



Date :10.06.2019

Ref :MACET/IQAC/19-20/001

CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 10.06.2019 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. Academic Calendar
2. Value added Courses
3. Learning Portal
4. Class committee meeting
5. Publications and Patent
6. Result Analysis
7. NSS/Sports Activities
8. Placement Cell
9. Industrial visit
10. Faculty Development Program


IQAC Coordinator


PRINCIPAL

Details:

Date :10.06.2019
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 10.06.2019

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 | |
| 6 | Mrs.Anchana BS | Member | |
| 7 | Mrs.Joselin Kavitha | Member | |
| 8 | Mr.C.Shonic Reagan | Member | |
| 9 | Mrs.RJ Alice Nineta | Member | |

Agenda

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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 calendar for the odd semester 2019-2020 has been approved.



MARTHANDAM COLLEGE OF ENGINEERING AND TECHNOLOGY (MACET)

**COLLEGE ROAD, KUTTAKUZHI, VEEYANNOOR POST, KANYAKUMARI
DISTRICT, TAMILNADU, INDIA. PIN-629177.**



- IQAC members discussed about the value added courses. Then instructed each department should conduct minimum three value added course.
- It was decided to hold one conference in this academic year.
- All departments are requested to submit their lecture notes and video presentations.
- IQAC recommended to conduct Class Committee meeting. The committee met thrice in a semester, records of minutes were maintained, discussion focussed on syllabus coverage, internal assessment and any matter related to students.
- Realizing the importance of well being in student lives, IQAC insisted to conduct mentor-mentee meeting.
- 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. And also to register for PhD Admission.
- Discussed about the Result analysis for the academic year 2018-2019(ODD)
- IQAC instructed the NSS coordinator to make a plan for conducting the activities to be performed in this academic year like blood donation, awareness program etc...
- IQAC insisted the placement coordinator to conduct training programs on communication skill and aptitude for final year students
- The committee motivated and facilitate teachers to visit industry in order to see the actual working of industrial units. The committee insisted each department to arrange industrial visit for the students.
- IQAC instructed all department HOD's to organize FDP's and seminar on latest trends in engineering.
- IQAC recommends to conduct induction programme for the first year students before commencing the regular classes.


IQAC Coordinator


PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

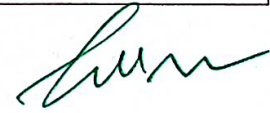
ACADEMIC YEAR 2019- 2020

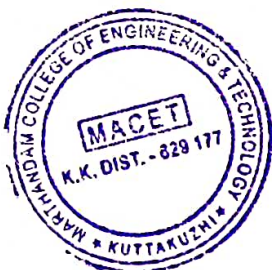
ODD SEMESTER

Action taken report on the decision of the IQAC meeting held on 10.06.2019. 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 . |
| All departments are requested to submit their lecture notes and video presentations | All departments HOD's submitted the lecture notes and video presentations |
| IQAC recommended to conduct Class Committee meeting | Minimum two class committee meeting was conducted for each class. |
| IQAC insisted to conduct mentor mentee meeting. | Each mentor of all the classes conducted the meeting and gave 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 And also to register for PhD Admission. | Faculty published research papers in the journals and registered for Ph.D admission . |
| Discussed about the Result analysis for the academic year 2018-2019(ODD) | All departments results were discussed and planned to give coaching class |
| 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 |
| IQAC insisted the placement coordinator to conduct training programs | Conducted placement training programs for all the final year students |
| Insisted each department to arrange industrial visit for the students. | Industrial visit was arranged by the departments and students participated |
| Conduct induction programme for the first year students | A induction programme was arranged before the regular classes for the first year students |


IQAC Coordinator


Principal




Dr. C. SUDHAKAR, M.E., Ph.D.
PRINCIPAL
MARTHANDAM COLLEGE OF
ENGINEERING & TECHNOLOGY
KUTTAKUZZHI



Date : 16.12.2019

Ref : MACET/IQAC/19-20/002

CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 16.12.2019 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. Academic Calendar
2. Academic Audit
3. Final Year Projects
4. Learning Portal
5. Class committee meeting
6. Mentor mentee meetings
7. Publications and Patent
8. Result Analysis
9. NSS/Sports Activities/Awareness Programs
10. Faculty Development Program


IQAC Coordinator


PRINCIPAL

Details:

Date : 16.12.2019
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 16.12.2019

Members Present in the meeting are as follows

| Sl.No | Name | Designation | Signature |
|-------|---------------------|-------------|-----------|
| 1 | Dr.C.Sudhahar | Principal | |
| 2 | Mrs.A.Bindhu | Coordinator | |
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10. Faculty Development Program



Points Discussed

- IQAC Coordinator briefed about the previous academic year minutes and explained about the IQAC functioning.
- Discussed about academic calendar and academic calendar for the Even semester 2019-2020 has been approved.
- Academic audit report was presented and discussions were made.
- IQAC members discussed about the value added courses. And it is decided to conduct the certificate courses and value added courses.
- Students to be motivated for continuing PBL (project based learning) work and internship work to final year project work. Instructions are given to departments.
- All departments are requested to submit their lecture notes and video presentations.
- IQAC recommended to conduct Class Committee meeting. The committee met thrice in a semester, records of minutes were maintained, discussion focussed on syllabus coverage, internal assessment and any matter related to students.
- IQAC insisted to conduct mentor mentee meeting to accelerate the personal and professional development of mentees.
- 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. And also to register for Ph.d Admission.
- Discussed about the Result analysis for the academic year 2018-2019 Even
- IQAC instructed all the HOD's to submit the appraisal form for all the faculties to know their academic performance and research publications.
- IQAC instructed the NSS coordinator to conduct road awareness program to sensitize the students about the road safety.
- IQAC insisted the placement coordinator to conduct exams on aptitudes, group discussion and instructed to arrange placement drives.
- It is decided in the meeting to conduct Workshop/Training programme for the faculty members


IQAC Coordinator


PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2019- 2020

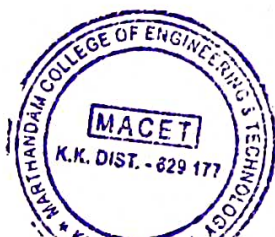
EVEN SEMESTER

Action taken report on the decision of the IQAC meeting held on 16.12.2019. 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 Even 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 . |
| IQAC insisted to do Academic audit and asked to submit the audit report | Academic audit was done for the year (2018-2019) and the report was submitted |
| All department Hod's are asked to motivate the students for continuing PBL (project based learning) work and internship work to final year project work | Students done their project work in project based learning and completed their internships |
| All departments are requested to submit their lecture notes and video presentations | All departments HOD's submitted the lecture notes and video presentations |
| IQAC recommended to conduct Class Committee meeting | Minimum two class committee meeting was conducted for each class. |
| IQAC insisted to conduct mentor mentee meeting. | Each mentor of all the classes conducted the meeting and gave 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 And also to register for PhD Admission. | Faculty published research papers in the journals and registered for Ph.D admission . |
| Discussed about the Result analysis for the academic year 2018-2019(EVEN) | All departments results were discussed and planned to give coaching class |
| IQAC instructed all the HOD's to submit the appraisal form for all the faculties | All Hod's submitted the appraisal form for each faculties in their respective department. |
| 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 |
| IQAC insisted to arrange placement drive for all department final year students | Conducted placement drive for all the final year students and few students got placed. |
| To conduct Workshop/Training programme for the faculty members | Conducted training programs for the faculty members |


IQAC Coordinator


Principal




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