



# 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: 28.05.2024

### CIRCULAR

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

Internal Quality Assurance Cell (IQAC) Fourth Meeting for 2023-24 is scheduled on 07.06.2024 in IQAC. All the members are requested to attend the meeting at 11.30 AM. The agenda for the meeting is given.

#### AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 29.02.2024
2. Review of activities conducted for ProPlan, ProTech, ProCentre and ProSoCC
3. Review of Faculty and Student Target Activities
4. Continuous Internal Assessment Test I,II & III Performance Analysis
5. End Semester Examination Schedule
6. AQAR-2022-23 - Submission
7. Research and Development Activities
8. Training and Placement Activities
9. Extension and Outreach Activities
10. Any other matters

  
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

  
Chairperson IQAC

**PRINCIPAL**  
**MUTHAYAMMAL ENGINEERING COLLEGE**  
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## INTERNAL QUALITY ASSURANCE CELL

2023-24

### Minutes of Meeting

MoM

Meeting # IV

Members Present:

Date: 07.06.2024

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.V.Rajendran	Dean-Infrastructure	Member
9.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
10.	Dr.P.Suresh	Dean – Research	Member
11.	Dr.N.Saravanan	Controller of Examinations	Member
12.	Dr.R.Shanmugam	Prof.& Head/CIVIL	Member
13.	Dr.G.Kavitha	Prof.& Head/CSE	Member
14.	Dr.U.Saravanakumar	Prof.& Head/ECE	Member
15.	Dr.S.Saravanan	Prof.& Head/EEE	Member
16.	Dr.N.Natarajan	Prof.& Head/MECH	Member

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

**Members Absent:**

S.No.	Name	Designation	Position
1.	Dr.P.Ganapathi	Prof.& Head/MBA	Member
2.	Ms.S.Mahapriya	Student – III <sup>rd</sup> Year CSE	Member

- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 29.02.2024 was discussed

S.No.	Points Discussed	Action Taken
1.	AICTE and Anna University Approval Process	Required documents are submitted to AICTE and Anna University approval process
2.	AISHE -2022-23- Data Collection and Document Preparation	AISHE -2022-23- certificate received
3.	Institution Ranking and Awards	Data submitted to various Institution Magazine Rankings such as GHRDC for Engineering and MCA, India Today, The WEEK, DQ-CMR, CSR for the year 2024

**The following points were discussed in the meeting:**

<b>S.No.</b>	<b>Points of Discussion</b>	<b>Action Plan</b>	<b>Responsibility</b>
1.	Review of activities conducted for ProPlan, ProTech, ProCentre and ProSoCC	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 Faculty and Student Target Activities	Discussed SeTAF (for Faculty) and SeSTA (for Students) Activities for Even Semester.	All HoD's
3.	Continuous Internal Assessment Test I,II & III Performance Analysis	Continuous Internal Assessment Test I,II & III performance of Students are analyzed and discussed.	COE & All HoD's
4.	End Semester Examination Schedule	Discussed about End Semester Examination Schedule for I <sup>st</sup> , II <sup>nd</sup> & III <sup>rd</sup> year Students.	COE
5.	AQAR-2022-23 - Submission	Submitted AQAR-2022-23 and approved	IQAC Coordinator
6.	Research and Development Activities	Discussed about proposals submitted by Faculty Members to various funding organizations.	R&D Coordinator
7.	Training and Placement Activities	<ul style="list-style-type: none"> <li>• Training schedule for pre-final year students are reviewed</li> <li>• Placement activities are discussed</li> </ul>	All HoD's & Training and Placement Head
8.	Extension and Outreach Activities	Reviewed the activities conducted by NSS and YRC.	NSS/YRC Coordinators

9.	<p><b>Any other matters:</b></p> <ul style="list-style-type: none"> <li>• International Women's Day</li> <li>• Intensive Counseling and Mentoring (iCAM)</li> <li>• World Happiness Day</li> <li>• International Yoga Day</li> </ul>	<ul style="list-style-type: none"> <li>• Organized various events and competitions for the girl students and rewarded with prizes</li> <li>• Second and Third Year students are counseled and motivated through iCAM</li> <li>• AICTE organized webinar on 20.03.2024 to celebrate World Happiness Day</li> <li>• Yoga and Meditation Club planned to celebrate International Yoga Day on 21.06.2024</li> </ul>	ProSoCC Coordinators
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*D V The 6/10/24*  
**IQAC Coordinator**  
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*7/16/24*  
**Chairperson IQAC**  
**PRINCIPAL**  
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