



# 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 21

04.12.2023

It is proposed to conduct an Internal Quality Assurance Cell Meeting on Tuesday, 12<sup>th</sup> December 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.
- Mentor Mentee system.
- Workshop and seminars for faculty.
- ERP system.
- Internal Audit.
- Flash Mob 2023.

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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12.12.2023

**Minutes of the 21<sup>th</sup> IQAC Meeting held at 11.00 am on 12.12.2023.**

**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-Head/Mechanical	IQAC Coordinator
5	Dr. J. Stanly Jaya Prakash, HoD /CSE	Member
6	Dr. S. Prabu, HoD/ECE	Member
7	Dr.N.Saravanakumar, HoD/EEE	Member
8	Dr. T. Ganesan, HoD/Automobile	Member
9	Dr. M. Prabhu, HoD/Biomedical	Member
10	Dr.N.Satish, HoD/IT	Member
11	Mr. A. G. Ramkumar, Administrative Officer	Administrative Staff
12	Jeevithan.M, IT	Student Member
13	Balaji.B. IT	Member from Alumni

Dr. T. Elango, Principal and Chairperson of IQAC welcomed the members to the 21<sup>st</sup> IQAC Meeting held at 11.00 am on **12<sup>th</sup> December 2023**. The following agenda points were taken for discussion and consideration.

I. Confirmation of the minutes of the 20<sup>th</sup> IQAC meeting held on 18.08.2023.

The minutes of the 20<sup>th</sup> meeting of IQAC circulated among the members was confirmed.

The action taken report on the resolutions/decisions taken during 20<sup>th</sup> meeting of IQAC was presented by Dr. L. Selvarajan, Coordinator - IQAC.





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S.No.	Points Discussed	Action Taken
1	NAAC - AQAR submission for the year 2022-2023.	Instructed all the criteria coordinators to consolidate the activities for AQAR submission.
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.
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.
4	Club activities.	Planning to initiate coding and Aptitude club.
5	Planning for improvement in infrastructure.	Totally 8 smart classrooms are introduced for the academic year of 2023-2024.

## II. Minutes of the 21<sup>st</sup> IQAC Meeting

S. No.	Subject / Issue	Outcome of Discussion	Action to be taken
1	Mentor Mentee system.	Mentor Mentee meetings to be conducted on a regular basis. Also mentors should note that special attention should be given for weak students.	Head of all the departments and faculty members
2	Workshop and seminars for faculty.	Technical workshops to be organized and motivate faculty to attend training programs based on their research domain or area of interest.	Head of all the departments and faculty members
3	ERP system.	A team to work on updating contents on ERP( Administrative as well as Academics)	Administrative Officer
4	Internal Audit.	Internal and external academic audit plans and schedules were presented and approved.	HoDs of all departments
5	Flash Mob 2023.	<b>Flash Mob event</b> , a mammoth celebration happened on 4 <sup>th</sup> December 2023, During the event more than 500 students participated.	UTSAV Team



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Principal

- 12 faculty members successfully completed the NPTEL course during July- December 2023.
- Dr.N.Satish,HoD/IT has published "Machine Learning with Deep Learning concepts" in Shanlax publications, 2023.
- Dr.N.Saravana Kumar, HoD/EEE has published Basic Electrical Engineering book in REST Society, 2023.
- Department of BioMedical Engineering organized 2 days National Level Technical symposium – MEDINGERS-3.0 on 26.10.2023 & 27:10.2023.
- Dr. M. Prabhu, Associate Professor and Head/BME Received Best Engineer Award from the Institutions of Engineers India, Salem Local Centre, Salem on the Occasions of 56<sup>th</sup> Engineers day celebration on 27.09.23.
- Department of ECE signed MoU with OmTechnocrafts Corporation, Coimbatore on 06.10.2023 and AB Technologies, Nagerkovil on 16.10.2023.
- Mr. Rajesh Kumar, Final Year/Civil Dr. A.P.J. Abdul Kalam Award for Best Engineering College Student from the Institutions of Engineers India, Salem Local Centre, Salem on the Occasions of 56<sup>th</sup> Engineers day celebration on 27.09.23.

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- Head/Mechanical	
5	Dr. J. Stanly Jaya Prakash, HoD /CSE	
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12	Jeevithan.M, IT	
13	Balaji.B. IT	

IQAC COORDINATOR



CHAIR PERSON

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