



MARTHANDAM COLLEGE OF ENGINEERING AND TECHNOLOGY (MACET)

COLLEGE ROAD, KUTTAKUZZHI, VEEYANOOR POST,
KANYAKUMARI DISTRICT, TAMILNADU, INDIA. PIN-629177.



Date :28.06.2018

Ref :MACET/IQAC/18-19/001

CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 29.06.2018 at Conference Hall by 10.00 A.M. to discuss the following agenda. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

Agenda

1. Academic Calendar
2. Value added Courses
3. Class committee meeting
4. Mentor mentee meetings
5. Publications and Patent
6. NSS/Sports Activities
7. Various Policy implementation
8. Internship
9. Internal Test
10. Induction Program

IQAC Coordinator

PRINCIPAL

Details:

Date :29.06.2018
Venue : conference Hall
Time :10.00 am

Copy To

Chairman
Vice Chairman
HODs
IQAC Coordinator
IQAC members
office



MINUTES OF MEETING

The IQAC meeting was conducted at Conference Hall on 29.06.2018

Members Present in the meeting are as follows

Sl.No	Name	Designation	Signature
1	Dr.C.Sudhahar	Principal	
2	Mrs.A.Bindhu	Coordinator	
3	Mr.G.Vijay Singh	Member	
4	Dr.G.W.Martin	Member	
5	Dr.Edna Edith	Member	
6	Mrs.Anchana BS	Member	
7	Mrs.JoselinKavitha	Member	
8	Mr.C.ShonicReegan	Member	
9	Mrs.RJ Alice Nineta	Member	

Agenda

1. Academic Calendar
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7. Various Policy implementation
8. Internship
9. Internal Test
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Points Discussed

- IQAC Coordinator briefed about the previous academic year minutes and explained about the IQAC functioning.
- Discussed about academic calendar and academic schedule for the odd semester and the events planned to organize by the departments.



- IQAC members discussed about the value added courses . Then instructed each department should conduct minimum three value added course.
- IQAC recommended to conduct Class Committee meeting with the student representatives and faculty members to discuss about the subject coverage and to improve the teaching learning process.
- IQAC insisted to conduct mentor mentee meetings and identify the problems faced by the students and resolve them.
- The IQAC recommended that all faculty members should publish their research papers minimum one per year in UGC, Scopus, SCI, Web of Science and to submit patents.
- IQAC instructed that the Students from all departments should participate in various academic and cultural programs conducted by other institutions. Students should participate in extracurricular activities like YRC, NSS, sports activities.
- The committee suggested to frame and implement various policies such as staff appraisal policy, feedback policy, internal exam policy and placement policy.
- The committee insisted each department to arrange industrial visit for the students.
- The committee instructed to enhance the security/Surveillance system in the institution.
- The committee recommends to motivate the students to attend internship during vacation to enhance the skills .
- IQAC instructed the departments and committees to arrange various awareness programs for the students.
- Discussion was done on conduct of internal exam and awarding internal marks to the students.
- Departments are instructed to maintain the movement register for the faculty who leave the department so that they can be contacted at any time.
- Also the committee insisted to maintain late comers register for the students in the gate to maintain discipline.
- IQAC recommends to conduct induction programme for the first year students before commencing the regular classes.


IQAC Coordinator


PRINCIPAL



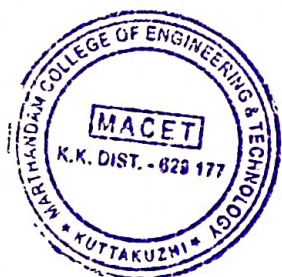
FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2018- 2019

ODD SEMESTER

Action taken report on the decision of the IQAC meeting held on 29.06.2018. To implement the decision of the above mentioned meeting of the IQAC, the following actions were taken.

Feedback	Action Taken
Academic calendar and academic schedule for the odd semester and the events planned to organize by the departments.	Academic calendar was prepared and distributed to all.
Each department should conduct minimum three value added course	All departments scheduled three value added courses .
Conduct Class Committee meeting with the student representatives and faculty members to discuss about the subject coverage and to improve the teaching learning process.	Minimum two class committee meeting was conducted for each class.
Conduct mentor mentee meetings and identify the problems faced by the students and resolve them	Each mentor conducted the meeting and give counselling to the students.
Faculty members should publish their research papers minimum one per year in UGC, Scopus, SCI, Web of Science and to submit patents.	Faculty published research papers in the journals.
Students from all departments should participate in various academic and cultural programs conducted by other institutions. Students should participate in extracurricular activities like YRC, NSS, sports activities.	Students from various department participated in all activities
Suggested to frame and implement various policies such as staff appraisal policy, feedback policy, internal exam policy and placement policy	Policies were framed and implemented
Insisted each department to arrange industrial visit for the students.	Industrial visit was arranged by the departments and students participated
Enhance the security/Surveillance system in the institution.	CCTV cameras were installed in the campus.
Motivate the students to attend internship during vacation to enhance the skills .	Students attended internships during vacation.
Instructed the departments and committees to arrange various awareness programs for the	Various programmes were arranged by the departments and committees.



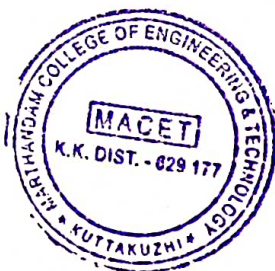
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Dr. C. SUDHAHAR, M.E., Ph.D.
PRINCIPAL
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KUTTAKUZZHI



students.	
Conduct of internal exam and awarding internal marks to the students.	Three internal exam were conducted and based on the performance of the students marks are awarded.
Maintain the movement register for the faculty	Movement register was maintained and all the faculty updated the movement details
Maintain late comers register for the students	The register is maintained in the gate by securitypersonnels.
Conduct induction programme for the first year students	A bridge course was arranged before the regular classes for the first year students


IQAC Coordinator


Principal




Dr. C. SUDHAKAR, M.E. Ph.D.
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KUTTAKUZHI



Date :02.01.2019.

Ref :MACET/IQAC/18-19/002

CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 03.01.2019 at Conference Hall by 10.00 A.M. to discuss the following agenda. Hereby, it is requested that all the IQAC members are asked to attend the meeting.

Agenda

1. Feedback mechanism
2. Annual Day and Sports day
3. Graduation Day
4. Placement Activity
5. Students Projects
6. Professional Bodies
7. University exam result Analysis discussion
8. Guidance for competitive examinations
9. FDP
10. Admission policy


IQAC Coordinator


PRINCIPAL

Details:

Date :03.01.2019
Venue : conference Hall
Time :10.00 am

Copy To

Chairman
Vice Chairman
HODs
IQAC Coordinator
IQAC members
Office



MINUTES OF MEETING

The IQAC meeting was conducted at Conference Hall on 03.01.2019

Members Present in the meeting are as follows

Sl.No	Name	Designation	Signature
1	Dr.C.Sudhahar	Principal	
2	Mrs.A.Bindhu	Coordinator	
3	Mr.G.Vijay Singh	Member	
4	Dr.G.W.Martin	Member	
5	Dr.Edna Edith	Member	
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Agenda

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Points Discussed

- IQAC Coordinator briefed about the previous academic year minutes and explained about the IQAC functioning.



- IQAC members discussed about the conduct of annual day and sports day, instructed to submit the staff performance appraisal.
- IQAC members discussed about the conduct of graduation day. The Alumni meet need to be conducted to discuss about various activities for the growth of the institution.
- IQAC recommended to conduct result analysis after receiving university results and should conduct parents meeting for the weak students.
- IQAC insisted the placement cell to improve the number of placements through on campus recruitment and identify the placement opportunities in the core field for the students.
- The IQAC recommended that all faculty members should involve in NPTEL FDP. All heads should motivate them to register for the same.
- IQAC instructed the faculty members to focus on admissions. Faculty members should clearly elaborate the admission policy to admission enquiry.
- The committee encouraged the departments to conduct workshop/symposium/seminar/FDP every semester.
- The committee insisted to collect course feedback before the examination.
- The committee instructed to review the result analysis of each course. HODs are instructed to do the result analysis and take necessary actions. HODs are informed to motivate the faculty members to use modern ICT tools for teaching learning Process.
- The committee recommends to give guidance for the students who are appearing for the competitive exams.
- IQAC instructed the departments to encourage the students to do the projects that benefits the society.
- Departments are instructed to be a part of at least one professional bodies and arrange the programmes to the students.


IQAC Coordinator


PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2018- 2019

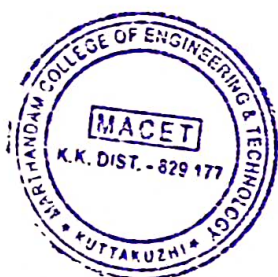
EVEN SEMESTER

Action taken report on the decision of the IQAC meeting held on 03.01.2019. To implement the decision of the above mentioned meeting of the IQAC, the following actions were taken.

Feedback	Action Taken
Conduct of annual day and sports day	Sports day and annual day was conducted on march 1 st and 2 nd .
Conduct of graduation day	Graduation day was conducted on 06.04.2019
Conduct result analysis after receiving university results	Result analysis was done and annexure VI was prepared to identify the weak students. Parents meeting was conducted .
Improve the number of placements through on campus recruitment	Placement and training cell of the institution conducted various training programme for the students and arranged various placement drives.
Faculty members should involve in NPTEL FDP	Faculty members attended NPTEL FDP as well as other FDPs.
Faculty members to focus on admissions	Faculty members give their contribution in the admission process.
Departments to conduct workshop/symposium/seminar/FDP	Various departments organized symposium/workshop/seminar
Collect course feedback before the examination	Course feedback was collected and submitted
Do the result analysis and take necessary actions.	Result analysis was done and identified subjects with low results.
Motivate the faculty members to use modern ICT tools for teaching learning Process	Implemented ICT tools for teaching learning process.
Guidance for the students who are appearing for the competitive exams	Conducted awareness programmes for the students.
Encourage the students to do the projects that benefits the society	Projects are selected and 3 reviews are conducted, based on the performance internal marks are awarded.
To be a part of atleast one professional bodies and arrange the programmes to the students	Department of Computer Science and Engineering received institutional membership with Computer Society of India(CSI). All the students are the members of CSI with a validity of 2 years.


IQAC Coordinator


Principal




Dr. C. SUDHANAR, M.E., Ph.D.
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