

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

MCET/IQAC/Meeting/2022 – 23/01

Date: 11.11.2022



CIRCULAR

Sub: In-house meeting for IQAC-reg.

The In-house meeting for Internal Quality Assurance Cell (IQAC) is scheduled on 18.11.2022 at 02.30 PM 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. Dr. MCET Good Governance Documents
2. Academic year plan for 2022-2023
3. Quarterly review meetings
4. Assessment Metric for various parameters with respect to Academic year plan for 2022-23.
5. Any other Matters


PRINCIPAL


To: All Dean's & HoD's

Copy to: IQAC & MCET Office

Copy Submitted to: The Secretary for kind information


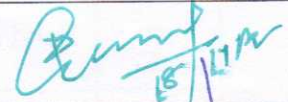



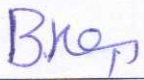

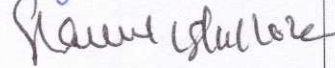
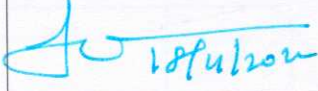
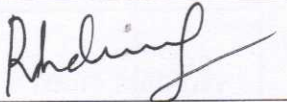

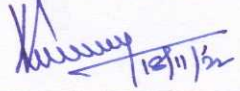
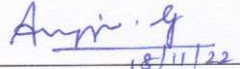
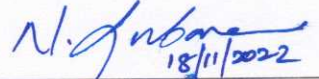
In-house meeting for IQAC

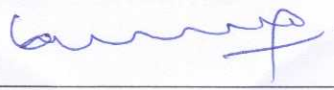
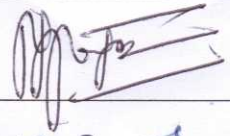


Attendance sheet

Date: 18.11.2022

Venue: Principal Conference Hall

Time: .2.30 pm

S. No	Name	Designation	Signature
1.	Dr.C.Ramaswamy	Secretary	
2.	Dr.P.Govindasamy	Principal Incharge	
3.	Dr.A.Senthilkumar	Dean- Academics and Autonomous	
4.	Dr.S.Ramakrishnan	Dean-Research and Innovation and Head /IT	
5.	Mr .R. Ravikumar	Employers /Industrialists General Manager –Operations Roots Multiclean Ltd., CBE	
6.	Mr.N.Rahul Kumar	Alumni (Batch 2010-2014) Assistant Engineer , Building Construction & Maintenance , PWD ,Valparai	
7.	Dr.B.Kannapiran	Professor /ECE & Head IQAC	
8.	Dr.I.Rajendran	Professor & HoD/Mech	
9.	Dr.D.Shanmugam	Asso .Prof .& HoD i/c - AUTO	
10.	Dr.K.Murali	Professor & HoD/Civil & CoE	
11.	Dr.R.Sudhakar	Professor & HoD/ECE	
12.	Dr.M.Kaliamoorthy	Asso .Prof .& HoD i/c - EEE	
13.	Dr.V.Lakshminarayanan	Professor & HOD i/c EIE	
14.	Dr.G.Anupriya	Professor & HoD/CSE	
15.	Dr. N. Suba Rani	Asso .Prof .& HoD i/c -AI& DS	

16.	Dr.K.Vijayakumar	Asso. Professor & First Year Programme Coordinator	
17.	Dr.R.Muthusami	Asst .Prof .(SG) & HoD i/c -MCA	
18.	Dr.K.Hariharan	Asistant Professor (SG) Mech	
19.	Mr.S.Krishna Kumar	Asistant Professor (SS) Civil	
20.	Selvi .E.A.Harini	Student Roll No : 19BEE069 Final Year EEE	
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**Dr. Mahalingam College of Engineering and Technology,
Pollachi 642 003**

Date: 21.11.22

Minutes of In-house meeting for Internal Quality Assurance Cell (IQAC)

The In-house meeting of IQAC was held on 18.11.2022 @ 02.30PM in Principal Conference Hall.

The following agenda point were discussed in the meeting:

- Dr. MCET Good Governance Documents.
- Academic year plan for 2022-2023.
- Review meetings.
- Any other Matter.

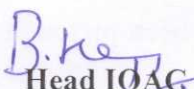
The following members have attended the meeting:

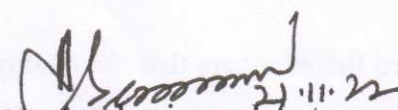
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4.	Dr.S.Ramakrishnan	Dean-Research and Innovation and Head /IT
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6.	Dr.B.Kannapiran	Professor /ECE & Head IQAC
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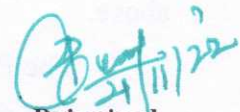
Dr.P.Govindasamy, Principal, welcomed all the members for In-house meeting of IQAC with respect to the activities planned for AY 2022-23 in line with the agenda points mentioned above.

1. The Principal informed the members that the quality initiatives have been prepared by IQAC team and will be presented in the meeting

2. The Dean Academic and Autonomous requested the members to offer their suggestions with respect to the quality parameters prepared for AY 2022-23 based on the presentations.
3. The Head IQAC has presented the good governance document comprising of name of the committee, constitution of committees and their functions, tenure and frequency of meetings to be conducted in order to fulfil the requirements of statutory bodies.
4. The members have gone through the constitution of committees and their functions, tenure and frequency of meetings to be conducted and they have agreed to follow and implement the functions of various committees effectively with respect to good governance document.
5. The Head IQAC has presented the academic year plan for 2022-23 along with Target set for various parameters with respect to the following criteria: faculty details, student details, Research and Development, event organized, half yearly details and yearly details and further requested the members to offer their suggestions.
6. The members have suggested to revise the target with respect to various parameters against each criteria and it was decided to revise the target set against various parameters given in Academic year plan for 2022-23.
7. The Dean Academic and Autonomous informed that Quarterly review meetings were planned to analyze the activities planned and achieved by departments against target set on each parameter.
8. The Dean Academic and Autonomous informed that an action plan will be collected from the respective department based on deviation analysed with respect to activities planned against the target set on each parameter in the upcoming quarter cycles.
9. The Dean Academic and Autonomous also informed that final IQAC meeting will be conducted at the end of academic year along with external experts to analyze the PDCA(Plan, Do, Check and Act) pertaining to academic activities in each department with respect to target set on each parameter.
10. It was also planned to conduct Academic and Administrative Audit at the end of academic year in line with PDCA to ensure the quality of academic, research and extension activities.


Head IQAC
21/11/22


Dean Academics and Autonomous
21.11.22


Principal
21/11/22

To: All HoD's

Copy to: Deans, IQAC, MCET Office

Copy Submitted to: The Secretary for favour of information

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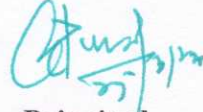
Action Taken Report for IQAC meeting held on 18.11.2022

Date: 12.12.2022

S. No.	Points Discussed	Action Taken
1	Preparation of Good governance document	Good governance document has been prepared as per the requirement of Statutory bodies and circulated to all departments and further it is uploaded in our college website.
2	Target set for various parameters including academic, Research and extension activities	Target for academic, research and extension activities were circulated to all departments and it was decided to achieve 50% of target for even semester of AY2022-2023.

B. K. S.
Head IQAC
12/12/22


12.12
Dean Academics and Autonomous


Principal