

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

MINUTES OF TENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.00 am

Date: 01/06/2018

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. T.Akila	Associate Professor- IT	Member
10	Mr.V.Shanmugam	Administrative Officer	Administrative Staff
11	Mr.S.M.Imam	Mahendra Next Wealth	Member from Industry
12	Er.G.Sivasubramanian	Velavar Constructions	Member from Industry
13	Mrs.R.Saranya	Principal Engineer, Jasmine Infotech, Chennai	Member from Alumni

Review of Progress made for the earlier minutes:

The points discussed in the previous meeting have been reviewed and departments were appreciated for the successful conduct of the various events.

The following points were discussed in the meeting:

1. In continuation to the earlier decision on NAAC reassessment, the HoDs are instructed to prepare the documents for the submission of IIQA and SSR.

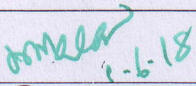
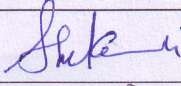
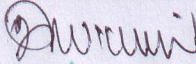
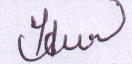
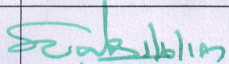
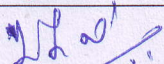
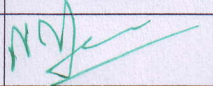

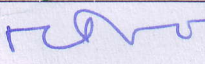
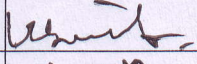
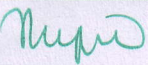
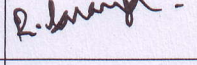
2. Academic advisory committee is to be convened in the beginning of the semester to ensure the preparedness of the academic activities of the departments. Committee should make schedule for proper curriculum planning and delivery.
3. Department advisory committee meeting should also be convened to give the academic and program schedules of the department.
4. Committee should give directions to prepare the course files of the current semester containing the following item
 - Institute Vision, Mission Statements
 - Department Vision, Mission Statements
 - Programme Educational Objectives (PEOs) Statements
 - Course Syllabus
 - Course Data Sheet
 - Lesson plan
 - PEO & PO Mapping
 - Course materials (Unit wise)
 - University Question papers (Copies)
 - Assignments topics
 - Tutorial Problems
 - Question Bank prepared by the subject Teacher (Unit wise)
 - NPTEL Lecture (CD) / Video by Eminent professors
5. Conduct of Certificate courses for the forthcoming semester-Departments are requested to submit the plan for conducting certificate courses for the forthcoming semesters.
6. Conduct of Value added courses- Departments are advised to conduct value added courses on the basis of regional and local demands.
7. Identification of slow and fast learners- HoDs are informed to find out the fast learners and slow learners after going through the result analysis of first Internal Test marks / II Test / Model Test

8. The slow learners are to be counseled by mentors after going through the background check of the students and they need to be supported with conduction of remedial classes, supply of question banks, providing parental care and academic incubation.
9. Fast learners are to be encouraged to involve in the following activities
 - a. Deputing to attend symposiums, conferences, workshops, etc.
 - b. Encouraging them to do mini projects and participate in project expos
 - c. Training them to act as a student mentors
 - d. Permitting them to have interaction with Industry clusters such as CII, Codissia, productive council, Co-India, etc.
 - e. Involving them in consultancy work, Business incubator, department association activities, etc.
10. Using modern gadgets for lecturer classes- HoDs are asked to communicate their respective faculty members to use modern tools for effective communication of lectures to the students. Proper e- links and e learning resources should be made ready in the course files for the proof of delivery.
11. Question paper setting as per Bloom's taxonomy - Faculty members are to be informed through Head of the department concerned to set the question papers as per the Blooms taxonomy. The ration of lower- order thinking to higher- order thinking should be 60:40 for UG and 50:50 for P.G. Any test/exam related grievances are to be addressed properly and immediately.
12. Selection office bearers for the department associations and various clubs- HoDs are instructed to select the office bearers for their department association and various club activities from the group of advanced learners.
13. Conduct of pedagogy program for teachers- The Dean- Academics has been requested to organize Pedagogy program for the newly inducted faculty members during the last week of June 2018.
14. Placement activities – Placement training will be conducted to the all the Second, Third and final year students during the month of August 2018.

15. Students' assessment records are to be completed and verified by the Head concerned at the end of the semester.

16. Departments are instructed to organize various events as per their plan

The meeting ended with a vote of thanks to the Chairman and members of IQAC and came to a close at 12.30 pm.

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