



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/2021-22/01

14.06.2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 18.6.2021 at 10:30 A.M in the Principal's office. All the HoDs and IQAC Members are asked to attend the meeting .

Agenda for the meeting:

1. Academic Calendar and Test Schedule AY (2021-22)
2. 2021 Regulation and Subject Allocation
3. Laboratory new equipment purchase
4. NAAC Process
5. Department Association Activity
6. Student internship and Inplant training
7. Alumni interaction and Contribution
8. Faculty research contribution
9. TASTE and MKC



IQAC Coordinator

IQAC COORDINATOR

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



Principal

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

Copy to

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



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Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/02

Minutes of Meeting-1

Date of Meeting: 18.06.2021

Time : 10.30 AM

Place : Principal Cabin

The Following Points were Discussed:

- Review of Academic Calendar, Test Schedule and action plan for improvements
- Review of NAAC criteria status
- Review of Subject Allocation and work load of the faculty members
- Review of placement training activities for the third year students
- Status of students' internship and Industrial Visit
- Participation of faculty members in conferences and other events in various institutions
- Student's participants in various events conducted in other institutions
- Alumni meeting
- Review of TASTE program for faculty and MKC for 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	
Dr.R.Ramesh	Senior Administrative Officers	
Mr.P.Tamilchelvan	Teachers	
Mrs. K.Umamaheswari	Teachers	

IQAC Coordinator

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Tamilnadu.

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/03

Action Taken Report - Meeting conducted on 18.06.21, AY (2021-22)

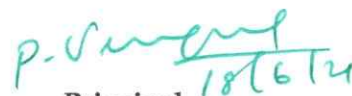
Action Taken

- Test schedule followed as per schedule
- NAAC awareness program was conducted through IQAC cell
- Department wise slow learners were identified and remedial class are organized
- Faculty Members are encouraged to attend the Workshops, Seminars, FDPs and Conferences
- Placement cell Initiated the Career Guidance programmes for Competitive Examinations and Higher Education
- AAA were scheduled on 9.8.2021
- TASTE program and MKC conducted as per schedule


18/6/21

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18/6/21

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/04

02.08.2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) has been planned to conduct a meeting on 4.8.2021 at 9:30 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 (2021-22) - ODD & EVEN

Academic Audit Schedule

S.No	Date	Time	Department
1	09.8.2021	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


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/05

Action Taken Report on Academic Audit - 9.8.21 - AY (2021-22)

List of Files Audited

- Academic Calendar and Test Schedule AY (2021-22)
- Department Budget File
- Department Circular & Faculty Meeting Minutes
- 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)
- Student and Faculty Activities

Overall Assessment :

- All the files are properly documented and updated
- Smart Classrooms are utilized for 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 planned to conduct through industry
- Students should be encouraged for doing Mini Projects
- Students Counseling/Mentoring Record 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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Action Taken

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


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/06

04.01.2022

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 10.01.2022 at 11:30 A.M in the Principal's office. All the HoDs and IQAC Members are asked to attend the meeting .

Agenda for the meeting:

1. Even Semester Test Schedule
2. Laboratory Stock Registers
3. NAAC Process
4. Department Activities
5. Students' Mini project and VIII sem Project
6. Alumni Meeting
7. Faculty research Publication and proposal submission
8. TASTE and MKC
9. MOU

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/07

Minutes of Meeting-3

Date of Meeting: 10.01.2022

Time : 11.30 AM

Place : Principal Cabin

The Following Points were Discussed:

- Review of Test Schedule and action plan
- Review of NAAC criteria status
- Review of maintenance of Laboratory stock register
- Review of project details and conduction of Review process
- Programmes conducted in the department
- Student's participants in various events conducted in other institutions
- Alumni meeting
- Review of TASTE program for faculty and MKC for Students
- Review of Faculty publication
- Review of MOU

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	
Dr.R.Ramesh	Senior Administrative Officers	
Mr.P.Tamilchelvan	Teachers	
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/08

Action Taken Report - Meeting conducted on 10.01.22, AY (2021-22)

Action Taken

- CIA and Model exam Test schedule followed as per schedule
- NAAC criteria status checked through IQAC cell
- Department wise stock register verified
- Faculty Members are encouraged to attend the Conferences and submit the research proposal
- Students are encouraged to participate in various events conducted in other institutions
- TASTE program and MKC conducted as per schedule
- Alumni interaction was conducted
- MOU Signed with industry


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/09

30.03.2022

CIRCULAR

The Internal Quality Assurance Cell (IQAC) has been planned conduct a meeting on 02.04.2022 at 9:30 A.M in the Principal's office. All the IQAC Members are asked to attend the meeting.

Agenda for the meeting:


- External Academic Audit for the Academic Year (2021-22) - ODD Sem

Academic Audit Schedule

S.No	Date	Time	Department
1	05.04.2021	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


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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2021-22/10

Action Taken Report on Academic Audit-05.04.21 - AY (2021-22)

List of Files Audited

- Test Schedule AY (2021-22)
- Department Stock register and Budget File
- Department Circular & Faculty Meeting Minutes
- Programmes Organized in the Dept
- Students Bio-Data
- Alumni meet
- Parents meeting
- Students Attendance
- Internal Assessment Test
- Internal Mark
- End Semester Exam Result Analysis
- Course file (Theory)
- Course file (Laboratory)
- Student and Faculty Activities
- Mentor and Mentee

Overall Assessment :

- Over all Department files are documented properly
- ICT usages are improved for Teaching Learning Process
- Department Events are conducted
- Outreach Activities are conducted

Suggestions

- Encourage the students to do mini Projects and Internship training
- Skill based Courses should be planned to conduct
- MOU with industry should be increased
- Mentoring Record need to be updated
- Students should be encouraged for Higher Studies and Competitive Examinations
- Faculty members publications in Reputed Journals should be improved



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Action Taken

- Mentor Counseling Records are updated regularly
- Extension and Outreach activities are planned to increased
- Staff Members are motivated to publish two publications per year in reputed journals
- Career Guidance activities for Competitive Examinations and Higher Education was initiated
- Faculty Members are encouraged to apply for Funded Workshops, Seminars, FDPs and Conferences


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