

Dr. Mahalingam College of Engineering and Technology, Pollachi 642 003
Internal Quality Assurance Cell

MCET/IQAC/Meeting/2023 – 24/01

Date: 19.07.2023



CIRCULAR

Sub: In-house meeting for IQAC-reg.

The In-house meeting for Internal Quality Assurance Cell (IQAC) is scheduled on 25.07.2023 at 11.30 AM in Principal Conference Hall. All Dean's and HoD's are requested to attend the meeting.

The agenda points to be discussed in the meeting are as follows:

1. One Data One Time Collection – Data Template Sharing
2. Targets for Academic, Research and Extension Activities for AY 2023-24
3. Quarterly review meetings for AY 2023-24
4. Assessment Metric for various parameters with respect to Academic, Research and Extension Activities for AY 2023-24.
5. Analysis of Students feedback with respect to Student satisfactory survey for Batch 2019-2023.
6. Academic and Administrative Audit & process audit for CoE office by external experts.
7. Quality initiative programs planned and conducted
8. Any other Matters


21/7
PRINCIPAL


To: All HoD's

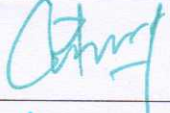
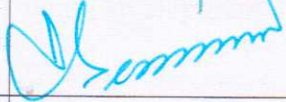
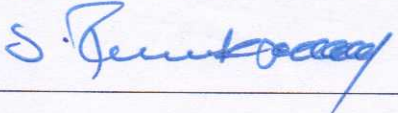

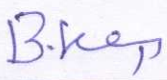
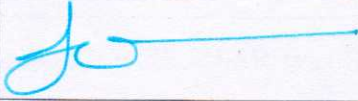
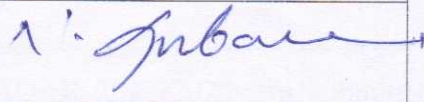
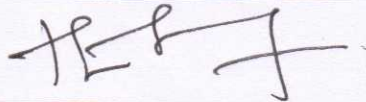

Copy to: CHRO, Dean's, Exam cell, IQAC & MCET Office

Copy Submitted to: The Secretary for kind information

**Dr. Mahalingam College of Engineering and Technology,
Pollachi 642 003
Internal Quality Assurance Cell**

IQAC Meeting held on 25.07.2023

Attendance Sheet

S.No	Name	Designation	Signature
1.	Dr.P.Govindasamy	Principal	
2.	Dr.A.Senthilkumar	Dean- Academics and Autonomous	
3.	Dr.S.Ramakrishnan	Dean-Research and Innovation	
4.	Dr. Calvin Sophistus King	Dean – Industry Relations and Talent Development	
5.	Dr.B.Kannapiran	Professor /ECE & Head IQAC	
6.	Dr.K.Murali	Professor & HoD/Civil & CoE	
7.	Dr. N. Suba Rani	Asso .Prof .& HoD i/c – AI& DS	
8.	Dr.K.Hariharan	Assistant Professor (SG) Mech	
9.	Mr.S. Krishnakumar	Assistant Professor (SS) Civil	

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Minutes of IQAC meeting held on 25.07.2023 at Principal Conference Hall at 11.30 am.

Members Present:


<u>Name</u>	<u>Designation</u>
Dr.P.Govindasamy	Principal
Dr.A.Senthilkumar	Dean- Academics and Autonomous
Dr.S.Ramakrishnan	Dean-Research and Innovation
Dr. Calvin Sophistus King	Dean – Industry Relations and Talent Development
Dr.B.Kannapiran	Professor /ECE & Head IQAC
Dr.K.Murali	Professor & HoD/Civil & CoE
Dr. N. Suba Rani	Asso .Prof .& HoD i/c –AI& DS
Dr.K.Hariharan	Assistant Professor (SG) Mech
Mr.S. Krishnakumar	Assistant Professor (SS) Civil

The following points were discussed:

S.No	Points Discussed	Action Plan
1.	NAAC Cycle 3 SSR Submission	IQAC – Head informed that NAAC cycle 3 SSR was Submitted in the HEI portal before the deadline.
2.	AQAR submission	IQAC Head informed that the AQAR 2021-2022 was submitted in NAAC portal on 17.07.2023.
3.	One Data One Time (ODOT) Template sharing for Data Collection	IQAC Head informed that department wise One Data One Time (ODOT) template will be shared for AY2022-2023 data collection
4.	Targets for Academic, Research and Extension Activities for AY2023-2024	IQAC – Head explained that Targets for Academic, Research and Extension Activities for AY2023-2024 and same will be monitored in the month wise One Data One Time data collection.
5.	Quarterly Review meetings for AY2023-2024	IQAC – Head discussed that quarterly review meeting will be conducted for monitoring the ODOT, Target achieved and support for further progress.
6.	Assessment Metric for various parameters	IQAC – Head explained the Assessment Metric for various parameters for Academic, Research and Extension Activities.
7.	Analysis of Student Satisfactory Survey 2019-2023 batch	IQAC Head informed that feed backs collected from the final year students (2019-2023batch) regarding Student Satisfactory Survey were analysed and the same was presented to admin team.
8.	AAA and Process audit	IQAC Head informed that Academic and Administrative Audit and Process Audit for CoE office by external experts to be conducted.

9.	Organizing Quality Initiative Programme	IQAC – Head informed that One day workshop/ Seminar to be organized by External Expert member.
10.	Newly joined faculty induction programme	IQAC – Head informed that IQAC and TLC team will organize the Newly joined faculty induction programme in the month of August, 2023
11.	Any other Matters	Principal requested all Head of Department and heads of various sections to support the NAAC cycle-3 DVV clarification process in time.

B.K. ...
Head-IQAC
25/7/23


Dean A&A


PRINCIPAL

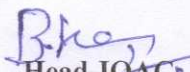
To: The Members concerned
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Copy Submitted to: The Secretary

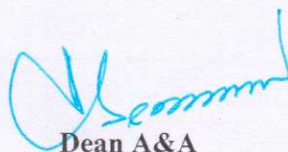
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Action Taken Report for IQAC Meeting held on 25.07.2023

Date: 01.09.2023

S. No.	Points Discussed	Action Taken
1	One Data One Time (ODOT) Template sharing for Data Collection	One Data One Time (ODOT) Template shared for AY2022-2023 Data Collection
2	Targets for Academic, Research and Extension Activities for AY2023-2024	Targets for Academic, Research and Extension Activities for AY2023-2024 were shared along with ODOT
3	Newly joined faculty induction programme	Newly joined faculty induction programme conducted on 12.08.2023, 19.08.2023 and 26.08.2023.
4	NAAC cycle-3 DVV clarification process	NAAC cycle-3 DVV clarification process is completed


Head-IQAC
01/09/23


Dean A&A


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