



MARTHANDAM COLLEGE OF ENGINEERING AND TECHNOLOGY (MACET)

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



Date: 08.06.2021

Ref : MACET/IQAC/21-22/001

## CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 11.06.2021 at Conference Hall by 11.00 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. Review of Academic Activities
3. Publications and Patent
4. Association & Club Activities
5. Value added Courses
6. Website Updating
7. Admission Strategies and scholarships
8. Induction Program

  
IQAC Coordinator

  
PRINCIPAL

Copy to;

Chairman  
Vice Chairman  
HODs  
IQAC Coordinator  
IQAC members  
Office



**MARTHANDAM COLLEGE OF ENGINEERING AND TECHNOLOGY (MACET)**

**COLLEGE ROAD, KUTTAKUZHI, VEEYANOOR POST,**

**KANYAKUMARI DISTRICT, TAMILNADU, INDIA. PIN-629177.**



**MINUTES OF MEETING**

The IQAC meeting was conducted at Conference Hall on 11.06.2021

Members Present in the meeting are as follows

Sl.No	Name	Designation	Signature
1	Dr.C.Sudhahar	Principal	
2	Mrs.A.Bindhu	IQAC 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
2. Review of Academic Activities
3. Publications and Patent
4. Association & Club Activities
5. Value added Courses
6. Website Updating
7. Admission Strategies and scholarships
8. Induction Program

**Points Discussed**

The meeting started at 11am in the Conference Hall. The IQAC Coordinator welcomed the members present for the Meeting. IQAC Coordinator briefed about the previous Academic year minutes and explained about the IQAC functioning.

**1. Academic Calendar**

The Academic Calendar for the 2021-2022 Odd semester has been discussed and Approved by the IQAC Members.



## 2. Review of Academic Activities

Principal Dr.C. Sudhahar briefed about the ongoing Academic activities of Academic Year 2020-2021 Even semester. He also explained the plan for the upcoming 2021-2022 Odd Semester academic related activities such as Guide lines of Regulation 2021, Syllabus, Portion Coverage, Class Committee Meeting, Mentor Mentee, Internal Assessment test, Feedback, Education beyond the classroom and Placement Program of the class. Also discussed the result analysis for the Academic Year 2020-2021 Odd Semester.

## 3. Publications and Patent

The IQAC recommended that all faculty members should publish one research paper per year in UGC, IEEE, Scopus, SCI, Web of Science and to submit patents. Also to register for PhD Admission.

## 4. Association & Club Activities

The IQAC instructed the NSS and YRC coordinator to make a plan for conducting the activities to be performed in this academic year and to add new students in the NSS.

The IQAC instructed all department HOD's to organize FDP's and seminar/Workshop on latest trends in engineering and also instructed to encourage the Students and Faculties to participate in seminar and workshops on every semester.

## 5. Value added Courses

The IQAC members discussed the value-added courses and instructed all the department HOD's to conduct minimum three value added course with the duration of 40 hours in a Year.

## 6. Website Updation

All department HODs are requested to submit their Last Year Department Activities, Achievements, Lecture notes and Video lecture to the System Admin to update in the College Website.

## 7. Admission Strategies and Scholarships

The IQAC recommends the College Admission Cell Coordinator to give priorities to the government scholarship quotas in the ongoing New Batch Admission. Also, the committee recommends to advertise the various scholarship schemes like (7.5 GO, FG for Twins, Pudhumai pen scholarship) to the 12 Passed Students to improve the admission.

## 8. Induction Program

IQAC recommends the First Year Coordinator to conduct a two-week Induction Programme for the New Batch of first year students going to admit during the Academic Year 2022-2023.



FEEDBACK AND ACTION TAKEN REPORT

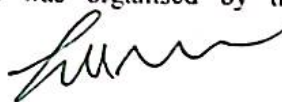
ACADEMIC YEAR 2021- 2022

ODD SEMESTER

Action taken report on the decision of the IQAC meeting held on 08/06/2021. To implement the decision of the above meeting of IQAC the following actions were taken.

Feedback	Action Taken
The Committee members insisted to make a preplan for the upcoming semester to carry out the academic activities in time.	Based on the Academic Schedule given by the Anna University, the college Academic Calendar is prepared for the semester and the Working Days, Internal Exams are conducted as per the dates given in the Academic Calendar.
Review of Academic Activities; The IQAC members insisted the importance of conducting Class Committee Meeting to get feedback about the ongoing activities in the class and for further improvement.	Two Class Committee Meeting were conducted per semester for a Class and got feedback about the subject coverage, teaching methods, Internal Exam and other matters related to the subject. The Class Committee Minutes were submitted to the IQAC and Principal.
Review of Academic Activities; The IQAC members insisted to conduct Mentor Mentee Meeting to help the students and to improve their academic performance.	Mentor Mentee with a Ratio of 1:15 are followed to all the classes and regular meetings were conducted to solve the problems faced by the students in both academic and personal life's.
Review of Academic Activities; The IQAC members insisted on getting Feedbackon both Academic & Curriculum from the students and faculties from all the departments.	Academic Feedback for each subject was collected from the students and analysed and the report was submitted to the Principal. The problems found in the Academic Feedback was rectified by the department Hods based on the Principal advise. Curriculum Feedback was collected from the Staff, Students, Alumni
Implementation of Regulation 2021; In accordance with the University Regulation 2021, All Staff members has to understand the new updates give in the R2021 Manual and the changes in the Question Paper Format	The Regulation 2021 Manual was given to all the department Hods. The Internal Exam Question pattern for the R2021 was approved by the Principal and the same was followed to the First Semester Subjects.
Placement Training Activities; The IQAC members insisted to greater number of Training Program	To improve the Students Placement Percentage, A 7 Days Training Program was organised by the Placement Cell.



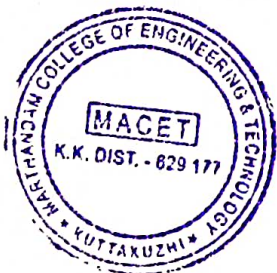
  
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KUTTAKUZH




& Classes go improve the Placement Record from the last year.	Also regular Placement training classes were conducted in the 7 <sup>th</sup> Semester on Aptitude, English and their Core Engineering Subjects.
Publications and Patent; The committee has encouraged all the staff members to publish research papers and to apply for PhD	A total of 13 Research Publications were made by the faculty members so far this year. 5 Faculty members has joined PhD irregular course.
Association & Club Activities; The committee has insisted the club in-charges to add new members to their clubs.	A total of 80 Students were Newly added in the NSS Club and 57 students Newly added in the YRC club this Year.
Value added Courses; The committee has insisted all the department Hods to conduct useful value-added courses.	All the departments started to conduct the Value-Added Courses.
Website Updation; The committee instructed the Hods to ensure all the department achievements and activities are updated in the college website.	The Previous Academic Year Department Activities and Achievements were updated in the website already.
Admission Strategies and Scholarships; In order to improve the First Year Admission, the committee insisted the Admission Cell to advertise the government scholarship benefits and to fill more seats.	A total of 196 Students were admitted in the 2021 Batch First Year. Scholarship Details;
First Year Induction Program; The committee insist the First-Year coordinator to conduct a two weeks Activity based classes for the newly admitted students to make them active and comfortable in the campus.	A two weeks Induction Program was conducted for the newly admitted First year students from 08/11/2021 to 20/11/2021

  
IQAC Coordinator

  
PRINCIPAL



  
Dr. C. SUDHAKAR, M.E. Ph.D.  
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ENGINEERING & TECHNOLOGY  
KUTTAKUZZHI



Date: 13.12.2021

Ref : MACET/IQAC/21-22/002

## CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 16.12.2021 at Conference Hall by 11.00 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. Review of Academic Activities
3. Implementation of Regulation 2021
4. Association and Club Activities
5. Placement Cell
6. Value added Courses
7. Students Projects and Internship
8. Website Updation
9. Annual Day, Cultural Day and Sports Day

  
IQAC Coordinator

  
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Copy to;

Chairman  
Vice Chairman  
HODs  
IQAC Coordinator  
IQAC members  
office



### MINUTES OF MEETING

The IQAC meeting was conducted at Conference Hall on 16.12.2021

Members Present in the meeting are as follows

Sl.No	Name	Designation	Signature
1	Dr.C.Sudhahar	Principal	
2	Mrs.A.Bindhu	IQAC 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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5. Placement Cell
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7. Students Projects and Internship
8. Website Updating
9. Annual Day and Sports Day



## Points Discussed

The meeting started at 11am in the Conference Hall. The IQAC Coordinator welcomed the members present for the Meeting. IQAC Coordinator briefed about the Previous Academic Year minutes and explained about the IQAC functioning.

### 1. Academic Calendar

The Academic Calendar for the 2021-2022 Even semester has been discussed and Approved by the IQAC Members.

### 2. Review of Academic Activities

Principal Dr.C.Sudhahar briefed about the ongoing Academic activities of Academic Year 2021-2022 Odd semester. He also explained the plan for the upcoming 2021-2022 Even Semester Academic related activities such as Syllabus, Portion Coverage, Class Committee meeting, Mentor Mentee, Internal Assessment Exam, Feedback, Education beyond the classroom and Placement Program of the class. Also, discussed the result analysis for the Academic Year 2021-2022 Even Semester.

### 3. Implementation of New Regulation 2021

The New Regulation 2021 and the changes in the Internal Marks and Exam Pattern R2021 given by the Anna University was explained by the Principal Dr.C.Sudhahar in detail and instructed the Hod's to follow all the changes carefully.

### 4. Association and Club Activities

The IQAC instructed the NSS and YRC coordinator to conduct social welfare programmes and awareness seminar and rally.

The IQAC instructed all department HOD's to organize FDP's and seminar/workshop on latest trends in engineering and also instructed to encourage the students and staffs to participate.

### 5. Placement Cell

The IQAC insisted the Placement Coordinator to arrange On-campus Placement Drives to the benefit of the Final Year Students in getting the Job Placement. The committee also insists the department HOD's to prepare the Final Year Students for the Placement Drives.

### 6. Value added Courses

The IQAC members discussed and instructed all the department HOD's to conduct the value-added courses which will be useful for the students in gaining knowledge.



**7. Students Project and Internship**

The IQAC instructed all department HOD's to encourage the students to do useful innovative Projects which can be benefit to our nearby village and society.

The IQAC instructed all department HOD's to ensure every student should undergo an Internship of minimum 15 Days during the summer holidays.

**8. Website Updating**

All department HODs are requested to submit their Last Year Department Activities, Achievements, Lecture Notes and Video Lecture to the System Admin to update in the College Website.

**9. Annual Day and Sports Day**

The IQAC recommends the Principal to form a committee for conducting the Annual Day during the upcoming semester. Also, it insists the Physical Director to plan for the Annual Sports Day competitions.

  
IQAC Coordinator

  
PRINCIPAL



**FEEDBACK AND ACTION TAKEN REPORT**  
**ACADEMIC YEAR 2021- 2022**  
**EVEN SEMESTER**

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Feedback	Action Taken
The Committee members insisted to make a preplan for the upcoming semester to carry out the academic activities in time.	Based on the Academic Schedule given by the Anna University, the college Academic Calendar is prepared for the semester and the Working Days, Internal Exams are conducted as per the dates given in the Academic Calendar.
Review of Academic Activities; The IQAC members insisted the importance of conducting Class Committee Meeting to get feedback about the ongoing activities in the class and for further improvement.	Two Class Committee Meeting were conducted per semester for a Class and got feedback about the subject coverage, teaching methods, Internal Exam and other matters related to the subject. The Class Committee Minutes were submitted to the IQAC and Principal.
Review of Academic Activities; The IQAC members insisted to conduct Menor Mentee Meeting to help the students and to improve their academic performance.	Mentor Mentee with a Ratio of 1:15 are followed to all the classes and regular meetings were conducted to solve the problems faced by the students in both academic and personal life's.
Review of Academic Activities; The IQAC members insisted on getting Feedback on both Academic & Curriculum from the students and faculties from all the departments.	Academic Feedback for each subject was collected from the students and analysed and the report was submitted to the Principal. The problems found in the Academic Feedback was rectified by the department Hods based on the Principal advise. Curriculum Feedback was collected from the Staff, Students, Alumni
Students Projects and Internship; The committee insisted all the Hods to instruct the students to do Final Year Projects in the companies. Also, Internship for the second and third-year students.	The Final Year Students Projects were selected based on the social issues and the many students presented their Project work on various competitions. All the Second and Third-year Students are asked to go for Internship after the end of the Semester exams.
Placement Drive for Final Year Students; The IQAC members advised the Placement coordinator to bring more number of companies	A total of 90 Students were placed in the On-campus drives conducted by the college Placement cell so far. A total of 12 companies so far conducted the on



  
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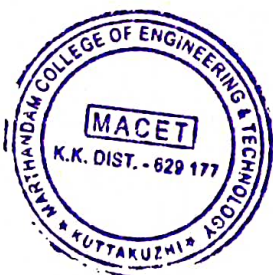
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year.	campus placement drive in the college campus.
Association & Club Activities; The committee has insisted the club in-charges and all the Hods to conduct programs to the students.	A total of 5 Department Activities and 4 Club Activities has been conducted in this semester.
Annual Day and Sports Day; The committee recommend the Principal to celebrate the Annual Day and Sports Day to explore the students talents.	The Sports day was planned from 30/05/2022 to 03/06/2022 Annal Day was planned on 07/06/2022
Faculty Appraisal Form; The committee recommends the Principal to analyse the Staff performance using the Appraisal Form to have a continuous improvement.	All the Staff members submitted the Faculty Appraisal Form for the 2021 Academic Year.
Website Updation; The committee instructed the Hods to ensure all the department achievements and activities are updated in the college website.	The Previous Academic Year Department Activities and Achievements were updated in the website already.
IQAC Activities; The committee insisted the importance of getting the NAAC aggradation for the college, and discussed about setting a timeframe for applying the NAAC.	IQAC members has collected the department related data's for the last Academic year 2021-2022 Odd Semester.

  
IQAC Coordinator

  
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