

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

MCET/IQAC/Meeting/2023 – 24/03

Date: 04.03.2024

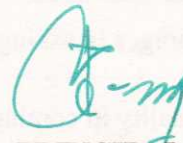

CIRCULAR

Sub: In-house meeting for IQAC-reg.

The In-house meeting for Internal Quality Assurance Cell (IQAC) is scheduled on 07.03.2024 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. Details submitted for AICTE approval process 2024-25
2. Details submitted for Anna University affiliation process 2024-25
3. Details submitted for AISHE 2024
4. NBA SAR Submitted by Automobile and Civil Engineering programmes
5. Details submitted to IQAC for AQAR 2022-23
6. Review of Department activities for AY 2022-23
7. Half yearly progress review (June to December 2023) for AY 2023-24
8. Action plan from the Department to achieve the target before May 2024.
9. Assessment of proof documents submitted against each parameter using Assessment Metric.
10. Any other Matters


PRINCIPAL


To: All Dean's & HoD's

Copy to: CHRO, IQAC & MCET Office

Copy Submitted to: The Secretary for kind information


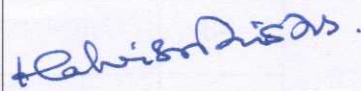


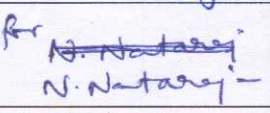
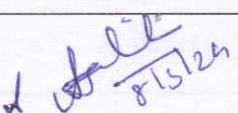
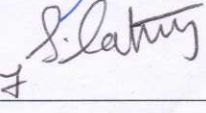
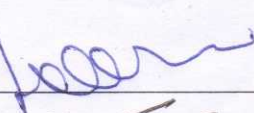

In-house meeting for IQAC

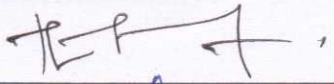
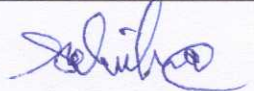
Attendance sheet

Date: 08.03.2024

Venue: Principal Conference Hall

Time: .03.30 pm

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.Rama Thirumurugan	Prof. & HoD i/c - MECH	
7.	Dr.D.Shanmugam	Prof. & HoD - AUTO	
8.	Dr.K.Murali	Prof. & HoD/Civil & CoE	
9.	Dr.R.Sudhakar	Professor & HoD/ECE	
10.	Dr.M.Kaliamoorthy	Prof. & HoD - EEE	
11.	Dr.K.N.Vijeyakumar	Prof. & Head –CSE (AI&MK) & CSE (CYS)	
12.	Dr.G.Anupriya	Professor & HoD/CSE	
13.	Dr. N. Suba Rani	Asso .Prof. & HoD i/c –AI& DS	
14.	Dr.L.Meenachi	Asso .Prof. & HoD i/c –IT	
15.	Dr.L.Chitra	Asso. Prof./EEE & 1 st Year HoD	
16.	Dr.R.Muthusami	Asso. Prof./& HoD i/c –MCA	

17.	Dr.K.Hariharan	Asso. Prof./- Mech	
18.	Mr.S.Krishna Kumar	Assistant Professor (SS) Civil	
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Dr. Mahalingam College of Engineering and Technology,

Pollachi 642 003

Internal Quality Assurance Cell

Minutes of meeting

The In-house meeting for IQAC was held on 08.03.2024 at 2.30PM in Principal Conference Hall.

The following members were attended the meeting:

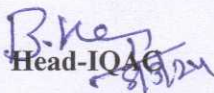
<u>Name</u>	<u>Designation</u>
Dr. P. Govindasamy	Principal
Dr. A. Senthilkumar	Dean- Academics and Autonomous
Dr. S. Ramakrishnan	Dean-Research and Innovation
Dr. Calvin Sophistus King	Dean – Industry Relations and Talent Development
Dr. B. Kannapiran	Professor /ECE & Head IQAC
Dr. Rama Thirumurugan	Professor & HoD /Mech
Dr. D. Shanmugam	Professor & HoD - AUTO
Dr. N. Natarajan	Professor/Civil
Dr. R. Sudhakar	Professor & HoD/ECE
Dr. B. Vinoth Kumar	Professor & EEE
Dr. P. Vivekanandan	Professor & (AI&ML)
Dr. A. Noble Mary Juliet	Asso .Prof /CSE
Dr. N. Suba Rani	Asso .Prof .& HoD i/c –AI& DS
Dr. S. Ponni @ Sathya	Asso .Prof – IT
Dr. L. Chitra	Asso. Prof./EEE & 1st Year HoD
Dr. R. Muthusami	Asst .Prof .(SG) & HoD i/c –MCA
Dr. K. Hariharan	Assistant Professor (SG) Mech
Mr. S. Krishna Kumar	Assistant Professor (SS) Civil

The following points were discussed:

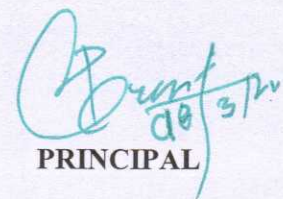
S.No	Points Discussed	Action Plan
1.	Details submitted for AICTE approval process 2024-25	IQAC – Head informed that faculty details, Laboratory details, class room details, essential and desirable documents have been submitted for AICTE approval process 2024-25. He thanks all the faculty members for their support on completing the task before deadline.
2.	Details submitted for Anna University affiliation process 2024-25.	IQAC – Head informed that faculty details, Laboratory details have been submitted for Anna University affiliation process 2024-25 He thanks all the faculty members for their support on completing the task before deadline.
3.	Details submitted for AISHE 2024	IQAC Head informed that all necessary details required for AISHE 2024 have been submitted successfully.

S.No	Points Discussed	Action Plan
4.	NBA SAR Submitted by Automobile and Civil Engineering programmes	IQAC Head informed that NBA SAR have been submitted by Automobile and Civil Engineering programmes during February 2024 .
5.	Details submitted to IQAC for AQAR 2022-23	<ul style="list-style-type: none"> • IQAC – Head informed that Quantitative metric details have been consolidated from ODOT and Qualitative metric details has been received from criterion in-charges. • Subsequently he requested the Head of Departments to add any data pertaining to their department activities conducted during AY 2022-23 shall be included before the submission of AQAR. • He also informed that Qualitative metrics will be reviewed by Admin team and after the approval of Admin team the AQAR will be submitted before March 2024.
6.	Review of Department activities for AY 2022-23	<ul style="list-style-type: none"> • IQAC – Head presented the gap analysis report of department activities conducted during AY 2022-23 with respect to target set and achieved by the department. • Members asked clarification in accounting the count of FDP/Seminar/ Workshop/ Conference • Members asked clarification in accounting the count of online course as FDP/ Workshop • Members asked clarification in accounting the activities which are conducted through MoU's signed on previous academic year's. Admin team has suggested that activity conducted through previous years signed MoU's can be considered. • IQAC – Head suggested that newsletter and magazine should be published as per the target set for Academic years. • The Head of Departments were asked about clarification on Alumni meeting and Alumni interaction. IQAC Head answered that alumni meeting shall be conducted in batch wise or silver jubilee celebration or organized through alumni chapter meeting in Coimbatore, Bangalore, Chennai, inside campus. He also informed that alumni interaction shall be conducted by inviting senior batch alumni for conducting guest lecture or workshop or by inviting member for BoS • IQAC – Head presented the student activities against the target set and achieved by the department and the members have suggested the following points: <ul style="list-style-type: none"> ○ The target for industry driven project can be considered only for final year students. ○ Internship with stipend target can be revised ○ BEC exam count can be shared to department • IQAC – Head presented the research activities and the members asked the following clarification: <ul style="list-style-type: none"> ○ In view of paper publication in journal/conference, if more than one author and the author's belong to same department or another department it is decided to consider the first author

S.No	Points Discussed	Action Plan
		<p>alone and the corresponding department as publication count in ODOT.</p> <ul style="list-style-type: none"> ○ In view of patent granted, if more than one author and the author's belong to same department or another department it is decided to consider the first author alone and the corresponding department as patent count in ODOT. ● IQAC – Head presented the overall achievement by the individual department with three different ranges out of 100.
7.	Half yearly progress review (June to December 2023) for AY 2023-24	<ul style="list-style-type: none"> ● IQAC Head presented half yearly progress report on gap analysis of department wise activities conducted from June 2023 to December 2023 in graphical form. ● IQAC head requested to fill the gap by planning the activities before the end of May 2024.
8.	Action plan from the Department to achieve the target before May 2024	It is requested that all Head of Departments should submit the action plan for achieving the target set before May 2024 for AY 2023-24 based on the gap analysis.
9.	Assessment of proof documents submitted against each parameter using Assessment Metric	IQAC Head informed that proof documents submitted by the department against each parameter with respect to the details in ODOT will be assessed based on the Assessment metric circulated earlier.
10.	Any other Matters	Principal and Deans requested that all Head of Departments should adhere the activities planned and achieved against the target set for the department to bring the Institution to next level.


Head-IQAC


Dean A&A


PRINCIPAL

To: The Members concerned
Copy to: IQAC, MCET Office
Copy Submitted to: The Secretary

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

Action Taken Report for IQAC Meeting held on 08.03.2024

Date: 15.03.2024

S. No.	Points Discussed	Action Taken
1	FDP/ Seminar/ Workshop/ Conference attending target for faculty	Target revised to 1 course per faculty for AY
2	Online course attending target for faculty	Target revised to 1 course per faculty for AY
3	Target for signing of new MoU's and Collaborative activity with existing MoU's	<ul style="list-style-type: none">• Target revised to 1 new MoU's per AY• 1 activity per existing/ new MoU per AY
4	Internship with stipend target	Target revised to 20% of Total Students of final year only

B. K. P.
Head-IQAC
15/3/24

[Signature]
Dean A&A

[Signature]
PRINCIPAL