



MAHENDRA ENGINEERING COLLEGE

AUTONOMOUS | Accredited by NAAC 'A' Grade
Mahendhirapuri, Mallasamudram, Namakkal DT -637 503

INTERNAL QUALITY ASSURANCE CELL

MEC/IQAC/Meeting/2018-19/01

Date: 25.05.2018

CIRCULAR

Sub : IQAC Meeting – Intimation to the members of IQAC

The meeting of Internal Quality Assurance Cell (IQAC) is convened on 02.06.2018 in Board room at 11.00 am. All the members are invited for the meeting. The agenda for the meeting is as follows:

AGENDA :

1. Review of action taken in the items mentioned the previous meeting minutes
2. Action plan for the Academic year 2018-19
3. Administrative and Academic Audit planning
4. Examination Cell Audit Planning
5. Any other matters


Director IQAC 25/5/18




Chairperson IQAC

For Kind Information :

Honourable Chairman

Managing Directors

Information to :

Executive Director

copy to : IQAC, MEC office

Dean – SMS

The members concerned

COE, EO, FO, AO, File



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 2.6.2018 at Board Room

Time : 11 .00 am

Members Present :

S.No	Name	Designation / Address	Role of IQAC
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr. C.T.Sivakumar	Executive Officer	Director IQAC
3.	Dr. C.Dhavamani	HOD-Aero	Coordinator, IQAC
4.	Dr.V.Shanmugam	Dean	Academic Experts
5.	Dr.N.Viswanathan	COE	Member from Administration
6.	Mr.B.Ramesh	Finance Officer	Member from Administration
7.	Dr.R.Thanigaivelan	HoD-Mech	Faculty member
8.	Dr.S.Umamaheswari	HoD-EEE	Faculty member
9.	Dr.M.Kannan	HoD-CSE	Faculty Member
10.	Dr.K.Vidhya	HoD-Civil	Faculty Member
11.	Dr.T.Jesudas	HoD-MCT	Faculty Member
12.	Prof.S.Raju	HoD-IT	Faculty Member
13.	Dr.P.Saravanan	HoD-MAE	Faculty Member
14.	Dr.P.Saranya	HoD-Agri	Faculty Member
15.	Dr.M.Muthuvinayagam	HoD-EIE	Faculty Member
16.	Dr.S.Asokkumar	HoD – MBA	Faculty Member
17.	Dr.R.Jayakumar	HoD-MCA	Faculty Member
18.	Dr.S.Selladurai	HoD-English	Faculty Member
19.	Prof.S.Rajakumar	HoD-Maths	Faculty Member
20.	Dr.T.Shanmugavel	HoD-Physics	Faculty Member
21.	Prof.P.Dhanakodi	HoD-Chem	Faculty Member



The following points were discussed :

1. Chairperson – IQAC explained the action taken report of the previous IQAC meeting held on 28.03.2018
2. The following academic plan of major activities to be carried out and co-ordinated by the IQAC during the Academic year 2018-19 was presented by Chairperson – IQAC.

S. No	Action plan	Responsibility
1	Collection of details from departments in the new AQAR format	IQAC Coordinator
2	Programme Planning 2018-2019	Programme Coordinator
3	Submission of AQAR 2017-18	IQAC Coordinator
4	Academic Council Meeting	COE
5	Student Funded Projects – TNSCST	R&D Coordinator
6	Governing council meeting	COE
7	NIRF – 2019	NIRF Coordinator

3. IQAC Coordinator is requested to follow the activities as planned.
4. It is decided to review the progress of the final year project by the experts from IIT/NNT/L&T, CTS and reputed institutions and industries.


Director IQAC




Chairperson IQAC