

MARTHANDAM COLLEGE OF ENGINEERING AND TECHNOLOGY (MACET)



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



Ref :MACET/IQAC/20-21/001

Date: 02/06/2020

CIRCULAR

This is to remind you of our upcoming IQAC meeting scheduled for June 03, 2020, at 10:00 A.M. Due to current circumstances, the meeting will be conducted online. Your attendance and active participation are highly valued as we delve into important matters regarding our quality assurance initiatives. Your insights and contributions are essential to the success of our endeavors.

Agenda

1. Academic Calendar
2. Feedback Mechanism
3. Placement Activity
4. Online Teaching
5. Gsuite Utilization
6. FDP
7. Environmental Protection
8. NAAC new guidelines
9. Increase the Usage of NPTEL and NDL
10. Lecture Videos
11. Value added Course
12. Internal Test
13. University exam Result Analysis discussion
14. IQAC webinar Proposal


IQAC Coordinator


PRINCIPAL

Details:

Date :03.06.2020
Venue : Online
Time :10.00 am

Copy To

Chairman
Vice Chairman
HODs
IQAC Coordinator
IQAC members
Office



MINUTES OF MEETING

The IQAC meeting was conducted online on 03/06/2020.

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

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Point 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 Even semester and the events planned to organize by the departments.
- During the meeting, the principal expressed appreciation for the efforts made during the lockdown
- The Career Services Director discussed plans for upcoming placement activities, including employer outreach, career counseling initiatives, and coordination of placement drives to support student career development.
- The committee Planned faculty training sessions on advanced online teaching techniques and selected appropriate digital platforms for content delivery.
- The committee reviewed current utilization of Google Suite tools and identified opportunities for further integration into academic and administrative processes. Agreed upon providing additional training resources to faculty and staff to maximize the benefits of Gsuite tools.
- The Professional Development Coordinator outlined upcoming FDPs aimed at enhancing faculty teaching skills, research capabilities, and professional growth, ensuring alignment with institutional goals.
- IQAC discussed strategies for environmental protection both within and outside the campus during the pandemic, focusing on initiatives such as minimizing waste generation, promoting remote work to reduce carbon emissions, and supporting local communities affected by the pandemic through sustainable practices.
- IQAC discussed the new guidelines introduced by NAAC, focusing on key areas such as revised accreditation criteria, assessment parameters, and documentation requirements, to ensure compliance and readiness for upcoming accreditation evaluations.
- Discussed strategies for promoting NPTEL and NDL resources among faculty and students, including awareness campaigns and training sessions.
- The IQAC Reviewed the production and usage of lecture videos as a supplementary learning resource and agreed upon standardizing quality and format.
- IQAC members discussed about the value added courses . Then instructed each department should conduct minimum three value added course.

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- Discussion was done on conduct of internal exam and awarding internal marks to the students.
 - The Committee Analyzed university examination results to identify trends and areas for improvement in teaching and learning processes.
 - The coordinator discussed the proposal for an IQAC webinar during the meeting.


IQAC Coordinator


PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2020- 2021

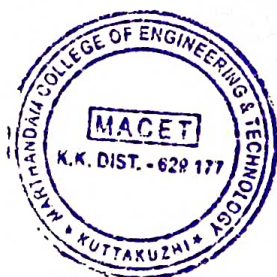
ODD SEMESTER

Action taken report on the decision of the IQAC meeting held on 16.12.2020. To implement the decision of the above mentioned meeting of the IQAC, the following actions were taken.

FEEDBACK	ACTION TAKEN
Placement activity is encouraged	To conduct the online placement activity, we coordinated with employers to schedule virtual recruitment sessions, provided students with access to job postings through our online platform, and offered support for resume building and interview preparation through webinars and resources.
Our team has found G Suite to be a valuable tool for enhancing collaboration and productivity, with a focus on ongoing training and exploration of advanced features."	We've provided training and encouraged exploring more of G Suite's features.
All departments are requested to attend online FDP for professional development purposes.	For the online FDP, we've coordinated with relevant departments, scheduled the sessions, and provided necessary login information and technical support to ensure smooth participation
Motivate the students to attend internship online to enhance the skills .	Students attended online internships
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.
Each department should conduct minimum three value added course	All departments scheduled three value added courses .
Discussed about the Result analysis for the academic year 2019-2020(EVEN)	All departments results were discussed and planned to give coaching class


IQAC Coordinator


Principal




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



Ref :MACET/IQAC/20-21/002

Date:15.12.2020

CIRCULAR

This is to inform you about an upcoming IQAC meeting scheduled for December 16, 2020, at 11:00 A.M. This meeting will be conducted online. Hereby, it is requested that all IQAC members attend the online meeting at the scheduled time to discuss the following agenda. Your participation and insights are crucial to the success of our quality assurance efforts.

Agenda

1. Feedback Mechanism
2. Online Class
3. Gsuite Utilization
4. FDP
5. Internship
6. Publications and Patent
7. Increase the Usage of NPTEL and NDLE
8. Lecture Videos
9. Value added Course
10. Internal Test
11. University exam Result Analysis discussion


IQAC Coordinator


PRINCIPAL

Details:

Date :16.12.2020
Venue : Online
Time :11.00 am

Copy To

Chairman
Vice Chairman
HODs
IQAC Coordinator
IQAC members
Office



MINUTES OF MEETING

The IQAC meeting was conducted online on 16/12/2020.

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	
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Points Discussed

- Discussed about academic calendar and academic schedule for the Even semester and the events planned to organize by the departments.
- The Career Services Director discussed plans for upcoming placement activities, including employer outreach, career counseling initiatives, and coordination of placement drives to support student career development.
- The committee Planned faculty training sessions on advanced online teaching techniques and selected appropriate digital platforms for content delivery.
- The committee reviewed current utilization of Google Suite tools and identified opportunities for further integration into academic and administrative processes. Agreed upon providing additional training resources to faculty and staff to maximize the benefits of Gsuite tools.
- Reviewed current utilization of Google Suite tools and identified opportunities for further integration into academic and administrative processes.
- The committee recommends to motivate the students to attend internship during vacation to enhance the skills.
- 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.
- Discussed strategies for promoting NPTEL and NDL resources among faculty and students, including awareness campaigns and training sessions.
- The IQAC Reviewed the production and usage of lecture videos as a supplementary learning resource and agreed upon standardizing quality and format.
- IQAC members discussed about the value added courses . Then instructed each department should conduct minimum three value added course.
- Discussion was done on conduct of internal exam and awarding internal marks to the students.
- The Committee Analyzed university examination results to identify trends and areas for improvement in teaching and learning processes.
- Formulated action plans to address any identified weaknesses and enhance student performance in future examinations.


IQAC Coordinator


PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2020- 2021

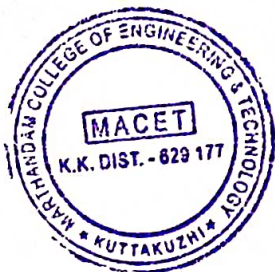
EVEN SEMESTER

Action taken report on the decision of the IQAC meeting held on 03.06.2020. 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.
Placement activity is encouraged	To conduct the online placement activity, we coordinated with employers to schedule virtual recruitment sessions, provided students with access to job postings through our online platform, and offered support for resume building and interview preparation through webinars and resources.
Our team has found G Suite to be a valuable tool for enhancing collaboration and productivity, with a focus on ongoing training and exploration of advanced features."	We've provided training and encouraged exploring more of G Suite's features.
All departments are requested to attend online FDP for professional development purposes.	For the online FDP, we've coordinated with relevant departments, scheduled the sessions, and provided necessary login information and technical support to ensure smooth participation
Each department should conduct minimum two value added course	All departments scheduled two value added courses .
All departments are encouraged to conduct online webinars	All department heads have organized online webinars


IQAC Coordinator


Principal




Dr. C. SUDAHAR, M.E., Ph.D.
PRINCIPAL
MARTHANDAM COLLEGE OF
ENGINEERING & TECHNOLOGY
KUTTAKUZHI