



MAHENDRA INSTITUTE OF TECHNOLOGY

(Approved by AICTE-New Delhi, Affiliated to Anna University, Chennai)

Accredited by NAAC with "A" grade

Mahendhirapuri, Mallasamudram (W), Namakkal (DT)-637 503, Tamil Nadu

www.mahendratech.org, Ph:-04288-288527

INTERNAL QUALITY ASSURANCE CELL

MIT/Circular/IQAC/2020-2021/Meeting 9

29.12.2020

It is proposed to conduct Internal Quality Assurance Cell Meeting on Wednesday, 29th December 2020 at 11.00 a.m. The members are requested to make it convenient to attend the meeting.

Agenda:

- Review of action taken on the items mentioned in the previous minutes of meeting
- Opportunities to IMPROVE departmental activity.
- Conduct of Online Classes and Monitoring of attendance of students
- During the covid epidemic, exploring ways to integrate the digital library into students.
- Conduct of UG & PG programme Nov/Dec 2020 end semester examinations.
- Any other matter

Thanking you

Yours faithfully

L. Selva Rajay.
IQAC Coordinator

Copy to: Dean
AO office
All members



[Signature]
CHAIRPERSON

PRINCIPAL
MAHENDRA INSTITUTE OF TECHNOLOGY
MAHENDHIRAPURI,
VADUGAPALAYAM POST,
NAMAKKAL - 637 503



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29.12.2020

Minutes of the 9th IQAC Meeting held at 11.00 am on 29th August 2020.

Members present:

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. R. Kathirvel, HoD/EEE	Member
9	Dr. T. Ganesan, HoD/ Automobile	Member
10	Dr. M. Prabhu, HoD/Biomedical	Member
11	Prof. A. N. Karthileyen, HoD/IT	Member
12	Mr. A. G. Ramkumar, Administrative Officer	Administrative Staff
13	Ms. S. Niveetha III year/BME	Student Member
14	Ms. K. Aparna QA/RA Executive Advanced Lifesciences Pvt. Ltd. New Delhi	Member from Alumni

Dr. T. Elango, Principal and Chairperson of IQAC welcomed the members to the 9th IQAC Meeting held at 11.00 am on 29th December 2020. The following agenda points were taken for discussion and consideration.

I. Confirmation of the minutes of the 8th IQAC meeting held on 23.08.2020.

The minutes of 8th meeting of IQAC circulated among the members was confirmed.

The action taken report on the resolutions/decisions taken during 8th meeting of IQAC was presented by the Dr. L. Selvarajan, Coordinator, IQAC.


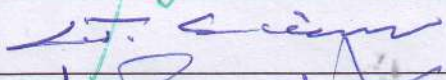
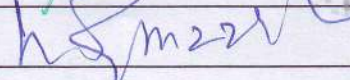
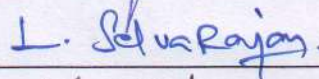
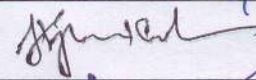
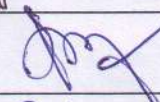
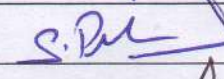
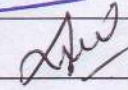
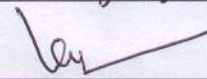
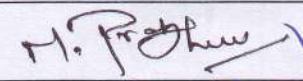
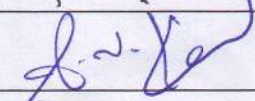
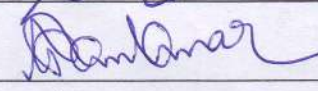
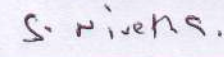
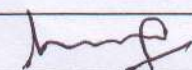
S.No.	Points Discussed	Action Taken
1	Conduct various social activities by clubs.	Covid-19 Awareness programmes conducted by NSS cell and Department clubs. Yoga training program organized by NSS team.
2	Virtual FDPs, Workshop and Seminars - Conducted/Attended	More than seven virtual programmes conducted by various department faculties. Our faculties had participated in virtual FDPs, seminars and workshops in various institutions.
3	Exploring ways to integrate the digital library into students	New Mahendra digital server has been introduced for students to use the digital library.
4.	Online Classes -Monitoring- digital platforms	All mentors monitored the student attendance every hour through proctoring systems.

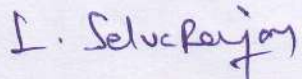
II. Minutes of the 9th IQAC Meeting

S. No.	Subject / Issue	Outcome of Discussion	Action to be taken
1	Opportunities to increase departmental activity	Providing effective ways to use digital platforms to improve the student and faculty member's knowledge for their departmental activities.	Head of all the departments and faculty members
2	Online Classes and Monitoring of attendance of students	Due to Covid 19 situations on line classes have been conducted by all the faculty members by digital platforms. Student presence in the class is monitored.	Class Advisors and faculty members
3	Exploring ways to integrate the digital library into students.	Explore the importance of Digital library and new feature of our institution E-library to the students.	Course Instructor and Class Advisors
4	Planning to conduct UG & PG programme Nov/Dec 2020 end semester examinations in forthcoming months.	Discussed and resolved to conduct forthcoming UG & PG programme Nov/Dec 2020 end semester examinations by online mode.	Controller of Examination.
5	Placement cell activities	Provide placement training through online and also create an opportunity to attend interview by online mode.	Placement Coordinator

- IQAC Congratulated Mr.M. Premkumar, Ap/IT., Dr. S. Prabu HOD/ECE and Ms. G. Nirmala, Ap/ECE., who have published their research papers.
- Result passing board meeting conducted on 24th October 2020, April/ May 2020 8th semester online examination.
- Software tool (Coxco Software) was established and installed in controller of examination section.
- Eleven students joined there Post Graduate courses through Anna University during August 20202. .

The meeting ended with 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	
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11	Prof. A. N. Karthikeyan, HoD/IT	
12	Mr. A. G. Ramkumar, Administrative Officer	
13	Ms. S. Niveetha III year/BME	
14	Ms. K. Aparna, Alumni	


IQAC COORDINATOR




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