

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

CIRCULAR

MCE/ACAD/ IQAC/01

DATE: 29/01/16

The first meeting of Internal Quality Assurance Cell (IQAC) will be conducted on 05.02.2016 in the IQAC Premises by 10.30 am. All the members of the committee are requested to attend the meeting.

Committee Members

S. No.	Name of the Member	Designation	Category
1	Dr.R.Asokan	Principal	Chairperson
2	Dr.R.Samson Ravindran	Executive Director	Management Representative
3	Dr N.Malmurugan	Dean-Academics	Member
4	Dr.M.Suganthi	HoD-ECE	Member
5	Dr.H.Lilly Beulah	HoD - CSE	Member
6	Dr.N.Satish	HoD -IT	Member
7	Prof. K.Prasad Babu	HoD- Civil	Member
8	Mr.V.Shanmugam	Administrative Officer	Administrative Staff
9	Mr.S.M.Imam	Mahendra Next Wealth	Member from Industry
10	Er.G.Sivasubramanian	Velavar Constructions	Member from Industry
11	Dr.V.Ponniyinselvan	Professor	IQAC Coordinator


PRINCIPAL

Encl: Agenda for the Meeting

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The Managing Director

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The IQAC Members
HoDs
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Agenda for the IQAC Meeting

Date 29.01.2016

1. Introduction of IQAC members by Chairperson and discussion about outcome of NAAC visit
2. Presentation by coordinator about IQAC and its activities
3. Faculty Qualification Improvement
4. SWOC analysis of the Institution
5. Faculty Retreat
6. Proposed Events during February 2016 – April 2016
7. Any other matter of interest with the permission of the Chairperson


PRINCIPAL

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MINUTES OF FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.30 am

Date: 05/02/2016

Venue: IQAC Premises

Members Present:

S. No.	Name of the Member	Designation	Category
1	Dr.R.Asokan	Principal	Chairperson
2	Dr.R.Samson Ravindran	Executive Director	Management Representative
3	Dr N.Malmurugan	Dean-Academics	Member
4	Dr.M.Suganthi	HoD-ECE	Member
5	Dr.H.Lilly Beaulah	HoD - CSE	Member
6	Dr.N.Satish	HoD -IT	Member
7	Prof. K.Prasad Babu	HoD- Civil	Member
8	Mr.V.Shanmugam	Administrative Officer	Administrative Staff
9	Mr.S.M.Imam	Mahendra Next Wealth	Member from Industry
10	Er.G.Sivasubramanian	Velavar Constructions	Member from Industry
11	Dr.V.Ponniyinselvan	Professor	IQAC Coordinator

Dr.V.Ponniyinselvan, Coordinator-IQAC welcomed Dr.R.Asokan, Chairperson of IQAC, Management Representative Dr.R.Samson Ravindran and members of the Internal Quality Assurance Cell for the meeting. Dr.R.Samson Ravindran, has solicited members to support and strengthen the IQAC through the various technical activities across all the departments.

Points Discussed

1. Introduction of IQAC members by Chairperson and announcement of NAAC score

After the self-introduction of all the members, the Chairperson announced the NAAC grade obtained by the Institution after the peer committee visit during 16th – 18th December 2015. An elaborate discussion has been made about the feedback given by the peer team.

2. Presentation by coordinator about IQAC and its activities

Coordinator Dr.V.Ponniyinselvan has presented the various aspects of IQAC viz.,

- Importance of IQAC
- Objectives and Functions of IQAC

3. Faculty Qualification Improvement

Based on the NAAC peer team report, members were asked to inform the Heads of Departments to encourage their faculty to register for Doctoral Degree Programme.

4. SWOC analysis of the Institution

Members discussed about the Strength, Weakness, Opportunities and Challenges of the Institution.

5. Faculty Retreat

It is planned to arrange faculty retreat at Yercaud on 20th February 2016 to encourage the staff as a part of Staff Welfare.

6. Purchase of new software:


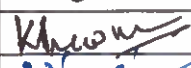








Prof.K.Prasad Babu of Civil Department informed the members that he is planning to purchase a software “ETABS” from IIT, Kanpur at a concessional price for 10 user license and license is valid for one year.

7. Proposed Events during February 2016 – May 2016

- **ECE Department** : ICMR has Sponsored for the workshop on “Early Detection and Analysis of Gestational Age and Delivery Date in Second and Third Trimesters of Fetal Images Using Engineering Approaches” during the month of December 2015. Programme is planned during third week of February
- **Civil Department** : Special Lecture on “Clock Towers in India” on 13.02.2016. Prof.K.Prasad Babu , HoD/Civil will deliver the lecture
- **CSE & IT Departments** : Workshop on Mediastrom will be on 29.02.2016. Mr.S.Jagadesh, CEO, M/s. Ginits, Salem will be the Chief Guest.
- **ECE Department** : Seminar on Embedded Systems Architecture & ARM Processor during February 2016.
: The Department of ECE has planned to organize One Day National Level Conference on “Recent Trends in Communication, Control, Signal and Image Processing Applications (RTCCSIPA’16)” on 23.03.2016.
- **College level event** : Workshop on “Intellectual Property Rights” during March 2016
- **ECE Department** : Guest Lecture on “Electronic Circuits II” 07.03.2016. Prof.D.Chitra ASP/ECE,MEC will be the resource person.

- **ECE Department** : National Level Conference on “Recent Trends in Communication, Control, Signal and Image Processing Applications” (RTCCSIPA’16) on 23.03.2016 . Er.Aniruddha Kannan, Co-founder and CEO ,HED –X Pvt Ltd, Bangalore will be the chief guest.
- **EEE Department** : Workshop on “Microprocessor and micro controller based Embedded System Design” during March 2016. Mr.M.Parthiban , Senior Engineer , Caliber Technology will be the resource person.
- **Bio Medical Engineering** : Workshop on “Bio-Sensors in Biomedical Engineering” during March 2016
- **CSE & IT Departments** : Workshop on “LINUX Security” during March 2016
- **CSE & IT Departments** : Workshop on “IOS Applications” during March 2016
- **CSE & IT Departments** :National Level Conference on “Human Computer and Visualization” during March 2016
- **Civil Department** : Workshop on “Advanced Surveying using Total Station and GPS” during March 2016
- **Civil Department:** A MOU is planned to be signed with M/s.Presto Land Survey Institute, Salem during March 2016.
- **The Civil Department has planned to organize** workshop on “Advanced Surveying using Total Station and GPS” on 7th March 2016
- **Mechanical and Mechatronics** : National Conference on “Emerging Trends in Mechanical and Mechatronics Engineering” during April 2016
- **College Level:** Graduation Day for the students passed out in 2015, planned to be conducted during 2nd week of April 2016.
- Presentation of “Strategic plan for 2016-17” by the Heads of Department for their departments during 2nd week of May 2016.

The meeting came to close at 12.30 pm after the vote of thanks by the Coordinator of IQAC.

Name of the Member	Signature	Name of the Member	Signature
Dr.R.Asokan		Prof. K.Prasad Babu	
Dr.R.Samson Ravindran		Mr.V.Shanmugam	
Dr N.Malmurugan		Mr.S.M.Imam	
Dr.M.Suganthi		Er.G.Sivasubramanian	
Dr.H.Lilly Beulah		Dr.V.Ponniyinselvan	
Dr.N.Satish	