



# 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/2018-19/01

Date: 04.07.2018

### CIRCULAR

Sub: IQAC Meeting-Intimation to the Members of IQAC

The Meeting of Internal Quality Assurance Cell (IQAC) will be scheduled on 11.07.2018 in Conference Hall at 11.00 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 (2018-19)
- 3.Industry Engagement
- 4.Outreach Activities
- 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 11.07.2018 at Conference Hall.

Time: 11.00 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.P.Venugopal	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.Sakthivel	Professor– EEE	Member
10.	Dr.S.Saravanan	HoD – EEE	Member
11.	Dr.S.Vijayaragavan	HoD – CSE	Member
12.	Mrs.T.Kowsalya	Professor – ECE	Member
13.	Dr.K.Premkumar	Director – Academic	Member
14.	Mr.M.Subramaniam	Manager	Member
15.	Mr.R.G.Praveen	Student – III <sup>rd</sup> year ECE	Member

**The following points were discussed:**

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 21.05.2018.
2. Chairperson – IQAC discussed about the academic activities to be carried out and co-ordinated by the IQAC for the Academic year 2018-19.

S.No	Points Discussed	Responsibility
1.	AQAR 2018-19: Timely submission	IQAC Coordinator
2.	Academic planning and activities to be organized	All Dept Heads
3.	Encouraged to conduct Extension and outreach programs through NSS/YRC	Coordinator- NSS/YRC
4.	Planned to sign MoUs with industries	All Department Heads
5.	Discussed the Academic results, highlights the analysis and action plan for improvement in Results	CoE

**IQAC Coordinator**

**Chairperson IQAC**