



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/2021-2022/Meeting 12

24.08.2021

It is proposed to conduct Internal Quality Assurance Cell Meeting on Tuesday, 24th August 2021 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 minutes of the meeting.
- NAAC AQAR Preparation.
- Online Classes and Monitoring of attendance of students.
- Opportunities to IMPROVE departmental activity.
- Digital platforms for conducting online classes
- Social activities by clubs.
- Review on fortnight attendance and syllabus coverage.

Thanking you

Yours faithfully


IQAC Coordinator

Copy to: Dean
AO office
All members




CHAIRPERSON

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



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24.08.2021

Minutes of the 11th IQAC Meeting held at 11.00 am on 8th April 2021.

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.N.Saravanakumar, HoD/EEE	Member
9	Dr. T. Ganesan, HoD/Automobile	Member
10	Dr. M. Prabhu, HoD/Biomedical	Member
11	Prof. A. N. Karthikeyan, HoD/IT	Member
12	Mr. A. G. Ramkumar, Administrative Officer	Administrative Staff
13	Banupriya.A, IT	Student Member
14	Shajinisha.A, IT	Member from Alumni

Dr. T. Elango, Principal and Chairperson of IQAC welcomed the members to the 12th IQAC Meeting held at 11.00 am on 24th August 2021. The following agenda were taken for discussion and consideration.

I. Confirmation of the minutes of the 11th IQAC meeting held on 08.04.2021.

The minutes of 11th meeting of IQAC circulated among the members was confirmed.

The action taken report on the resolutions/decisions taken during 11th meeting of IQAC was presented by the D. L. Selvarajan, Coordinator, and IQAC.

S.No.	Points Discussed	Action Taken
1	Department activities are analyzed and to be followed for next quarter.	The departmental activities are followed and examined (FDP/ Seminars/ Workshop/ etc.)
2	MoU (Memorandum of Understanding).	Memorandum of Understanding with companies was signed in more than four departments.
3	Faculty members and students have to attend various online courses such as FDPs, Workshops and Webinars in reputed colleges.	Organized workshop, seminar and FDP through online mode.
4	Co-curricular activities for the completed academic year.	Co-curricular activities were carried out by SST (Student Supporting Team) programme –wise.


II. Minutes of the 12th IQAC Meeting

S. No.	Subject / Issue	Outcome of Discussion	Action to be taken
1	NAAC-AQAR submission for 2021-2022.	Instructed all the criteria coordinators to consolidate the activities for AQAR submission on time.	IQAC Coordinator
2	Online Classes and Monitoring	Due to Covid 19 situations on line classes had been conducted by all the faculty members through digital Platforms.	Head of all the departments and faculty members
3	Department activities are analyzed and to be followed for next quarter.	The departmental activities to be followed in 2021 were examined (FDP/Seminars/Workshop/etc.)	Class Advisors and faculty members
4	Conduct various social activities by clubs.	To Encourage our students and faculty members to get involved in various social activities like blood donation, awareness program, etc.,	NSS cell and Department clubs
5	Attendance and syllabus coverage	The Principal discussed about fortnight attendance and syllabus report submitted by all department.	Head of all the departments and faculty members


- The date of next meeting is fixed as 27.12.2021 Monday. This will be communicated to all the members.
- Principal insisted the Head of the Departments to be ready to conduct BOS meeting.
- End semester examination was conducted through online.

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	
4	Dr. L. Selvarajan, Professor/Mechanical	
5	Dr. J. Stanly Jaya Prakash, HoD /CSE	
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IQAC COORDINATOR




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