

MAHENDRA COLLEGE OF ENGINEERING
Salem-Campus, Attur Main Road, Minnampalli, Salem -636 106.

MINUTES OF TWELFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.00 am

Date: 07/12/2018

Venue: IQAC Premises

Members Present:

S. No.	Name of the Member	Designation	Category
1	Dr. N.Malmurugan	Principal	Chairperson
2	Dr.R.Samson Ravindran	Executive Director	Management Representative
3	Dr.S.Balamurugan	HoD- Mechanical	IQAC Coordinator
4	Dr.N.Mohanasundararaju	Dean- Academics	Member
5	Dr.M.Suganthi	HoD-ECE	Member
6	Dr.H.Lilly Beulah	HoD - CSE	Member
7	Prof. K.Prasad Babu	HoD- Civil	Member
8	Dr.S.M.Kamali	HoD –EEE	Member
9	Dr. R.Nandhakumar	HoD- Mechatronics	Member
10	Dr.S. Rajalaxmi	HoD- Bio-Medical	Member
11	Mr.V.Shanmugam	Administrative Officer	Administrative Staff
12	Mr.S.M.Imam	Mahendra Next Wealth	Member from Industry
13	Er.G.Sivasubramanian	Velavar Constructions	Member from Industry
14	Mrs.R.Saranya	Principal Engineer, Jasmine Infotech, Chennai	Member from Alumni

Dr.S.Balamurugan, Coordinator-IQAC formally welcomed the members of the Internal Quality Assurance Cell for the meeting.

1. Introduction of new members and change in the composition of IQAC-

New members namely Dr.S.Rajalaxmi and Dr.R.Nandhakumar are included in the IQAC team. After the formal introduction the members congratulated Dr.R.Nandhakumar for obtaining his Ph.D Degree.


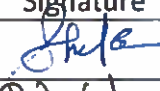
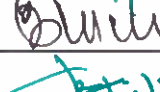
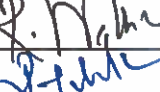



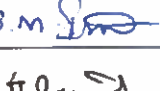

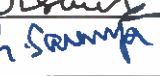



2. Review of Progress made for the events mentioned in the earlier agenda- The points discussed in the previous meeting have been reviewed
3. Preparation for NAAC peer team visit- All the HoDs are instructed to inform all the staff members to prepare the necessary documentation for the forthcoming NAAV peer team visit. All the efforts must focus on better presentation of the various facilities and aim for higher grade from NAAC

Preparations for the even semester of academic year 2018-19-

- a. Academic advisory committee is to be convened in the beginning of the semester to ensure the preparedness of the academic activities of the departments. Committee should make schedule for proper curriculum planning and delivery.
 - b. Department advisory committee meeting should also be convened to give the academic and program schedules of the department.
4. Registration for Value added courses and online certificate courses - HoDs are instructed to motivate the students for more number of registrations for Value added courses and online certificate courses.
 5. Students mentoring – Faculty members to continue the process of students mentoring and to identify the problems in the academic related matters and in personal matters. Mentors have to take the follow up actions to sort out their problems.
 6. Final year Project work- Students must be encouraged to take up more inter disciplinary projects and more industry oriented projects. HoDs to monitor the progress and ensure the periodical interactions between the students and their guides.
 7. Faculty Lecture Capturing Process- Like in the past, video recording of the faculty lectures are to be prepared and the same must be utilized to educate the students.

8. Awareness on MTrace – MTrace stands for Mahendra Training centre for competitive examinations, particularly for government examinations. Students willing to take up the government examinations are to be identified and given training through this centre.
9. Best Practices –
- HoDs are instructed to identify the additional best practices in addition to the existing methods.
 - It was suggested to conduct green measures appraisal on regular basis in order to spread the environment consciousness among all the stakeholders and also to make the campus eco-friendly through energy efficient computers, LED bulbs, etc.
 - Suggested to increase the green cover by planting trees and maintaining the same in the campus.
 - Suggested to conduct more number of gender equity programs through women empowerment cell
 - The performance of the solar power panel is found to be satisfactory.
10. As an eco friendly measure, It is planned to operated 125 KVA and 380 KVA generators by mixing Bio- Diesel with normal diesel.
11. Chairperson requested the management representative to consider adopting one / two economically backward nearby villages.

The meeting ended with a vote of thanks to the Chairman and members of IQAC and came to a close at 11.30 am.

Name of the Member	Signature	Name of the Member	Signature
Dr. N.Malmurugan		Dr.S.M.Kamali	
Dr.R.Samson Ravindran		Dr. R.Nandhakumar	
Dr.S.Balamurugan		Dr.S. Rajalaxmi	
Dr.N.Mohanasundararaju		Mr.V.Shanmugam	
Dr.M.Suganthi		Mr.S.M.Imam	
Dr.H.Lilly Beulah		Er.G.Sivasubramanian	
Prof. K.Prasad Babu		Mrs.R.Saranya	