

M.A.M. SCHOOL OF ENGINEERING

Accredited by NAAC

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

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

1

S.	Topics	Details of discussion	Action taken	Target Date	Responsible Person
No.	Discussed		law has	Immediate	All HOD's
+	Result Analysis	Discussed the result performance and to take remedial measures	To improve results by aggressive coaching and counseling		Concerned department
2	Review of Internal audit	Discussed the various observations and solutions	To complete any deviation within the stipulated time	Immediate	coordinators and Hod's
3	report Stability certificate E.P. File updating/San itary Certificate Fire	To check for the period and go for certification and agreed to complete	To complete the procedure	Immediate	Principal/Admin
4	certificate Library-	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
ő	Training Plan	To plan activites 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	Tomaintain performances on tracking sheet at the time of coaching	Immediate	HOD's and Class co- ordinators
S.	1SO-9001- 2015 Standard	To facilitate details of ISO-9001-2015	To arrange a program with Dr. Jaganathan	By mid Feb 17	Principal/MR
	Mannana		To arrange updation of Labs	Immediate	Principal/HOD's

1QAC-coordinator 28/10/16

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/San itary 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 I st 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	Tomaintain performances on tracking sheet at the time of coaching	Immediate	HOD's and Class co- ordinators

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Principal

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

IQAC Activities(2016-2017)

Date of Meeting	Agenda of Meeting
04.07.16	Internal Quality Audit
15.07.16	Review meeting on Audit reports
17-08-2016	Six-Sigma - Quality Assurance
04.10.16	5's Quality Improvement
16.11.16	Internal Quality Audit
27,12,16	Review meeting on Audit reports
19.01.2017	Lean management
17.02.17	ISO-9001-2015-Standards
	04.07.16 15.07.16 17-08-2016 04.10.16 16.11.16 27.12.16

R. C.L. 2 IQAC-Coordinator 17114 1

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



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

Minutes of Meeting report 1

A meeting was convened on 03.08.2017at 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
	Dr. K. Chandrasekar	Head / Department of Aeronautical
	Dr. R. Chandrasekar	Engineering
	Ms. S. Murugavalli	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE and
Let 01 F	1101. G. Furushotnaman	Training & Placement coordinator
	Prof. R. Ramanathan	Head / Department of Mechanical
Teachers	1 101. K. Kamanaman	Engineering
T Guerrers	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
	Ms. M. Mohamed	B.E. IV Year,
Student Representatives	Shafvan	Department of CSE
Student Representatives	Mr. P. Palanisamy	B.E. IV Year,
	Wit. F. Falantsamy	Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director,
	wii. A. Waiiuli Ali	Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries,
	wii. K. Kanagasapapatny	Trichy
Nominee from	Dr. B. Shanmugarajan	Welding Research Institute,
Industrialist	Di. D. Shaninugarajan	BHEL, Trichy
Nominee from Parent cum		Proprietor,
Industrialist	Mr. K. Elamparithi	M/S TKE Engineers,
141.	TANK TANK	Trichy -10
IQAC Coordinator/	Dr. P. Lilly Florence	Professor & Head,
Member Secretary	Di. I. Dilly Profesice	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.	To display IQAC Committee board		IQAC Coordinator.
2	n to IQAC members	themselves to others.			Ā
3	Plan of action for ongoing / proposed academic & Co curricular activities.	• To prepare notes of Lesson for the curriculum (R-2017) using Text / Reference books mentioned in 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

 To publish research papers by the faculty 			9, 1
and students.			, ,
• To apply PMKVY			2.4
schemes along with			
Skill & Project			
Developed schemes. To conduct more			
number of extension		2 7 7 7	The second
and outreach			ENTER SERVICE
programmes within the			
campus and nearby			
villages.		-	
• To follow-up Unnat			do de la la
Bharath Abhiyan Scheme under MHRD			574
and enhance the rural			
development.			
• To disseminate			
technical knowledge to			- E.
the students by the			2 Tr
Industrial experts / academicians.			1 1
• To conduct exams,		-2-11-0-	- 114
assignments, MCQ			
tests, sharing materials-			
lesson notes, videos,			
ppts, e-books.			
To take preliminary works to be a member			100
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		h 2.4 h	
seminars, workshops,			
faculty development			
programmes,, STTP courses, conferences,			
etc.			
To motivate students to		V.	
participate in seminars,	X. 2		
conferences,	OL OF ENC		
workshops, Quizes,	(2)		HE THERE

		conferences in General/ Technical. • To motivate the faculty and students to improve the overall results of Institution		3	
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
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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Minutes of Meeting report 2

A meeting was convened on 06.11.2017at 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
	Dr. K. Chandrasekar	Head / Department of Aeronautical
	Dr. K. Chandrasekar	Engineering
4.4 4.	Ms. S. Murugavalli	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE and
4.6536	Prof. G. Purusnothaman	Training & Placement coordinator
	D CD D	Head / Department of Mechanical
Teachers	Prof. R. Ramanathan	Engineering
Teachers	Prof. Dr. A. Punitha	Head / Department of Mechatronics
	Prof. Dr. A. Pullina	Engineering
	Prof. Dr.P.Lilly Florence	Exam cell coordinator
	Mr. N. Predesh Kumar	Director / Department of Physical
	WI. N. Fledesii Kullai	Education
	Ms. K. Dhanalakshmi	Assistant Librarian
	Prof. P. Kavitha	Training & Placement Cell
Representing Management	Prof. C. Rajagopal	Director
Member from	Mr. S. Kulothungan	Office Superintendent
Administration	Wif. S. Kulotilungan	•
Nominee from	Mr. R. Bhaskaran	Trinity plus Social Trust,
local society	WII. K. Bilaskaran	Chennai
(2) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Ms. M. Mohamed	B.E. IV Year,
St. Jant Dannagentatives	Shafvan	Department of CSE
Student Representatives	Mr. P. Palanisamy	B.E. IV Year,
	Wil. F. I diamsamy	Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director,
Alumni	MI. A. Wallin All	Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries,
	Wir. K. Kanagasapapatny	Trichy
Nominee from	Dr. B. Shanmugarajan	Welding Research Institute,
Industrialist	Dr. B. Shahinugarajan	BHEL, Trichy
Namina Casa Danant anna		Proprietor,
Nominee from Parent cum	Mr. K. Elamparithi	M/S TKE Engineers,
Industrialist		Trichy -10
IQAC Coordinator/	Dr. D. Lilly Florence	Professor & Head,
Member Secretary	Dr. P. Lilly Florence	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.	Topics	Details of discussion	Action taken	Target	Responsible
No.	Discussed			Date	Person
1.	Discussion of the programmes that were conducted.	 Seminars, workshops, conferences and extensive activities conducted by the Departments 	 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	 National Science Day celebration Celebration of all other important days by seminars and events 	 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.	• To follow the strategic plan as per the schedule.		ا المن المن المن المن المن المن المن الم
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	coordinator &

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



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



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

Minutes of Meeting report 3

A meeting was convened on 29.01.2018at 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
,	Dr. K. Chandrasekar	Head / Department of Aeronautical
	Dr. K. Chandrasekar	Engineering
	Ms. S. Murugavalli	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	D C C D L II	Head / Department of EEE and
	Prof. G. Purushothaman	Training & Placement coordinator
	D. C.D. D	Head / Department of Mechanical
m . I	Prof. R. Ramanathan	Engineering
Teachers	D CD A D M	Head / Department of Mechatronics
	Prof. Dr. A. Punitha	Engineering
	Prof. Dr.P.Lilly Florence	Exam cell coordinator
		Director / Department of Physical
	Mr. N. Predesh Kumar	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	M. D. Dhadaaa	Trinity plus Social Trust,
local society	Mr. R. Bhaskaran	Chennai
	Ms. M. Mohamed	B.E. IV Year,
	Shafvan	Department of CSE
Student Representatives	NA D. D. L. inner	B.E. IV Year,
	Mr. P. Palanisamy	Department of Aeronautical
	NA A W-151 AT	Director,
Alumni	Mr. A. Wahith Ali	Cavrys Life Sciences Pvt. Ltd., Chennai
Nominee from Employer	\(\frac{1}{2}\)	RK metal Industries,
Trommov nom Employ	Mr. R. Kanagasapapathy	Trichy
Nominee from		Welding Research Institute,
Industrialist	Dr. B. Shanmugarajan	BHEL, Trichy
	sh Ma	Proprietor,
Nominee from Parent cum	Mr. K. Elamparithi	M/S TKE Engineers,
Industrialist		Trichy -10
IQAC Coordinator/	D D I III E'	Professor & Head,
	Dr. P. Lilly Florence	70171
Member Secretary	Di. I . Billy I lorence	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.	Topics	Details of discussion	Action taken	Target	Responsible
No.	Discussed		*	Date	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
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SIRUGANUR, TRICHY- 621 105.

IQAC Chairman

PRINCIPAL

M.A.M. SCHOOL OF ENGINEERING
SIRIGANUR, TIRUCHIRAPPALLI-62: 105.

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
经验证证明的	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
	Prof. T. Ashok	Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
Fight Tanchard	Prof. M. Dharani Devi	Head / Department of EEE
Eight Teachers	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
	Mr. Predeesh Kumar	Director /Dept.of Physical Education
Barrich and County Let	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 Eng
Student Representatives	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, Trich
IQAC Coordinator	Dr. P. Lilly Florence	Professor & Head, Dept. of Chemistry
Member Secretary	Mr. G. Purushothaman	Assistant Professor, Dept. of EEE

IQAC Goordinator
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.	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.	 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 		Routine	HoD's and Faculty
4	Review of R & D activities	 To apply for TNSCST projecs, 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. 	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			Concerned department coordinator and HoD's

	report	or a hour a type	-91	- A	1 2 2
6	Library-books	Shortage of Books and	To arrange list of	Immediate	Principal/HOD
7	Book bank	Journals Book bank scheme already	books and purchase To work on the issue	30.8.2018	Librarian
	facility.	in existence which is to be extended to more number of students.	and submit the plan.		
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	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	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

staff		
IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
The late of the commence of the first	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
	Prof. T. Ashok	Head / Department of CSE
Help Telephone (Fileston)	Prof. P. Kavitha	Head / Department of ECE
Cicle Took or	Prof. M. Dharani Devi	Head / Department of EEE
Eight Teachers	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
建筑是新星身队三年7 尺	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
。在1995年的 1995年	Mr. Predeesh Kumar	Director /Dept.of Physical Education
是出现这些种是15个位于	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
G. J. D. S.	Mr. S. Abbas	B.E. IV Year, Dept.of Mechanical Eng
Student Representatives	Ms. K. Dhivya	B.E. IV Year, Dept.of CSE
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd
Alumn	Wallul All	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.Kanagasapapathy, 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	 Eye Screening Camp was conducted on 12.7.2018. About "Intra project Expo" on 5.9.2018 – completion & appreciation 	 To motivate the students and faculty. To encourage academic, research & extensive activities 		
		• Graduation Day was conducted on 12.09.2018 for 2017 passed out students.			
4.	Discussion about the forthcoming programmes	 National Science Day celebration ACME 2019 - 8th National Level Technical Symposium 9th College Day & 	 To excel the academic ideas to others To make an platform for sharing the research & academic ideas. 	28.2.2019 22.3.2019	
		Sports Day BASICS 2019 - 9 th Sate Level Technical Symposium	• To rejoice the fruit of success.	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.			on.
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 pet 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.	performance of the	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.

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
国际基础的基本企业	Dr. K. Chandrasekar	Head / Dept.of Aeronautical Engg.
(1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15 (1) 15	Prof. T. Ashok	Head / Department of CSE
的是为企业的特别	Prof. P. Kavitha	Head / Department of ECE
Eight Teachers	Prof. M. Dharani Devi	Head / Department of EEE
Light reachers	Prof. R. Ramanathan	Head / Dept. of Mechanical Engg.
	Prof. M. Chandrasekar	Head / Dept. of Mechatronics Engg.
	Mr. Predeesh Kumar	Director /Dept.of Physical Education
AND	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 Eng
Student Representatives	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
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.Kanagasapapathy, 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.	Topics	Details of discussion	Action taken	Target Date	Responsible Person
No.	Discussed				
1.	report	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	1	Immediate	All HOD's

3.	AQAR	AQAR new format is	To complete AQAR for the	Immeadiate	Concerned department
1-1-	preparation -	discussed and explained	Academic year 2018-2019		coordinators and
	reg	about the questionnaire	, , , , , , , , , , , , , , , , , , ,		HoD's
4.	Review of	The success of	To appreciate the conveners	Immeadiate	Principal
	activities	ACME2K19,	& team		
	conducted	BASICS'19, 9 th	To rectify the occurred		
		College Day & Sports	gaps & lapses		
		Day			
		Celebration is			
	5	discussed. Conveners			
		& team are			
		congratulated.			

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.



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 2019-2029

IQAC Composition	Name	Designation
Chairman	Dr. P. Ranjith Kumar	Principal
	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
Teachers	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
147	Ms.M.Madhumitha	B.E. IV Year, Department of ECE
Student Representatives	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



M.A.M. School of Engineering

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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
	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
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
Teachers	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
	Ms.M.Madhumitha	B.E. IV Year, Department of ECE
Student Representatives	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

JOAC Coordinator
COORDINATOR / IQA
M.A.M. SCHOOL OF ENGINEERINA
SIRUGANUR, TRICHY- 621 105,



IQAC Chaman
Dr.P.RANJITE 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	by the Correspondent and Chair person of IQAC.	• 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.			1
3	Plan of action for ongoing / proposed academic & Co curricular activities.	 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. 	To enhance the knowledge and discipline among the faculty & student fraternity. To encourage academic, research & extensive activities	Routine	HoD's and Faculty

		• To use the			
		management information system			
		(i.e) prezenta regularly			
		 To apply for TNSCST projects, AICTE - ISTE - ECI 			
		– Chattra Vishwakarma		*	
		Projects, National Commission for Women, DST			
		Projects, etc to promote research & extensive activities.			-
-7 -		 To apply PMKVY schemes and Skill & Project Developed 			
		schemes.To conduct more number of extension			
		and outreach programmes		15.10.2019	
		 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.KalamEductation al trust for tribals.		*	
	To conduct Internal audit once	Discussed the various observations and NC's and solutions	To complete the NC's within the stipulated time	November 2019	Concerned department coordinators
	in a semester and review	A Marie Commence of the Commen			and Hod's
1	the Internal audit report				
	Library- books	Shortage of Books and Journals	To arrange list of books and purchase	Immediate	Principal/HOD
	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

COHOS

7 A	u 151 V	extended to more number of students.			
7	Stability certificate E.P. File updating/Sa nitary Certificate Fire certificate	To check for the period and go for certification and agreed to complete	To complete the procedure	30.08.2019	Mr.Kulothngan /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.

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IQAC Chairman Dr.P.RANUTH KUMAR, M.E., Ph.D.,

PRINCIPAL M.A.M. School of Engineering Siruganur, Trichy-621 105.



M.A.M. School of Engineering

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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
	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
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
reactions	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
Student Representatives	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 ndustrialist	Mr. K. Elamparithi	Proprietor, M/S TKE Engineers, Trichy -10
IQAC Coordinator	Dr. P. Lilly Florence	Professor & Head, Department of Chemistry

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



Dr.P.RANJITH KUMAR, M.E., Ph.D.,

M.A.M. School of Engineering Siruganur, Trichy-621 105.



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

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting report 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.	Topics	Details of discussion	Action taken	Target	Responsible
No.	Discussed			Date	Person
1.	Review of Internal audit report		1	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	 About "Intra project Expo" on 5.9.2019 – completion & appreciation Graduation Day was conducted on 15.06.2019 for 2018 passed out students. 	students and faculty.	5.9.2019 15.6.2019	
4.	Discussion about the forthcoming programmes	 ACME 2019 – 9th National Level Technical Symposium National Science Day celebration BASICS 2020– 10th Sate Level Technical Symposium 10th College Day & Sports Day 	 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	Faculty to provide notes,	All faculties to keep	Immediate	HODs	and
	lessons	Lab manuals and update	updation of notes and lab		faculty	
5	. T		manuals		members	
7.	Tracking	All hod's to update the	Tomaintain performances	Immediate	HOD's	and
	sheet	Tracking sheet of test	on tracking sheet at the		Class	co-
	Service Community	performances	time of coaching		ordinators	
8.	Parents –	To conduct parents -	To let the parents to know	January	HODs	and
	Teacher's	Teacher meet after the	about their wards		faculty	
	meet	first cycle test during			members	
	* 4	second semester.				
9.	Industrial	Instructed the faculty	To inculcate the industrial	November	HODs	and
	Visits &	members to visit	applications of theoretical	&	faculty	
	Internship -	industries based on the	subjects to the students.	December	members	
	reg.	real time application of				
		even semester subjects in				1 4
		the month of November	to the second to the	_	* 1 t	
		and December.	des de l'orde ou que e	N T I S		5.00
10.	NAAC work -	Motivated the faculty	To improve the internal	Routine	HODs	and
	reg	member incharges of	quality assurance		faculty	
		NAAC to complete their			members	สนในไห
		work	ldel m a a n	32.		granan
			, 10 g			
11.	Training Plan	To plan activities on	To find resources for	Immediate	Principal/H	OD
		providing Training to students	Training	7 7 E	's	
12.	Placement	Instructed the placement	To explore placement and	At the end	Placement	
	activities -reg	coordinator to conduct the	to get placed in a top	of even	coordinator	r &
		placement activities as per	organization	Semester	All HODs	
		the planned schedule.			1 - 10-7	

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



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



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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
	Dr. K. Chandrasekaran	Head / Department of Aeronautical Engineering
	Prof. T. Ashok	Head / Department of CSE and Training &
	TIOI. 1. ASHOR	Placement coordinator
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
reactions	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	Mr. R. Bhaskaran	Trinity plus Social Trust,
local society	Wil. IC. Bilaskaran	Chennai
	Ms.M.Madhumitha	B.E. IV Year,
Student Representatives	Trisir Triad Torration	Department of ECE
Sizzoni representati es	Mr. G.Balamurugan	B.E. IV Year,
	G.Burumur ugun	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	Mr. K. Elamparithi	Proprietor, M/S TKE Engineers,
Industrialist		Trichy -10
IQAC Coordinator	Dr. P. Lilly Florence	Professor & Head,
	2.77 Emy Florence	Department of Chemistry

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



Dr.P.RARSITA KUMAR, M.E., Ph.D.,
PRINCIPAL
M.A.M. School of Engineering
Sirulganur, Trichy-621 105.



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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. 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 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

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

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



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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.

IQAC Composition	Name	Designation	
Chairperson	Dr. P. Ranjith Kumar	Principal	
	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	
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering	
reactions	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	
	Ms. M. Mohamed	B.E. IV Year,	
Co. L. a D.	Shafvan	Department of CSE	
Student Representatives	Mr. P. Palanisamy	B.E. IV Year, Department of Aeronautical	
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chenna	
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.	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.	• To prepare notes of	faculty & student fraternity. To encourage academic, research & extensive activities To enhance the Innovation, Entrepreneurship, Startups, IPR. To intensify the Social Entrepreneurship, Swachhta & Rural Engagement inside the campus and in the adopted villages		HoD's and Faculty
		AICTE - ISTE - EC	OF EN		

and the second second		
Vishwakarma		
Projects, Smart India Hackathaon 2020,		
DST Projects, etc to		and the second s
promote research &		1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
extensive activities.		
• To publish research	The state of the s	
papers by the faculty		
(minimum 2 per		
semester) and		
students.		
• To apply PMKVY		
schemes along with	21 21 7 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Skill & Project	A STATE OF THE STA	
Developed schemes.		- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
• 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 state of the s	
the rural		A STATE OF THE STA
development.	The state of the s	The state of the s
• To disseminate		
technical knowledge	to 0 may 1 m	
to the students by the		
Industrial experts /		
academicians		
through online mode - G meet/ zoom meet		
/ google classroom /		
cysco webex.		
• To conduct exams,		
assignments, MCQ	1 December 1	
tests, sharing		
materials-lesson		
notes, videos, ppts,	A Market Market and Control of the C	
e-books through		
Vmedulife and GCR.		
• To make an	Fig. 1. Sept. 18. Sept. 18	ALCOHOLD TO
establishment with		
Institutions		
Innovation Council,		
MHRD and to		EF.



promote themes such as Innovation, Entrepreneurship, startups and IPR.

• To take preliminary works to be a member of SESREC-Social Entrepreneurship, Swachhta & Rural Engagement Cell.

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• To participate in Atal Ranking of Institutions on Innovation Achievements (ARII A) -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



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

IQAC Coordinator
COORDINATOR / IQ...*
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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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.

IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
	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
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
reachers	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
Chula A D	Ms. M. Mohamed Shafvan	B.E. IV Year, Department of CSE
Student Representatives	Mr. P. Palanisamy	B.E. IV Year, Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chenna
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



M.A.M. School of Engineering

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Approved by AICTE and Affiliated to Anna University Siruganur, Tiruchirappalli - 621105. 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.

IQAC Composition	Name	Designation
Chairperson	Dr. P. Ranjith Kumar	Principal
	Dr. K. Chandrasekar	Head / Department of Aeronautical
	Ms. S. Murugavalli	Engineering Head / Department of CSE
	Prof. P. Kavitha	Head / Department of ECE
	Prof. G. Purushothaman	Head / Department of EEE and Training & Placement coordinator
Teachers	Prof. R. Ramanathan	Head / Department of Mechanical Engineering
reactions	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
Fe ^{TI}	Ms. M. Mohamed	B.E. IV Year,
C. I. Danasantativas	Shafvan	Department of CSE
Student Representatives	Mr. P. Palanisamy	B.E. IV Year, Department of Aeronautical
Alumni	Mr. A. Wahith Ali	Director, Cavrys Life Sciences Pvt. Ltd., Chenr
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries, Trichy
Nominee from Industrialist	Dr. B. Shanmugarajan	Welding Research Institute, BHEL, Trichy
Nominee from Parent cun 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

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



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.	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	 To motivate the students and faculty. To encourage academic, research, innovation & extensive activities To create an interest in the Innovations and other activites 	Routine	Concerned Department coordinators and HoD's
2.	Discussion about the forthcoming programmes	 National Science Day celebration Celebration of all other important days by webinars, competitions and events 	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 programes, hands on training and so on.	To motivate the students and to get the working experience through these	Immediate	Principal/HOD 's
7.	Placement activities -reg	Instructed the placement coordinator to conduct the placement activities as per the planned schedule.	to get placed in a top	At the end of even Semester	

IQAC Cooldinator
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 22.02.2021at 2.00 P.M. in the office of Correspondent. Dr.P.Ranjithkumar, Chairman, IQAC chaired the meeting.

IQAC Composition	Name	Designation		
Chairperson	Dr. P. Ranjith Kumar	Principal		
	Dr. K. Chandrasekar	Head / Department of Aeronautical		
	Dr. K. Chandrasekar	Engineering		
	Ms. S. Murugavalli	Head / Department of CSE		
	Prof. P. Kavitha	Head / Department of ECE		
	Prof. G. Purushothaman	Head / Department of EEE and		
	Prof. G. Furushothaman	Training & Placement coordinator		
	Prof. R. Ramanathan	Head / Department of Mechanical		
Teachers	Pioi. K. Kamanaman	Engineering		
reachers	Prof. Dr. A. Punitha	Head / Department of Mechatronics		
	Pioi. Di. A. Punidia	Engineering		
	Prof. Dr.P.Lilly Florence	Exam cell coordinator		
	Mr. N. Predesh Kumar	Director / Department of Physical		
	Wir. N. Fledesii Kuinai	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	Mr. R. Bhaskaran	Trinity plus Social Trust,		
local society		Chennai		
	Ms. M. Mohamed	B.E. IV Year,		
Student Representatives	Shafvan	Department of CSE		
Student Representatives	Mr. P. Palanisamy	B.E. IV Year,		
	Wil. 1 . 1 diamsamy	Department of Aeronautical		
Alumni	Mr. A. Wahith Ali	Director,		
	TVII.71. VVIIIII 711	Cavrys Life Sciences Pvt. Ltd., Chennai		
Nominee from Employer	Mr. R. Kanagasapapathy	RK metal Industries,		
	Wit. R. Ranagasapapatriy	Trichy		
Nominee from	Dr. B. Shanmugarajan	Welding Research Institute,		
Industrialist	2 2. chaminagarajan	BHEL, Trichy		
Nominee from Parent cum		Proprietor,		
Industrialist	Mr. K. Elamparithi	M/S TKE Engineers,		
11		Trichy -10		
IQAC Coordinator/	Dr. P. Lilly Florence	Professor & Head,		
Member Secretary		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
SIRIGANUR, TIRUCHIRAPPALLI-621 105.