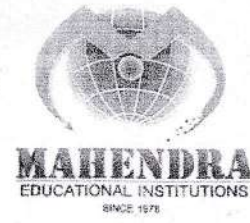




MAHENDRA ENGINEERING COLLEGE FOR WOMEN



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IQAC09

25.07.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC),

(Academic Year & Semester: 2022-2023 Odd Semester)

CIRCULAR

MECW/IQAC/CLR/2022-2023/01

The **Ninth** Internal Quality Assurance Cell (IQAC) meeting for the Odd semester of the academic year 2022-2023 will be held on 27.07.2022 at 11.30 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 2022-2023 Odd semester
3. Academic Council Meeting
4. Student internship
5. Faculty students participation in conferences, Seminars and Workshops
6. Innovation in Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
8. Faculty Activities and Achievements
9. Class Committee Meetings
10. Value added courses, NPTEL, online Courses and certificate courses
11. Planning for IIC activities
12. Training and Placement Activities
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

K. G. S. *25/07/22*
IQAC Coordinator

S. S. S. S. S. S. S.
25/07/2022
Chairperson

Copy to:

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

B. D. S. S. S. S.
PRINCIPAL
MAHENDRA ENGINEERING COLLEGE FOR WOMEN
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MAHENDRA ENGINEERING COLLEGE FOR WOMEN



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29.07.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2022-2023 Odd Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2022-2023/01

The Ninth Internal Quality Assurance Cell (IQAC) meeting for the odd semester of the academic year 2022-2023 was held on 27.07.2022 at 11.30 a.m. at 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 2022-2023 Odd semester
3. Academic Council Meeting
4. Student internship
5. Faculty students participation in conferences, Seminars and Workshops
6. Innovation in Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
8. Faculty Activities and Achievements
9. Class Committee Meetings
10. Value added courses, NPTEL, online Courses and certificate courses
11. Planning for IIC activities
12. Training and Placement Activities
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks

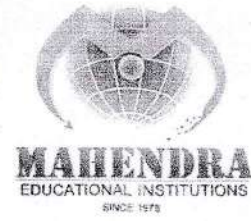
Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2022-2023 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 2022-2023 ODD Semester, skill-based technical programmes will be incorporated as scheduled.
- The committee instructed the HOD's to encourage their department students to carryout internship for reputed companies.
- 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, seminars, and workshops 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
- 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 coaching classes to help them enhance their academic performance.
- The committee suggested conducting IIC activities for the odd semester.
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.

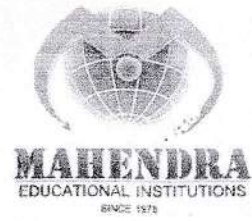
K. G. S.
29/07/22
IQAC Coordinator

S. S. S.
29/07/2022
Chairperson

B. S. S.
PRINCIPAL
MAHENDRA ENGINEERING COLLEGE FOR WOMEN
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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. K.Abi	IV Year - IT	
6.	Nominee from Industrialist	Mr. M.Dhanarajan	Managing Director, iLife Technologies	
	Nominee from Parent	Mr. P.Periyasamy	Self Employed	
7.	IQAC Coordinator	Mr. K.G.Srinivasan	AP/EEE	

K. G. Srinivasan
27/07/2022
IQAC Coordinator

Dr. V. Shanmugam
27/07/2022
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. Deebes
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IQAC09

INTERNAL QUALITY ASSURANCE CELL (IQAC),
(Academic Year & Semester: 2022-2023 Odd Semester)

Action Taken Report

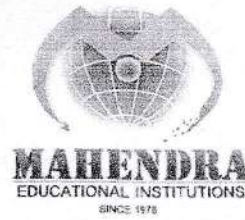
Based on recommendation given in IQAC meeting held on 27.07.2022 the following actions were carried out.

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	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 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 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 the all departments.
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 the Institutions Academic Calendar for the 2022 - 2023 Odd Semester, skill based technical programmes will be incorporated as scheduled	According to the Institutions Academic Calendar for the 2022 - 2023 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, seminars, and workshops by the committee.	Faculty from all departments participated in various Faculty Development Programs, seminars, and workshops as directed by the HOD.
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.


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<p>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</p>	<p>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.</p>
<p>The committee advised the NSS officer to perform more rural social welfare operations and awareness projects.</p>	<p>Various rural social welfare operations and awareness campaigns were carried out by the NSS.</p>
<p>The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learner's strengths and weaknesses, as well as providing more coaching classes to help them enhance their academic performance.</p>	<p>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.</p>
<p>The committee suggested conducting IIC activities for the odd semester.</p>	<p>Various IIC activities are organized in the institution for the odd semester.</p>
<p>The committee instructed the HOD's to encourage their department students to carryout internship for reputed companies.</p>	<p>Students carryout internship in reputed companies as directed by HODs.</p>
<p>The members of the committee demand that all stakeholders to keep all documentation for the academic and administrative audits that IQAC conduct.</p>	<p>All stakeholders have been maintaining documentation for the academic and administrative audits that occur on a regular basis.</p>

K. G. S.

IQAC Coordinator

S. S. S.

Chairperson

B. S. S.

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IQAC10

03.01.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2022-2023 Even Semester)

CIRCULAR

MECW/IQAC/MOM/2022-2023/02

The **Tenth** Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2022-2023 was held on 06.01.2023 at 11.30 A.M. in 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 2022-2023 Even semester
3. Academic Council Meeting
4. Project work for Third Year and Final Year Students
5. Faculty students participation in conferences, Seminars and Workshops
6. Innovation in Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
8. Faculty Activities and Achievements
9. Class Committee Meetings
10. Value added courses, NPTEL, online Courses and certificate courses
11. Planning for IIC activities
12. Training and Placement Activities
13. Academic and Administrative by IQAC
14. Vote of Thanks

K.G.Sh
03/01/23
IQAC Coordinator

B. Devesh
Chairperson 23

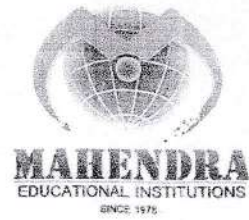
Copy to:

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

B. Devesh
PRINCIPAL
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08.01.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2022-2023 Even Semester)

MINUTES OF MEETING OF IQAC

MECW/IQAC/MOM/2022-2023/02

The **Tenth** Internal Quality Assurance Cell (IQAC) meeting for the Even semester of the academic year 2022-2023 was held on 06.01.2023 at 11.30 A.M. in 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 2022-2023 Even semester
3. Academic Council Meeting
4. Project work for Third Year and Final Year Students
5. Faculty students participation in conferences, Seminars and Workshops
6. Innovation in Teaching and Learning Process
7. Internal Assessment and Question Papers Setting
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14. Vote of Thanks

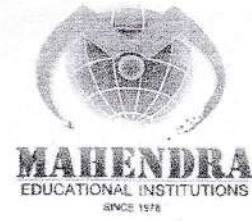
Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2022-2023 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 innovative project work
- Faculty members proposed conducting a IIC activities to provide innovative 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 urged professors to focus more on certificate and value added 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 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.
- Alumni 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.
- The committee insisted to make well defined perspective plans and the deployment for the academic excellence

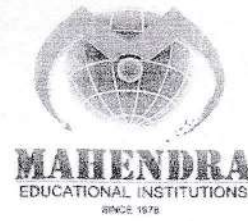
K. G. S. V.
06/01/23
IQAC Coordinator

B. D. S. V.
Chairperson
06/01/23

B. D. S. V.
PRINCIPAL
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. B.Dora Arulselvi	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.Megavarshini	I Year - ECE	
6.	Nominee from Industrialist	Mr. M.Dhanarajan	Managing Director, iLife Technologies	
	Nominee from Parent	Mr. P.Periyasamy	Self Employed	
7.	IQAC Coordinator	Dr.K.G.Srinivasan	AP/EEE	

K. G. Srinivasan
IQAC Coordinator

B. Dora Arulselvi
Chairperson

Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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IQAC10

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year & Semester: 2022-2023 Even Semester)

Action Taken Report

Based on recommendation given in IQAC meeting held on 06.01.2023 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 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 Institutions Academic Calendar for the 2022 - 2023 Even Semester, skill-based technical programmes will be incorporated as scheduled	According to the Institutions Academic Calendar for the 2022 - 2023 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.
The committee suggested to conduct IIC activities for the odd semester.	Various IIC activities are organized in the institution for the even semester.
The committee directed the HODs to certify that the faculties had completed their respective	Under the supervision of HODs, faculties completed their respective Theory and Practical

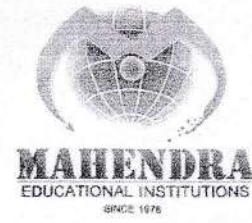
PRINCIPAL

MAHENDRA ENGINEERING COLLEGE FOR WOMEN
Kumaramangalam, Tiruchengode,
Namakkal Dt - 637 205.

P. Deebes



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Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis	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.
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 observed 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.
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. Sh.

IQAC Coordinator

B. Devesh

Chairperson

B. Devesh

PRINCIPAL

**MAHENDRA ENGINEERING COLLEGE FOR WOMEN
Kumaramangalam, Tiruchengode,
Namakkal Dt - 637 205.**