



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/2020-21/01

02.07.2020

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 8.7.2020 at 10:30 A.M through ONLINE along with its executive body members. All the IQAC Members are asked to attend the meeting .

Meeting Link : Google Meet (meet.google.com/mwb-tnej-nfq)

Agenda for the meeting:

1. Vision and Mission of the Department, Academic Calendar AY (2020-21)
2. Academic improvement process
3. NAAC Process
4. Certification, value added courses, Training and Add-On courses
5. Student and Faculty Activity Report
6. Parent Teacher Activity
7. Feedback from-students and parents


IQAC Coordinator

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

Copy to
The Secretary for Kind Information,
IQAC Members
The HoD's
Office


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/2020-21/02

Minutes of Meeting-1

Date of Meeting: 08.07.2020

Time : 10.30 AM

Place : Google Meet (meet.google.com/mwb-tnej-nfq)

The Following Points were Discussed:

- Review of Academic Activities, results and action plan for improvements
- Review of NAAC criteria status
- Review of placed students and placement training activities for the third year students
- Status of students projects, publications and future plan
- Workshops and seminars attended by faculty members in various institutions
- Student's participants in various events conducted in other institutions

Members Present:

Name	Position	Signature
Dr.P.Venugopal	Chairperson	
Dr.C.Nagarajan	Coordinator IQAC	
Dr.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.TamilSelvan	Teachers	
Mrs. K. Umamaheswari	Teachers	

Coordinator

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Principal

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/03

Action Taken Report – Meeting conducted on 08.07.20, AY (2020-21)

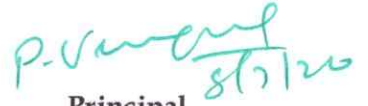
Action Taken

- Improve the Academic Activities
- Department wise Online classes are conducted and monitored
- Placement cell conducted carrier guidance programme through online for the 3rd year students
- Conduct of Competitive Examinations and Higher Education was initiated
- Faculty and Students are motivated to undergo various courses through online.



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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/04

03.09.2020

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 9.9.2020 at 2:30 P.M through ONLINE along with its executive body members. All the IQAC Members are asked to attend the meeting .


Meeting Link : Google Meet (meet.google.com/mhj-tenj-kfq)

Agenda for the meeting:

1. Conduction of online classes
2. NAAC Process
3. Skill based and Add-On courses
4. Faculty and Student Activity Report
5. Alumni Meeting through online
6. Conduction of Practical classes through online
7. NPTEL videos and attending online classes for enhancing teaching learning process
8. Online bridge courses
9. Enhancing OBE through online internship


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/05

Minutes of Meeting-2

Date of Meeting: 09.09.2020

Time : 02.30 PM

Place : Google Meet (meet.google.com/mhj-tenj-kfq)

The Following Points were Discussed:

- Review of Online Classes conducted
- Review of NAAC criteria status
- Review of Faculty and students Participation in events
- Conducted alumni meeting through online
- NPTEL and Online courses attended
- Students' internship attended through online
- Bridge courses conducted for First year students

Members Present:

Name	Position	Signature
Dr.P.Venugopal	Chairperson	
Dr.C.Nagarajan	Coordinator IQAC	
Dr.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	
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/06

Action Taken Report - Meeting conducted on 09.09.20, AY (2020-21)

Action Taken

- Attendance of students improved for online classes
- Faculty and students are encouraged to enroll for NPTEL online courses
- Value added program and soft skill training are conducted for the 3rd year students using ICT
- Faculties are motivated to file patents
- Alumni interaction is improved


9/9/20
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9/9/20
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/07

01.12.2020

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 4.12.2020 at 10:30 A.M through ONLINE along with its executive body members. All the IQAC Members are asked to attend the meeting .

Meeting Link : Google Meet (meet.google.com/hrt-pbgv-tyf)

Agenda for the meeting:

1. Subject Allocation and Time Table
2. Conduct of online classes
3. Conduct of Webinar, Guest Lectures and Online Quiz through Online Platform
4. NAAC Process
5. Certification, value added courses, Training and Add-On courses
6. Faculty Online courses and Publication
7. Feedback from-students


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/08

Minutes of Meeting-3

Date of Meeting: 04.12.2020

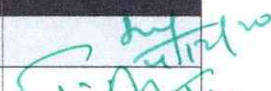
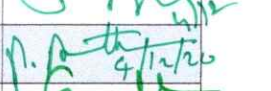
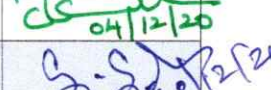
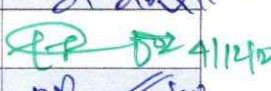
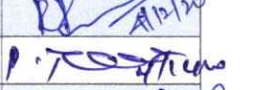
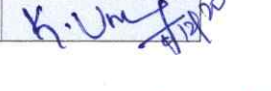



Time : 10.30 AM

Place : Google Meet (meet.google.com/hrt-pbgv-tyf)

The Following Points were Discussed:

- Review of Subject Allocation and Time Table
- Review of online classes conducted
- Schedule for conducting webinar and guest lectures finalized
- Students participation in online programme attended, publications and future plan were discussed
- Faculty members attended webinar and other technical events in various institutions
- Student's participation in various events conducted in other institutions

Members Present:

Name	Position	Signature
Dr.P.Venugopal	Chairperson	
Dr.C.Nagarajan	Coordinator IQAC	
Dr.P.Prasath	Senior Administrative Officers	
Dr.C.Suganthi	Senior Administrative Officers	
Mrs. S.Selvarani	Senior Administrative Officers	
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/09

Action Taken Report - Meeting conducted on 04.12.20, AY (2020-21)

Action Taken

- The Head of the Departments prepared the Online classes Time table for theory classes
- Department wise Online class conducted
- Departments organized various programme in association with IQAC
- Conduct of online classes for Competitive Examinations was organized
- Faculties and Students attended various webinars organizes in other colleges through online


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/10

03.03.2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) has been planned to conduct a meeting on 5.3.2021 at 11:30 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 (2020-21) - ODD & EVEN

Academic Audit Schedule

S.No	Date	Time	Department
1	11.3.2021	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


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2020-21/11

Report on Academic Audit & Action Taken AY (2020-21) Meeting conducted on 05.03.21

List of Files Audited

- Academic Calendar AY (2021-22)
- Department Budget File
- Department Circular & Minutes of Faculty Meeting
- Programmes Organized in the Dept
- Students Bio-Data
- Students Attendance
- Internal Assessment Test
- Internal Mark
- End Semester Exam Result Analysis
- Course file (Theory)
- Course file (Laboratory)

Overall Assessment :

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

Suggestions

- Need to increase the students Field Projects, Inplant training and Internship
- Value Added Courses should be conducted utilizing the services of industry
- Students should be encouraged to do Mini Projects
- Students Counseling/ Mentoring Records need to be updated
- Students should be Encouraged for Higher Studies and Competitive Examinations
- 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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- Faculty Members need to focus on Funded Research Projects from various Funding Agencies
- Remedial classes should be conducted for slow learners
- Guest lectures should be arranged for difficult subjects to improve the students performance in exams

Action Taken

- Exam schedule followed properly
- Laboratory non consumables stock register updated
- Mentor Counseling Record updated regularly
- Staff Members are motivated to Publish two Publications per Year in Reputed Journals
- Alumni interaction increased
- Course file and laboratory manual are verified
- Career Guidance activities for Competitive Examinations and Higher Education organized
- Extension and Outreach activities are increased
- Students attendance are monitored
- University exam results and CIA exam results informed


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