



M.A.M. SCHOOL OF ENGINEERING

Accredited by NAAC

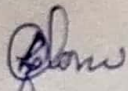
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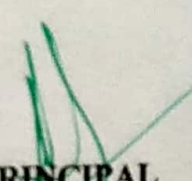
Siruganur, Trichy -621 105.

www.mamse.in

IQAC Minutes of Meeting:

S.NO	YEAR	NAME OF QUALITY INITIATIVE BY IQAC	DATE OF IQAC MEETING	NUMBER OF PARTICIPANTS
1	2016-2017	Review Meeting on IQAC Activities and Audit Reports, Lean Management	24.11.2016	32
2	2016-2017	Review Meeting on IQAC Activities and Audit Reports, Internal Quality Audit	22.07.2016	31
3	2017-2018	To conduct internal audit	03.08.2017	21
4	2017-2018	Discussion about the forthcoming programs	06.11.2017	21
5	2017-2018	AQAR Preparation-reg	29.01.2018	21
6	2018-2019	Review of R & D activities	20.06.2018	20
7	2018-2019	IQAC Reformation	29.10.2018	16
8	2018-2019	Enhancement of Academic results and Review of internal Audit Report	01.11.2018	18
9	2018-2019	Review of Activities Conducted	24.04.2019	18
10	2019-2020	Planning of Internal Audit	27.07.2019	21
11	2019-2020	Subject Allotment for Even semester -reg	19.10.2019	21
12	2019-2020	Result analysis, AQAR presentation and Review	14.03.2020	21
13	2020-2021	New staff orientation program	04.08.2020	21
14	2020-2021	Book Bank Facility	28.09.2020	21
15	2020.2021	AQAR Preparation-reg	22.02.2021	21

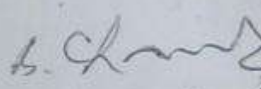

IQAC Coordinator
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105.



PRINCIPAL
PRINCIPAL
M.A.M. SCHOOL OF ENGINEERING
SIRIGANUR, TIRUCHIRAPPALLI-621 105.

IQAC- Minutes of Meeting report-24.11.16

The following points are discussed during the Minutes of Meeting and are listed below

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	To improve results by aggressive coaching and counseling	Immediate	All HOD's
2	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
3	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	Immediate	Principal/Admin
4	Library-books	Shortage of Books and Journals	To arrange list of books and purchase	Immediate	Principal/HOD
5	Notes of lessons	Faculty to provide notes, Lab manuals and update	All faculties to keep updation of notes and lab manuals	Immediate	HOD and faculty members
6	Training Plan	To plan activities on providing Training to students	To find resources for Training	Immediate	Principal/HOD's
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	ISO-9001-2015 Standard	To facilitate details of ISO-9001-2015	To arrange a program with Dr. Jaganathan	By mid Feb'17	Principal/MR
9	NAAC visit	Lab-Upkeep	To arrange updation of Labs	Immediate	Principal/HOD's

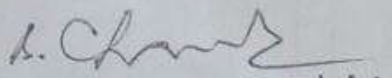

 IQAC-coordinator 28/11/16


 Principal

IQAC- Minutes of Meeting report-22.07.16

The following points are discussed during the Minutes of Meeting and are listed below

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1	Review of External Audit report (Certification Audit) and corrective action plans	Discussed the report points and the corrective action plans	To avoid such discrepancies in future	Immediate	All HOD's
2	Review of Internal audit report	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	15.08.2016	Concerned department coordinators and Hod's
3	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	15.08.2016	Mr. George Mr. Jasper/Office /Chemistry dept/Mr. Sekar
4	New staff-Orientation Program	To inform about lesson plan, seminar, class taking etc.	HOD and Senior faculty To provide the information	Immediate	HOD/Faculties
5	Slip Test	Every day 1st hour Slip Test will be conducted and same day coaching and retest will be conducted for failure students to improve the performance.	To introduce from 25.07.16	25.07.2016	HOD and faculty members and exam cell
6	Drinking water at Annexure Building	Water point should be provided at IInd Floor and First floor	To complete providing water point.	Immediate	Mr. Jayakanthan and Mr. poul raj
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

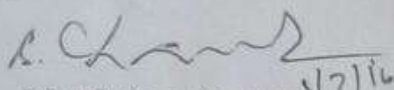

IQAC-coordinator 22/7/16


Principal

**M.A.M. School of Engineering.,
Siruganur, Tiruchirappalli-621105.**

IQAC Activities(2016-2017)

S.No	Date of Meeting	Agenda of Meeting
1.	04.07.16	Internal Quality Audit
2.	15.07.16	Review meeting on Audit reports
3.	17-08-2016	Six-Sigma - Quality Assurance
4.	04.10.16	5's Quality Improvement
5.	16.11.16	Internal Quality Audit
6	27.12.16	Review meeting on Audit reports
7.	19.01.2017	Lean management
8.	17.02.17	ISO-9001-2015-Standards


IQAC-Coordinator 17/16

M.A.M. School of Engineering.,
Siruganur, Tiruchirappalli-621105.

IQAC Activities

S.No	Date of Meeting	Agenda of Meeting
1.	14-12-2015	Inaugural Meeting
2.	05.01.2016	Faculty awareness program on IQAC and its role
3.	11.02.2016 & 12.02.2016	Internal Quality Audit
4.	23.02.2016	Review meeting on Audit reports
5.	04.03.2016	Surveillance External Audit (ISO 9001:2008 without design)


IQAC- Coordinator


PRINCIPAL



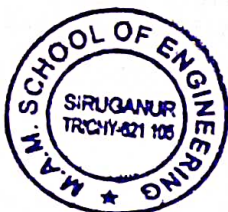
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INTERNAL QUALITY ASSURANCE CELL-

Minutes of Meeting report 1

A meeting was convened on 03.08.2017 at 02.00pm in the office of Correspondent. Dr. P. Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

IQAC Composition	Name	Designation
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

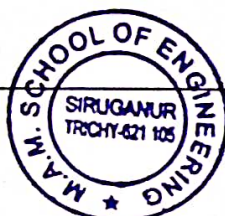


IQAC- Minutes of Meeting report 1 – 03.08.2017

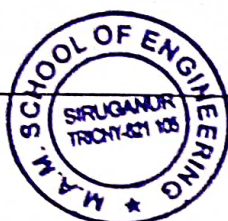
The following list describes the points which were discussed during Meeting

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


S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1	IQAC committee formation & approval of IQAC	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"> To display IQAC Committee board 	24.8.2020	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"> To prepare notes of Lesson for the curriculum (R-2017) using Text / Reference books mentioned in the syllabus. To prepare question bank using Text / Reference books and previous year Anna University question papers. To prepare Part-A question with answers and distribute to students. To prepare Part-B question with answers and distribute to students. To prepare multiple choice questions for all the subjects and all units. To prepare Lesson plan. To apply for TNSCST projects, AICTE - ISTE - ECI - Chattra Vishwakarma Projects, DST Projects, etc to promote research & extensive activities. 	<ul style="list-style-type: none"> To enhance the knowledge and discipline among the faculty & student fraternity. To encourage academic, research & extensive activities To intensify the Social Entrepreneurship, Swachhta & Rural Engagement inside the campus and in the adopted villages 	Routine	HoD's and Faculty

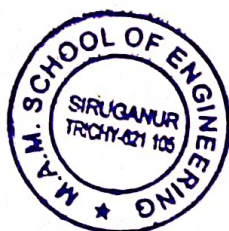



		<ul style="list-style-type: none"> • To publish research papers by the faculty and students. • To apply PMKVY schemes along with Skill & Project Developed schemes. • To conduct more number of extension and outreach programmes within the campus and nearby villages. • To follow-up Unnat Bharath Abhiyan Scheme under MHRD and enhance the rural development. • To disseminate technical knowledge to the students by the Industrial experts / academicians. • To conduct exams, assignments, MCQ tests, sharing materials-lesson notes, videos, ppts, e-books. • To take preliminary works to be a member of SESREC-Social Entrepreneurship, Swachhta & Rural Engagement Cell. MGNCRE. • To insist all the faculty to prepare ppts. • To insist the faculty to submit the course files. • To motivate faculty to attend/participate seminars,workshops, faculty development programmes,, STTP courses, conferences, etc. • To motivate students to participate in seminars, conferences, workshops, Quizes. 		
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		conferences in General/ Technical. • To motivate the faculty and students 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 2017	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.	28.08.2017	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 courses in general and Technical.	Resource persons from the concern Industry/ Academy	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.	Routine		HOD and faculty members and exam cell


IQAC Coordinator
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 SIRUGANUR, TRICHY- 621 105.




IQAC Chairman
PRINCIPAL
 M.A.M. SCHOOL OF ENGINEERING
 SIRIGANUR, TIRUCHIRAPPALLI-621 105.



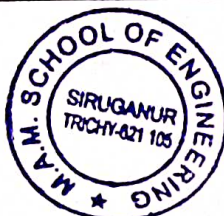
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INTERNAL QUALITY ASSURANCE CELL-

Minutes of Meeting report 2

A meeting was convened on 06.11.2017 at 12.00 P.M. in the office of Correspondent.
Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

IQAC Composition	Name	Designation
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. 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/ Member Secretary	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry




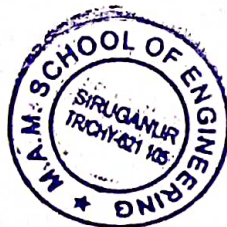
IQAC- Minutes of Meeting report 2 – 06.11.2017


The list of point 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"> Seminars, workshops, conferences and extensive activities conducted by the Departments 	<ul style="list-style-type: none"> To motivate the students and faculty. To encourage academic, research, innovation & extensive activities 	Routine	Concerned Department coordinators and HoD's
2.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> National Science Day celebration Celebration of all other important days by seminars and events 	<ul style="list-style-type: none"> To excel the scientific / academic ideas to others To motivate the students through the special lectures and events 	28.02.2017	First year Chief coordinator and Faculty members
3.	Subject allotment for even semester -reg	Discussed the Subject allotment for even semester 2017-2018 in month of November.	<ul style="list-style-type: none"> 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 programes, 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


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




IQAC Chairman
PRINCIPAL
M.A.M. SCHOOL OF ENGINEERING
SIRIGANUR, TIRUCHIRAPPALLI-621 105.



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INTERNAL QUALITY ASSURANCE CELL-

Minutes of Meeting report 3

A meeting was convened on 29.01.2018 at 03.00 P.M. in the office of Correspondent.
 Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

IQAC Composition	Name	Designation
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. 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/ Member Secretary	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry




IQAC- Minutes of Meeting report 3 -29.01.2018

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	AQARformat is discussed and explained about the questionnaire to the faculty	To complete AQAR for the Academic year 2017-2018	June 2018	Concerned department coordinators and HoD's
3.	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


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




IQAC Chairman
PRINCIPAL
M.A.M. SCHOOL OF ENGINEERING
SIRIGANUR, TIRUCHIRAPPALLI-621 105.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

M.A.M.School of Engineering, Tiruchiarpalli-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. 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
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105


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"> To introduce new members of IQAC 		
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"> To prepare notes of Lesson for the new curriculum (R-2017) To prepare question bank using previous year Anna University question papers. To prepare Part-A question with answers and distribute to students. To prepare Lesson plan. To conduct intra project expo in the month of September. To improve communications skill Newspaper hours have been included in the timetable. To register NPTEL online courses – both for faculty and students. HoD's & Faculty should monitor & maintain the discipline & proper dress code. To use the management information system (i.e) prezenta regularly To conduct more number of extension and outreach programmes 	<ul style="list-style-type: none"> To enhance the knowledge and discipline among the faculty & student fraternity. To develop the general awareness and communication skill of the students. To encourage academic & extensive activities 	Routine	HoD's and Faculty
4	Review of R & D activities	<ul style="list-style-type: none"> To apply for TNSCST projects, AICTE – ISTE – ECI – Chattra Vishwakarma Projects, National Commission for Women, etc to promote research & extensive activities. To apply PMKY schemes and Skill & Project Developed schemes. 	<ul style="list-style-type: none"> For developing research culture among the students and faculties 		
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
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105.


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 9th 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. 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
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105.


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)

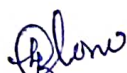
Members in Absentia:

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"> • Eye Screening Camp was conducted on 12.7.2018. • About "Intra project Expo" on 5.9.2018 – completion & appreciation • Graduation Day was conducted on 12.09.2018 for 2017 passed out students. 	<ul style="list-style-type: none"> • To motivate the students and faculty. • To encourage academic, research & extensive activities 		
4.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> • National Science Day celebration • ACME 2019 – 8th National Level Technical Symposium • 9th College Day & Sports Day • BASICS 2019 – 9th State Level Technical Symposium 	<ul style="list-style-type: none"> • To excel the academic ideas to others • To make an platform for sharing the research & academic ideas. • To rejoice the fruit of success. 	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 activities 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
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105.


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


Principal

IQAC- Minutes of Meeting

24.04.2019

Venue: Correspondent Chamber

Time : 2.00 p.m

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


Principal



INTERNAL QUALITY ASSURANCE CELL (IQAC)

M.A.M.SCHOOL OF ENGINEERING,

Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai

Accredited by NAAC

Siruganur, Tiruchirappalli - 621105.

COMPOSITION OF IQAC

Academic Year 2019-2020

IQAC Composition	Name	Designation
Chairman	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekaran	Head / Department of Aeronautical Engineering
	Prof. T. Ashok	Head / Department of CSE and Training & Placement coordinator
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. M. Chandrasekar	Head / Department of Mechatronics Engineering
	Prof. K. Balamurugan	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE
	Ms. K. 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	Ms.M.Madhuniitha	B.E. IV Year, Department of ECE
	Mr. G.Balamurugan	B.E. IV Year, Department of Mechatronics
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, Department of Chemistry



Principal
Dr. P. RANJITH KUMAR, M.E., Ph.D.,
PRINCIPAL
M.A.M. School of Engineering
Siruganur, Trichy-621 105



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Siruganur, Tiruchirappalli-621105.
CIRCULAR 20.07.2019

There will be first IQAC meeting on 27.07.2019 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. General Discussions

IQAC Composition	Name	Designation
Chairman	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekaran	Head / Department of Aeronautical Engineering
	Prof. T. Ashok	Head / Department of CSE and Training & Placement coordinator
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. M. Chandrasekar	Head / Department of Mechatronics Engineering
	Prof. K. Balamurugan	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE
	Ms. K. 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	Ms. M. Madhumitha	B.E. IV Year, Department of ECE
	Mr. G. Balamurugan	B.E. IV Year, Department of Mechatronics
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, Department of Chemistry

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



[Signature]
IQAC Chairman
Dr. P. RANJITH KUMAR, M.E., Ph.D.,
PRINCIPAL
M.A.M. School of Engineering
Siruganur, Trichy-621 105.



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CIRCULAR 20.07.2019

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting report 1

A meeting was convened on 27.7.2019 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:

S. No.	Name	Members	Role in IQAC
1.	Dr. P. Ranjith Kumar	Principal	Chairman
2.	Prof. C. Rajagopal	Management Representative	Member
3.	Mr.Kulothungan	Admissions &Office	Member
4.	Dr. K. Chandrasekaran	HoD/Department of Aeronautical Engineering	Member
5.	Prof. T. Ashok	HoD/Department of CSE	Member
6.	Prof. P. Kavitha	HoD/Department of ECE	Member
7.	Mr. G. Purushothaman	HoD/Department of EEE	Member
8.	Prof. R. Ramanathan	HoD/Department of Mechanical Engineering	Member
9.	Prof. M. Chandrasekar	HoD/Department of Mechatronics Engineering	Member
10.	Mr.R.Bhaskaran	Trinity plus Social Trust, Chennai	Nominee from local society
11.	Mr. S. Abbas	IV year Mechanical Engineering	Student Nominee
12.	Mr. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chennai	Alumni Member
13.	Mr.R.Kanagasapapathy	RK metal Industries, Trichy	Nominee from Industries
14.	Dr.B.Shanmugarajan,	Welding Research Institute, BHEL, Trichy	Nominee from Industries
15.	Mr.K.Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10	Nominee from Parent cum Industrialist
16.	Dr.P.Lilly Florence	HoD / Department of Chemistry	Co-ordinator &Member Secretary
17.	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE	Member
18.	Prof.T. Ashok	Placement Cell	Member
19.	Ms. Dhanalakshmi	Library	Member
20.	Mr. K. Balamurugan	Examination Cell	Member
21.	Mr. N. Pradesh kumar	Sports	Member



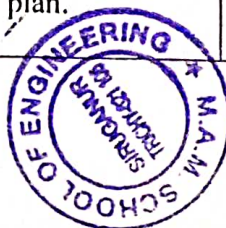
IQAC- Minutes of Meeting report 1 - 27.07.2019

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

S. No.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1	IQAC formation & approval of IQAC	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"> To display IQAC Committee board 	10.8.2019	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"> To prepare notes of Lesson for the new curriculum (R-2017) using Text / Reference books mentioned in the syllabus. To prepare question bank using Text / Reference books and previous year Anna University question papers. To prepare Part-A question with answers and distribute to students. To prepare Lesson plan. To conduct intra project expo in the month of September. To register NPTEL online courses - both for faculty and students. HoD's& Faculty should monitor & maintain the discipline & proper dress code. 	<ul style="list-style-type: none"> To enhance the knowledge and discipline among the faculty & student fraternity. To encourage academic, research & extensive activities 	Routine	HoD's and Faculty




		<ul style="list-style-type: none"> • To use the management information system (i.e) presenta regularly • To apply for TNSCST projects, AICTE - ISTE - ECI – Chattra Vishwakarma Projects, National Commission for Women, DST Projects, etc to promote research & extensive activities. • To apply PMKVY schemes and Skill & Project Developed schemes. • To conduct more number of extension and outreach programmes • To follow-up Unnat Bharath Abhiyan Scheme under MHRD and enhance the rural development • To celebrate 87th Birth Anniversary of Dr.A.P.J. Abdul Kalam & National Award Ceremony in association with Dr.KalamEducation al trust for tribals. 		15.10.2019	
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 2019	Concerned department coordinators and Hod's
5	Library-books	Shortage of Books and Journals	To arrange list of books and purchase	Immediate	Principal/HOD
6	Book bank facility.	Book bank scheme already in existence which is to be	To work on the issue and submit the plan.	30.8.2019	Librarian



		extended to more number of students.			
7	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	30.08.2019	Mr.Kulothingan /Office /Chemistry dept
8	New staff-Orientation Program	To inform about lesson plan, seminar, class taking etc.	HOD and Senior faculty To provide the information	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 25.08.18	25.08.2018	HOD and faculty members and exam cell
10	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


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




IQAC Chairman
Dr.P.RANJITH KUMAR, M.E., Ph.D.,
PRINCIPAL
M.A.M. School of Engineering
Siruganur, Trichy-621 105.



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CIRCULAR 14.10.2019

There will be first IQAC meeting on 19.10.2019 by 3.00 pm at Correspondent's Chamber. All IQAC members are asked to attend the meeting without fail.

Agenda:

1. Review of Internal Audit
2. Result Analysis
3. Discussion of the programmes that were conducted in our campus
4. Planning of forthcoming programmes
5. Subject allotment for even semester
6. Industrial Visits & Internship –reg.
7. NAAC work –reg
8. Training Plan & Placement activities -reg
9. General Discussions

IQAC Composition	Name	Designation
Chairman	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekaran	Head / Department of Aeronautical Engineering
	Prof. T. Ashok	Head / Department of CSE and Training & Placement coordinator
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. M. Chandrasekar	Head / Department of Mechatronics Engineering
	Prof. K. Balamurugan	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE
	Ms. K. 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	Ms.M.Madhumitha	B.E. IV Year, Department of ECE
	Mr. G.Balamurugan	B.E. IV Year, Department of Mechatronics
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, Department of Chemistry

Dr. P. Lilly Florence
IQAC Coordinator
COORDINATOR / IQAC
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TRICHY- 621 105,



Dr. P. Ranjith Kumar
IQAC Chairman
Dr.P.RANJITH KUMAR, M.E., Ph.D.,
PRINCIPAL
M.A.M. School of Engineering
Siruganur, Trichy-621 105.



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Siruganur, Tiruchirappalli - 621105.

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting report 2

A meeting was convened on 19.10.2019 at 3.00 P.M. in the office of Correspondent. Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

The following members were present in the meeting:

S. No.	Name	Members	Role in IQAC
1.	Dr. P. Ranjith Kumar	Principal	Chairman
2.	Prof. C. Rajagopal	Management Representative	Member
3.	Mr. Kulothungan	Admissions & Office	Member
4.	Dr. K. Chandraseakar	HoD/Department of Aeronautical Engineering	Member
5.	Prof. T. Ashok	HoD/Department of CSE	Member
6.	Prof. P. Kavitha	HoD/Department of ECE	Member
7.	Mr. G. Purushothaman	HoD/Department of EEE	Member
8.	Prof. R. Ramanathan	HoD/Department of Mechanical Engineering	Member
9.	Prof. M. Chandrasekar	HoD/Department of Mechatronics Engineering	Member
10.	Mr. R. Bhaskaran	Trinity plus Social Trust, Chennai	Nominee from local society
11.	Mr. S. Abbas	IV year Mechanical Engineering	Student Nominee
12.	Mr. Wahith Ali	Director, Cavrys Life Sciences Pvt.Ltd., Chennai	Alumni Member
13.	Mr. R. Kanagasapapathy	RK metal Industries, Trichy	Nominee from Industries
14.	Dr. B. Shanmugarajan,	Welding Research Institute, BHEL, Trichy	Nominee from Industries
15.	Mr.K.Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10	Nominee from Parent cum Industrialist
16.	Dr.P.Lilly Florence	HoD / Department of Chemistry	Co-ordinator & Member Secretary
17.	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE	Member
18.	Prof.T. Ashok	Placement Cell	Member
19.	Ms. Dhanalakshmi	Library	Member
20.	Mr. K. Balamurugan	Examination Cell	Member
21.	Mr. N. Pradesh kumar	Sports	Member




IQAC- Minutes of Meeting report 2 – 19.10.2019

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.	Review of Internal audit report	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	26.11.2019	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"> • About "Intra project Expo" on 5.9.2019 – completion & appreciation • Graduation Day was conducted on 15.06.2019 for 2018 passed out students. 	<ul style="list-style-type: none"> • To motivate the students and faculty. • To encourage academic, research & extensive activities 	5.9.2019 15.6.2019	
4.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> • ACME 2019 – 9th National Level Technical Symposium • National Science Day celebration • BASICS 2020– 10th State Level Technical Symposium • 10th College Day & Sports Day 	<ul style="list-style-type: none"> • To make an platform for sharing the research & academic ideas. • To excel the scientific / academic ideas to others • To make an platform for sharing the research & academic ideas especially for first year B.E./B.tech students • To rejoice the fruit of success. 	28.9.2019 28.02.2020 10.3.2020 28.3.2020	
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 cycle test during second semester .	To let the parents to know about their wards	January	HODs and faculty members
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 activities 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


IQAC Coordinator
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IQAC Chairman
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CIRCULAR 09.03.2020

There will be first IQAC meeting on 14.03.2020 by 2.00 pm at Correspondent's Chamber. All IQAC members are asked to attend the meeting without fail.

Agenda:

1. Review of Result Analysis
2. AQAR preparation –reg
3. Review of activities conducted
4. General Discussions

IQAC Composition	Name	Designation
Chairman	Dr. P. Ranjith Kumar	Principal
Teachers	Dr. K. Chandrasekaran	Head / Department of Aeronautical Engineering
	Prof. T. Ashok	Head / Department of CSE and Training & Placement coordinator
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE
	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
	Prof. M. Chandrasekar	Head / Department of Mechatronics Engineering
	Prof. K. Balamurugan	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical Education
	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE
	Ms. K. 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	Ms.M.Madhumitha	B.E. IV Year, Department of ECE
	Mr. G.Balamurugan	B.E. IV Year, Department of Mechatronics
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, Department of Chemistry

Dr. P. Lilly Florence
IQAC Coordinator
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INTERNAL QUALITY ASSURANCE CELL-

Minutes of Meeting report 3

A meeting was convened on 14.3.2020 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:

S. No.	Name	Members	Role in IQAC
1.	Dr. P. Ranjith Kumar	Principal	Chairman
2.	Prof. C. Rajagopal	Management Representative	Member
3.	Mr. Kulothungan	Admissions & Office	Member
4.	Dr. K. Chandrasekar	HoD/Department of Aeronautical Engineering	Member
5.	Prof. T. Ashok	HoD/Department of CSE	Member
6.	Prof. P. Kavitha	HoD/Department of ECE	Member
7.	Mr. G. Purushothaman	HoD/Department of EEE	Member
8.	Prof. R. Ramanathan	HoD/Department of Mechanical Engineering	Member
9.	Prof. M. Chandrasekar	HoD/Department of Mechatronics Engineering	Member
10.	Mr. R. Bhaskaran	Trinity plus Social Trust, Chennai	Nominee from local society
11.	Mr. S. Abbas	IV year Mechanical Engineering	Student Nominee
12.	Mr. Wahith Ali	Director, Cavrys Life Sciences Pvt.Ltd., Chennai	Alumni Member
13.	Mr. R. Kanagasapapathy	RK metal Industries, Trichy	Nominee from Industries
14.	Dr. B. Shanmugarajan	Welding Research Institute, BHEL, Trichy	Nominee from Industries
15.	Mr.K.Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10	Nominee from Parent cum Industrialist
16.	Dr.P.Lilly Florence	HoD / Department of Chemistry	Co-ordinator & Member Secretary
17.	Mr. K. Sathish Kumar	Assistant Professor, Department of CSE	Member
18.	Prof.T. Ashok	Placement Cell	Member
19.	Ms. Dhanalakshmi	Library	Member
20.	Mr. K. Balamurugan	Examination Cell	Member
21.	Mr. N. Pradesh kumar	Sports	Member




IQAC- Minutes of Meeting report 3 -14.3.2020

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

S. N o.	Topics Discussed	Details of discussion	Action taken	Target Date	Responsible Person
1.	Result Analysis	Discussed the result performance and to take remedial measures	To improve results by aggressive coaching and counseling	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 2020	Concerned department coordinators and HoD's
3.	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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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:

IQAC Composition	Name	Designation
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	IQAC committee formation & approval of IQAC	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"> To display IQAC Committee board 	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"> To prepare notes of Lesson for the curriculum (R-2017) using Text / Reference books mentioned in the syllabus. To prepare question bank using Text / Reference books and previous year Anna University question papers. To prepare Part-A question with answers and distribute to students. To prepare multiple choice questions for all the subjects. To prepare Lesson plan. To use the Learning Management system (LMS) VMedulife regularly To apply for TNSCST projects, AICTE - ISTE - ECI – Chattra 	<ul style="list-style-type: none"> To enhance the knowledge and discipline among the faculty & student fraternity. To encourage academic, research & extensive activities To enhance the Innovation, Entrepreneurship, Start-ups, IPR. To intensify the Social Entrepreneurship, Swachhta & Rural Engagement inside the campus and in the adopted villages 	Routine	HoD's and Faculty



		<p>Vishwakarma Projects, Smart India Hackathon 2020, DST Projects, etc to promote research & extensive activities.</p> <ul style="list-style-type: none"> • To publish research papers by the faculty (minimum 2 per semester) and students. • To apply PMKVY schemes along with Skill & Project Developed schemes. • To conduct more number of extension and outreach programmes within the campus and nearby villages through offline / online mode. • To follow-up Unnat Bharath Abhiyan Scheme under MHRD and enhance the rural development. • To disseminate technical knowledge to the students by the Industrial experts / academicians through online mode - G meet/ zoom meet / google classroom / cisco webex . • To conduct exams, assignments, MCQ tests, sharing materials-lesson notes, videos, ppts, e-books through Vmedulife and GCR. • To make an establishment with Institutions Innovation Council, MHRD and to 			
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		<p>promote themes such as Innovation, Entrepreneurship, startups and IPR.</p> <ul style="list-style-type: none"> • To take preliminary works to be a member of SESREC-Social Entrepreneurship, Swachhta & Rural Engagement Cell. MGNCRE. • To participate in Atal Ranking of Institutions on Innovation Achievements (ARIIA)-2020. • To insist all the faculty to prepare ppts, videos and publish in youtube. (i.e) e-content preparation . • To insist the faculty to submit the course files in the new format. • To motivate faculty to attend/participate faculty development programmes, webinars, STTP courses, conferences, etc. • To motivate students to participate in learnathon, Quizes, conferences, Skycampus Digital Knowledge Series 2020, webinars – General/ Technical. • To organize various activities in association with IGEN – Institution of Green Engineers • To motivate the faculty and students 		
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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


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SIRIGANUR, TIRUCHIRAPPALLI-621 105.



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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:

IQAC Composition	Name	Designation
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





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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:

IQAC Composition	Name	Designation
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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
	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



		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
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SIRUGANUR, TRICHY- 621 105.

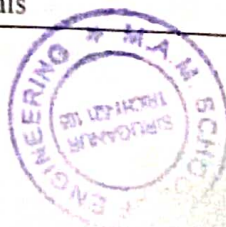


Green
IQAC Chairman
PRINCIPAL
M.A.M. SCHOOL OF ENGINEERING
SIRIGANUR, TIRUCHIRAPPALLI-621 105.

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"> • 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 • Innovation, IPR, Entrepreneurship, and Startups webinars conducted by the Departments • Faculty Development Programme conducted by the Institution 	<ul style="list-style-type: none"> • To motivate the students and faculty. • To encourage academic, research, innovation & extensive activities • To create an interest in the Innovations and other activities 	Routine	Concerned Department coordinators and HoD's
2.	Discussion about the forthcoming programmes	<ul style="list-style-type: none"> • National Science Day celebration • Celebration of all other important days by webinars, competitions and events 	<ul style="list-style-type: none"> • To excel the scientific / academic ideas to others • To motivate the students through the special lectures and events 	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
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SIRUGANUR, TRICHY- 621 105,



[Signature]
IQAC Chairman
PRINCIPAL
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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:


IQAC Composition	Name	Designation
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 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


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




IQAC Chairman
PRINCIPAL
M.A.M. SCHOOL OF ENGINEERING
SIRUGANUR, TIRUCHIRAPPALLI-621 105.