

Minutes of First Meeting of IQAC

Meeting Agenda	:	Formation of IQAC
Meeting Schedule	:	12.06.2017, 02.30 pm - 04.00 pm, Board Room
Convened by	:	Dr. T. Elango, Principal

- Dr. T. Elango, with a welcome note explained the importance of the quality technical education and formation of IQAC.
- Accreditation by various Accrediting bodies were discussed to ensure quality of Education
- Dr. M. Prabhu, HOD, BME was nominated as the IQAC coordinator.
- Dr. T. Elango, Principal will be the IQAC chairperson.
- Stakeholders including students, alumni and industry representatives were suggested discussed and finalized.
- Heads of all departments were nominated as members of IQAC.

The following were also discussed

Mahendra Institute of Technology (MIT) IQAC

- To enhance the quality improvements in the academic process and also as a pre-accreditation exercise Internal Quality Assurance Cell (IQAC) was formed in our institution on 12.06.2017.
- The objective of the cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution at all levels with the involvement of all stakeholders.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- Ensuring the adequacy, maintenance and functioning of the support structure and services

Functions

Some of the functions of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Benefits

IQAC will facilitate / contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Build an organized methodology of documentation and internal communication.

IQAC Members

Chair Person	Dr. T. Elango Principal
Representing Management	Dr. R. Samson Ravindran Executive Director, Mahendra Educational Institutions
Academic Expert	Dr. G. Palanichetty Academic Co-Ordinator Dr. Amos Robert Jayachandran Prof & Head-Department of Mechanical Engineering
Members from Administration	COE Mr. B. Ramesh Finance Officer Mr. S. Bharathi Administrative Officer
Members of Faculty	Dr. M. Prabhu Prof & Head-Department of Biomedical Engineering Dr. Amos Robert Jayachandran Prof & Head-Department of Mechanical Engineering Dr. J. Stanly Jaya Prakash Prof & Head-Department of CSE Prof. T. Somasundaram Prof & Head-Department of EEE Dr. S. Prabu Prof & Head-Department of ECE Dr. N. R. Aravamudhan Prof & Head-Department of MBA Prof. T. Ganesan Prof & Head-Department of Automobile Engineering Prof. E. Balaji Prof & Head-Department of Civil Engineering
Director IQAC	Dr. C. T. Sivakumar Executive Officer
Secretary IQAC	Dr. M. Prabhu Prof & Head-Department of Biomedical Engineering
Nominee from Local Society	Dr.S.Umashankar Mallasamudaram
Nominee from Industry	Dr.A.Narendra Kumar Manager, Hexavarsity Mr.P.Thirunavukarasu Sr.Manager , WIPRO Technologies, Chennai
Alumni Member	Mr. R. Sachidhanantham , TCS, Chennai
Student Member	Mr. R. Kishore kumar , Final year ECE