. C.T.Sivakumar	Executive Officer	Director IQAC
31	Dr. C.Dhavamani	HOD-Aero	IQAC Secretary / Coordinator
32	Dr.K.Vidhya	HoD-Civil	

*Dr. K. Vidhya*  
23/1/25  
Director IQAC



*Smt. S. E. Mohanapriya*  
23/1/25  
Chairperson IQAC