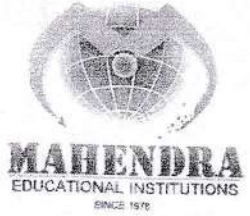




MAHENDRA ENGINEERING COLLEGE FOR WOMEN



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IQAC01

03.08.2018

INTERNAL QUALITY ASSURANCE CELL (IQAC),
(Academic Year & Semester: 2018-2019 Odd Semester)

CIRCULAR

MECW/IQAC/CLR/2018-2019/01

The **First** Internal Quality Assurance Cell (IQAC) meeting for the Odd semester of the academic year 2018-2019 will be held on 06.08.2018 at 11.00 A.M. in the Board Room. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Welcome the Members and Introduction of IQAC
2. Review of the Academic Calendar for 2018-2019 Odd semester
3. Starting of NAAC Work
4. Faculty students participation in conferences and Workshops
5. Innovation in Teaching and Learning Process
6. Internal Assessment and Question Papers Setting
7. Faculty Activities and Achievements
8. Class Committee Meetings
9. Value added courses and certificate courses
10. NPTEL online Courses
11. Training and Placement Activities
12. Academic and Administrative Audit by IQAC
13. Vote of Thanks

K. G. S.
3/8/18
IQAC Coordinator

[Signature]
3/8/18
Chairperson

Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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[Signature]

PRINCIPAL

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08.08.2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2018-2019 Odd Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2018-2019/01

The First Internal Quality Assurance Cell (IQAC) meeting for the odd semester of the academic year 2018-2019 was held on 06.08.2018 at 11.00 A.M. at the Board Room, with the following points being discussed.

The Meeting's Agenda:

1. Welcome the Members and Introduction of IQAC
2. Review of the Academic Calendar for 2018-2019 Odd semester
3. Starting of NAAC Work
4. Faculty students participation in conferences, Workshops
5. Innovation in Teaching and Learning Process
6. Internal Assessment and Question Papers Setting
7. Faculty Activities and Achievements
8. Class Committee Meetings
9. Value added courses and certificate courses
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12. Academic and Administrative Audit by IQAC
13. Vote of Thanks

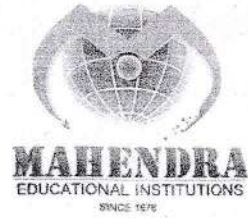
Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2018-2019 ODD Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- According to the Institution's Academic Calendar for the 2018-2019 ODD Semester, skill-based technical programmes will be integrated as scheduled.
- The Principal emphasizes the need for increased attention on Academic Council Meeting for this ODD semester.
- The committee instructed the HOD's to start preliminary works for NAAC accreditation process.
- Senior faculty members suggested for conducting seminar/webinar and workshops to facilitate practical experience to the students.

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- The committee insisted on holding class committee meetings for students in accordance with university norms in order to obtain feedback for future improvements.
- The committee has mandated faculties to incorporate new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has encouraged faculties to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.
- The committee observed the NSS to perform more rural social welfare operations and awareness projects.
- According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The IQAC Coordinator insisted that the training and placement cell to increase the number of on-campus placement drives by bringing in more reputable organizations.
- The committee encouraged to have motivational classes for academic toppers, improving the understanding of latest industrial needs, and discovering slow learners' strengths and difficulties, also providing more coaching classes to help them to improve their academic performance.
- Alumni student suggested to conduct awareness programs by Training and Placement Cell for all departments
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee emphasized on making well-defined long-term plans and deployment strategies.

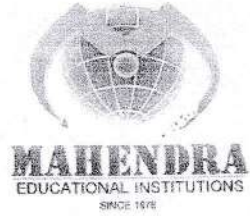
K. G. S. S.
28/8/18
IQAC Coordinator

[Signature]
28/8/18
Chairperson

[Signature]
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IQAC Members:

Sl. No.	Composition Criteria Specified By NAAC	IQAC Members Name	Designation	Signature
1.	Chairperson - Head of the Institution	Dr. S.Mythili	Principal	
2.	A few senior faculty members	Dr. A.Kanchana	HoD	
		Mrs. M.Manimegalai	HoD	
		Mrs. S.Geeitha	HoD	
		Mrs. H.Arulvedi	HoD	
		Mrs. V.Nathiya	HoD	
3.	Three to eight faculties- all level	Dr. P.Ilayabharathi	AP/PHY	
		Mr. M.Saravanan	AP/CSE	
		Mrs. S.Vinotha	AP/ECE	
		Mrs. S.Nirmala	AP/EEE	
		Mrs. P.Premalatha	AP/IT	
4.	Member from the Management	Dr. C.T.Sivakumar	Executive Officer	
5.	Nominee from Alumni	Ms. E.Elakkiyamani	Alumni	
	Nominee from local Society	Mr. T.Saravanan	Local body President	
	Nominee from Student	Ms. P.Jeevapriya	I Year - ECE	
6.	Nominee from Industrialist	Mr. M.Dhanarajan	Managing Director, iLife Technologies	
	Nominee from Parent	Mr. P.Paranjothi	Self Employed	
7.	IQAC Coordinator	Mr.K.G.Srinivasan	AP/EEE	

K. G. Srinivasan
6/10/18
IQAC Coordinator

6/10/18
Chairperson

Copy to:

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2. All IQAC Members
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IQAC01

INTERNAL QUALITY ASSURANCE CELL (IQAC),

(Academic Year & Semester: 2018-2019 Odd Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 06.08.2018 the following actions were carried out.

FEEDBACK	ACTION TAKEN / COMPLIANCE
The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.	A class committee meeting was organized in accordance with university norms, and feedback was gathered and examined by the principal in all departments.
According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.	All tests and exams were conducted in accordance with University circulars and rules, and all web portals entries were updated on time.
The committee members insisted to conduct Assessment Test/Exams as per academic calendar for all departments and subsequent Result analysis, remedial actions for failure students and the same should be documented.	Assessment Tests/Exams were conducted for all departments according to the academic calendar, and corrective actions were performed for failing students after the results were analyzed.
The committee members insisted to conduct student feedback in order improve for all the departments	Online student feedback was undertaken, and necessary remedial steps were taken for all departments, in accordance with our Head of the Institutions requirements, in order to increase academic quality.
The committee has encouraged faculties to focus more on certificate and add-on courses in their disciplines.	Value added and Add-on courses for all the students were organized in the all departments.
According to the Institutions Academic Calendar for the 2018-2019 Odd Semester, skill based technical programmes will be incorporated as scheduled	According to the Institutions Academic Calendar for the 2018-2019 Odd Semester, skill based technical programmes were conducted in all the departments.
The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.	Faculty from all departments participated in various Faculty Development Programs, as directed by the HOD.
The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.	Under the supervision of HODs, faculties completed their respective Theory and Practical courses in accordance with university criteria, and were required to keep account of this in their course files on a regular basis.


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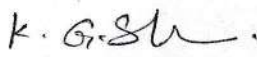
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All HODs have been instructed to begin the ISO and NAAC accreditation process and work toward it.	In all departments, regular ISO and NAAC preliminary preparation, and Internal Audits were undertaken.
The committee advised the NSS officer to perform more rural social welfare operations and awareness projects.	Various rural social welfare operations and awareness campaigns were carried out by the NSS such as Serving Free Tuition for Government Primary School Students, Awareness Rally about Tree Planting, and Serving Mentally Challenged People at Elim Rehabilitation Center for Mentally challenged.
The committee encouraged to have motivational classes for academic toppers, improving the understanding of latest industrial needs, and discovering slow learners' strengths and difficulties, also providing more coaching classes to help them to improve their academic performance.	Motivational classes for class academic toppers increased the understanding of current industry needs, and identification of the strengths and limitations of slow learners, as well as more coaching classes, were all organized.
The members of the committee demand that all stakeholders to keep all documentation for the academic and administrative audits that IQAC conduct.	All stakeholders have been maintaining documentation for the academic and administrative audits that occur on a regular basis.
The IQAC Coordinator insisted the conduction of career development and soft skill training to enrich the student's potential.	By bringing in more respected firms, the training and placement cell is attempting to enrich the students by conducting skill development program and career development program.


IQAC Coordinator


Chairperson



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IQAC02

01.02.2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2018-2019 Even Semester)

CIRCULAR

MECW/IQAC/MOM/2018-2019/02

The **second** Internal Quality Assurance Cell (IQAC) meeting for the even semester of the academic year 2018-2019 was held on 05.02.2019 at 10.30 A.M. at the Board Room, with the following points being discussed.

The Meeting's Agenda:

1. Welcome Address
2. Review of previous minutes of meeting
3. Review the Academic Calendar for 2018-2019 Even semester
4. Academic Council Meeting
5. Project Work for third and Final Year students
6. Faculty and students participation in conferences, Workshops and Seminars
7. Updating of NAAC process documents
8. Internal Assessment and Question Papers Setting
9. Students Involvement in Technical and Non-technical Events in other colleges
10. Class Committee Meetings
11. Value added courses and certificate courses
12. Training and Placement Activities
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

K. G. S. Srinivasan
IQAC Coordinator

[Signature]
Chairperson

Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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07.02.2019

INTERNAL QUALITY ASSURANCE CELL (IQAC) (Academic Year & Semester: 2018-2019 Even Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2018-2019/02

The **Second** Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2018-2019 was held on 05.02.2019 at 10.30 A.M. at the Board Room, with the following points being discussed.

The Meeting's Agenda:

1. Welcome Address
2. Review of previous minutes of meeting
3. Review the Academic Calendar for 2018-2019 Even semester
4. Academic Council Meeting
5. Project Work for third and Final Year students
6. Faculty and students participation in conferences, Workshops and Seminars
7. Updating of NAAC process documents
8. Internal Assessment and Question Papers Setting
9. Students Involvement in Technical and Non-technical Events in other colleges
10. Class Committee Meetings
11. Value added courses and certificate courses
12. Training and Placement Activities
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2018-2019 Even Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- The Principal insist to take more attention on Academic Council Meeting for this even semester.
- The committee instructed the HOD's to encourage their department students to carryout innovative project work.
- Faculty members proposed conducting seminar/webinar and workshops to provide practical education to students.


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- The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.
- The committee has instructed that faculties to incorporate new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has emphasized the importance of faculties prioritizing certificate and add-on courses within their respective fields.
- The HODs were directed to encourage their respective faculties to engage in various Faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.
- The committee has insisted the importance of arranging sports and cultural activities.
- The committee suggested the NSS to perform more rural social welfare operations and awareness programmes.
- According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The committee insisted on holding motivational classes for class academic standouts, enhancing the understanding of current industrial needs, and identifying slow learners' strengths and hurdles, as well as providing more coaching classes to help them enhance their academic excellence.
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee emphasized the necessity of formulating precise long-term plans and deployment strategies.

K. G. Srinivasan
07/02/19
IQAC Coordinator

[Signature]
07/02/19
Chairperson

[Signature]
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MAHENDRA ENGINEERING COLLEGE FOR WOMEN
Kumaramangalam, Tiruchengode,
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IQAC Members:

Sl. No.	Composition Criteria Specified By NAAC	IQAC Members Name	Designation	Signature
1.	Chairperson - Head of the Institution	Dr. S.Mythili	Principal	
2.	A few senior faculty members	Dr. A.Kanchana	HoD	
		Mrs. M.Manimegalai	HoD	
		Mrs. S.Geeitha	HoD	
		Mrs. H.Arulvedi	HoD	
		Mrs. V.Nathiya	HoD	
3.	Three to eight faculties- all level	Dr. P.Ilayabharathi	AP/PHY	
		Mr. M.Saravanan	AP/CSE	
		Mrs. S.Vinotha	AP/ECE	
		Mrs. S.Nirmala	AP/EEE	
		Mrs. P.Premalatha	AP/IT	
4.	Member from the Management	Dr. C.T.Sivakumar	Executive Officer	
5.	Nominee from Alumni	Ms. E.Elakkiyamani	Alumni	
	Nominee from local Society	Mr. T.Saravanan	Local body President	
	Nominee from Student	Ms. P.Jeevapriya	I Year - ECE	
6.	Nominee from Industrialist	Mr. M.Dhanarajan	Managing Director, iLife Technologies	
	Nominee from Parent	Mr. P.Paranjothi	Self Employed	
7.	IQAC Coordinator	Mr.K.G.Srinivasan	AP/EEE	

K. G. Srinivasan
IQAC Coordinator

Principal

Copy to:

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2. All IQAC Members
3. All HODs and Faculty Members
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IQAC02

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2018-2019 Even Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 05.02.2019 the following actions were carried out.

FEEDBACK	ACTION TAKEN / COMPLIANCE
The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements	A class committee meeting was organized in accordance with university norms, and feedback was gathered and examined by the principal in all departments.
According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time	All tests and exams were conducted in accordance with University circulars and rules, and all web portals were updated on time.
The committee members insisted to conduct Assessment Test/Exams as per academic calendar for all departments and subsequent Result analysis, remedial actions for failure students and the same should be documented	Assessment Tests/Exams were conducted for all departments according to the academic calendar, and corrective procedures were performed for failing students after the results were analyzed.
The committee members insisted to conduct student feedback in order improve the for all departments	Online student feedback was undertaken, and necessary remedial steps were implemented for all departments, in accordance with our Head of the Institutions requirements, in order to increase academic quality.
The committee has emphasized the importance of faculties prioritizing certificate and add-on courses within their respective fields.	Value added and add-on courses for all the students were conducted in the all departments.
According to the Institutions Academic Calendar for the 2018-2019 Even Semester, skill-based technical programmes will be incorporated as scheduled	According to the Institutions Academic Calendar for the 2018-2019 Even Semester, skill-based technical programmes were conducted in all the departments.
The HODs were directed to encourage their respective faculties to engage in various Faculty Development Programs by the committee.	Faculty from all departments are participated in various Faculty Development Programs, as directed by the HOD.
The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with	Under the supervision of HODs, faculties completed their respective Theory and Practical courses in accordance with university criteria, and

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university criteria, and to keep track of this in their course files on a regular basis.	were required to keep account of this in their course files on a regular basis.
The committee members emphasized to conduct Parents Teachers meeting for all departments.	Meetings with parents and teachers were held for All departments and feedbacks were reviewed.
All HODs have been instructed to begin the ISO and NAAC accreditation process and work toward it.	In all departments, regular ISO and NAAC preliminary Preparation and Internal Audits were undertaken.
The committee suggested the NSS to perform more rural social welfare operations and awareness projects.	Various rural social welfare operations and awareness campaigns were carried out by the NSS such as Cleaning of temple premises, Yoga for body, mind and soul at Govt. Primary school, Being green is staying clean Rally, and communication skill development program.
The committee insisted on holding motivational classes for class academic standouts, enhancing the understanding of current industrial needs, and identifying slow learners strengths and weaknesses, as well as providing more coaching classes to help them to improve their academic excellence.	Motivational classes for class academic standouts, increased the understanding of present-day industry needs, and identification of the strengths and hurdles of slow learners, as well as more coaching classes are organized.
The members of the committee demand that all stakeholders have to keep all documents for the academic and administrative audits of IQAC.	All stakeholders have been maintaining all documentation for the academic and administrative audits which will happen on a regular basis.
The IQAC Coordinator insisted the conduction of problem solving sessions in order to make the students clear their interview first round.	By bringing in more respected firms, the training and placement cell is organized aptitude class for various department students of our campus.


IQAC Coordinator


Chairperson


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