



Date: 20.06.2022

Ref : MACET/IQAC/22-23/001

## CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 24.06.2022 at Conference Hall by 10.30 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. Implementation of NDL
8. Admission Strategies and scholarships
9. Induction Program
10. New Programme and Change in Programme Intakes

  
IQAC Coordinator

  
PRINCIPAL

### Details:

Date : 20.06.2022  
Venue : Conference Hall  
Time : 10.30 A.M.

### Copy to;

Chairman  
Vice Chairman  
HODs  
IQAC Coordinator  
IQAC members  
Office



### MINUTES OF MEETING

The IQAC meeting was conducted at Conference Hall on 24.06.2022

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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8. Admission Strategies and scholarships
9. Induction Program
10. New Programme and Change in Programme Intakes

#### Points Discussed

The meeting started at 10.30am. 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 2022-2023 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 2021-2022 Even semester. He also explained the plan for the upcoming 2022-2023 Odd Semester

academic related activities such as 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 2021-2022 Odd Semester.

## 3. Publications and Patent

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

## 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 and YRC.

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 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.

## 7. Implementation of NDL

The IQAC instructed the librarian to implement a National Digital Library to provide easy access to a variety of resources for users.

## 8. 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.

## 9. 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.



#### 10. New Programme and Change in Programme Intakes

The proposal to apply for the New Programme Course Artificial Intelligence and Data Science – 30 intake was discussed and accepted and the committee recommends the Principal to take the necessary steps.

Also, the change in the total number of Intakes for the following Programme was discussed in detail by the committee members and accepted.

B.E - Mechanical intake seats to be reduced from 90 to 60

B.E - Civil intake seats to be reduced from 60 to 30

B.E – EEE intake seats to be reduced from 60 to 30

B.E – CSE intake seats to be increased from 60 to 90

B.Tech – Information Technology intake seats to be increased from 30 to 60

  
IQAC Coordinator

  
PRINCIPAL



FEEDBACK AND ACTION TAKEN REPORT

ACADEMIC YEAR 2022- 2023

ODD SEMESTER

Action taken report on the decision of the IQAC meeting held on 24/06/2022. 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.	Academic Calendar was prepared based on the Academic Schedule given by Anna University and activities given by the departments.
Review of Academic Activities; The IQAC members insisted the importance of conducting Class Committee Meetings to get feedback about the ongoing activities in the class and for further improvement.	Two Class Committee Meetings were conducted per semester for each Class and received feedback related to the subject coverage, teaching methodology, Internal assessment and other matters. 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.
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 were rectified by the department Hods based on the Principal's advice. Curriculum Feedback was collected from the Staff, Students & Alumni.
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 65 Students and 60 students were Newly added in the NSS Club and YRC club this Year respectively.
Value added Courses; The committee has insisted all the department Hods to conduct useful value-added courses.	All the departments have started to conduct the Value-Added Courses which were approved by the Principal.



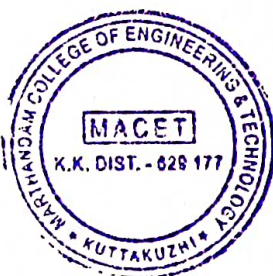
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Dr. C. SUDHANAR, M.E., Ph.D.  
PRINCIPAL  
MARTHANDAM COLLEGE OF  
ENGINEERING & TECHNOLOGY  
KUTTAKUZZHI



<p>Website Updation; The committee instructed the Hods to ensure all the department achievements, activities, Lecture Notes and Video Lectures are updated in the college website.</p>	<p>The Previous Academic Year Department Activities and Achievements were updated in the website already. Lecture Notes and Lecture Videos are also updated.</p>
<p>Implementation of NDL: The IQAC instructed the librarian to implement a National Digital Library to provide easy access to a variety of resources for users.</p>	<p>The necessary steps were taken to implement the National Digital Library which includes the formation of NDLI club.</p>
<p>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.</p>	<p>A total of 125 Students were admitted in the 2022 Batch First Year. Scholarship Details; 7.5 GO Scholarship-6 BC/MBC Scholarship-38 First Graduate-37 SC Scholarship-5</p>
<p>First Year Induction Program; The committee insist the First-Year coordinator to conduct a two-week Activity based classes for the newly admitted students to make them active and comfortable in the campus.</p>	<p>A two-week Induction Program is tentatively planned and approved by the Principal for the newly admitted First year students for the duration 21/09/2022 to 04/11/2022.</p>
<p>New Programme and Change in Programme intakes: The proposal to apply for the New Programme Course Artificial Intelligence and Data Science – 30 intake and the change in the total number of Intakes for the following Programme was accepted and the committee recommends the Principal to take the necessary steps. B.E - Mechanical intake seats to be reduced from 90 to 60 B.E - Civil intake seats to be reduced from 60 to 30 B.E – EEE intake seats to be reduced from 60 to 30 B.E – CSE intake seats to be increased from 60 to 90 B.Tech – Information Technology intake seats to be increased from 30 to 60</p>	<p>The new course proposal and the changes in the intake for the proposed programme was submitted to AICTE.</p>

  
IQAC Coordinator

  
PRINCIPAL



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



Date: 15.12.2022

Ref : MACET/IQAC/22-23/002

### CIRCULAR

This is to inform that the IQAC meeting is scheduled for the members on 19.12.2022 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 New College Timings
4. Association and Club Activities
5. Placement Cell
6. Value added Courses
7. Students Projects and Internship
8. Website Updating
9. Annual Day and Sports Day
10. New Programme and Change in Programme Intakes

  
IQAC Coordinator

  
PRINCIPAL

#### Details:

Date : 19.12.2022  
Venue : Conference Hall  
Time : 11.00 A.M.

#### Copy to:

Chairman  
Vice Chairman  
HODs  
IQAC Coordinator  
IQAC members  
office



**MINUTES OF MEETING**

The IQAC meeting was conducted at Conference Hall on 19.12.2022

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. Implementation of New College Timings
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

**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 2022-2023 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 2022-2023 Odd semester. He also explained the plan for the upcoming 2022-2023 Even Semester Academic related activities such as 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 2021-2022 Even Semester.

### 3. Implementation of New College Timing

The proposal for changing the College Timings were discussed in detail by the IQAC members and was accepted and decided to follow the below timings from the upcoming 2021-2022 Even Semester.

I	II	Break	III	IV	V	Break	VI	VII	VIII
9.15am	10.00am	10.45am	10.55am	11.40pm	12.25pm	1.10pm	2.00pm	2.45pm	3.30pm
-	-	-	-	-	-	-	-	-	-
10.00am	10.45am	10.55pm	11.40am	12.25pm	1.10pm	2.00pm	2.45pm	3.30pm	4.15pm

### 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.

The committee also congratulate the College Football Team for winning the First in the Anna University Zonal Competitions. Also, the committee appreciate the Physical Director for his efforts and hard work.

### 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 during Saturdays.



**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 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.

**9. Annual Day, Cultural 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 and unity games day. The committee also insist the cultural coordinator to plan for conducting cultural events.

  
IQAC Coördinator

  
PRINCIPAL



**FEEDBACK AND ACTION TAKEN REPORT**

**ACADEMIC YEAR 2022 -2023**

**EVEN SEMESTER**

Action taken report on the decision of the IQAC meeting held on 19/12/2022. 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.	Academic calendar was prepared based on the Academic Schedule given by the Anna University and activities given by the departments.
Review of Academic Activities; The IQAC members insisted the importance of conducting Class Committee Meetings to get feedback about the ongoing activities in the class and for further improvement.	Two Class Committee Meetings were conducted per semester for each Class and feedback was received related to the subject coverage, teaching methodology, Internal assessment and other matters. 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 is followed in all the classes and regular meetings were conducted to solve the problems faced by the students in both academic and personal life.
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 were rectified by the department HODs based on the Principal's advice. Curriculum Feedback was collected from the Staff, Students & Alumni.
Implementation of new college timings: The committee insisted the HODs to prepare time table with the new timings and the timetable copy should be given to IQAC.	The Revised Timetable was prepared, distributed to the faculty members and a copy was submitted to IQAC.
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 (NSS-3, YRC-2 nos.) have been conducted in 2022-23.
Placement Cell	To improve the Students Placement Percentage,



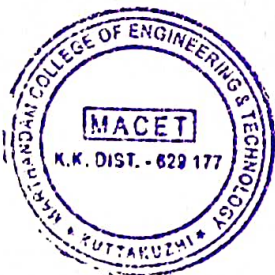
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**Dr. C. SUDHAKAR, M.E., Ph.D.**  
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<p>The IQAC insisted the Placement Coordinator to arrange On-campus Placement Drives for the benefit of the Final Year Students in getting Jobs.</p>	<p>Placement training classes were conducted in the 7<sup>th</sup> Semester on Aptitude, English and in Core Engineering Subjects.</p>
<p>Publications and Patent; The committee has encouraged all the staff members to publish research papers and to apply for PhD</p>	<p>Research Publications were made by the faculty members so far this year. Faculty members has joined PhD irregular course.</p>
<p>Value added Courses; The committee has insisted all the department HODs to conduct useful value-added courses.</p>	<p>All the departments started to conduct the Value-Added Courses.</p>
<p>Students' Projects and Internship; The committee insisted all the HODs to instruct the students to do Final Year Projects in the companies. The same instruction was given regarding Internship for the second and third-year students.</p>	<p>The Final Year Students Projects were selected based on the social issues and many students presented their Project work on various competitions. Students were directed to apply for summer internships.</p>
<p>Website Updation; The committee instructed the HODs to ensure that all the department achievements and activities are updated in the college website.</p>	<p>The Previous Academic Year Department Activities and Achievements were updated in the website already. Lecture notes and Video Lectures were updated.</p>
<p>Annual Day, Cultural Day and Sports Day; The committee recommended the Principal to celebrate the Annual Day and Sports Day to explore the students talents.</p>	<p>The schedule of Sports Day, Cultural Day and Annal Day is scheduled as per the discussion.</p>

**IQAC Coordinator**

**PRINCIPAL**



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