



# MUTHAYAMMAL ENGINEERING COLLEGE

(Autonomous)

Rasipuram - 637 408, Namakkal (Dt.), Tamil Nadu, India.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 30.05.2025

### Circular

Sub: IQAC Meeting # I- 2025-26 - Reg.

Internal Quality Assurance Cell (IQAC) First Meeting for 2025-26 is scheduled on 07.06.2025 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 previous meeting
2. Academic Schedule- ODD Semester- 2025-26
3. Plan of Department Activities for ODD Semester – 2025 - 26
4. Plan of Faculty and Student Activities for ODD Semester – 2025-26
5. Research and Development Activities
6. Training and Placement Activities
7. Outreach Activities
8. Any other matters

*dated 30/05/2025*

IQAC Coordinator

IQAC COORDINATOR

MUTHAYAMMAL ENGINEERING COLLEGE

Copy to

(AUTONOMOUS)

RASIPURAM-637 408, NAMAKKAL Dist.

1. The Secretary

TAMILNADU.

2. All HODs

3. The Members Concerned

4. File

Chairperson IQAC

PRINCIPAL

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2025-26

## Minutes of Meeting

MoM

Meeting # I

Members Present:

Date: 07.06.2025

S.No.	Name	Designation	Position
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr.K.Gunasekaran	Secretary & Managing Trustee	Member
3.	Mr.N.Meyappan	Founder/CEO TERV- Top Fresher's Technologies Pvt. Ltd., Chennai	External Expert
4.	Mr.J.Srinivasan	Deputy Principal Engineer Alten India Pvt. Ltd., Bangalore	External Expert
5.	Dr.V.Rajendran	Dean-Infrastructure	Member
6.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
7.	Dr.S.Saravanan	Dean – Product and Consultancy	Member
8.	Dr.P.Suresh	Dean – Research	Member
9.	Dr.N.Saravanan	Controller of Examinations	Member
10.	Dr.G.Kavitha	Prof.& Head/CSE	Member
11.	Dr.U.Saravanakumar	Prof.& Head/ECE	Member
12.	Dr.T.Dharma Raj	Prof.& Head/EEE	Member
13.	Dr.N.Natarajan	Prof.& Head/MECH	Member
14.	Dr.E.Punarselvam	Prof.& Head/IT	Member
15.	Dr. S. Vijayaragavan	Prof.& Head/AI&DS	Member
16.	Dr.P.Muthusamy	Prof.& Head/CSE(CS)	Member

17.	Dr.S.Lavanya	HoD (i/c) – CSBS	Member
18.	Dr.R.Praveena	HoD (i/c) – EE(VLSI Design & Technology)	Member
19.	Dr.R.Senthilkumar	Prof.& Head/MZ	Member
20.	Mr.S.Elavarasan	Prof.& Head/S&H	Member
21.	Dr.P.Ganapathi	Prof.& Head/MBA	Member
22.	Dr.M.Moorthy	Prof.& Head/MCA	Member
23.	Mr.M.Subramaniam	Manager	Member
24.	Ms.H.Harinitha	Student - III Year ECE	Member
25.	Mr.S.Jayanth	Student - III Year EEE	Member
26.	Ms.V.Logapriya	Student - II Year CSE	Member
27.	Mr.G.R.Kamalesh	Student - II Year MECH	Member
28.	Dr.N.Suthanthira Vanitha	Dean – Quality Assurance	IQAC Coordinator

**Members Absent:**

S.No.	Name	Designation	Position
1.	Er.E.Balasubramanian	Director (Retd.) Geological Survey of India Rasipuram	External Expert
2.	Dr.D.Sasikala	Prof.& Head/BME	Member

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

S.No.	Points Discussed	Action Taken
1.	Internal and External Audits	Internal & External Academic and Administrative Audits are scheduled
2.	Training and Placement Activities	Various trainings are provided to all eligible final year students.

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

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Academic Schedule- ODD Semester- 2025-26	Academic Schedule for ODD Semester- 2025-26 is discussed	CoE
2.	Plan of Department Activities for ODD Semester – 2025 - 26	Department should organize activities as per requirement under various Professional Societies, Cells and Clubs for the benefit of Faculty and Students.	All Deans, HoD's & Faculty Coordinators
3.	Faculty and Student Activities for ODD Semester – 2025-26	Student and Faculty green log book parameters are planned and discussed for improving academic performance	All HoD's
4.	Research and Development Activities	Department Research coordinators are advised to motivate faculty members to publish research articles, Patents, Books/Book Chapters and funding proposals	Dean-Research
5.	Training and Placement Activities	<ul style="list-style-type: none"> <li>Third year students will be provided with different training modules</li> <li>Company specific training is offered to all eligible Students</li> </ul>	Training and Placement Cell
6.	Outreach Activities	All Departments are asked to conduct outreach activities in association with Clubs and Cells.	ISR Coordinators
7.	Any other matters: <ul style="list-style-type: none"> <li>International Yoga Day 2025</li> <li>Smart India Hackathon 2025</li> <li>Engineers Day 2025</li> </ul>	<ul style="list-style-type: none"> <li>Planned to celebrate International Yoga Day</li> <li>Students are motivated to register for Smart India Hackathon 2025</li> <li>Intended to celebrate Engineers Day with the theme of "Deep Tech &amp; Engineering Excellence: Driving India's Techade"</li> </ul>	Faculty Coordinators

*Recd in 10/6/2025*  
 IQAC Coordinator  
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**TAMILNADU.**

*Chairperson IQAC*  
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