

MUTHAYAMMAL ENGINEERING COLLEGE, RASIPURAM

(AUTONOMOUS)

MEC – IQAC

Minutes of the 1st IQAC Committee Meeting of Muthayammal Engineering College (Autonomous) held on 04.06.2016 at 10.00 a.m. at Conference Hall

Members:

S. No.	Name of the Member	Designation	Capacity	Signature
1.	Mr.K.Gunasekaran	Secretary & Managing Trustee, METRF Trust	Member	K.L.
2.	Dr.S.Nirmala	Principal	Chairperson	S.Nirmala
3.	Dr.G.Selvakumar	Dean – ECE	Member Secretary & Coordinator	G.Selvakumar
4.	Dr.S.Selvarajan	Principal, MCE	External Expert	S.Selvarajan
5.	Mr.L.Sivarama Prasad	Asst. Director, MSME DI, Chennai	External Expert	L.Sivarama Prasad
6.	Dr.G.Sainarayanan	Senior Technical Specialist, HCL Technologies, Chennai	External Expert	G.Sainarayanan
7.	Dr.G.Sudarmozhi	Dean – S & H	Member	G.Sudarmozhi
8.	Dr.S.Sundaram	Dean – Mechanical	Member	S.Sundaram
9.	Dr.S.P.Umayal	Dean – EEE	Member	S.P.Umayal
10.	Dr.S.Saravanan	HoD – EEE	Member	S.Saravanan
11.	Mrs.R.Vijayalakshmi	HoD – CSE	Member	R.Vijayalakshmi
12.	Mrs.T.Kowsalya	HoD – ECE	Member	T.Kowsalya
13.	Dr.K.Premkumar	Director – Academic	Member	K.Premkumar
14.	Dr.Sumathi Premkumar	HoD - MBA	Member	Sumathi Premkumar
15.	Mr.M.Subramaniam	Manager	Member	M.Subramaniam
16.	Ms.C.Divya	Student – 3 rd year ECE	Member	C.Divya

Dr.S.Nirmala, Chairperson, MEC-IQAC, welcomed the members of the 1st IQAC Committee. **Dr.G.Selvakumar**, Member Secretary & Coordinator, MEC-IQAC, presided over the meeting. He briefed the Goals, Objectives, Strategy, Functions, Benefits, Follow-ups of the MEC-IQAC and also the roles and responsibilities of members of the institution and also presented the report. He invited the members to share their views.

The items in the agenda were taken for discussion one by one.

1.1. The composition of MEC-IQAC committee and approval of composition by the Statutory Committees.

RESOLUTION: The committee has recorded the approval of composition of MEC-IQAC (Internal Quality Assurance Cell) by the Statutory Committees (Governing Body and academic Council) of the College

1.2. The periodicity of the committee, frequency and quorum of the committee.

RESOLUTION: It is noted by the committee that the composition of the committee shall be for a period of two academic years with effect from 01-06-2016 and the meeting will be held quarterly. The quorum required for the meeting is two third of the total number of members.

1.3. Separate Menu to be created for MEC-IQAC in the College Website with relevant contents.

RESOLUTION: A separate menu has to be created for MEC-IQAC with relevant contents

1.4. Plan of Action of the MEC-IQAC for the academic year 2016-17.

RESOLUTION: The committee recorded the Plan of Action of the MEC-IQAC for the academic year 2016-17

1.5. Academic activities of the College.

RESOLUTION: The committee has noted the discussion pertaining to the academic activities like Teaching-Learning process, admission criteria,

communication from various academic agencies, and compliance with norms, standards and guidelines.

1.6. Activities of the Statutory and Non-Statutory committee.

RESOLUTION: The committee has recorded the activities of the Statutory and Non-Statutory committees of the college and its compliance with the requirements.

1.7. NBA Accreditation Process

The preparation for NBA accreditation process is in progress and the NBA coordinator presented an action plan for the same.

RESOLVED to accept the action plan presented with minor corrections. The committee authorized NBA coordinator to implement the action plan.

1.8. CO-PO&PSO assessment process

The institution has already shifted the teaching-learning process from Faculty centric approach to outcome based education system as per the guidelines of NBA. In outcome based education the focus should be on the student outcome rather than marks. The attainment of outcome can be analyzed through the assessment of COs and POs & PSOs. IQAC coordinator in consultation with NBA Coordinator presented the timeline for the assessment cycle. At the beginning of every semester CO, CO-PO Mapping, rubrics and tools used for evaluation of COs shall be discussed at department level by the Course Committees which are to be approved by the Department Academic Committee (DAC), Academic Council and Governing Council before being implemented.

RESOLVED to accept the proposed timelines for the assessment of COs and POs & PSOs and authorize the department NBA coordinator to monitor the progress of the action plan at the department level. It is also resolved that Course Committee and the Department Advisory Committee shall ensure the effectiveness of the tutorial questions, internal assessment question papers and other evaluation techniques in assessing the attainment of COs and POs & PSOs at the department level.

1.9. Induction program for new faculty members

The Principal informed that many young faculty members have joined in the institution in the current academic year. Training programmes on innovative teaching methodologies are to be arranged so as to equip the new faculty with the skills needed for outcome based education.

RESOLVED to discuss the needs for induction training programmes for faculty members to improve quality of Teaching-Learning process. The IQAC coordinator was authorized to organize Induction Programmes for Young Faculty members on innovative teaching methodologies, accreditation and outcome based education.

1.10. Report on internal and external academic audit

To verify the conformity of activities with the university stipulations, an internal audit was conducted by a team consists of department faculty members and senior professors.

The external audit was conducted by the external auditor appointed by the College. The reports of internal and external audits were presented for discussion.

RESOLUTION: The meeting discussed the reports on internal and external audits conducted and expressed satisfaction on the performance of all faculty members

1.11. Effective implementation and usage of Muthayammal Virtual Learning Centre (MVLC)

To make the Muthayammal Virtual Learning Centre (MVLC) fully functional: MVLC is a Learning Management System created in MOODLE platform and was inaugurated on 10th August, 2015 to provide 24X7 learning environment to the students. This is an initiative fully developed by our faculty members.

RESOLVED to make the Muthayammal Virtual Learning Centre (MVLC) fully functional by uploading all the course materials developed by the faculty members. Student login credentials need to be created and given to the students for effective usage. The contents in MVLC shall be periodically reviewed by the academic and industry experts visiting the institute.

1.12. Orientation Programme for the 1st year students during the academic year 2016- 17

Every year, we organize orientation programme for the 1st year students to orient and motivate them towards pursuing higher education in engineering. This programme also helps the students in understanding the University and institute rules and regulations, the Outcome based education process, significance of Autonomy etc.

RESOLVED to organize the orientation programme for the 1st year students in the month of August, 2016.

1.13. Organizing the Annual Events during the academic year 2016- 17

Every year, we organize Vetri Nichayam, Muthayammal Exhibition for Science and Technology (MEST), Job Fair partnering with Board of Apprenticeship Training (BOAT) of Government of Tamilnadu, Alumni Meet, Graduation Day etc.

RESOLVED to organize the programmes mentioned above in the stipulated time. The programme coordinators are advised to take necessary steps for the same. It is proposed to organize Job Fair partnering with Board of Apprenticeship Training (BOAT) of Government of Tamilnadu on 03.09.2016.

1.14. Application for the establishment of Business Incubator to MSME, New Delhi

Application is submitted to Ministry of Small and Medium Enterprises, Government of India to establish a Business Incubator at Muthayammal Engineering College. Presentation has to be given at the office of MSME Development Commissioner, New Delhi on 26.07.2016.

RESOLUTION: The committee expresses satisfaction for the submission of application and advises the faculty members concerned to be ready to make presentation at the office of MSME DC, New Delhi on 26.07.2016

Dr.G.Selvakumar, Member Secretary & Coordinator, MEC-IQAC solicited the continued support of the members and sharing their rich knowledge and wide experience for furthering the mission of the IQAC.

Dr.S.Nirmala, Chairperson, MEC-IQAC proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their sustained involvement and for making the meeting a grand success.

The meeting came to an end at 12.30 P.M.



Member Secretary & Coordinator



Chairperson