



MEENAKSHI COLLEGE OF ENGINEERING
No-12, Vembuli Amman Koil Street, West K.K Nagar,
Chennai - 600 078

INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2022-23/15

CIRCULAR

07.03.2023

This is to inform you that the **IQAC meeting** is going to be held on **March 18th 2023** **Wednesday at 02.00 PM**, in IQAC cell of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 15.1 Review of last meeting and confirmation
- 15.2 Promoting research activities
- 15.3 Review of University Results
- 15.4 NAAC
- 15.5 Any other
- 15.6 Feedback analysis on all categories

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Ramamurthy	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Vithur	Administrative Officer	Senior Administrative Officer	
4	Mr. Lawrance	Professor- Advisor	Senior Administrative Officer	
5	Prof. Ar. Uma Chakaravarthy	HOD, B.Arch	Coordinator, IQAC	
6	Dr. R. S. Muralitharan	HOD, BE-CIVIL	Member	
7	Mrs. Anbu Selvi G	HOD, BE-CSE	Member	
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	
9	Mr. S. M. Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	

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11	Mrs.Sarada Devi CH	HOD, B.Tech-IT	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>R.Sathya</i>
13	Dr.N.Naga Saranya	HOD, MCA	Member	<i>N.Naga Saranya</i>
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	<i>Uma</i>
15	Dr. Mahendra Ragavan	Billroth Hospital	Nominee From Local Area	<i>Mahendra Ragavan</i>
16	Sai Sabari	B.Arch	Students Representative	<i>Sai Sabari</i>
17	Sameer	NP Associates	Alumni Representative	<i>Sameer</i>
18	Mrs.N.Kathir Vel	DTCC- AD	Industrialist	<i>N.Kathir Vel</i>

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INTERNAL QUALITY ASSURANCE CELL

18.03.2023

Ref.No: MCE/IQAC/2022-23/15

Chairperson of the IQAC, Welcomed the Members of IQAC and discussed the agenda points

Agenda:

- 15.1 Review of last meeting and confirmation
- 15.2 Promoting research activities
- 15.3 Review of University Results
- 15.4 NAAC
- 15.5 Any other
- 15.6 Feedback analysis on all categories

The Following Agenda were Taken for Discussion one by one

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
15.1	Review of last meeting and confirmation	The coordinators reviewed and approved the minutes of the previous meeting, which were then unanimously accepted by the members of IQAC.		
15.2	Promoting research activities	In order to achieve a balance between collaborative and individual work, individuals should identify an area of interest and actively engage in research activities. This involvement should include interaction with faculty members, as it contributes to the overall improvement of the institution and one's own professional development. All departments should encourage students to publish their project papers in academic publications and to take part in national and international conferences.	Enhancing research-based knowledge is a necessary for faculty members and students.	
15.3	Review of University Results	University result analysis report was presented by the department representatives	The academic staff and students were recognized for their contributions to the November/December 2017 improvement in university outcomes.	

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15.4	NAAC	Strengthen the Criteria's/ AQAR preparation	1. Analysis of the gaps in the NAAC (National Assessment and Accreditation Council) system. A review meeting organized for each criteria, and the criteria in-charges were presented with the main indicators of the criteria. 2. Response was obtained from the Management, Principal, and Heads of the departments. A review meeting was performed on 13.03.2023 in physical mode to evaluate the NAAC criteria. Experts were present and their suggestions were recorded.	
15.5	Any other	Audit, ERP Software, Event Report, Dress Code & Graduation Day	1. Head of Departments have been instructed to submit the audit report by February 28, 2022. 2. The HOD/CSE, insisted on uploading all documentation and properly maintaining the ERP software. 3. Head of Departments and staff members are instructed to submit the performed event report to IQAC, as well as Meenakshi College time report and website updates. 4. Staff members are made aware that it is required of them to observe the appropriate dress code for students. 5. Graduation Day will be held virtually following the chief guest's approval.	
15.6	Feedback analysis on all categories	It has been communicated that all departments are required to gather comments on all categories and present reports at the upcoming meeting.	Department coordinators have the responsibility.	Department Incharges.

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Ramamurthy	Principal	Chairperson	

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2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Vithur	Administrative Officer	Senior Administrative Officer	
4	Mr. Lawrance	Professor- Advisor	Senior Administrative Officer	
5	Prof. Ar. Uma Chakaravathy	HOD, B.Arch	Coordinator, IQAC	
6	Dr. R.S. Muralitharan	HOD, BE-CIVIL	Member	
7	Mrs. Anbu Selvi G	HOD, BE-CSE	Member	
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	
9	Mr. S.M. Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs. Sarada Devi CH	HOD, B.Tech-IT	Member	
12	Dr. R. Sathya	HOD, MBA	Member	
13	Dr. N. Naga Saranya	HOD, MCA	Member	
14	Mrs. V. Uma Maheshwari	HOD, S&H	Member	
15	Dr. Mahendra Ragavan	Billroth Hospital	Nominee From Local Area	
16	Sai Sabari	B.Arch	Students Representative	
17	Sameer	NP Associates	Alumni Representative	
18	Mrs. N. Kathir Vel	DTCC- AD	Industrialist	

IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2022-23/14

CIRCULAR

28.11.2022

This is to inform you that the **IQAC meeting** is going to be held on **November 30th 2022, Wednesday at 02.00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 14.1 Review of last meeting and confirmation.
- 14.2 Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects).
- 14.3 Parents meeting for the current semester.
- 14.4 To discuss the students progression and discussion regarding result analysis of internal assessment examination.
- 14.5 Alumni Engagement.
- 14.6 Social Responsibilities.

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

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3	Mr. Vithur	Administrative Officer	Senior Administrative Officer	
4	Mr. Lawrance	Professor- Advisor	Senior Administrative Officer	
5	Prof.Ar. Uma Chakaravarthy	HOD, B.Arch	Coordinator, IQAC	
6	Dr.R.S.Muralitharan	HOD, BE-CIVIL	Member	

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7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	Anbu selvi
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	Sri vidya
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	Siva
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	Ramesh Kumar
11	Mrs.Sarada Devi CH	HOD, B.Tech-IT	Member	Sarada devi
12	Dr.R.Sathya	HOD, MBA	Member	Sathya
13	Dr.N.Naga Saranya	HOD, MCA	Member	Naga Saranya
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	Uma
15	Dr. Mahendra Ragavan	Billoth Hospital	Nominee From Local Area	Mahendra Ragavan
16	Sai Sabari	B.Arch	Students Representative	Sai Sabari
17	Sameer	NP Associates	Alumni Representative	Sameer
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INTERNAL QUALITY ASSURANCE CELL

28.11.2022

Ref.No: MCE/IQAC/2022-23/14

Chairperson of the IQAC, Welcomed the Members of IQAC and discussed the agenda points

Agenda:

14.1 Review of last meeting and confirmation.

14.2 Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects).

14.3 Parents meeting for the current semester.


14.4 To discuss the students progression and discussion regarding result analysis of internal assessment examination.

14.5 Alumni Engagement.

14.6 Social Responsibilities.

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
14.1	Review of last meeting and confirmation	The coordinators reviewed and approved the minutes of the previous meeting, which were then unanimously accepted by the members of IQAC.		
14.2	Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects)	i. It was recommended to inspire the pupils to engage in external activities in order to acquire experiential knowledge. ii. Students are required to prepare their projects, and it is mandatory for final year students to present concepts on technical advancements and interesting problems in order to participate in the Smart India Hackathon. This event greatly enhances students' problem-solving abilities and allows them to acquire industry-specific skills.	It is imperative for all project organizers to communicate the guidelines to the students and encourage them to submit their proposals.	
14.3	Parents meeting for the current semester	By department A parents' meeting should be organized to conduct a comprehensive assessment	It is recommended that department coordinators have a discuss and report with their HODs.	


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		of the university's result analysis and to provide information about the academic plan for the future year, as well as the performance of their children.		
14.4	To discuss the students progression and discussion regarding result analysis of internal assessment examination	The investigation of specific departments' results was conducted to discuss the progressions of students on examinations and ensure their accuracy.	It is the responsibility of HODs to make sure that slow learners receive effective remedial tutoring. A meeting with the parents of the student who performs the lowest across all courses should be held.	
14.5	Alumni Engagement	Alumni meet	1. An alumni gathering has been scheduled for 18.09.2022. The Meet was organized by. Mr. KPV Pinky Roshan, Assistant Professor of ECE. 2. An invitation was dispatched to all former pupils via Messages and extended to each individual personally.	
14.6	Social Responsibilities	Social awareness program through NSS	1. The NSS Special camp took place Social Responsibilities and Energy Efficient for Nature.	

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Ramamurthy	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Vithur	Administrative Officer	Senior Administrative Officer	
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10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
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IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2022-23/13

CIRCULAR

24.06.2022

This is to inform you that the **IQAC meeting** is going to be held on **July 8th 2022, Friday at 02.00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 13.1 Review of last meeting and confirmation
- 13.2 Research activities by students
- 13.3 Discussion on Certificate/Value added / MOOC courses offered
- 13.4 Placement Details
- 13.5 Certification course, Value added courses
- 13.6 ERP Software
- 13.7 AnyOther

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

S.No	Name of the Member	Department	Designation	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
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5	Mr.Lawrance	Professor-Advisor	Senior Administrative Officer	

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6	Mrs.Pushparani	CSE	Coordinator, IQAC	<i>K. Pushparani</i>
7	Dr.R.S.Muralitharan	HOD, BE-CIVIL	Member	<i>Murali Raman</i>
8	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	<i>Anbu Selvi</i>
9	Dr. V. Sri Vidya	HOD, BE-EEE	Member	<i>Sri Vidya</i>
10	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>Siva Raman</i>
11	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	<i>C. Ramesh Kumar</i>
12	Mrs.Sarada Devi CH	HOD, B.Tech - IT	Member	<i>Sarada Devi</i>
13	Dr.R.Sathya	HOD, MBA	Member	<i>R. Sathya</i>
14	Dr.N.Naga Saranya	HOD, MCA	Member	<i>N. Saranya</i>
15	Mrs.V.Uma Maheshwari	HOD, S&H	Member	<i>Uma Maheshwari</i>
16	Dr. Mahendra Ragavan	Billroth Hospital	Nominee From Local Area	Communicated through Letter
17	Sai Sabari	B.Arch	Students Representative	Communicated through Letter
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19	Mr.Kathir		Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

08.07.2022

Ref.No: MCE/IOAC/2022-23/13

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points.

Agenda:


- 13.1 Review of last meeting and confirmation
- 13.2 Research activities by students
- 13.3 Discussion on Certificate/Value added / MOOC courses offered
- 13.4 Placement Details
- 13.5 Certification course, Value added courses
- 13.6 ERP Software
- 13.7 AnyOther

Resolutions:

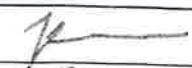

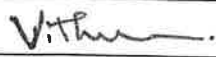


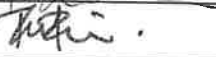
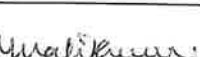
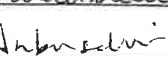
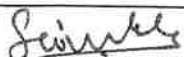
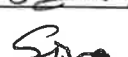
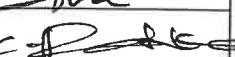
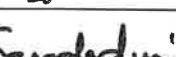
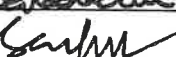
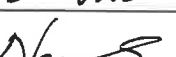
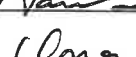
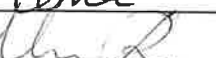
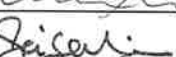
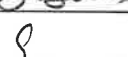

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
13.1	Review of last meeting and confirmation	The coordinators reviewed and approved the minutes of the previous meeting, which were then unanimously accepted by the members of IQAC.		
13.2	Research activities by students	<ol style="list-style-type: none">i. It was recommended that all students sign up for NPTEL online courses.ii. TNSCST projects require a thorough assessment and must be completed. All the graduating students must be adequately prepared with their ideas.iii. It was recommended that all students should be motivated to join professional organizations.iv. Experts recommended that students utilize the web resources	Every individual concurred with the ideas that were discussed. Heads of Departments were requested to submit the project specifics. Students should be encouraged to become professional members of academic bodies in order to foster their research culture.	Department HOD's.
		available in the library for more efficient research-based activities.		

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13.3	Discussion on Certificate/Value added / MOOC courses offered		Instructed Department HOD's to conduct more Value added Course and Certified courses	
13.4	Placement	Placement drives for Final year	1. Final year students have access to both on-campus and off-campus accommodations.	Placement Coordinator
13.5	Certification course, Value added courses	Conducting value added course and certification course for I,II, III and IV year students with University	1. A value-added course was conducted for students majoring in Electronics and Electrical Engineering (ECE & EEE) in collaboration. 2. Applications for conducting a value-added course on current trends have been sent by each department to Anna University. 3. The Civil ECE and EEE departments Should plan for value-added courses.	Department HOD's.
13.6	ERP Software	Discussed about Advantages of ERP software to get upgrade for MCE.	MCE will welcome Vendors quotation for Purchasing the ERP software.	IQAC Chairperson.
13.7	AnyOther	i. In order to gain practical experience, faculties are also advised to become members of several professional bodies. ii. Encouraged to create books in their own fields of interest iii. Encouraged to submit their own research papers to prestigious academic publications.	The review assessed the level of excellence among the faculties	


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IQAC Members present for the Meeting:


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IQAC COORDINATOR



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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2021-22/12

CIRCULAR

01.03.2022

This is to inform you that the **IQAC meeting** is going to be held on **March 11th 2021**, **Friday at 10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 12.1 Academics Activities
- 12.2 Internship Industrial & Field Visit
- 12.3 Anna University Examination
- 12.4 MOUs/ VACs
- 12.5 NBA
- 12.6 NSS/NCC/YRC
- 12.7 Placement Training
- 12.8 Cell/Club
- 12.9 IIC/Smart India Hackathon
- 12.10 Any other
- 12.11 Feedback

IQAC COORDINATOR

IQAC CHAIRPERSON

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Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
5	Mrs.Pushparani	CSE	Coordinator, IQAC	
6	Dr.R.S.Muralitharan	HOD, BE-CIVIL	Member	
7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
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13	Dr.N.Naga Saranya	HOD, MCA	Member	
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
16	Varun Kumar	B.Arch	Students Representative	Communicated through Letter
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INTERNAL QUALITY ASSURANCE CELL

11.03.2022

Ref.No: MCE/IOAC/2021-22/12

Minutes of the Meeting


Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 12.1 Academics Activities
- 12.2 Internship Industrial & Field Visit
- 12.3 Anna University Examination
- 12.4 MOUs/ VACs
- 12.5 NBA
- 12.6 NSS/NCC/YRC
- 12.7 Placement Training
- 12.8 Cell/Club
- 12.9 IIC/Smart India Hackathon
- 12.10 Any other
- 12.11 Feedback

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
12.1	Academics Activities	Class Committee Meeting & Project Review	1. Talked about project evaluation and the class committee meeting. 2. Examined the selected projects from TNSCST.	
12.2	Internship Industrial & Field Visit	Certificate/Report	1. Certificates and reports from internship participants are evaluated. 2. HODs are provided with the necessary instructions to enhance the department's internship culture. 3. The industries that our students toured were Aavin Salem Dairy, Thermal Power Station, IROID Systems, Real Tech Systems, and more.	


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			<p>4. Examined the industry's acknowledgements and reports from visits.</p> <p>5. HODs insist on knowing which industries to focus on for the 2022-2023 Academic year.</p>	
12.3	Anna University Examination	Result Analysis	<p>1. Analysed the results for November-December 2021-2022.</p>	
12.4	MOUs/ VACs	MoU, Grants/Fund, CoE, Value Added Course, Chapters, Professional body activities	<p>1. HOD's are required to execute events in accordance with signed Memoranda and sign a minimum of two per department.</p> <p>2. Discussed each department's TNSCST project titles and concepts for 2022-23.</p> <p>3. HOD's are required to designate one Centre for Excellence per department.</p> <p>4. Approval is granted for Value-Added Courses to All Departments. Reports undergo inquiry.</p> <p>5. Signed Mou With SETHU INSTITUTE OF TECHNOLOGY, Virudhunagar District,Tamilnadu-626 115.</p>	
12.5	NBA	CO/PO attainment	<p>1. The NBA coordinator verifies all department course files according to NBA formats.</p>	
12.6	NSS/NCC/YRC	Camp	<p>1. We discussed how the NSS and NCC units organized several vaccination camps as well as a seven-day special camp. Reports undergo scrutiny.</p> <p>2. Ophthalmology Clinic Reports undergo scrutiny.</p>	
12.7	Placement Training	Placement Achievements	<p>1. After campus drives were successfully completed, the principal appreciated the Placement & Training Cell. the student's placement records sorted by company.</p>	
12.8	Cell/Club	Activities	<p>1. The NSIT Ignite club has scheduled an intra-college project expo.</p> <p>2. On January 28, 22nd gave an online guest lecture on the topic of women's empowerment via Science and Humanities in collaboration with Empowerment Association. Reports undergo scrutiny.</p> <p>3. Various activities reports from the Science Club, Maths Club, and English Club were reviewed.</p>	


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12.9	IIC/Smart India Hackathon	Activities	<ol style="list-style-type: none">1. The Institution Innovation Council arranged an Impact Lecture Session on Intellectual Property Rights (IPR): Drafting and Innovations, as well as Creative Thinking in Research and Development, on October 2021.2. Preliminary reviews of the Smart India Hackathon (SIH) team are being undertaken.	
12.10	Any other	Audit, ERP Software, Event Report, Dress Code & Graduation Day	<ol style="list-style-type: none">1. Head of Departments have been instructed to submit the audit report before March 15, 2022.2. The IQAC Coordinator, insisted to collect all documentation.3. Head of Departments and staff members are instructed to submit the performed event report to IQAC, as well as Meenakshi College time report and website updates.4. Staff members are made aware that it is required of them to observe the appropriate dress code for students.	
12.11	Feedback	Feedback collected from all stakeholders for the even semesters 2021-2022	<ol style="list-style-type: none">1. Comments gathered from all parties involved (Alumini, teachers, employers, and students)2. The management team received consolidated feedback from all the Heads of Departments (HODs) in the department.3. Feedback is recorded by the department heads, Principal, and Administrative & Management.	

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs. Ramoorthy	Professor- Advisor	Senior Administrative Officer	

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5	Mrs.Pushparani	CSE	Coordinator, IQAC	<i>[Signature]</i>
6	Dr.R.S.Muralitharan	HOD, BE-CIVIL	Member	<i>[Signature]</i>
7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	<i>[Signature]</i>
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	<i>[Signature]</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>[Signature]</i>
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	<i>[Signature]</i>
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>[Signature]</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>[Signature]</i>
13	Dr.N.Naga Saranya	HOD, MCA	Member	<i>[Signature]</i>
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	<i>[Signature]</i>
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	<i>[Signature]</i>
16	Varun Kumar	B.Arch	Students Representative	<i>[Signature]</i>
17	R.Reshma	Civil	Alumni Representative	<i>[Signature]</i>
18	G.Kandha vel	Akshaya Associates, Chennai	Industrialist	<i>[Signature]</i>

[Signature]

IQAC COORDINATOR

[Signature]

IQAC CHAIRPERSON

[Signature]
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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2021-22/11

CIRCULAR

15.11.2021

This is to inform you that the **IQAC meeting** is going to be held on **November 25th 2021, Thursday at 10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 11.1 Academic Activities (Even Semester 2021-2022).
- 11.2 Anna University Examination (Practical).
- 11.3 Placement for Students.
- 11.4 Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects).
- 11.5 Parents meeting for the current semester.
- 11.6 Memorandum of understanding.
- 11.7 Any other matters with the permission of chairperson.

[Handwritten Signature]

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	<i>[Handwritten Signature]</i>
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	<i>[Handwritten Signature]</i>
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	<i>[Handwritten Signature]</i>
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	<i>[Handwritten Signature]</i>
5	Mrs.Pushparani	CSE	Coordinator, IQAC	<i>[Handwritten Signature]</i>
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	<i>[Handwritten Signature]</i>
7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	<i>[Handwritten Signature]</i>
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	<i>[Handwritten Signature]</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>[Handwritten Signature]</i>

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10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	Dr.N.Naga Saranya	HOD, MCA	Member	
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
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INTERNAL QUALITY ASSURANCE CELL

25.11.2021

Ref.No: MCE/IOAC/2021-22/11

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 11.1 Academic Activities (Even Semester 2021-2022).
- 11.2 Anna University Examination (Practical).
- 11.3 Placement for Students.
- 11.4 Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects).
- 11.5 Parents meeting for the current semester.
- 11.6 Memorandum of understanding.
- 11.7 Any other matters with the permission of chairperson.

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
11.1	Academic Activities (Even Semester 2021-2022)	Department Academic Calendar, Timetable, Theory hours, Lab hours, Projects, Lecture Notes, Club Activities, Course file, Students & Staff participation and Fees detail	<ol style="list-style-type: none">1. It is the duty of Head of Departments to submit the departmental activities and academic calendar by no later than February 2, 2022.2. The department timetable must be finished and submitted by February 2, 2022, at the latest, according to Head of Departments.3. The theory and lab hours should be conducted correctly and on time by HODs and staff members.4. It is required of staff members to run the lab hours efficiently.5. Staff members are reminded that it is required to check the observation and record during lab hours and to provide the lab handbook to students in their initial laboratory sessions.	To All class In charges of Respective Departments.


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			<p>6. It is required of staff members to assist students with their Viva voice during lab hours.</p> <p>7. It is directed to project coordinators to enhance project activities on campus and to periodically examine final year projects.</p> <p>8. It is mandatory for staff members to create notes for each of the five units and distribute them to students.</p> <p>9. In order to help students advance their knowledge in their particular fields, Head of Departments and staff members are directed to lead club activities under the direction of the Placement & Training Cell.</p> <p>10. Expert comments are incorporated into the course file, which is evaluated by the relevant department Head of Departments.</p> <p>11. For the academic year 2021–2022 (even), staff members are required to encourage pupils to participate in extracurricular and curricular activities.</p> <p>12. Attendance at FDP, the Certification Course, and Industrial Trainings is required of all staff members.</p>	
11.2	Anna University Examination (Practical)	Examination Schedule, Laboratory & No Due Clearance	<p>1. Students in years II, III, and IV are scheduled to take the Practical Examination.</p> <p>2. Lab and laboratory examination maintenance is the responsibility of Head of Departments. Practical requirements</p> <p>3. The clearance of the No Due for the Odd Semester 2021–2022 is to be ensured by Head of Departments.</p>	Exam Cell
11.3.	Placement for Students	Placement Achievements for last Academic Year	<p>1. The Placement & Training Cell received congratulations from the Principal for successfully completing 52 campus drives.</p> <p>2. The student placement records and remuneration packages have been gladly announced by P&T Cell.</p>	Placement cell
11.4	Students External participation (Internship, Conferences, Workshops, Hackathon, IDCE projects)	<p>i. It was recommended to inspire the pupils to engage in external activities in order to acquire experiential knowledge.</p> <p>ii. Students are required to prepare their projects, and it is mandatory for final year students to</p>	It is imperative for all project organizers to communicate the guidelines to the students and encourage them to submit their proposals.	

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		present concepts on technical advancements and interesting problems in order to participate in the Smart India Hackathon. This event greatly enhances students' problem-solving abilities and allows them to acquire industry-specific skills.		
11.5	Parents meeting for the current semester	By department A parents' meeting should be organized to conduct a comprehensive assessment of the university's result analysis and to provide information about the academic plan for the future year, as well as the performance of their children.	It is recommended that department coordinators have a discussion and report with their HODs.	
11.6	Memorandum of understanding	We received information to Make that a Memorandum of Understanding (MOU) for Respective Department	Agreed to Make MOU,s with Companies and Collab with the Institutions.	Department HOD's.
11.7	Any other matters with the permission of chair person	i. It was advised to organize remedial lessons and coaching for slow learners in order to help them do better on university exams. ii. To enhance student information exchange, the chairwoman proposed that as MoU signing has been slow lately, everyone should focus on signing with reputable industries.	It was requested that coordinators take this into account, plan the schedule, and obtain approval. The respective heads of departments must be notified about the Memorandums of Understanding (MoU's), and the coordinators were asked to provide the information.	


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Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
5	Mrs.Pushparani	CSE	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
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IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2021-22/10

CIRCULAR

05.07.2021

This is to inform you that the **IQAC meeting** is going to be held on **JULY 15th 2021, Thursday at 02.00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 10.1 Academic Activities for Students and Staffs.
- 10.2 Online Internships and online courses offered for Students and Staffs.
- 10.3 Association activities for Students.
- 10.4 Faculty Participation on online and offline Courses.
- 10.5 Ph. D Registration for Faculties.
- 10.6 Annual Audit Report.
- 10.7 Placement Training for Students
- 10.8 Entrepreneur Development Cell
- 10.9 International Conference
- 10.10 NBA
- 10.11 Any Other

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

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6	Dr.R.S.Muralitharan	HOD, BE-CIVIL	Member	<i>Muralitharan</i>
7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	<i>Anbuselvi</i>
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	<i>Sri Vidya</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>Siva</i>
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	<i>Ramesh Kumar</i>
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>Sathya</i>
13	Dr.N.Naga Saranya	HOD, MCA	Member	<i>Naga Saranya</i>
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	<i>Uma</i>
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
16	Varun Kumar	B.Arch	Students Representative	Communicated through Letter
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18	G.Kandha vel	Akshaya Associates, Chennai	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

15.07.2021

Ref.No: MCE/IOAC/2021-22/10

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The

10.1 Academic Activities for Students and Staffs.

10.2 Online Internships and online courses offered for Students and Staffs.

10.3 Association activities for Students.

10.4 Faculty Participation on online and offline Courses.

10.5 Ph. D Registration for Faculties.

10.6 Annual Audit Report.

10.7 Placement Training for Students

10.8 Entrepreneur Development Cell

10.9 International Conference

10.10 NBA

10.11 Any Other

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
10.1	Academic Activities for Students and Staffs	Through online mode conduct classes	1. In accordance with the directives from Anna University and the TN government, online classes for the 2021–2022 academic year (ODD) were set to begin the second week of August 2021. 2. The Heads of Departments (HODs) are instructed to ensure the efficiency of the online classes and university examinations. 3. Faculty members are instructed to create course materials and question banks for their respective courses and provide them to students. 4. Faculty members are instructed to promote the utilization of Virtual labs for student's laboratory courses.	To All HOD's of MCE.
10.3	Online Certification Courses and Internships	Online Internships and online courses offered for Students and Staffs.	1. Students are encouraged to pursue online internships	Department Placement IN charges.

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10.4	Association activities for Students.	Cell/Club/Chapter	1. It is scheduled to host online programs for a number of groups, clubs, cells, and student chapters.	
10.5	Faculty Participation on online and offline Courses.	Journal/FDP/NPTEL	1. It was mandated that faculty members submit applications to the appropriate funding organizations and publish at least one paper in a journal that is indexed in SCI, Scopus, or UGC-CARE journals. 2. It was mandated to faculty members that they employ cutting-edge teaching strategies, such as Kahoot and NPTEL Videos. 3. It was mandated that faculty members participate in NPTEL, SWAYAM, and ATAL FDP.	To All Faculties of MCE.
10.6	Ph. D Registration for Faculties	Faculties are asked to Register for Ph.D.	1. In order to better themselves , faculty members are encouraged to undertake Ph.D. programs in their fields.	
10.7	Annual Audit Report	Academic/Administrative	1. It is suggested that an Academic and Administrative Audit be carried out following the pandemic/after all faculty members return to their positions at the university.	Principal of the Institution
10.8	Entrepreneur Development Cell	Activities through online	1. It is the duty of the EDC coordinator to inform and encourage academic members and students in each research area to submit applications for high-calibre projects through the Business Incubation Cell. 2. Moreover, they are told that initiatives to support new companies on campus should be made.	
10.9	International Conference	Planned to conduct through online platform	1. This academic year, plan to have two international conferences.	
10.10	NBA	NBA Pre qualifier work	1. All department prior semester course files are validated as NBA formats by the NBA coordinator.	
10.11	Any Other	Dress Code/Campus maintenance for Students and Staffs.	1. It is required for staff members to pay attention to the prescribed dress code for students. 2. To prevent pandemic concerns, the college campus is kept tidy, with daily floor cleanings. 3. The instructors who attend the college for work-related activities such as offices and universities advise wearing masks and gloves and closely adhering to safety protocols.	

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Chennai - 600 078

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
5	Mrs.Pushparani	CSE	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	Dr.N.Naga Saranya	HOD, MCA	Member	
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	
16	Varun Kumar	B.Arch	Students Representative	
17	R.Reshma	Civil	Alumni Representative	
18	G.Kandha vel	Akshaya Associates, Chennai	Industrialist	

IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2020-21/09

CIRCULAR

23.11.2020

This is to inform you that the **IQAC meeting** is going to be held on November 27th **2018, at 02:00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 9.1 Online Classes & Assessment Test, Elective selection & Anna University Examination
- 9.2 Faculty Development Programme
- 9.3 NAAC Documentation
- 9.4 Recruitment Program
- 9.5 Examination Cell
- 9.6 Inaugural Ceremony
- 9.7 COVID-19-Precautions & Social Responsibilities

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

<u>S.NO</u>	<u>NAME OF THE MEMBER</u>	<u>DEPARTMENT</u>	<u>DESIGNATION</u>	<u>Signature</u>
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
5	Mrs.Pushparani	CSE	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	

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7	Mrs.Anbu Selvi G	HOD, BE-CSE	Member	<i>Anbu Selvi</i>
8	Dr. V. Sri Vidya	HOD, BE-EEE	Member	<i>Sri Vidya</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>S.M.Siva Raman</i>
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	<i>C. Ramesh Kumar</i>
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>Sathya</i>
13	Dr.N.Naga Saranya	HOD, MCA	Member	<i>Naga Saranya</i>
14	Mrs.V.Uma Maheshwari	HOD, S&H	Member	
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
16	Varun Kumar	B.Arch	Students Representative	Communicated through Letter
17	R.Reshma	Civil	Alumni Representative	Communicated through Letter
18	G.Kandha vel	Akshaya Associates, Chennai	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

27.11.2020

Ref.No: MCE/IOAC/2020-21/09

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 9.1 Online Classes & Assessment Test, Elective selection & Anna University Examination
- 9.2 Faculty Development Programme
- 9.3 NAAC Documentation
- 9.4 Recruitment Program
- 9.5 Examination Cell
- 9.6 Inaugural Ceremony
- 9.7 COVID-19-Precautions & Social Responsibilities

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
9.1	Online Classes & Assessment Test, Elective selection & Anna University Examination	Online classes, Assessment exams, Internship, Feedback, Internal Audit	From April 20, 2020, to May 30, 2020, the Online Assessment Test was successfully performed. Documents were successfully recorded, and department-wise outcome analysis has been completed. Additional evaluations and assessments of the issue will be scheduled based on the Anna university's Circular. The report and feedbacks for the Online Proctored Exam were examined. Participation and reports from interns are evaluated	
9.2	Faculty Development Programme	NPTTEL/ ATAL/ SWAYAM	Implementing a web platform Two FDPs, one certification course, and thirteen webinars were executed with success throug online till October . They include every engineering domain.	


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			<p>The Department-Wise Students Interaction session, , focused on the following areas of interest:</p> <ol style="list-style-type: none">Academic courses and examsOnline courses' significanceCareer opportunities and obstaclesSafety precautions during the lockdown.Making good use of the lockdown time.	
9.3	NAAC Documentation	Strengthen the Criteria's	<ol style="list-style-type: none">Analysis of the gaps in the NAAC (National Assessment and Accreditation Council) system. A review meeting was organized for each criterion, and the criterion in-charges were presented with the main indicators of the criteria using an online method 03.11.2020 and 04.11.2020.Response was obtained from the Management, Principal, and Heads of the departments. A review meeting was performed on 09.11.20 in physical mode to evaluate the NAAC criteria.	To all Criteria Heads
9.4	Recruitment Program	Discussed about Faculty/ Staff recruitment for all Departments (Teaching and non Teaching Staff)	<ol style="list-style-type: none">All department previous semester course files are checked on September15, 2020, through Online Submission , through the Coordinator.The verification of the course files for the upcoming semester is scheduled for 10.10.2020.Staff Recruitment will done Based on the need of Departments.	
9.5	Examination Cell	Online proctored Examination	<ol style="list-style-type: none">Pre-assessment tests, question patterns, and online student registration for examinations were discussed.Coordinators for the internal value-added course assessment received appropriate guidance.We discussed about online Proctored examinations.	
9.6	Inaugural Ceremony	Inauguration function, Bridge courses, Student Induction Program (SIP)	<ol style="list-style-type: none">The inaugural event for the first year was conducted online, and the reports were validated.The Student Induction Program, which lasted for a period of 3 days was done effectively and the reports were duly checked.	


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9.7	COVID-19- Precautions & Social Responsibilities	Steps for preventing Pandemic	1. A maintenance crew keeps the college campus tidy, scrubbing every floor with sanitizer each day to prevent pandemic problems. 2. The faculty members, who are present at the college for office and university-related tasks, are instructed to wear face masks and gloves.	
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Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R. Seshasayanan	Principal	Chairperson	
2	Mr. Venkatesan	Vice Principal	Senior Administrative Officer	
3	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
4	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
5	Mrs.Pushparani	CSE	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
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9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
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16	Varun Kumar	B.Arch	Students Representative	
17	R.Reshma	Civil	Alumni Representative	
18	G.Kandha vel	Akshaya Associates,Chennai	Industrialist	

IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2019-20/08

CIRCULAR

01.03.2020

This is to inform you that the **IQAC meeting** is going to be held on **March 13th 2020**, at **10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 8.1 To confirm the minute and action taken on previous meeting
- 8.2 To discuss the activities proposed to be conducted in the upcoming academic year with all Departments
- 8.3 Affiliation (AICTE, Anna University)
- 8.4 Laboratory fulfillment and updating
- 8.5 Analysis of feedback
- 8.6 Social Responsibilities

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R Raja	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs.Pushparani	HOD, B.Arch	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
7	Mrs.Beula Kutti M	HOD, BE-CSE	Member	
8	Dr.NPG. Bhavani	HOD, BE-EEE	Member	

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9	Mr. Venkatesan	HOD E&I	Senior Administrative Officer	
10	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
11	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
12	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
13	Dr.R.Sathya	HOD, MBA	Member	
14	Dr.N.Naga Saranya	HOD, MCA	Member	
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
16	Prakash	Mech	Students Representative	Communicated through Letter
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18	D.Babu	AKN Solutions	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

13.03.2020

Ref.No: MCE/IOAC/2019-20/08

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 8.1 To confirm the minute and action taken on previous meeting
- 8.2 To discuss the activities proposed to be conducted in the upcoming academic year with
- 8.3 Department of EEE,
- 8.4 Department of ECE
- 8.5 Department of CSE
- 8.6 Department of Civil
- 8.7 Department of Mechanical
- 8.8 Department of Science and Humanities
- 8.9 Affiliation (AICTE, Anna University)
- 8.10 Laboratory fulfillment and updating
- 8.11 Analysis of feedback
- 8.12 Social Responsibilities

Resolutions:


ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
8.1	To confirm the minute and action taken on previous meeting	The members deliberated on and validated the minutes of the previous meeting.	The previous meeting's minutes were accepted by all members.	
8.2	To discuss the activities proposed to be conducted in the upcoming academic year	The recommended activities from all departments were deliberated upon to ensure efficient execution. 1. Suggested the organization of a workshop focused on the design of	Approved	

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	1.Department of EEE	grid-connected and standalone photovoltaic solar plants. 2. Intending to arrange a nationwide symposium on "Smart Grid Communication Measurement and Control" and "Modern Trends in Machine Design Technology" to investigate novel approaches and concepts in this domain.		
8.4	2.Department of ECE	1. Suggested the organization of a session focused on the "Layout Design and Analysis of Analog Integrated Circuits using Cadence Tools." 2. Intending to host a national-level seminar on "Nlite and Inspire," "PCB design and ORCAD," and "Career opportunities in Government sectors."	Approved	
8.5	3.Department of CSE	1. It was suggested to host a workshop on "Web design and development" and "Data Structure," which provides students with comprehensive information for all types of placements. 2. Intend to organize a lecture on the topics of "Digital marketing" and "Python Programming".	Approved	
8.6	4.Department of Civil	1. Suggested arranging a seminar on "Gate awareness" and "Seismic Design of the Structure". 2. It was suggested to hold a workshop on "Advance Autodesk AutoCAD" to give students the skills they need to produce precise steel detailing using a variety of structural element components and smart, parametric objects.	Approved	


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8.7	5.Department of Mechanical	<ol style="list-style-type: none">1. A seminar on "thermal engineering" is planned in order to learn how these subjects are applied in relevant fields that enhance employment prospects.2. To determine the best design, a workshop on "How to write research papers?" was planned.	Approved	
8.8	6.Department of Science and Humanities	<ol style="list-style-type: none">1. A workshop on the "Fundamentals of Electrical and Electronics" is scheduled in order to learn the foundations for future approaches in their respective sectors.2. To raise awareness among aspiring engineers, a workshop on the "Role of Engineers in Current Trend" was proposed.	Approved	
8.9	Affiliation (AICTE, Anna University)	Inspection preparation	<ol style="list-style-type: none">1. Submit the faculty data on both the University and AICTE online portals in accordance with the regulations.	Exam Cell
8.10	Laboratory fulfillment and updating	Lab Internal auditing	<ol style="list-style-type: none">1. Internal auditing of the laboratory was conducted on the 23rd and 24th of December 2019.2. The IQAC presented the report to the principal's office on January 20, 2020.3. The management has granted approval for the procurement of the laboratory equipment in accordance with the regulations of 2017.	Lab incharges
8.11	Analysis of feedback	<ol style="list-style-type: none">1. Student feedback: A greater number of students expressed satisfaction with the curriculum and said that the syllabus provides the essential technical capabilities. Further instruction was sought for the students with slower learning abilities.2. Parental feedback indicated a need for opportunities to enhance the quality of their	After careful investigation, it was determined that including personality skills and development training into the normal curriculum for pupils would be beneficial. The purpose of organizing industrial trips was to improve students' interpersonal skills and increase their understanding of industry procedures and regulations. Value-added courses should be strategically designed to give students a clear understanding of industry expectations.	To Respective Departments.

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		children's education, which is essential for future career prospects. 3. Alumni feedback indicated a desire for more rigorous English training. 4. Stakeholder feedback: The overall remarks on the training required to boost students' creativity and meet industrial demands. 5. Teacher feedback: The faculty's participation in the research and development was satisfactory.		
8.12	Social Responsibilities	Social awareness program through NSS	1. The NSS Special camp took place from January 27, 2020 to February 2, 2020. The "Coronavirus" Awareness program was held on February 10, 2020.	NSS Coordinator.

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. R Raja	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs.Pushparani	HOD, B.Arch	Coordinator, IQAC	
6	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
7	Mrs.Beula Kutti M	HOD, BE-CSE	Member	
8	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
9	Mr. Venkatesan	HOD E&I	Senior Administrative Officer	
10	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
11	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	

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12	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada devi</i>
13	Dr.R.Sathya	HOD, MBA	Member	<i>R.Sathya</i>
14	Dr.N.Naga Saranya	HOD, MCA	Member	<i>Naga Saranya</i>
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	<i>L.N.</i>
16	Prakash	Mech	Students Representative	<i>Prakash</i>
17	Hari Haran	EEE	Alumni Representative	<i>H.H.</i>
18	D.Babu	AKN Solutions	Industrialist	<i>Babu</i>

IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2019-20/07

CIRCULAR

13.11.2019

This is to inform you that the **IQAC meeting** is going to be held on **November 15th 2019, at 10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 7.1 To confirm the minutes and action taken on previous meeting
- 7.2 To discuss the students progression and discussion regarding result analysis of internal assessment examination
- 7.3 Review on the activities conducted by all the departments
- 7.4 Student's progression in external activities
- 7.5 Analysis of feedback
- 7.6 Any other matters with the permission of chair

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. G. Deenadayalan	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs. Pushparani	CSE	Coordinator, IQAC	
5	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	

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7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	<i>Bhavani</i>
8	Mr. Venkatesan	HOD E&I	Member	<i>Venkatesan</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>Siva Raman</i>
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	<i>Ramesh Kumar</i>
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>Sathya</i>
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
14	Prakash	Mech	Students Representative	Communicated through Letter
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INTERNAL QUALITY ASSURANCE CELL

15.11.2019

Ref.No: MCE/IOAC/2019-20/07

Minutes of the Meeting


Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 7.1 To confirm the minutes and action taken on previous meeting
- 7.2 To discuss the students progression and discussion regarding result analysis of internal assessment examination
- 7.3 Review on the activities conducted by all the departments
- 7.4 Student's progression in external activities
- 7.5 Analysis of feedback
- 7.6 Any other matters with the permission of chair

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
7.1	To confirm the minutes and action taken on previous meeting	The minutes of the previous meeting were deliberated upon and ratified by the members.	The previous meeting's minutes were approved by all members.	
7.2	To discuss the students progression and discussion regarding result analysis of internal assessment examination	The investigation of specific departments' results was conducted to discuss the progressions of students on examinations and ensure their accuracy.	It is the responsibility of HODs to make sure that slow learners receive effective remedial tutoring. A meeting with the parents of the student who performs the lowest across all courses should be held.	
7.3	Review on the activities conducted by all the departments	i. The department coordinators provided a report on the activities carried out in the last semester, which were based on the proposals made at the beginning of the academic year.	The copy of the events file must be sent to the IQAC. The department coordinators must watch the website and update it simultaneously.	


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		<p>ii. Ms. B. Janaranjani, the coordinator of the department of EEE, stated that due to the positive feedback received for the seminars and workshops titled "Industry Ready Engineers" and "Hardware Networking" organized by the department of ECE, and in response to the students' request, the seminar and workshop were conducted again for both internal participants of EEE and external participants.</p> <p>iii. The department coordinators were asked to confirm the website update according to the conducted activities.</p>		
7.4	Student's progression in external activities	Participants in the discussion agreed that students' involvement in extracurricular activities would broaden their horizons and help them hone their interpersonal and collaboration abilities.	The heads of department were instructed to inspire and promote student engagement in external activities.	
7.5	Analysis of feedback	Recommendations were provided following a thorough examination and assessment of the feedback. All department coordinators were instructed to gather input and present the analysis at the upcoming meeting.	To notify all the Heads of Departments (HODs) about the process of collecting and analysing feedback.	
7.6	Any other matters with the permission of chair	<p>i. Requests were made to submit and present departmental activities for the next semester at the meeting.</p> <p>ii. It was advised to organize sponsored programmes and activities in the future that have a</p>	coordinators were asked to submit suggestions for the next meeting and to describe the events that had occurred in their departments. The coordinators were asked to take this aspect into consideration and make efforts to arrange the sponsored programs.	

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	significant impact on quality culture, and to work towards achieving this goal.	
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Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. G. Deenadayalan	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs. Pushparani	CSE	Coordinator, IQAC	
5	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	
7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
8	Mr. Venkatesan	HOD E&I	Member	
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	
14	Prakash	Mech	Students Representative	
15	Hari Haran	EEE	Alumni Representative	
16	D.Babu	AKN Solutions	Industrialist	

IQAC COORDINATOR

IQAC CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2019-20/06

CIRCULAR

15.07.2019

This is to inform you that the **IQAC meeting** is going to be held on **July 26th 2019, at 10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 6.1 To confirm the minutes and action taken on previous meeting
- 6.2 Ph. D Registration
- 6.3 Review of University Results
- 6.4 MOUs/ VACs
- 6.5 Any Other
- 6.6 Internship Industrial & Field Visit

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. G. Deenadayalan	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs. Pushparani	CSE	Coordinator, IQAC	
5	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	
7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
8	Mr. Venkatesan	HOD E&I	Member	

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9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
14	Prakash	Mech	Students Representative	Communicated through Letter
15	Hari Haran	EEE	Alumni Representative	Communicated through Letter
16	D.Babu	AKN Solutions	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

26.07.2019

Ref.No: MCE/IOAC/2019-20/06

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 6.1 To confirm the minutes and action taken on previous meeting
- 6.2 Ph. D Registration
- 6.3 Review of University Results
- 6.4 MOUs/ VACs
- 6.5 Any Other
- 6.6 Internship Industrial & Field Visit

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
6.1	To confirm the minutes and action taken on previous meeting	The Coordinator of the Internal Quality Assurance Cell (IQAC) provided a detailed account of the actions that were performed based on the discussions and decisions made during the previous IQAC meeting.	Every member approved the action that was taken.	
6.2	Ph. D Registration	Registration	In order to better themselves and the school, faculty members are encouraged to undertake Ph.D. programs in their fields.	
6.3	Review of University Results	University result analysis report was presented by the department representatives	The academic staff and students were recognized for their contributions to the improvement in university outcomes.	
6.4	MOUs/ VACs	MoU, Grants/Fund, CoE, Value Added Course, Chapters, Professional body activities	1. HOD's are required to execute events in accordance with signed Memoranda and sign a minimum of two per department. 2. Discussed each department's TNSCST project titles and concepts for 2022-23. 3. HoD's are required to designate one Centre for Excellence per department.	


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			4. Approval is granted for Value-Added Courses to All Departments. Reports undergo inquiry.	
6.5	Any Other	Dress Code/Campus maintenance	1. It is required for staff members to pay attention to the prescribed dress code for students. 2. To prevent pandemic concerns, the college campus is kept tidy, with daily floor cleanings. 3. The instructors who attend the college for work-related activities such as offices and universities advise wearing masks and gloves and closely adhering to safety protocols.	
6.6	Internship Industrial & Field Visit	Certificate/Report	1. Certificates and reports from internship participants are evaluated. 2. HODs are provided with the necessary instructions to enhance the department's internship culture. 3. Examined the industry's acknowledgements and reports from visits.	

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. G. Deenadayalan	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
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10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	
14	Prakash	Mech	Students Representative	

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15	Hari Haran	EEE	Alumni Representative	<i>H.H.</i>
16	D.Babu	AKN Solutions	Industrialist	<i>D.B.</i>

IQAC COORDINATOR

IQAC CHAIRPERSON

U. L.
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2018-19/05

CIRCULAR

15.03.2019

This is to inform you that the **IQAC meeting** is going to be held on **Maech 22nd 2019**, at **10:00 AM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 5.1 Review of last meeting and confirmation
- 5.2 Feedback analysis discussion
- 5.3 Certification courses and soft skill training
- 5.4 Parents meeting for the current semester
- 5.5 Promoting research activities
- 5.6 Any other matters with the permission of chair person

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

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4	Mrs. Pushparani	CSE	Coordinator, IQAC	
5	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	
7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	

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8	Mr. Venkatesan	HOD E&I	Member	
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
12	Dr.R.Sathya	HOD, MBA	Member	
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
14	Prakash	Mech	Students Representative	Communicated through Letter
15	Hari Haran	EEE	Alumni Representative	Communicated through Letter
16	D.Babu	AKN Solutions	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

22.03.2019

Ref.No: MCE/IQAC/2018-19/05

Minutes of the Meeting

Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 5.1 Review of last meeting and confirmation
- 5.2 Feedback analysis discussion
- 5.3 Certification courses and soft skill training
- 5.4 Parents meeting for the current semester
- 5.5 Promoting research activities
- 5.6 Any other matters with the permission of chair person

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
5.1	Review of last meeting and confirmation	The members unanimously approved all other matters, and the minutes were confirmed.		
5.2	Feedback analysis discussion	The individual department's feedback analysis report was reviewed, and the department's action taken report was confirmed. The overall feedback analysis was reported and presented. 1. Students provided feedback indicating a need for a greater number of industry internships in order to enhance their knowledge through hands-on learning experiences. 2. Parental response indicates satisfaction with the curriculum design, as well as the effectiveness of	1. The discussion focused on implementing action items to offer supplementary training in soft skills, in addition to the specified training in aptitude and verbal skills. 2. The experts provided recommendations for conducting practical technical training, based on the studies.	

U. Kumar
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		<p>development capability courses. Furthermore, parents express contentment with the placements and possibilities offered.</p> <p>3. Alumni Feedback: Suggestions have been received to improve the value-added courses in accordance with industry requirements and current trends.</p> <p>4. Stakeholder feedback: The curriculum is expected to be updated based on a few feedbacks, while the remaining feedback indicates that the curriculum promotes and encourages collaboration to improve students' skills.</p> <p>5. Teacher feedback: It is anticipated that students would receive more application-oriented training so they can understand the potential job applications for their individual disciplines.</p>		
5.3	Certification courses and soft skill training	<p>i. The certification course scheduled for the following year underwent a review and received feedback.</p> <p>ii. The placement and training team has announced their intention to organize soft skill training sessions for the students.</p>	We were asked to submit proposals outlining the intended activities.	
5.4	Parents meeting for the current semester	By department A parents' meeting should be organized to conduct a comprehensive assessment of the university's result analysis and to provide information about the academic plan for the future year, as well as the	It is recommended that department coordinators have a discussion and report with their HODs.	

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		performance of their children.		
5.5	Promoting research activities	In order to achieve a balance between collaborative and individual work, individuals should identify an area of interest and actively engage in research activities. This involvement should include interaction with faculty members, as it contributes to the overall improvement of the institution and one's own professional development. All departments should encourage students to publish their project papers in academic publications and to take part in national and international conferences.	Enhancing research-based knowledge is a necessary for faculty members and students.	
5.6	Any other matters with the permission of chair person	Recommended appointing cultural student coordinators to organize and prepare the programs.	It was decided to assign the student coordinators from each department and share this information with the Cultural Committee.	

Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. G. Deenadayalan	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs. Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4	Mrs. Pushparani	CSE	Coordinator, IQAC	
5	<u>Dr.R.S.Muralitharan</u>	HOD, BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	
7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
8	Mr. Venkatesan	HOD E&I	Member	
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
10	Dr. C. Ramesh Kumar	HOD, BE-Mech	Member	

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11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>R.Sathya</i>
13	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	<i>L.N.</i>
14	Prakash	Mech	Students Representative	<i>P.</i>
15	Hari Haran	EEE	Alumni Representative	<i>H.H.</i>
16	D.Babu	AKN Solutions	Industrialist	<i>D.Babu.</i>

[Signature]

IQAC COORDINATOR

[Signature]

IQAC CHAIRPERSON

[Signature]
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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IOAC/2018-19/04

CIRCULAR

01.11.2018

This is to inform you that the **IQAC meeting** is going to be held on **November 09th 2018, at 02:00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 4.1 To confirm the minutes and action taken on previous meeting
- 4.2 To discuss the students progression and discussion regarding result analysis of internal assessment examination
- 4.3 To discuss the activities of placement and training cell
- 4.4 Review on the activities conducted by all the departments
- 4.5 Student's progression in external activities
- 4.6 Analysis of feedback
- 4.7 Any other matters with the permission of chair person

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

IQAC MEMBERS

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1	Dr. N. B. Geetha	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs. Ramoorthy	Professor- Advisor	Senior Administrative Officer	
4.	Mrs. PushpaRani	CSE	Coordinator, IQAC	
6	Dr.R.S.Muralitharan	BE-CIVIL	Member	

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7	Dr. Tirupurasundari	HOD, BE-CSE	Member	<i>Tirupurasundari</i>
8	Dr.NPG. Bhavani	HOD, BE-EEE	Member	<i>Bhavani</i>
9	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	<i>Siva</i>
10	Mr.R.K.Sundaram	HOD, BE-Mech	Member	<i>R.K.S.</i>
11	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	<i>Sarada Devi</i>
12	Dr.R.Sathya	HOD, MBA	Member	<i>Sathya</i>
13	Mrs Jones Anitha Rani	HOD, MCA	Member	<i>Anitha Rani</i>
14	Dr.P.P.N.Poovizhi	HOD, S&H	Member	<i>P.P.N.</i>
15	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
16	Prakash	Mech	Students Representative	Communicated through Letter
17	Jayanthi Surya	EEE	Alumni Representative	Communicated through Letter
18	D.Babu	AKN Solutions	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

09.11.2018

Ref.No: MCE/IOAC/2018-19/04

Minutes of the Meeting


Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 4.1 To confirm the minutes and action taken on previous meeting
- 4.2 To discuss the students progression and discussion regarding result analysis of internal assessment examination
- 4.3 To discuss the activities of placement and training cell
- 4.4 Review on the activities conducted by all the departments
- 4.5 Student's progression in external activities
- 4.6 Analysis of feedback
- 4.7 Any other matters with the permission of chair person

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
4.1	To confirm the minutes and action taken on previous meeting	The minutes of the previous meeting were deliberated upon and ratified by the members.	The previous meeting's minutes were approved by all members.	
4.2	To discuss the students progression and discussion regarding result analysis of internal assessment examination	The investigation of specific departments' results was conducted to discuss the progressions of students on examinations and ensure their accuracy.	It is the responsibility of HODs to make sure that slow learners receive effective remedial tutoring. A meeting with the parents of the student who performs the lowest across all courses should be held.	
4.3	To discuss the activities of placement and training cell	The report on training activities undertaken was delivered to all the students by the placement and training representative.	A proposal was made to exhibit the banner featuring photographs and logos of students and the company at the welcome area. The information should also be revised on the website.	


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		The specifics about the placement of students in each department were also addressed.		
4.4	Review on the activities conducted by all the departments	<p>i. The department coordinators provided a report on the activities carried out in the last semester, which were based on the proposals made at the beginning of the academic year.</p> <p>ii. Ms. B. Janaranjani, the coordinator of the department of EEE, stated that due to the positive feedback received for the seminars and workshops titled "Industry Ready Engineers" and "Hardware Networking" organized by the department of ECE, and in response to the students' request, the seminar and workshop were conducted again for both internal participants of EEE and external participants.</p> <p>iii. The department coordinators were asked to confirm the website update according to the conducted activities.</p>	<p>The copy of the events file must be sent to the IQAC.</p> <p>The department coordinators must watch the website and update it simultaneously.</p>	
4.5	Student's progression in external activities	Participants in the discussion agreed that students' involvement in extracurricular activities would broaden their horizons and help them hone their interpersonal and collaboration abilities.	The heads of department were instructed to inspire and promote student engagement in external activities.	
4.6	Analysis of feedback	Recommendations were provided following a thorough examination and assessment of the feedback. All department coordinators were	To notify all the Heads of Departments (HODs) about the process of collecting and analysing feedback.	

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		instructed to gather input and present the analysis at the upcoming meeting.		
4.7	Any other matters with the permission of chair person	i. It was advised to organize remedial lessons and coaching for slow learners in order to help them do better on university exams. ii. To enhance student information exchange, the chairwoman proposed that as MoU signing has been slow lately, everyone should focus on signing with reputable industries.	It was requested that coordinators take this into account, plan the schedule, and obtain approval. The respective heads of departments must be notified about the Memorandums of Understanding (MoU's), and the coordinators were asked to provide the information.	




Signature of IQAC Members Attended the Meeting:

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1	Dr. N. B. Geetha	Principal	Chairperson	
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4	Mrs. Pushpa Rani	CSE	Coordinator, IQAC	
5.	Dr. R. S. Muralitharan	BE-CIVIL	Member	
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9	Mr. R. K. Sundaram	HOD, BE-Mech	Member	
10	Mrs. Sarada Devi CH	HOD, BE-CSE	Member	
11	Dr. R. Sathya	HOD, MBA	Member	
12	Mrs Jones Anitha Rani	HOD, MCA	Member	
13	Dr. P. P. N. Poovizhi	HOD, S&H	Member	

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14	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	
15	Prakash	Mech	Students Representative	
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17	D.Babu	AKN Solutions	Industrialist	



IQAC COORDINATOR



IQAC CHAIRPERSON


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INTERNAL QUALITY ASSURANCE CELL

Ref.No: MCE/IQAC/2018-19/03

CIRCULAR

06.07.2018

This is to inform you that the **IQAC meeting** is going to be held on July 13th **2018, at 02:00 PM**, in IQAC Hall of the MCE College. All the IQAC members are requested to attend the meeting without fail.

Agenda:

- 3.1 Academics Activities
- 3.2 Examination cell /Value Added course
- 3.3 Review of University Results
- 3.4 Students External participation
- 3.5 Parents meeting for the current semester
- 3.6 Promoting research activities
- 3.7 Any other matters with the permission of chair person

IQAC COORDINATOR

IQAC CHAIRPERSON

Copy to IQAC Members:

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4.	Mrs.PushpaRani	CSE	Coordinator, IQAC	
5	Dr.R.S.Muralitharan	BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	

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7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
8	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
9	Mr.R.K.Sundaram	HOD, BE-Mech	Member	
10	Mrs.Sarada Devi CH	HOD, BE-CSE	Member	
11	Dr.R.Sathya	HOD, MBA	Member	
12	Mrs Jones Anitha Rani	HOD, MCA	Member	
13	Dr.P.P.N.Poovizhi	HOD, S&H	Member	
14	A.Lakshmi Narayanan.	Advocate	Nominee From Local Area	Communicated through Letter
15	Prakash	Mech	Students Representative	Communicated through Letter
16	Jayanthi Surya	EEE	Alumni Representative	Communicated through Letter
17	D.Babu	AKN Solutions	Industrialist	Communicated through Letter

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INTERNAL QUALITY ASSURANCE CELL

13.07.2018

Ref.No: MCE/IOAC/2018-19/03

Minutes of the Meeting


Chairperson of the IQAC Welcomed the Members of IQAC and discussed the agenda points. The Agenda points.

Agenda:

- 3.1 Academics Activities
- 3.2 Examination cell /Value Added course
- 3.3 Review of University Results
- 3.4 Students External participation
- 3.5 Parents meeting for the current semester
- 3.6 Promoting research activities
- 3.7 Any other matters with the permission of chair person

Resolutions:

ITEM NO	AGENDA	RESOLUTION	ACTION TAKEN	RESPONSIBLE PERSON
3.1	Academics Activities	Class Committee Meeting & Project Review	1. Talked about project evaluation and the class committee meeting. 2. Examined the selected projects from TNSCST.	
3.2	Examination cell /Value Added course	Online proctored Examination/ Value added course (VAC) registration	1. The college campus is kept tidy, and every floor is cleaned daily with an appropriate floor cleaner to prevent pandemic issues. 2. All faculty members who attend the college for work-related to the university and office are instructed to wear masks and gloves and to adhere to safety protocols.	
3.3	Review of University Results	University result analysis report was presented by the department representatives	The academic staff and students were recognized for their contributions to the improvement in university outcomes.	
3.4	Students External participation	i. It was recommended to inspire the pupils to engage in external activities in	It is imperative for all project organizers to communicate the guidelines to the	


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		<p>order to acquire experiential knowledge.</p> <p>ii. Students are required to prepare their projects, and it is mandatory for final year students to present concepts on technical advancements and interesting problems in order to participate in the Smart India Hackathon. This event greatly enhances students' problem-solving abilities and allows them to acquire industry-specific skills.</p>	<p>students and encourage them to submit their proposals.</p>	
3.5	Parents meeting for the current semester	<p>By department A parents' meeting should be organized to conduct a comprehensive assessment of the university's result analysis and to provide information about the academic plan for the future year, as well as the performance of their children.</p>	<p>It is recommended that department coordinators have a discussion and report with their HODs.</p>	
3.6	Promoting research activities	<p>In order to achieve a balance between collaborative and individual work, individuals should identify an area of interest and actively engage in research activities. This involvement should include interaction with faculty members, as it contributes to the overall improvement of the institution and one's own professional development. All departments should encourage students to publish their project papers in academic publications and to take part in national and international conferences.</p>	<p>Enhancing research-based knowledge is a necessary for faculty members and students.</p>	



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3.7	Any other matters with the permission of chair person	recommended appointing cultural student coordinators to organize and prepare the programs.	It was decided to assign the student coordinators from each department and share this information with the Cultural Committee.	
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Signature of IQAC Members Attended the Meeting:

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	Signature
1	Dr. N. B. Geetha	Principal	Chairperson	
2	Mr. Sudhakar	Administrative Officer	Senior Administrative Officer	
3	Mrs.Ramoorthy	Professor- Advisor	Member	
4	Mrs.PushpaRani	BE-CSE	Coordinator, IQAC	
5	Dr.R.S.Muralitharan	BE-CIVIL	Member	
6	Dr. Tirupurasundari	HOD, BE-CSE	Member	
7	Dr.NPG. Bhavani	HOD, BE-EEE	Member	
8	Mr.S.M.Siva Raman	HOD, BE-E&C	Member	
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IQAC COORDINATOR

IQAC CHAIRPERSON

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