



MAHENDRA INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE | Affiliated to Anna University | Accredited by NAAC with 'A' Grade
A UNIT OF MAHENDRA EDUCATIONAL TRUST



Dr. T.ELANGO, B.E., M.E., Ph.D., MIE.,
Principal

INTERNAL QUALITY ASSURANCE CELL

MIT/Circular/IQAC/2023-2024/Meeting 20

11.08.2023

It is proposed to conduct an Internal Quality Assurance Cell Meeting on Wednesday, 18th August 2023 at 11.00 a.m. The members are requested to make it convenient to attend the meeting.

Agenda:

- Review of action taken in the items mentioned in the previous meeting minutes.
- NAAC – AQAR preparation.
- Discussion about the status of course files.
- Review of fortnight attendance.
- Review of new strategy on Continuous Assessment Test.
- Club Activities.
- Planning for improvement in infrastructure.

Thanking you

Yours faithfully

IQAC Coordinator

Copy to: Dean
AO office
All members



CHAIRPERSON

Dr.T. ELANGO, M.E., Ph., D., M.I.E.,
PRINCIPAL,
MAHENDRA INSTITUTE OF TECHNOLOGY
MAHENDHIRAPURI,
VADUGAPALAYAM POST,
NAMAKKAL - 637 503



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18.08.2023

Minutes of the 20th IQAC Meeting held at 11.00 am on 18.08.2023.

Members Attended:

S. No.	Name of the Member	Designation
1	Dr. T. Elango, Principal	Chairperson
2	Dr. C. T. Sivakumar, Executive Officer	Management Representative
3	Dr. J. Rajavel, Dean	Academic Expert
4	Dr. L. Selvarajan, Professor/Mechanical	IQAC Coordinator
5	Dr. J. Stanly Jaya Prakash, HoD /CSE	Member
6	Dr. K. Rajkumar, HoD/Mechanical	Member
7	Dr. S. Prabu, HoD/ECE	Member
8	Dr.N.Saravanakumar, HoD/EEE	Member
9	Dr. T. Ganesan, HoD/Automobile	Member
10	Dr. M. Prabhu, HoD/Biomedical	Member
11	Dr.N.Satish, Hod/IT	Member
12	Mr. A. G. Ramkumar, Administrative Officer	Administrative Staff
13	Jeevithan.M, IT	Student Member
14	Balaji.B. IT	Member from Alumni

Dr. T. Elango, Principal and Chairperson of IQAC welcomed the members to the 20th IQAC Meeting held at 11.00 am on 18th August 2023. The following agenda points were taken for discussion and consideration.

I. Confirmation of the minutes of the 19th IQAC meeting held on 10.04.2023.

The minutes of the 19th meeting of IQAC circulated among the members was confirmed.

The action taken report on the resolutions/decisions taken during 19th meeting of IQAC was presented by Dr. L. Selvarajan, Coordinator - IQAC.





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S.No.	Points Discussed	Action Taken
1	To approve the BOS, Academic council, exam and other bodies policies/feedback for autonomous framework and functioning.	Committee suggested keeping not less than Anna university credits to all UG/PG courses and following the model curriculum of AICTE for syllabus and curriculum framework.
2	To discuss the academic results.	The action plan was presented to improve the results. It was planned to conduct cycle tests at regular intervals apart from continuous assessment tests.
3	Japanese Language	Principal suggested starting a Japanese Language course for students and implementing it..
4	UTSAV Programme.	Principal insisted all HoDs encourage the students to participate in the events. Faculty co-coordinator in each department followed the activities.
5	Internship and Industrial visit.	More students attended the internship under the guidance and Many of the departments arranged the Industrial visit to gain knowledge about the industries.





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Principal

II. Minutes of the 20th IQAC Meeting

S. No.	Subject / Issue	Outcome of Discussion	Action to be taken
1	NAAC - AQAR submission for the year 2022-2023.	Instructed all the criteria coordinators to consolidate the activities for AQAR submission.	IQAC Coordinator
2	Review of course file and fortnight attendance.	Discussion about the course file status attendance registered verified by IQAC and found some of the registers not completed and given the comments to the respective HoDs.	Controller of Examination
3	Review of new strategy on Continuous Assessment Test.	The Continuous Assessment Test pattern has changed from 3 assessments to 2 assessments and faculty members need to prepare a Question Bank for each course with 13 questions from each unit at various Bloom's Taxonomy Knowledge levels.	Controller of Examination
4	Club activities.	Planning to initiate coding and Aptitude club.	Principal
5	Planning for improvement in infrastructure.	Totally 8 smart classrooms are introduced for the academic year of 2023-2024.	Principal

- The Department of EEE organized SERB sponsored National Seminar on “The Role of Internet of Things(IoT) in Smart Grid Technology and its Applications for the Future Generation” from 11.07.2023 & 12.07.2023.
- 10 faculty members have been admitted for Ph.D from various departments in the July 2023 session.
- The Department of Physics conducted the Quiz & Essay writing competition for “Vaikkam Porattam” on 10.7.2023 for I year students.
- All the members were informed that AICTE and AU Chennai granted Approval for the Merger of institutions 6115- Mahendra Institute of Engineering and Technology (Child institution) with the 6116-Mahendra institute of Technology {Autonomous} on 27.07.2023.





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The meeting ended with a vote of thanks by the IQAC Coordinator Dr. L. Selvarajan.

S.No.	Name	Signature
1	Dr. T. Elango, Principal	
2	Dr. C. T. Sivakumar, Executive Officer	
3	Dr. J. Rajavel, Dean	
4	Dr. L. Selvarajan, Professor/Mechanical	
5	Dr. J. Stanly Jaya Prakash, HoD /CSE	
6	Dr. K. Rajkumar, HoD/Mechanical	
7	Dr. S. Prabu, HoD/ECE	
8	Dr. N. Saravana kumar, HoD/EEE	
9	Dr. T. Ganesan, HoD/Automobile	
10	Dr. M. Prabhu, HoD/Biomedical	
11	Dr. N. Satish, HoD/IT	
12	Mr. A. G. Ramkumar, Administrative Officer	
13	Jeevithan. M, IT	
14	Balaji.S. IT	

IQAC COORDINATOR

CHAIRPERSON



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