

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

M.A.M.School of Engineering, Tiruchiarppalli-621105.

## CIRCULAR

18.06.2018

There will be first IQAC meeting on 20.06.2018 by 2.00 pm at Correspondent's Chamber. All IQAC members are asked to attend the meeting without fail.

### Agenda:

1. IQAC reformation and new IQAC team will be updated in website and official records.
2. Academic plan for the Odd semester is to be finalized
3. Plan of action for ongoing/proposed academic & co-curricular activities
4. Review of R & D activities
5. Planning of Internal Audit
6. Planning of faculty orientation programme for newly recruited faculty
7. Planning and monitoring the Continuous Internal Assessment Tests
8. Students' Feedback & Roles of various cells to mentor the students
9. General Discussions

IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
Eight Teachers	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
	Prof. T. Ashok	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. M. Dharani Devi	Head / Department of EEE
	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
	Mr. Predeesh Kumar	Director /Dept.of Physical Education
	Ms. Dhanalakshmi	Assistant Librarian
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	Mr. S. Abbas	B.E. IV Year, Dept.of Mechanical Engg.
	Ms. K. Dhivya	B.E. IV Year, Dept.of CSE
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	Dr. P. Lilly Florence	Professor & Head, Dept. of Chemistry
Member Secretary	Mr. G. Purushothaman	Assistant Professor, Dept. of EEE

  
IQAC Coordinator

  
Principal



# IQAC- Minutes of Meeting

20.06.18

**Venue:** Correspondent Chamber

**Time :** 2.00 p.m

The following points were discussed in the first IQAC Meeting of academic year 2018-2019.

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

**Chair Person:** Dr.P.Ranjith Kumar

## **Members Present:**

1. Dr.P.Ranjith Kumar, Chair Person
2. Dr.P.Lilly Florence, IQAC co-ordinator
3. Prof. C.Rajagopal, Management Representative
4. Dr.K.Chandrasekar, Head, Dept. of Aeronautical Engineering
5. Prof.T.Ashok, Head, Dept. of CSE
6. Prof. M.Dharani Devi, Head, Dept. of EEE
7. Prof. P.Kavitha, Head, Dept. of ECE
8. Prof. R.Ramanathan, Head, Dept. of Mechanical Engineering
9. Prof. M.Chandrasekar, Head, Department of Mechatronics Engineering
10. Ms.Dhanalakshmi, Assistant Librarian
11. Mr. Predeesh Kumar, Director, Dept. of Physical Education
12. Mr. Kulothungan, Office Superintendent
13. Mr. R.Bhaskaran, Trinity plus Social Trust, Chennai
14. Ms. K. Dhivya, B.E. IV Year, Department of CSE
15. Mr.R.Kanagasapapathy, RK metal Industries, Trichy (Industrialist)
16. Dr.B.Shanmugarajan, Welding Research Institute, BHEL, Trichy.(Industrialist)

## **Members in Absentia:**

1. Mr. Wahith Ali, Director, Cavrys Life Sciences Pvt.Ltd., Chennai. (Alumnus from Mechanical Engg. Dept.)
2. Mr. S. Abbas, B.E. IV Year, Department of Mechanical Engineering (Student Nominee)
3. Mr.K.Elamparithi, Proprietor, M/S TKE Engineers, Trichy -10. (Parent cum Industrialist)



S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1	IQAC reformation	IQAC is reformed as per the guidelines of NAAC and New IQAC team will be updated in website and official records.	<ul style="list-style-type: none"> <li>To introduce new members of IQAC</li> </ul>		
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 new curriculum (R-2017)</li> <li>To prepare question bank using previous year Anna University question papers.</li> <li>To prepare Part-A question with answers and distribute to students.</li> <li>To prepare Lesson plan.</li> <li>To conduct intra project expo in the month of September.</li> <li>To improve communications skill Newspaper hours have been included in the timetable.</li> <li>To register NPTEL online courses – both for faculty and students.</li> <li>HoD's &amp; Faculty should monitor &amp; maintain the discipline &amp; proper dress code.</li> <li>To use the management information system (i.e) prezenta regularly</li> <li>To conduct more number of extension and outreach programmes</li> </ul>	<ul style="list-style-type: none"> <li>To enhance the knowledge and discipline among the faculty &amp; student fraternity.</li> <li>To develop the general awareness and communication skill of the students.</li> <li>To encourage academic &amp; extensive activities</li> </ul>	Routine	HoD's and Faculty
4	Review of R & D activities	<ul style="list-style-type: none"> <li>To apply for TNSCST projects, AICTE – ISTE – ECI – Chattra Vishwakarma Projects, National Commission for Women, etc to promote research &amp; extensive activities.</li> <li>To apply PMKY schemes and Skill &amp; Project Developed schemes.</li> </ul>	<ul style="list-style-type: none"> <li>For developing research culture among the students and faculties</li> </ul>		
5	To conduct Internal audit once in a semester and review the Internal audit	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	October 2018	Concerned department coordinators and HoD's



	report				
6	Library-books	Shortage of Books and Journals	To arrange list of books and purchase	Immediate	Principal/HOD
7	Book bank facility.	Book bank scheme already in existence which is to be extended to more number of students.	To work on the issue and submit the plan.	30.8.2018	Librarian
8	Stability certificate E.P.File updating Sanitary Certificate & Fire certificate	To check for the period and go for certification and agreed to complete	To complete the procedure	30.08.2018	Mr.Kulothngan/ Office / Chemistry dept
9	New faculty - Orientation Program	To inform about dissemination of institution values, quality procedures, lesson plan, seminar, class taking, etc.	HOD and Senior faculty To provide the information	Immediate	HOD/Faculties
10	Continuous Internal Assessment Test	Continuous Internal Assessment Test will be conducted and retest will be conducted for failure students to improve the performance.	To introduce from 23.07.18	23.07.2018	HOD and faculty members and exam cell
11	Tracking sheet	All HOD 's to update the Tracking sheet of test performances	To maintain performances on tracking sheet at the time of coaching	Immediate	HOD's and Class co-ordinators
12	Feedback from Students	To receive feedback from students through Prezenta & Class committee meeting	To know about lapses and gaps in academically & administration, etc.	As per Academic Schedule	HOD's and Class co-ordinators
13	Mentoring the Students through Grievance redressal Cell, Anti-ragging committee, counseling, Women Empowerment Cell, POSH cell, etc.	To rectify the grievances, to eradicate ragging, to console the stress & worries, to empower the women, To gender safety, etc.	To mentor the students	Whenever necessary	Co-ordinators of each & every cell.
14	Students achievements	To send students to other colleges, Universities, etc to present technical papers and to participate in extracurricular activities	To inculcate overall personality among the students	Routine	HOD's and Class co-ordinators

IQAC Coordinator

Principal



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

M.A.M.School of Engineering, Tiruchiarppalli-621105.

CIRCULAR


29.10.2018

There will be second IQAC meeting on 01.11.2018 by 2.00 pm at Correspondent's Chamber. All IQAC members are asked to attend the meeting without fail.

## Agenda

1. Review of Internal Audit
2. Enhancement of academic results.
3. Discussion on the programs that were conducted in our campus.
4. Discussion on the forthcoming programmes such as ACME 2019, BASICS' 19 and 9<sup>th</sup> College Day & Sports Day
5. About parent – teacher's meet
6. Subject allotment for even semester – Discussion
7. About Notes of Lesson & Lab manual preparation
8. About Tracking sheet
9. Industrial Visits & Internship – reg.
10. NAAC work completion – reg.
11. Strategic training as per the schedule.
12. Placement activities as per the planned schedule.
13. Review & confirmation of Performance Appraisal System for teaching and non-teaching staff

IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
Eight Teachers	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
	Prof. T. Ashok	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. M. Dharani Devi	Head / Department of EEE
	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
	Mr. Predeesh Kumar	Director /Dept.of Physical Education
	Ms. Dhanalakshmi	Assistant Librarian
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	Mr. S. Abbas	B.E. IV Year, Dept.of Mechanical Engg.
	Ms. K. Dhivya	B.E. IV Year, Dept.of CSE
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd Chennai
Nominee from Employer	Mr. R. Kanagasapathy	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	Dr. P. Lilly Florence	Professor & Head, Dept. of Chemistry
Member Secretary	Mr. G. Purushothaman	Assistant Professor, Dept. of EEE

  
IQAC Coordinator

  
Principal



# IQAC- Minutes of Meeting

1.11.2018

**Venue:** Correspondent Chamber

**Time :** 2.00 p.m

The following points were discussed in the second IQAC Meeting of academic year 2018-2019. Dr.P.Ranjith kumar, Chairperson, IQAC chaired the meeting. The Meeting began with the welcome address by Dr.P.Ranjith kumar, Chairperson, IQAC.

**Chair Person:** Dr.P.Ranjith Kumar

**Members Present:**

1. Dr.P.Ranjith Kumar, Chair Person
2. Dr.P.Lilly Florence, IQAC co-ordinator
3. Prof. C.Rajagopal, Management Representative
4. Dr.K.Chandrasekar, Head, Dept. of Aeronautical Engineering
5. Prof.T.Ashok, Head, Dept. of CSE
6. Prof. M.Dharani Devi, Head, Dept. of EEE
7. Prof. P.Kavitha, Head, Dept. of ECE
8. Prof. R.Ramanathan, Head, Dept. of Mechanical Engineering
9. Prof. M.Chandrasekar, Head, Department of Mechatronics Engineering
10. Ms. Dhanalakshmi, Assistant Librarian
11. Mr. Predeesh Kumar, Director, Dept. of Physical Education
12. Mr. Kulothungan, Office Superintendent
13. Mr. R.Bhaskaran, Trinity plus Social Trust, Chennai
14. Ms. K. Dhivya, B.E. IV Year, Department of CSE
15. Mr.R.Kanagasapathy, RK metal Industries, Trichy (Employer)
16. Mr. Wahith Ali, Director, Cavrys Life Sciences Pvt.Ltd., Chennai. (Alumnus from Mechanical Engg. Dept.)
17. Mr. S. Abbas, B.E. IV Year, Department of Mechanical Engineering (Student Nominee)
18. Mr.K.Elamparithi, Proprietor, M/S TKE Engineers, Trichy -10. (Parent cum Industrialist)

**Members in Absentia:**

1. Dr.B.Shanmugarajan, Welding Research Institute, BHEL, Trichy.(Industrialist)
2. Mr. Predeesh Kumar, Director, Dept. of Physical Education



S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1.	Review of Internal audit report	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	25.10.2018	Concerned department coordinators and Hod's
2.	Result Analysis	Discussed the result performance and to take remedial measures	To improve results by aggressive coaching and counseling	Immediate	All HOD's
3.	Discussion of the programmes that were conducted in our campus	<ul style="list-style-type: none"> <li>• Eye Screening Camp was conducted on 12.7.2018.</li> <li>• About "Intra project Expo" on 5.9.2018 – completion &amp; appreciation</li> <li>• Graduation Day was conducted on 12.09.2018 for 2017 passed out students.</li> </ul>	<ul style="list-style-type: none"> <li>• To motivate the students and faculty.</li> <li>• To encourage academic, research &amp; extensive activities</li> </ul>		
4.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> <li>• National Science Day celebration</li> <li>• ACME 2019 – 8<sup>th</sup> National Level Technical Symposium</li> <li>• 9<sup>th</sup> College Day &amp; Sports Day</li> <li>• BASICS 2019 – 9<sup>th</sup> State Level Technical Symposium</li> </ul>	<ul style="list-style-type: none"> <li>• To excel the academic ideas to others</li> <li>• To make an platform for sharing the research &amp; academic ideas.</li> <li>• To rejoice the fruit of success.</li> </ul>	28.2.2019  22.3.2019  28.3.2019  5.4.2019	
5.	Subject allotment for even semester -reg	Discussed the Subject allotment for even semester 2018-2019 in month of November.	To follow the strategic plan as per the schedule.		
6.	Notes of lessons	Faculty to provide notes, Lab manuals and update	All faculties to keep updation of notes and lab manuals	Immediate	HODs and faculty members
7.	Tracking sheet	All HoD's to update the Tracking sheet of test performances	To maintain performances on tracking sheet at the time of coaching	Immediate	HOD's and Class co-ordinators
8.	Parents – Teacher's meet	To conduct parents – Teacher meet after the first	To let the parents to know about their wards	January	HODs and faculty members



		cycle test during second semester.			
9.	Industrial Visits & Internship -reg.	Instructed the faculty members to visit industries based on the real time application of even semester subjects in the month of November and December.	To inculcate the industrial applications of theoretical subjects to the students.	November & December	HODs and faculty members
10.	NAAC work - reg	Motivated the faculty member incharges of NAAC to complete their work	To improve the internal quality assurance	Routine	HODs and faculty members
11.	Training Plan	To plan activites on providing Training to students	To find resources for Training	Immediate	Principal/HOD's
12.	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
13.	Review & confirmation of Performance Appraisal System for teaching and nonteaching staff	The existing annual Performance Appraisal System for teaching and nonteaching staff is reviewed & ratified.	To analyse the performance of the Faculty throughout the year	April	Principal/HOD's.

The meeting ended with a vote of thanks by the IQAC coordinator.

  
IQAC Coordinator

  
Principal



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

M.A.M.School of Engineering, Tiruchiarppalli-621105.

## CIRCULAR

22.04.2019

There will be third IQAC meeting on 24.04.2019 by 2.00 pm at Correspondent's Chamber. All IQAC members are asked to attend the meeting without fail.

### Agenda

1. Review of Internal audit
2. Enhancement of academic results
3. Preparation of AQAR for the academic year 2018-2019.
4. Review of activities conducted

IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
Eight Teachers	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
	Prof. T. Ashok	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. M. Dharani Devi	Head / Department of EEE
	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
	Mr. Predeesh Kumar	Director /Dept.of Physical Education
	Ms. Dhanalakshmi	Assistant Librarian
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	Mr. S. Abbas	B.E. IV Year, Dept.of Mechanical Engg.
	Ms. K. Dhivya	B.E. IV Year, Dept.of CSE
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	Dr. P. Lilly Florence	Professor & Head, Dept. of Chemistry
Member Secretary	Mr. G. Purushothaman	Assistant Professor, Dept. of EEE

  
IQAC Coordinator

  
Principal



# IQAC- Minutes of Meeting

24.04.2019

Time : 2.00 p.m

Venue: Correspondent Chamber

The following points were discussed in the third IQAC Meeting of academic year 2018-2019. Dr.P.Ranjith kumar, Chairperson, IQAC chaired the meeting. The Meeting began with the welcome address by Dr.P.Ranjith kumar, Chairperson, IQAC.

**Chair Person:** Dr.P.Ranjith Kumar

**Members Present:**

1. Dr.P.Ranjith Kumar, Chair Person
2. Dr.P.Lilly Florence, IQAC co-ordinator
3. Prof. C.Rajagopal, Management Representative
4. Dr.K.Chandrasekar, Head, Dept. of Aeronautical Engineering
5. Prof.T.Ashok, Head, Dept. of CSE
6. Prof. M.Dharani Devi, Head, Dept. of EEE
7. Prof. P.Kavitha, Head, Dept. of ECE
8. Prof. R.Ramanathan, Head, Dept. of Mechanical Engineering
9. Prof. M.Chandrasekar, Head, Department of Mechatronics Engineering
10. Ms. Dhanalakshmi, Assistant Librarian
11. Mr. Predeesh Kumar, Director, Dept. of Physical Education
12. Mr. Kulothungan, Office Superintendent
13. Mr. R.Bhaskaran, Trinity plus Social Trust, Chennai
14. Ms. K. Dhivya, B.E. IV Year, Department of CSE
15. Mr.R.Kanagasapathy, RK metal Industries, Trichy (Employer)
16. Mr. Wahith Ali, Director, Cavrys Life Sciences Pvt.Ltd., Chennai. (Alumnus from Mechanical Engg. Dept.)
17. Mr. S. Abbas, B.E. IV Year, Department of Mechanical Engineering (Student Nominee)
18. Mr.K.Elamparithi, Proprietor, M/S TKE Engineers, Trichy -10. (Parent cum Industrialist)

**Members in Absentia:**

1. Dr.B.Shanmugarajan, Welding Research Institute, BHEL, Trichy.(Industrialist)
2. Mr. Predeesh Kumar, Director, Dept. of Physical Education

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1.	Review of Internal audit report	Discussed the various observations and solutions	To complete any deviation within the stipulated time	Immediate	Concerned department coordinators and HoD's
2.	Result Analysis	Discussed the result performance and to take remedial measures	To improve results by aggressive coaching and counseling	Immediate	All HOD's



3.	AQAR preparation – reg	AQAR new format is discussed and explained about the questionnaire	To complete AQAR for the Academic year 2018-2019	Immeadiate	Concerned department coordinators and HoD's
4.	Review of activities conducted	The success of ACME2K19, BASICS'19, 9 <sup>th</sup> College Day & Sports Day Celebration is discussed. Conveners & team are congratulated.	To appreciate the conveners & team To rectify the occurred gaps & lapses	Immeadiate	Principal

The meeting ended with a vote of thanks by the IQAC coordinator.

  
IQAC Coordinator

  
Principal