



MUTHAYAMMAL COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/01

15.07.2019

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 19.07.19 at 02:00 P.M in the Principal's office. All the HoDs and IQAC Members are asked to be present at the meeting.

Agenda for the meeting:

1. Welcome note by Principal
2. Usage of ICT facilities
3. Students participation in Inplant training and internship
4. Programmes Organized in Departments
5. Library Book Requirements
6. Laboratory new equipments requirements
7. NAAC
8. Paper Publication and Research Proposal Submission


IQAC Coordinator

IQAC COORDINATOR

Muthayammal College of Engineering

Rasipuram - 637 408, Namakkal Dist.

The Secretary for Kind Information,

The HoD's

Office

Notice Board


Principal

PRINCIPAL

MUTHAYAMMAL COLLEGE OF ENGINEERING
KAKKAVERI - 637 408, RASIPURAM Tk,
NAMAKKAL Dt., TAMIL NADU.



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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/02

19.07.2019

Minutes of Meeting - 1

Date of Meeting: 19.07.2019

Time : 02.00 PM

Place : Principal Cabin

The Following Points were Discussed:

- Review of ICT using Teaching Learning process
- Review of Laboratory new equipment requirements
- Internship and inplant training arranged for students
- Association inauguration and programmes conducted by the department
- Review of Digital Library online subscription
- Review of Book requirement in library
- Review of Mentor and Mentees
- Faculty Paper Publication and Research Proposal Submission

Members Present:

Name	Position	Signature
Dr.P.Venugopal	Chairperson	
Dr.C.Nagarajan	Coordinator IQAC	
Mr.P.Prasath	Senior Administrative Officers	
Dr.C.Suganthi	Senior Administrative Officers	
Mrs. S.Selvarani	Senior Administrative Officers	
Dr. D.Maheswari	Senior Administrative Officers	
Mr.R.Ramesh	Senior Administrative Officers	
Mr.P.Tamilchelvan	Teachers	
Mrs. K.Umamaheswari	Teachers	

Coordinator 19/7/19

IQAC COORDINATOR
Muthayammal College of Engineering
Rasipuram-637 408, Namakkal Dist.
Tamilnadu.

Principal 19/7/19

PRINCIPAL
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KAKKAVERI - 637 408, RASIPURAM TK,
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/03

Action Taken Report - Meeting conducted on 19.07.19, AY (2019-20)

Action Taken

- Teaching Learning process using ICT Facilities are improved
- Based on 2021 regulations, the Laboratory equipment requirements are verified
- The Internship and inplant training are arranged for the students
- Digital Library online subscription are enhanced
- Department wise club activities organized and conducted
- Faculty Members are encouraged to publish the research papers in reputed journals
- Counseling Hours allotted for Mentors
- Based on 2021 regulations, book requirement in library is enhanced


19/7/19

IQAC Coordinator

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Tamilnadu.


19/7/19

Principal

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/04

09.12.19

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 13.12.19 at 10:00 A.M in the Principal's office. All the HoDs and IQAC Members are asked to be present for the meeting.

Agenda for the meeting:

- External Academic Audit for the Academic Year (2019-20) - ODD Sem

Academic Audit Schedule

S.No	Date	Time	Department
1	23.12.2019	10.30 AM	CSE
2		12 Noon	ECE
3		2.00 PM	EEE and Mechanical Engg
4		3.30 PM	Agricultural Engg

All the faculty members are informed to complete their file and submit for the audit


IQAC Coordinator

IQAC COORDINATOR

Muthayammal College of Engineering
Rasipuram - 637 408, Namakkal Dist.

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/05

23.12.2019

Report on Academic Audit & Action Taken AY (2019-20)

List of Files Audited

- 2021 Regulation – Laboratory equipments
- Academic Calendar
- Master Time table
- Department organized programmes
- Class Committee meeting
- Students counseling record
- Parents meeting
- Alumni meeting
- Library Stock Register
- Students Attendance
- Internal Assessment Test
- Internal Mark

Overall Assessment :

- Class room and Laboratory facilities are available
- NAAC Documents and Departments Files are properly arranged and updated
- Medical and common room are available
- Library Stock Register are maintained properly
- Laboratory Stock Registers are maintained properly
- Department Events are conducted regularly

Suggestions

- Improve the students placement training
- Value added Courses should be conducted through industry
- Students Counseling/Mentoring Record need to be updated
- Research proposal should be submitted



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Action Taken

- Placement training hours for the students is increased
- Motivated the students to attend various programmes in other colleges
- Classes committee conducted for all year and report submitted
- Parents meeting and Alumni meeting conducted
- Staff Members are motivated to Publish two Publications per Year in Reputed Journals
- Slow learners remedial classes are conducted as per schedule


IQAC Coordinator

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Principal

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/06

18.02.2020

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned to conduct on 20.02.20 at 02:00 P.M in the Principal's office. All the HoDs and IQAC Members are asked to attend the meeting.

Agenda for the meeting:

1. Remedial Classes
2. NAAC Criteria
3. Result Analysis Even Semester
4. Class Committee meeting
5. Anti Ragging Committee
6. Events Conducted


IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/07

Minutes of Meeting - 3

Date of Meeting: 20.02.2020

Time : 02.00 PM

Place : Principal Cabin

The Following Points were Discussed:

- Review of Events conducted in the Department
- Review of NAAC Process
- Review of Slow learners student performance
- Workshops and seminars attended by faculty members
- Allotted students for Mentor and Mentees
- Review of Result Analysis
- Review of Anti Ragging Committee
- Review of Class committee meeting

Members Present:

Name	Position	Signature
Dr.P.Venugopal	Chairperson	
Dr.C.Nagarajan	Coordinator IQAC	
Mr.P.Prasath	Senior Administrative Officers	
Dr.N.K.Kuppusamy	Senior Administrative Officers	
Mrs. S.Selvarani	Senior Administrative Officers	
Dr. D.Maheswari	Senior Administrative Officers	
Mr.R.Ramesh	Senior Administrative Officers	
Mr.P.Tamilchelvan	Teachers	

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/08

Action Taken Report - Meeting conducted on 20.02.20, AY (2019-20)

Action Taken

- Conduct of departments activities are improved
- NAAC Criteria Process was reviewed in IQAC cell
- Department wise remedial class are organized and conducted
- Faculty Members are motivated to attend the Workshops, Seminars, FDPs , and Conferences
- Career Guidance programmes for Competitive Examinations and Higher Education was initiated
- 10 Students are allotted for one mentor. Mentor and Mentee system is followed effectively
- Results are analyzed and more arrears subjects were identified and remedial classes was scheduled

IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/09

09.03.2020

CIRCULAR

The Internal Quality Assurance Cell (IQAC) has been planned to conduct a meeting on 13.3.2020 at 10:00 A.M in the Principal's office. All the IQAC Members are asked to attend the meeting.

Agenda for the meeting:

- Internal Academic Audit for the Academic Year (2019-20) - ODD & EVEN

Academic Audit Schedule

S.No	Date	Time	Department
1	16.3.2020	10.30 AM	CSE and AIDS
2		12 Noon	ECE
3		2.00 PM	EEE and Mechanical Engg
4		3.30 PM	Agricultural Engg

All the faculty members are informed to complete their file and submit for the audit


IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2019-20/10

Report on Academic Audit & Action Taken AY (2019-20)

List of Files Audited

- Academic Calendar AY (2019-20)
- Department Stock Register
- Minutes of Faculty Meeting
- Programmes Conducted in the Department
- Students Bio-Data
- Students Attendance
- Internal Assessment Test
- Internal Marks
- End Semester Exam Result Analysis

Overall Assessment :

- All the departments files are properly documented and updated
- Seminar and Smart Classrooms are employed to improve the Teaching Learning Process
- Department Events are conducted regularly for the benefit of students and faculty
- Societal Welfare Activities are conducted

Suggestions

- Skill Development programme should be conducted utilizing the services of industry
- Students should be encouraged to attend Hackathons
- Students Counseling/Mentoring Record need to be updated
- Research Papers should be Published in Reputed Journals
- Faculty Members need to focus on funded research projects from various funding agencies



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Action Taken

- Staff Members are motivated to Publish two Publications per Year in Reputed Journals
- Mentor Counseling Record are updated regularly
- Career Guidance activities for Competitive Examinations and Higher Education are organized
- Increase in Extension and Outreach activities are planned
- Faculty Members are encouraged to apply for Funded Workshops, Seminars, FDPs and Conferences

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