



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/2024-25/04

Dates: 29.05.2025

CIRCULAR

Sub: IQAC Meeting – Intimation to the members of IQAC

The Internal Quality Assurance Cell, (IQAC) meeting is to be held on 31.05.2025 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. Review of action taken for Internal Academic Audit 2024-25 Odd
3. Review of Academic Activities, Co-curricular activities of 2024-25 Even semester
4. Planning of Academic Activities, Co-curricular activities of 2025-26 Odd semester
5. Planning External Academic audit for the AY 2024-25 (Odd and Even Semester)
6. Review of NBA Accreditation preparation work progress for three UG Programme (CSE, EEE and ECE)
7. Review of Placement Training and Activities
8. Review in Research and Development Activities
9. Any other matter

[Signature]
IQAC Director



[Signature]
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



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

Minutes of the Meeting

MEC/IQAC/Meeting/2024-25/04/Minutes

Date : 31.05.2025

The IQAC meeting was held on 31.05.2025 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> 31/5/25
3	Dr.S.Nirmala	Dean/Academics	Member	<i>[Signature]</i> 31/5/25
4	Dr. C.T.Sivakumar	EO	Director IQAC	<i>[Signature]</i>
5	Dr.N.Viswanathan	COE	Member	<i>[Signature]</i> 31/5/25
6	Dr.V. Aroulmoji	Director R&D	Member	<i>[Signature]</i> 31/5/25
7	Dr. C.Dhavamani	HOD-Aero	Cordinator IQAC	<i>[Signature]</i> 31/5/25
8	Dr.K.Vidhya	HoD-Civil	Cordinator IQAC	<i>[Signature]</i> 31/5/25
9	Dr.M.Srinivasan	HoD-Mech	Member	<i>[Signature]</i> 31/5/25
10	Dr. R. Uthirasamy	HoD-EEE	Member	<i>[Signature]</i> 31/5/25
11	Dr.M.Kannan	HoD-CSE	Member	<i>[Signature]</i> 31/5/25
12	Dr.T.Jesudas	HoD-MCT	Member	<i>[Signature]</i> 31/5/25
13	Dr.S.Raju	HoD-IT	Member	<i>[Signature]</i> 31/5/25
14	Dr.D.Subramaniam	HoD-Aerospace	Member	<i>[Signature]</i> 31/5/25
15	Dr.KR. Kalphana,	HoD-Agri	Member	<i>[Signature]</i> 31/5/25
16	Dr.S.Asokkumar	HoD - MBA	Member	<i>[Signature]</i> 31/5/25
17	Dr.R.Jayakumar	HoD-MCA	Member	<i>[Signature]</i> 31/5/25
18	Dr.J.Kavitha	HoD-English	Member	<i>[Signature]</i> 31/5/25
19	Mr.K.Shanmugam	HoD-Maths	Member	<i>[Signature]</i> 31/5/25

[Signature]
Director IQAC

[Signature]
Chairperson IQAC



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

Minutes of the Meeting

MEC/IQAC/Meeting/2024-25/04/Minutes

Date : 31.05.2025

The IQAC meeting was held on 31.05.2025 in Board room at 03.00 PM

Members present :

S.No	Name	Designation / Department	Role of IQAC	Signature
20	Dr.T.Shanmugavel	HoD-Physics	Member	
21	Dr.P.Dhanakodi	HoD-Chemistry	Member	
22	Dr.C.Vigneshwaran	HoD-Pharma	Member	—
23	Dr.V.Dhineshkumar	HoD – Food Tech	Member	—
24	Dr.N.Vinothkumar	HoD – Chemical	Member	
25	Dr.S.Ananth	HoD – AI&DS	Member	
26	Dr.A.Neela Madheswari	HoD – Cyber	Member	
27	Dr.V.Senthilkumaran	HoD-ECE	Member	

Director IQAC 31/5/25

Chairperson IQAC



MINUTES OF THE MEETING

MEC/IQAC/Meeting/2024-25/04/Minutes

Date: 30.05.2025

The IQAC meeting was held on 30.05.2025 at 3.00 PM in Board Room.

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting held on 23.01.2025

S.No.	Points Discussed	Action taken
1	Reconstitution and approval of Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> The Internal Quality Assurance Cell (IQAC) was reconstituted in accordance with the guidelines prescribed by the National Assessment and Accreditation Council (NAAC). The proposed composition of the reconstituted IQAC was presented to the committee, duly reviewed, and received formal approval. The details of the new composition were documented and officially adopted for implementation.
2	Review of Academic Activities, Co-curricular activities of 2024-25 Odd semester	<ul style="list-style-type: none"> The committee conducted a comprehensive review of the academic and co-curricular activities undertaken during the Odd Semester of the academic year 2024–25. It was observed that the academic calendar was effectively adhered to, with timely completion of the syllabus, regular conduct of continuous internal assessments, and systematic implementation of student feedback mechanisms. TARRO activities were successfully organized as per the planned schedule. The review report was accepted by the committee and duly documented for official records.
3	Planning of Academic Activities, Co-curricular activities of 2024-25 Even semester	<ul style="list-style-type: none"> The committee reviewed the academic and co-curricular activities for the 2024-25 Even semester. The academic calendar was drafted with key dates for commencement of classes, internal assessments, project reviews and end-semester examinations. The departments prepared their calendars in alignment with the Institutional Academic Calendar. TARPRO activities were also reviewed. The committee reviewed the sports and cultural activities, as well as the CATCH-2025 initiatives.
4	Review of preparation for NBA Accreditations of UG programmes (CSE, ECE and EEE)	<p>The Self-Assessment Report (SAR) for NBA accreditation was successfully submitted on 23rd January 2025. Following the submission, the preparation of supporting files and documentation required for the NBA evaluation</p>

		process is currently in progress.
5	Review of Quality Assurance and Initiative Measures	<ul style="list-style-type: none"> The committee reviewed the existing quality assurance practices and recent initiatives undertaken to enhance academic and administrative performance. Discussion focused on key areas including teaching-learning processes, student support services, faculty development, feedback mechanisms, and infrastructure improvement. Suggestions for further improvement, including regular audit of academic records, enhanced use of ICT tools, and systematic documentation of best practices, were proposed.
6	Planning of Training and Placement Activities	<ul style="list-style-type: none"> The committee reviewed and approved the training and placement activities planned for the AY 2024-25. Discussions highlighted to strengthen collaboration with reputed companies and leverage alumni networks to facilitate placement drives and internship opportunities for students. <p>Total placed students in AY 2024-25 : No. of MoU signed in AY 2024-25 :</p> <p>The committee appreciated the ongoing efforts of the Training and Placement Cell and emphasized the importance of continued industry engagement and student skill development.</p>
7	Review in Research and Development Activities	<ul style="list-style-type: none"> The committee reviewed the ongoing Research and Development (R&D) activities including progress in funded research projects, faculty and student publications, KAPILA patent filings, and participation in national and international conferences and workshops. To further strengthen the research ecosystem, the committee recommended organizing additional Faculty Development Programs (FDPs), workshops on research proposal writing, and initiatives to promote high-quality publications in reputed journals. The R&D Cell has been entrusted with initiating and coordinating the necessary follow-up actions to implement these recommendations.

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

SL No.	Points discussed	Target Date/Duration	Responsibility
1	<p>Review of action taken for Internal Academic Audit 2024-25 Odd</p> <p><u>Action taken:</u></p> <p>The Internal Academic Audit for the 2024-25 Odd semester was conducted as scheduled. Audit teams reviewed as per Audit format. Compliance with academic standards and institutional quality benchmarks</p>	-	Director-IQAC

	was assessed. Areas of strength and scope for improvement were identified, and feedback was communicated to respective departments. Departments have been instructed to address the observations and submit action-taken reports. The audit findings were documented and accepted by the committee. (Action Taken report attached – Annexure –I)		
2	<p>Review of Academic Activities , Co-curricular activities of 2024-25 Even semester</p> <p>Action taken:</p> <ul style="list-style-type: none"> • Various Academic and Co-curricular activities was reviewed and approved by members. • Adherence of Academic calendar and Teaching plan of Institution and Departments was verified and approved 	Continuous	All Departments (HODs to monitor and implement it)
3	<p>Planning of Academic Activities , Co-curricular activities of 2025-26 Odd semester</p> <p>Action Plan :</p> <ul style="list-style-type: none"> • Proposed to prepare Work load for AY 2025-26 Odd semester • Proposed to prepare Institution Academic Calendar and Department Academic Calendar for AY 2025-26 Odd semester • Proposed to prepare Preamble and Lesson plan for AY 2025-26 Odd semester • Proposed to prepare TARPRO for AY 2025-26 Odd semester • Planning of Value Added Course – Department wise <p>Action taken:</p> <p>IQAC Chairperson insisted to submit the documents 2025-26 Odd Semester includes scheduling academic activities such as preparation Academic Calendar, Preamble , lesson Plan , lecture notes , assessments, and practical sessions, Co-curricular activities like TARPRO activities , cultural events, sports meets, and workshops. Action taken includes forming committees, finalizing timetables, coordinating with departments,</p> <p>Chairperson insisted to submit New equipments, Consumables purchase, calibration requirement, equipment's service requirements 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 NBA Accreditation preparation work progress for three UG Programme (CSE, EEE and ECE)</p> <p>Action taken:</p> <p>Dean Academics and IQAC committee reviewed the progress of NBA accreditation preparation for the UG programmes in CSE, EEE, and ECE. Status updates were presented by the respective department coordinators regarding the completion of Self-Assessment Reports (SAR), collection of supporting documents, and mapping of Program Outcomes (POs) and Course Outcomes (COs).</p>	April – 2025	HoDs and Faculty members of CSE, EEE and ECE

	<p>The committee acknowledged satisfactory progress in documentation and internal reviews, and emphasized timely submission of pending data, especially in continuous improvement and stakeholder feedback areas.</p> <p>Departments were advised to expedite preparation of department files, lab manuals, and faculty publications. A follow-up review meeting was scheduled to ensure readiness before the NTA visit.</p> <p>The progress was noted and approved with points assigned.</p>		
	<p>Planning External Academic Audit for AY 2024-25 (Odd & Even Semester) :</p> <p>Action Taken :</p> <ul style="list-style-type: none"> Identified and shortlisted potential external auditors and Constituted External Audit Committee on 20.01.2025 (academic experts from reputed institutions). Prepared proposal for Audit plan and budget approval to the management through IQAC Director on 30.05.2025 External Audit circular will be circulated during second week of June 2025 along with Audit formats for data and document preparation 		
5	<p>Planning of Training and Placement Activities</p> <p>Action Plan :</p> <ul style="list-style-type: none"> Plan to conduct Career Guidance programmes , Soft Skill Training, GATE Coaching , Aptitude Training Identifying Industries for Skill Development Training Identifying Industries for Placement Proposed to identify Japanese companies for JLPT certified students <p>Action taken:</p> <ul style="list-style-type: none"> It has been planned to provide Skill Enhancement Training for Mechanical stream students, EEE & ECE through Harita Techserv, DesAot Engineering Service Ltd, Bangalore, Harita Auto Electronics, Lab View Academy etc., Discussed about Training and Placement activities for 2025-26 , focus on skill development, mock interviews, industry collaborations, and campus recruitment drives. 	Continuous	Placement Director, HoDs
6	<p>Review in Research and Development Activities</p> <p>Action Plan</p> <ul style="list-style-type: none"> It is proposed to apply for KAPILA in August 2025 Members decided to revise the Research Policy and the same was accepted by all members To encourage faculty members to write books, book chapters, publish papers in reputable journals and apply for patents. Faculty members are receiving incentives for these efforts. HODs will counsel faculty members to enroll in Ph.D programs in order to involve scholarly research. 	Continuous	All Departments (HODs to monitor and implement it)

	<ul style="list-style-type: none"> - Ph.D supervisors are insisted to mentor research researchers and help them produce high-caliber papers in reputed publications. - PhD-holding faculty members are expected to draft and submit research proposals in cutting-edge fields in order to get funding agency funds. - Academic ideas and creative projects should be submitted for patent applications based on the originality of the invention. <p>Action taken :</p> <ul style="list-style-type: none"> • Received fund from AICTE to Establish AICTE – IDEA Lab, Seminar Grant from ANRF and Fund from TNSCST, Approximately Rs.1 crore received so far. • Applied 25 ideas for KAPILA Patent • Applied 41 Innovative ideas for MSME Idea Hackathon 4.0 to MSME on 23.10.2024 • Presentation completed to establish Pre Incubation Centre at our Institution through TN Startup. 		
8	<p>Any other matter:</p> <ul style="list-style-type: none"> • Our college received NPTEL “A” rating for January – March 2025. It has been suggested to increase the registration of online courses like NPTEL/SWAYAM/Course era etc., to enhance the rating in the ensuing NPTEL Examinations . 		

The meeting ended with the vote of thanks by IQAC Director

[Signature]
Director IQAC 30/05/24

[Signature]
Chairperson IQAC 30/05/2024

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