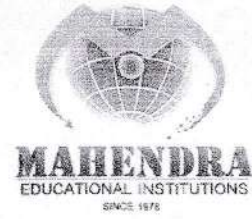




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IQAC07

03.08.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC),

(Academic Year & Semester: 2021-2022 Odd Semester)

CIRCULAR

MECW/IQAC/CLR/2021-2022/01

The **Seventh** Internal Quality Assurance Cell (IQAC) meeting for the Odd semester of the academic year 2021-2022 will be held on 06.08.2021 at 10.30 A.M. in the Board Room. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Review of previous minutes of the meeting
2. Review the Academic Calendar for 2021-2022 Odd semester
3. Academic Council Meeting
4. Faculty and students participation in conferences, workshops, and seminars
5. Innovation in the 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 by IQAC
13. Vote of thanks

K. G. S.
03/08/21
IQAC Coordinator

S. S. S.
03/08/2021
Chairperson

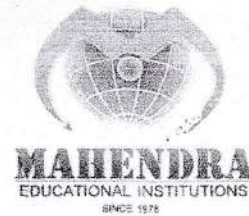
Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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B. D.
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Kumaramangalam, Tiruci.engode,
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MAHENDRA ENGINEERING COLLEGE FOR WOMEN



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07.08.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2021-2022 Odd Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2021-2022/01

The **Seventh** Internal Quality Assurance Cell (IQAC) meeting for the odd semester of the academic year 2021-2022 was held on 06.08.2021 at 10.30 A.M. at the Board Room, with the following points being discussed.

The Meeting's Agenda:

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2021-2022 odd semester
3. Academic Council Meeting
4. Faculty and students participation in conferences, workshops, and seminars
5. Innovation in the 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 by IQAC
13. Vote of Thanks

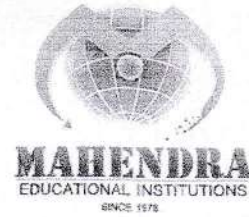
Points that were discussed:

- The Chairperson reviewed the Institution's Academic Calendar for 2021-2022 ODD Semester and suggested directions to incorporate the skill-based technical programs as per the academic calendar for all departments.
- According to the Institution's Academic Calendar for the 2021-2022 ODD Semester, skill-based technical programs will be planned as scheduled.
- The Principal insists on take more attention on the Academic Council Meeting for this current ODD semester.
- Faculty members proposed conducting a national workshop 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 professors learn new teaching approaches when delivering their courses in order to improve student's learning capabilities.
- The committee has suggested the professors focus more on certificate and add-on courses in their area of interest.
- The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs, workshops, and seminars 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 on conducting regular Parents Teacher's Meetings
- 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 increase the number of on-campus placement drives by bringing in more reputable organizations.
- 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 mentoring sessions to help them in order to enhance their academic performance.
- The members of the committee expect that all stakeholders must keep all documents for the academic and administrative audits that IQAC will conduct.
- The committee emphasized making well-defined long-term plans and deployment strategies.

K. G. S. V.
07/08/21
IQAC Coordinator

S. S. S. S.
02/08/2021
Chairperson

B. S. S. S.
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. V.Shanmugam	Principal	
2.	A few senior faculty members	Dr. A.Kanchana	HoD	
		Mrs. M.Manimegalai	HoD	
		Mr.K.A.Karthick	AP	
		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	IV 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

Dr. V. Shanmugam
Chairperson

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2. All IQAC Members
3. All HODs and Faculty Members
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IQAC07

INTERNAL QUALITY ASSURANCE CELL (IQAC), (Academic Year & Semester: 2021 - 2022 Odd Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 06.08.2021 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 portal entries were updated on time.
The committee members insisted on conducting Assessment Tests/Exams as per the 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 on conducting student feedback in order to improve 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 urged faculties 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 all departments.
According to the Institutions Academic Calendar for the 2021 - 2022 Odd Semester, skill-based technical programs will be incorporated as scheduled	According to the institution's Academic Calendar for the 2021 - 2022 Odd Semester, skill-based technical programs were conducted in all the departments.
The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs, workshops, and seminars by the committee.	Faculty from all departments participated in various Faculty Development Programs, workshops, and seminars 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

B. Anand
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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.
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.
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 conducts.	All stakeholders have been maintaining documentation for the academic and administrative audits that occur regularly.

K. G. S.

IQAC Coordinator

S. S. S.

Chairperson

B. S. S.

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IQAC08

19.01.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC),

(Academic Year & Semester: 2021-2022 Even Semester)

CIRCULAR

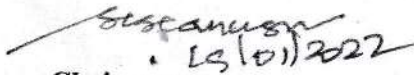
MECW/IQAC/CLR/2021-2022/02

The **Eighth** Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2021-2022 will be held on 21.01.2022 at 10.30 A.M. in the Board Room. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:


1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2021-2022 Even Semester
3. Academic Council Meeting
4. Project Work for third and Final Year students
5. Faculty and students participation in conferences, workshops, and seminars
6. Innovation in the Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
8. Faculty Activities and Achievements
9. Class Committee Meetings
10. Value-added courses and certificate courses
11. NPTEL Online Courses
12. Training and Placement Activities
13. Academic and Administrative by IQAC
14. Vote of Thanks


IQAC Coordinator
19/01/22


Chairperson
19/01/2022

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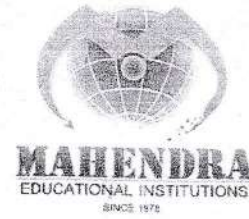
1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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24.01.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2021-2022 Even Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2021-2022/02

The Eighth Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2021-2022 was held on 21.01.2022 at 10.30 A.M. at the Board Room, with the following points being discussed.

The Meeting's Agenda:

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2021-2022 Even semester
3. Academic Council Meeting
4. Project Work for third and Final Year students
5. Faculty and students participation in conferences, workshops, and seminars
6. Innovation in the Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
8. Faculty Activities and Achievements
9. Class Committee Meetings
10. Value-added courses and certificate courses
11. NPTEL Online Courses
12. Training and Placement Activities
13. Academic and Administrative by IQAC
14. Vote of Thanks

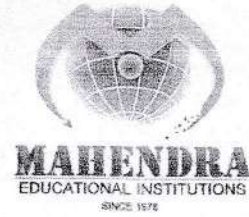
Points that were discussed:

- The Chairperson reviewed the Institution's Academic Calendar for 2021-2022 Even Semester and suggested directions to incorporate the skill-based technical programs as per the academic calendar for all departments.
- The Principal insists to take more attention to the Academic Council Meeting for this current Even semester.
- The committee instructed the HODs to motivate their department students to carry out innovative project work
- Faculty members proposed conducting a national workshop 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 adopt new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has urged professors 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, workshops and seminars 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 instructed the NSS officer to perform more rural social welfare operations and awareness activities.
- 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 insisted on organizing motivational programs for class academic toppers, enhancing the understanding of recent industrial trends, and identifying slow learners' strengths and weaknesses, as well as providing more coaching classes to help them to improve their academic performance.
- 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.

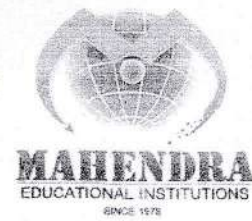
K. G. S. W.
24/01/22
IQAC Coordinator

B. Devesh
24/01/2022
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. V.Shanmugam	Principal	
2.	A few senior faculty members	Dr. A.Kanchana	HoD	
		Mrs. M.Manimegalai	HoD	
		Mr. K.A.Karthick	AP	
		Mrs. H.Arulvedi	AP	
		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	IV 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 21/01/22

Dr. V. Shanmugam
Chairperson 21/01/22

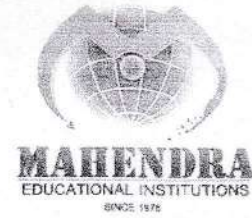
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IQAC08

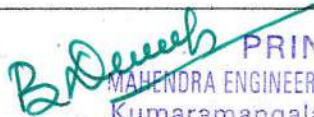
INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2021-2022 Even Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 21.02.2022 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 on conducting Assessment Tests/Exams as per the academic calendar for all departments and subsequent Result analysis and 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 on conducting student feedback in order to improve 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 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 all departments.
According to the institution's Academic Calendar for the 2021 - 2022 Even Semester, skill-based technical programs will be incorporated as scheduled	According to the institution's Academic Calendar for 2021 - 2022 Even Semester, skill-based technical programs 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 instructed the HODs to motivate their department students to carry out innovative project work	According to the guidance all the department students have carried out their innovative projects.


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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 collected and reviewed.
All HODs have been instructed to follow the ISO and NAAC accreditation process and work towards it.	In all departments, regular ISO and NAAC preliminary Preparation and Internal Audits were undertaken.
The committee expects 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 Dengue Awareness camp, Village Census (Unnath Bharath Abiyan), Library Cleaning Activity, and Human Chain on Cancer Awareness.
The committee insisted on organizing motivational classes for class academic performers, improving the understanding of recent trends in the industry, and identifying slow learners' strengths and weaknesses, as well as providing extra coaching classes to help them to improve their academic performance.	Motivational classes for class academic toppers, increased understanding of recent trends in industry, 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. U.
IQAC Coordinator

[Signature]
Chairperson

[Signature]
PRINCIPAL

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