



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: 21.02.2024

CIRCULAR

Sub: IQAC Meeting # III- 2023-24 - Reg.

Internal Quality Assurance Cell (IQAC) Third Meeting for 2023-24 is scheduled on 29.02.2024 in IQAC. All the members are requested to attend the meeting at 02.30 PM. The agenda for the meeting is given.

AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 16.12.2023
2. Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – Even Semester
3. Review of Student Target Activities for Even Semester
4. Continuous Internal Assessment Schedule for Even Semester
5. Research and Development Activities
6. AICTE and Anna University Approval Process
7. AISHE -2022-23- Data collection and Document Preparation
8. Institution Ranking and Awards
9. Training and Placement Activities
10. Extension and Outreach Activities
11. Any other matters


IQAC Coordinator

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

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


Chairperson IQAC

PRINCIPAL
MUTHAYAMMAL ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

2023-24

MoM

Meeting # III

Members Present:

Date: 29.02.2024

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.Ravi Doraiswami	CEO / President Wearable MEMS Pvt. Ltd. Rasipuram	External Expert
5.	Mr.J.Srinivasan	Deputy Principal Engineer Alten India Pvt. Ltd. Bangalore	External Expert
6.	Dr.S.Sundaram	Dean - Technology Learning	Member
7.	Dr.B.Gopi	Dean – Product & Consultancy	Member
8.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
9.	Dr.P.Suresh	Dean – Research	Member
10.	Dr.N.Saravanan	Controller of Examinations	Member
11.	Dr.R.Shanmugam	Prof.& Head/CIVIL	Member
12.	Dr.G.Kavitha	Prof.& Head/CSE	Member
13.	Dr.U.Saravanakumar	Prof.& Head/ECE	Member
14.	Dr.S.Saravanan	Prof.& Head/EEE	Member
15.	Dr.N.Natarajan	Prof.& Head/MECH	Member

16.	Dr.D.Anitha	Prof.& Head/IT	Member
17.	Dr.N.Saravanan	Prof.& Head/BIOTECH	Member
18.	Dr.D.Sasikala	Prof.& Head/BME	Member
19.	Dr.P.Muthusamy	Prof.& Head/CSE(CS)	Member
20.	Dr.R.Senthilkumar	Prof.& Head/MECHATRONICS	Member
21.	Mr.S.Elavarasan	Prof.& Head/S&H	Member
22.	Dr.P.Ganapathi	Prof.& Head/MBA	Member
23.	Dr.M.Moorthy	Prof.& Head/MCA	Member
24.	Mr.M.Subramaniam	Manager	Member
25.	Ms.S.Mahapriya	Student – III rd Year CSE	Member
26.	Mr.S.Saravanan	Student – III rd Year EEE	Member
27.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

Members Absent:

S.No.	Name	Designation	Position
1.	Dr.V.Rajendran	Dean-Infrastructure	Member
2.	Dr.J.Preetha	Prof.& Head/AI&DS	Member

- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 16.12.2023 was discussed

S.No.	Points Discussed	Action Taken
1.	End Semester Examination for ODD Semester	End Semester Examination for ODD Semester-2023-24 is completed
2.	Training and Placement Activities	Company specific training is offered to eligible students

The following points were discussed in the meeting:

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – Even Semester	Reviewed the activities conducted through ProPlan, ProTech, ProCentres, Professional Societies, Cells, and Clubs for the benefit of Faculty and Students	All Deans, HoD's & Faculty Coordinators
2.	Review of Student Target Activities for Even Semester	Student Target Activities is discussed and informed to encourage more number of students for participation	All HoD's
3.	Continuous Internal Assessment Schedule for Even Semester	Continuous Internal Assessment Test Schedule is discussed for II nd , IV th , VI th Semester Students	COE
4.	AICTE and Anna University Approval Process	Discussed about approval process of AICTE and Anna University	AICTE & AU Coordinators
5.	AISHE -2022-23- Data Collection and Document Preparation	Data Collection and Document Preparation for AISHE -2022-23 is in progress	AISHE Coordinator
6.	Institution Ranking and Awards	Discussion on participation of various Institution Magazine Rankings such as GHRDC for Engineering and MCA, India Today, The WEEK, DQ-CMR, etc, for the year 2024	IQAC Coordinator
7.	Training and Placement Activities	Third year students are provided with training on various modules	All HoD's & Training and Placement Head

8.	Extension and Outreach Activities	NSS unit I and II organized outreach activities in association with Clubs/ Cells as part of community service.	All HoD's & NSS Coordinators
9.	<p>Any other matters:</p> <ul style="list-style-type: none"> • Pongal Celebration 2024 • NPTEL Online Certification - Appreciation • Yoga Competition • Outstanding ICI Student Chapter • International Women's Day 	<ul style="list-style-type: none"> • Celebrated Pongal festival in traditional way • NPTEL-SWAYAM recognized MEC as one among in top 50 Institutions for July-December 2023 Session • Two of our students won prizes in 4th State Yogasana Competition 2024 • Department of Civil Engineering received Outstanding Student Chapter Award from ICI • Women Empowerment Cell planned to celebrate International Women's Day by conducting various competitions 	ProSoCC Coordinators


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