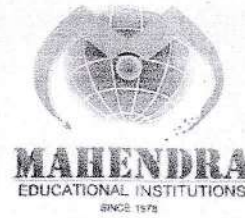




MAHENDRA ENGINEERING COLLEGE FOR WOMEN



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IQAC05

17.07.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic Year & Semester: 2020-2021 Odd Semester)
CIRCULAR

MECW/IQAC/CLR/2020-2021/01

The **Fifth** Internal Quality Assurance Cell (IQAC) meeting for the Odd semester of the academic year 2020-2021 will be held on 21.07.2020 at 2.00 P.M. in online mode. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Welcome Address
2. Review of previous minutes of meeting
3. Review the Academic Calendar for 2020-2021 Odd semester
4. Awareness about online teaching learning process (Covid 19 - Pandemic)
5. Academic Council Meeting
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. U.
17/7/20

IQAC Coordinator

[Signature]
17/7/20
Chairperson

Copy to:

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

[Signature]
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Kumaramangalam, Tiruchengode,
Namakkal Dt - 637 205.



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23.07.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2020-2021 Odd Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2020-2021/01

The Fifth Internal Quality Assurance Cell (IQAC) meeting for the odd semester of the academic year 2020-2021 was held on 21.07.2020 at 2.00 P.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 2020-2021 Odd semester
4. Online teaching learning process (Covid 19 - Pandemic) and Online Examinations
5. Academic Council Meeting
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 online 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 2020-2021 ODD Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- The Principal advised to create awareness (Covid'19 - Pandemic) among faculties and students about online teaching and learning tools as per government guidelines.
- The Principal instructed all heads of the departments to create awareness (Covid'19 - Pandemic) to students about online examination as per university guidelines.
- According to the Institution's Academic Calendar for the 2020-2021 ODD Semester, skill-based technical programmes will be incorporated as scheduled.


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- The Principal insist to take more attention on Academic Council Meeting for this current semester.
- The committee instructed the HOD's to encourage their department students to carryout internship in industries.
- Faculty members proposed conducting workshops, seminars in online mode to provide quality education to students.
- The committee insisted on holding online 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 adapt to new teaching approaches when delivering their courses online in order to improve students' learning capacities.
- The committee has suggested 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 has insisted to conduct regular Parents Teachers Meeting.
- 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 increase the number of on-campus placement drives by bringing in more reputable organizations.
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee insisted on making well-defined long-term plans and deployment strategies.

K. G. Sh
23/07/20
IQAC Coordinator

[Signature]
23/07/20
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	III 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	

21/7/20
IQAC Coordinator

21/7/20
Chairperson

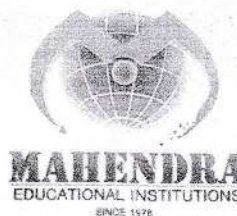
Copy to:

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

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IQAC05

A UNIT OF MAHENDRA EDUCATIONAL TRUST

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2020-2021 Odd Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 21.07.2020 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 as per Government Covid-19 Guidelines	All tests and exams were conducted in accordance with University circulars and rules, and all web portals were updated on time as per Government Covid-19 Guidelines
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 faculties and students to attend seminar, webinar and conference in online mode.	Faculties and students attended seminar, webinar and conference in online mode organized in various institutions.
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 Institution & requirements, in order to increase academic quality.
The committee has urged professors to focus more on certificate and add-on courses in their disciplines.	Value added and Add-on courses for all the students were conducted in the all departments.
According to the Institution Academic Calendar for the 2020-2021 Odd Semester, skill-based technical programmes will be incorporated as scheduled	According to the Institution & Academic Calendar for the 2020-2021 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.


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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.
The committee members insisted to conduct Parents Teachers meeting for all departments	Meetings with parents and teachers were held for all departments and feedbacks were reviewed.
The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learners & strengths and weaknesses, as well as providing more coaching classes to help them enhance their academic performance.	Motivational classes for class academic toppers, increased understanding of contemporary 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 keep all documentation for the academic and administrative audits that IQAC will conduct	All stakeholders have been maintaining all documentation for the academic and administrative audits that occur on a regular basis.
The IQAC Coordinator insisted that the training and placement cell increase the number of online campus placement drives.	By bringing in more respected firms in online mode, the training and placement cell is attempting to enrich and increase the number of online campus placement drives.

K. G. S. V.

IQAC Coordinator

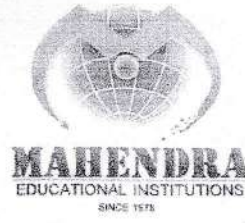
Chairperson

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IQAC06

02.02.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC),

(Academic Year & Semester: 2020-2021 Even Semester)

CIRCULAR

MECW/IQAC/CLR/2020-2021/02

The **Sixth** Internal Quality Assurance Cell (IQAC) meeting for the even semester of the academic year 2020-2021 will be held on 04.02.2021 at 2.00 P.M. in the Board Room. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Welcome Address
2. Review of previous minutes of meeting
3. Review the Academic Calendar for 2020-2021 Even semester
4. Online teaching learning process (Covid 19 - Pandemic) and Online Examinations
5. Academic Council Meeting
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 online certificate courses
12. Training and Placement Activities
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

K. G. S. R.
02/02/21

IQAC Coordinator

02/02/21
Chairperson

Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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05.02.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2020-2021 Even Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2020-2021/02

The **Sixth** Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2020-2021 was held on 04.02.2022 at 2.00 P.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 2020-2021 Even semester
4. Online teaching learning process (Covid 19 - Pandemic) and Online Examinations
5. Academic Council Meeting
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 online 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 2020-2021 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 current Even semester.
- The committee instructed the HOD's to encourage their department students to carryout project work using online tools.
- Faculty members proposed conducting workshops, seminars in online mode to provide quality education to students.


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- The committee insisted on holding online 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 adapt to new teaching approaches when delivering their courses online in order to improve students' learning capacities.
- The committee has suggested 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 has insisted to conduct regular Parents Teachers Meeting
- 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 increase the number of on-campus placement drives by bringing in more reputable organizations.
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee insisted on making well-defined long-term plans and deployment strategies.

K. G. Sh
05/02/21

IQAC Coordinator

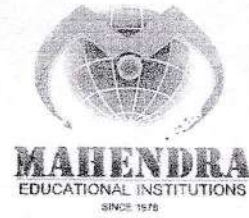
05/02/21
Chairperson

B. Devesh
PRINCIPAL

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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	III 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
09/12/21
IQAC Coordinator

Dr. S. Mythili
09/12/21
Chairperson

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1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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IQAC06

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2020-2021 Even Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 04.02.2021 the following actions were carried out.

FEEDBACK	ACTION TAKEN / COMPLIANCE
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 as per Government Covid' 19 Guidelines	All tests and exams were conducted in accordance with University circulars and rules, and all web portals were updated on time as per Government Covid' 19 Guidelines
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 faculties and students to attend seminar, webinar and conference in online mode.	Faculties and students attended seminar, webinar and conference in online mode organized in various institutions.
The committee insisted on organizing 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.
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 Institution & requirements, in order to increase academic quality.
The committee has urged professors to focus more on certificate and add-on courses in their disciplines.	Value added and Add-on courses for all the students were conducted in the all departments.
According to the Institution Academic Calendar for the 2020-2021 Even Semester, skill-based technical programmes will be incorporated as scheduled	According to the Institution & Academic Calendar for the 2020-2021 Even 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.

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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.
The committee members insisted to conduct Parents Teachers meeting for all departments	Meetings with parents and teachers were held for all departments and feedbacks were reviewed.
The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learners & strengths and weaknesses, as well as providing more coaching classes to help them enhance their academic performance.	Motivational classes for class academic toppers, increased understanding of contemporary 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 keep all documentation for the academic and administrative audits that IQAC will conduct	All stakeholders have been maintaining all documentation for the academic and administrative audits that occur on a regular basis.

K. G. S.

IQAC Coordinator

[Signature]
Chairperson

[Signature]

PRINCIPAL

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