



**M.A.M. School of Engineering**  
**Accredited by NAAC**  
**Approved by AICTE and Affiliated to Anna University**  
**Siruganur, Tiruchirappalli - 621105.**  
**INTERNAL QUALITY ASSURANCE CELL -**

**Minutes of Meeting report 1**

A meeting was convened on 04.08.2020 at 11.00 am in the office of Correspondent.  
Dr. P. Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

<b>IQAC Composition</b>	<b>Name</b>	<b>Designation</b>
Chairperson	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekar	Head / Department of Aeronautical Engineering
	Ms. S. Murugavalli	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE and Training & Placement coordinator
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. Dr. A. Punitha	Head / Department of Mechatronics Engineering
	Prof. Dr.P.Lilly Florence	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Ms. K. Dhanalakshmi	Assistant Librarian
	Prof. P. Kavitha	Training & Placement Cell
Representing Management	Prof. C. Rajagopal	Director
Member from Administration	Mr. S. Kulothungan	Office Superintendent
Nominee from local society	Mr. R. Bhaskaran	Trinity plus Social Trust, Chennai
Student Representatives	Ms. M. Mohamed Shafvan	B.E. IV Year, Department of CSE
	Mr. P. Palanisamy	B.E. IV Year, Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries, Trichy
Nominee from Industrialist	Dr. B. Shanmugarajan	Welding Research Institute, BHEL, Trichy
Nominee from Parent cum Industrialist	Mr. K. Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10
IQAC Coordinator/ Member Secretary	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry



## IQAC- Minutes of Meeting report 1 – 04.08.2020

The following list describes the points which were discussed during Meeting

Dr.P.Ranjith kumar, Chairman, IQAC chaired the meeting.

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1	<b>IQAC committee formation &amp; approval of IQAC</b>	IQAC is formed as per the guidelines of NAAC and approved by the Correspondent and Chair person of IQAC.	<ul style="list-style-type: none"> <li>To display IQAC Committee board</li> </ul>	20.8.2020	IQAC Coordinator.
2	Welcome & Introduction to IQAC members	IQAC Coordinator welcomed all the members & all the IQAC members introduced themselves to others.			
3	Plan of action for ongoing / proposed academic & Co curricular activities.	<ul style="list-style-type: none"> <li>To prepare notes of Lesson for the curriculum (R-2017) using Text / Reference books mentioned in the syllabus.</li> <li>To prepare question bank using Text / Reference books and previous year Anna University question papers.</li> <li>To prepare Part-A question with answers and distribute to students.</li> <li>To prepare multiple choice questions for all the subjects.</li> <li>To prepare Lesson plan.</li> <li>To use the Learning Management system (LMS) VMedulife regularly</li> <li>To apply for TNSCST projects, AICTE - ISTE - ECI – Chattra</li> </ul>	<ul style="list-style-type: none"> <li>To enhance the knowledge and discipline among the faculty &amp; student fraternity.</li> <li>To encourage academic, research &amp; extensive activities</li> <li>To enhance the Innovation, Entrepreneurship, Start-ups, IPR.</li> <li>To intensify the Social Entrepreneurship, Swachhta &amp; Rural Engagement inside the campus and in the adopted villages</li> </ul>	Routine	HoD's and Faculty





		<p>Vishwakarma Projects, Smart India Hackathon 2020, DST Projects, etc to promote research &amp; extensive activities.</p> <ul style="list-style-type: none"> <li>• To publish research papers by the faculty (minimum 2 per semester) and students.</li> <li>• To apply PMKVY schemes along with Skill &amp; Project Developed schemes.</li> <li>• To conduct more number of extension and outreach programmes within the campus and nearby villages through offline / online mode.</li> <li>• To follow-up Unnat Bharath Abhiyan Scheme under MHRD and enhance the rural development.</li> <li>• To disseminate technical knowledge to the students by the Industrial experts / academicians through online mode - G meet/ zoom meet / google classroom / cisco webex .</li> <li>• To conduct exams, assignments, MCQ tests, sharing materials-lesson notes, videos, ppts, e-books through Vmedulife and GCR.</li> <li>• To make an establishment with Institutions Innovation Council, MHRD and to</li> </ul>			
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		<p>promote themes such as Innovation, Entrepreneurship, startups and IPR.</p> <ul style="list-style-type: none"> <li>• To take preliminary works to be a member of SESREC-Social Entrepreneurship, Swachhta &amp; Rural Engagement Cell. MGNCRE.</li> <li>• To participate in Atal Ranking of Institutions on Innovation Achievements (ARII A) -2020.</li> <li>• To insist all the faculty to prepare ppts, videos and publish in youtube. (i.e) e-content preparation .</li> <li>• To insist the faculty to submit the course files in the new format.</li> <li>• To motivate faculty to attend/participate faculty development programmes, webinars, STTP courses, conferences, etc.</li> <li>• To motivate students to participate in learnathon, Quizes, conferences, Skycampus Digital Knowledge Series 2020, webinars – General/ Technical.</li> <li>• To organize various activities in association with IGEN – Institution of Green Engineers</li> <li>• To motivate the faculty and students</li> </ul>		
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		to improve the overall results of Institution			
4	To conduct Internal audit once in a semester and review the Internal audit report	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	November 2020	Concerned Department coordinators and Hod's
5	Library-books	Shortage of Journals for central library and Department Libraries	To arrange list of books and purchase	Immediate	Principal/HOD
6	Book bank facility.	Book bank scheme already in existence which is to be Extended for more number of students.	To work on the issue and Submit the plan.	30.08.2020	Librarian
7	New staff-Orientation Program	To inform about lesson plan, seminar, class taking etc.	HOD and Senior faculty To provide the information	Immediate	HOD/Faculties
8	New staff-Orientation Program	To inform about the new Learning Management System (LMS)	Resource persons from the concern Industry	Immediate	HOD/Faculties
9	Continuous Internal Assessment Test	Continuous Internal Assessment Test will be conducted and retest will be conducted for failure students to improve the performance.	To begin from 10.09.2020	10.9.2020	HOD and faculty members and exam cell

  
**IQAC Coordinator**  
**COORDINATOR / IQAC**  
**M.A.M. SCHOOL OF ENGINEERING**  
**SIRUGANUR, TRICHY- 621 105,**



  
**IQAC Chairman**  
**PRINCIPAL**  
**M.A.M. SCHOOL OF ENGINEERING**  
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**INTERNAL QUALITY ASSURANCE CELL-**

**Minutes of Meeting report 2**

A meeting was convened on 28.09.2020 at 2.00 P.M. in the office of Correspondent. Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

<b>IQAC Composition</b>	<b>Name</b>	<b>Designation</b>
Chairperson	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekar	Head / Department of Aeronautical Engineering
	Ms. S. Murugavalli	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
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	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. Dr. A. Punitha	Head / Department of Mechatronics Engineering
	Prof. Dr.P.Lilly Florence	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Ms. K. Dhanalakshmi	Assistant Librarian
	Prof. P. Kavitha	Training & Placement Cell
Representing Management	Prof. C. Rajagopal	Director
Member from Administration	Mr. S. Kulothungan	Office Superintendent
Nominee from local society	Mr. R. Bhaskaran	Trinity plus Social Trust, Chennai
Student Representatives	Ms. M. Mohamed Shafvan	B.E. IV Year, Department of CSE
	Mr. P. Palanisamy	B.E. IV Year, Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries, Trichy
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IQAC Coordinator/ Member Secretary	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry







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		to improve the overall results of Institution			
4	To conduct Internal audit once in a semester and review the Internal audit report	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	November 2020	Concerned Department coordinators and Hod's
5	Library-books	Shortage of Journals for central library and Department Libraries	To arrange list of books and purchase	Immediate	Principal/HOD
6	Book bank facility.	Book bank scheme already in existence which is to be Extended for more number of students.	To work on the issue and Submit the plan.	30.08.2020	Librarian
7	New staff-Orientation Program	To inform about lesson plan, seminar, class taking etc.	HOD and Senior faculty To provide the information	Immediate	HOD/Faculties
8	New staff-Orientation Program	To inform about the new Learning Management System (LMS)	Resource persons from the concern Industry	Immediate	HOD/Faculties
9	Continuous Internal Assessment Test	Continuous Internal Assessment Test will be conducted and retest will be conducted for failure students to improve the performance.	To begin from 10.09.2020	10.9.2020	HOD and faculty members and exam cell

*Plone*  
**IQAC Coordinator**  
**COORDINATOR / IQAC**  
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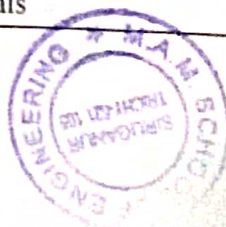
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**IQAC Chairman**  
**PRINCIPAL**  
**M.A.M. SCHOOL OF ENGINEERING**  
**SIRIGANUR, TIRUCHIRAPPALLI-621 105.**



## IQAC- Minutes of Meeting report 2 – 28.9.2020

The list of points discussed during the meeting are listed below  
Dr. P. Ranjithkumar, Chairman, IQAC chaired the meeting.

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1.	Discussion of the programmes that were conducted.	<ul style="list-style-type: none"> <li>• Webinars and extensive activities conducted by the Departments and various cells such as women empowerment cell, POSH cell, Grievance Redressal Cell, YRC, RRC, Students' ExNoRa, etc</li> <li>• Innovation, IPR, Entrepreneurship, and Startups webinars conducted by the Departments</li> <li>• Faculty Development Programme conducted by the Institution</li> </ul>	<ul style="list-style-type: none"> <li>• To motivate the students and faculty.</li> <li>• To encourage academic, research, innovation &amp; extensive activities</li> <li>• To create an interest in the Innovations and other activities</li> </ul>	Routine	Concerned Department coordinators and HoD's
2.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> <li>• National Science Day celebration</li> <li>• Celebration of all other important days by webinars, competitions and events</li> </ul>	<ul style="list-style-type: none"> <li>• To excel the scientific / academic ideas to others</li> <li>• To motivate the students through the special lectures and events</li> </ul>	28.02.2021	First year Chief coordinator and Faculty members
3.	Subject allotment for even semester -reg	Discussed the Subject allotment for even semester 2020-2021 in month of November.	To follow the strategic plan as per the schedule.		
4.	Notes of lessons	Faculty to provide notes, Question bank, MCQs, Lab manuals and update	All faculties to keep updating notes and lab manuals	Immediate	HODs and faculty members



5.	NAAC work - reg	Motivated the faculty member in charges of NAAC to complete their work	To improve the internal quality assurance	Routine	HODs and faculty members
6.	Training Plan	To plan activities on providing Training to students To plan for online certificate programmes, hands on training and so on.	To find resources for Training To motivate the students and to get the working experience through these programmes	Immediate	Principal/HOD's
7.	Placement activities -reg	Instructed the placement coordinator to conduct the placement activities as per the planned schedule.	To explore placement and to get placed in a top organization	At the end of even Semester	Placement coordinator & All HODs

*[Signature]*  
**IQAC Coordinator**  
**COORDINATOR / IQAC**  
**M.A.M. SCHOOL OF ENGINEERING**  
**SIRUGANUR, TRICHY- 621 105,**



*[Signature]*  
**IQAC Chairman**  
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**INTERNAL QUALITY ASSURANCE CELL-**

**Minutes of Meeting report 3**

A meeting was convened on 22.02.2021 at 2.00 P.M. in the office of Correspondent.  
 Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:


<b>IQAC Composition</b>	<b>Name</b>	<b>Designation</b>
Chairperson	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekar	Head / Department of Aeronautical Engineering
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	Prof. G. Purushothaman	Head / Department of EEE and Training & Placement coordinator
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. Dr. A. Punitha	Head / Department of Mechatronics Engineering
	Prof. Dr.P.Lilly Florence	Exam cell coordinator
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Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries, Trichy
Nominee from Industrialist	Dr. B. Shanmugarajan	Welding Research Institute, BHEL, Trichy
Nominee from Parent cum Industrialist	Mr. K. Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10
IQAC Coordinator/ Member Secretary	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry



## IQAC- Minutes of Meeting report 3 -22.02.2021

The following points are discussed during the Minutes of Meeting and are listed below  
Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1.	Result Analysis	Discussed the result performance and to take remedial measures for the improvement	To increase results by aggressive coaching and counseling To improve the results by giving special attention to the slow learners	Immediate	All HOD's
2.	AQAR preparation -reg	AQAR new format is discussed and explained about the questionnaire	To complete AQAR for the Academic year 2019-2020	June 2021	Concerned department coordinators and HoD's
3.	ARIIA Preparation - reg	ARIIA is introduced and the format is discussed	To motivate the research in the area of Innovations and Entrepreneurship	May 2021	Concerned department coordinators and HoD's
4.	Review of activities conducted	The success of all the activities conducted during this academic year is discussed. Conveners & team members are congratulated.	To appreciate the conveners & team To rectify the occurred gaps & lapses		Principal

  
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