



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



INTERNAL QUALITY ASSURANCE CELL

Date: 28.01.2022

CIRCULAR

Sub: IQAC Meeting # III- 2021-22 - Reg.

Internal Quality Assurance Cell (IQAC) Third Meeting for 2021-22 is scheduled on 04.02.2022 in IQAC. All the members are requested to attend the meeting at 11 AM. The agenda for the meeting is given.

AGENDA:

1. Action Taken and Review of Minutes of Previous Meeting
2. Commencement of Even Semester Classes
3. Plan of Activities for Even Semester - ProPlan, ProTech, ProCentre & ProSoCC
4. End Semester Examination
5. Review of Odd Semester Activities
6. NBA Tire-I Accreditation Outcome
7. NAAC – Cycle 2 - SSR Preparation
8. Training and Placement Activities
9. Extension and Outreach Activities
10. Statutory and Non Statutory Bodies Minutes of Meetings
11. Quality of Student Projects
12. Student Activities and Participation
13. Any other Matters

D V The 28/01/22
IQAC Coordinator

IQAC COORDINATOR
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU.

Copy to:

1. The Secretary
2. All HODs
3. The Members Concerned
4. File

[Signature]
Chairperson IQAC

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INTERNAL QUALITY ASSURANCE CELL

2021-22

Minutes of Meeting

04.02.2022

MoM

Meeting # III

Members Present:

S. No.	Name	Designation	Position
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr.K.Gunasekaran	Secretary & Managing Trustee	Member
3.	Er.E.Balasubramanian	Director (Retd.) Geological Survey of India Rasipuram	External Expert
4.	Dr.K.G.Saranya	Associate Professor Dept. of Computer Science and Engg. PSG College of Technology Coimbatore	External Expert
5.	Dr.S.Sundaram	Dean - Technology Learning	Member
6.	Dr.B.Gopi	Dean – Product & Consultancy	Member
7.	Dr.V.Rajendran	Dean-Infrastructure	Member
8.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
9.	Dr.P.Suresh	Controller of Examinations	Member
10.	Dr.R.Shanmugam	HoD - CIVIL	Member
11.	Dr.G.Kavitha	HoD - CSE	Member
12.	Dr.U.Saravanakumar	HoD - ECE	Member
13.	Dr.S.Saravanan	HoD - EEE	Member
14.	Dr.R.Thanigaivelan	HoD - MECH	Member
15.	Dr.N.Saravanan	HoD – BIOTECH	Member
16.	Dr.G.Sudha	HoD – BME	Member

17.	Dr.P.Ganapathi	HoD - MBA	Member
18.	Mr.M.Subramaniam	Manager	Member
19.	Ms.J.Abinayashree	Student – III Year ECE	Member
20.	Mr.S.Gunaa	Student – III Year MECH	Member
21.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

Members Absent:

S.No.	Name	Designation	Position
1.	Mr.P.JeyaSingh	Chief Technical Officer Jasmin Infotech Pvt. Ltd. Chennai	External Expert
2.	Dr.E.Punarselvam	HoD - IT	Member

- Chairperson – IQAC has started the deliberations with warm welcome note
- The action taken on the report of previous IQAC meeting held on 24.11.2021 was discussed

S.No.	Points Discussed	Action Taken
1.	Continuous Internal Assessment I & II Examinations	Examination Performance in the ODD Semester are reviewed
2.	NBA Tier I Visit	Expert Committee visited the Campus during 10th to 12th of December 2021 for Accreditation of 4 B.E Programmes - CSE,ECE,EEE & MECH
3.	Training & Placement Activities	<ul style="list-style-type: none"> • Soft Skill Training is provided to First Year Students • On Campus Drives are conducted for eligible Students

The following points were discussed in the meeting:

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Commencement of Even Semester Classes	<ul style="list-style-type: none"> • Academic Schedule for UG & PG are discussed • Subject allotment and Course file preparations are briefed 	All Departments

2.	Plan of Activities for Even Semester - ProPlan, ProTech, ProCentre & ProSoCC	Plan to organize the activities under ProPlan, ProTech, ProCentre and ProSoCC for the benefit of Faculty and Students	All Deans , HoD's & Faculty Coordinators
3.	End Semester Examination	Quality of Question Papers are discussed and conveyed to COE	COE
4.	Review of Odd Semester Activities	Odd Semester activities are reviewed and plan for Even Semester activities are suggested	All Deans, HoD's & Faculty Coordinators
5.	NBA Tire-I Accreditation Outcome	NBA Committee evaluated UG (CSE,ECE,EEE & MECH) Programmes during December 2021 and experience is shared by the HoD's	NBA Coordinator
6.	NAAC – Cycle 2 - SSR Preparation	IIQA was submitted and preparation on SSR is discussed	IQAC Coordinator, COE & Criterion Coordinators
7.	Training and Placement Activities	Skill Development Courses are discussed and planned	Training and Placement Cell
8.	Extension and Outreach Activities	Programs under ProSoCC are discussed and shared to Coordinators of various Professional Societies, Clubs and Cells	Faculty Coordinators
9.	Statutory and Non Statutory Bodies Minutes of Meetings	Discussions are made on Statutory and Non Statutory Bodies Minutes of Meetings	All Deans & HoD's
10.	Quality of Student Projects	Students are encouraged to have more Industry Projects and work towards Patents and Publications	All Department HoD's

11.	Student Activities and Participation	<ul style="list-style-type: none"> • Strategy is devised to motivate the Students participation in activities conducted at MEC and other Colleges • Target for the Students participation for each Department is discussed • Faculty Coordinators are identified to update the participation details 	All Deans, HoD's & Faculty Coordinators
12.	<p>Any other Matters</p> <ul style="list-style-type: none"> • National Mathematics Day • AICTE Lilavati Award 2021-22 • National Girl Child Day • International Women's Day Celebration • Mother Language Day • Cultura Fest • Programs given by AICTE 	<ul style="list-style-type: none"> • Mathematics Day was celebrated on 22.12.2021 by Math Learning Centre in association with the Sri Srinivasa Ramanujan Mathematics Club • Applied for Lilavati Award by WEC • WEC celebrated and conducted Seminar for Girl Students • Planned to celebrate International Women's Day on March 8th 2022 • Tamil Mandram celebrated Mother Language Day for Faculty and Students • Fine Arts Club planned to organize Cultura Fest - A Talent Show for First year B.E./ B/Tech., Students • Faculty Members and Students participated in various programs organized by AICTE 	Coordinators

D V Thangaraj 04/02/22
IQAC Coordinator

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Chairperson IQAC

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