



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

MEC/IQAC/Meeting/2017-18/01

Date: 05.07.2017

CIRCULAR

Sub:IQAC Meeting-Intimation to the members of IQAC

The meeting of Internal Quality Assurance cell (IQAC) is convened on 14.07.2017 in conference hall at 11.30 am. All the members are invited for the meeting. The agenda for the meeting as follows.

AGENDA:

1. Review of previous meeting minutes
2. Action plan for the Academic Year (2017-18)
3. AQAR Submission
4. Industrial Visits and Projects
5. Any other matters.


Coordinator IQAC


Chairperson IQAC

Copy to:

1. The Secretary
2. All HODs
3. The members concerned
4. File



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 14.07.2017 at Conference Hall.

Time: 11.30 am

Members Present:


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

The following points were discussed:

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 07.01.2017.
2. Chairperson – IQAC discussed about the academic activities to be carried out and co-ordinated by the IQAC for the Academic year 2017-18.

S.No	Points Discussed	Responsibility
1.	AQAR 2017-18: Timely submission	IQAC Coordinator
2.	Academic planning and activities to be organized	All Dept Heads
3.	Suggested to list the details of all MoUs, their progress and outcomes	All Dept Heads
4.	Discussed about students participation in the project design contest in Smart India Hackathon	All Dept Heads


IQAC Coordinator


Chairperson IQAC