

# MUTHAYAMMAL ENGINEERING COLLEGE, RASIPURAM

(AUTONOMOUS)

MEC – IQAC

MINUTES OF THE 2<sup>nd</sup> IQAC COMMITTEE MEETING OF MUTHAYAMMAL  
ENGINEERING COLLEGE (AUTONOMOUS), RASIPURAM HELD ON 10.09.2016 at  
10.00 A.M. AT CONFERENCE HALL

S. No.	Name of the Member	Designation	Capacity	Signature
1.	Mr.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.Sumathi Premkumar	HoD - MBA	Member	
15.	Mr.M.Subramaniam	Manager	Member	
16.	Ms.C.Divya	Student – 3 <sup>rd</sup> year ECE	Member	

**Dr.S.Nirmala**, Chairperson, MEC-IQAC, welcomed the members of the 2<sup>nd</sup> IQAC Committee. **Dr.G.Selvakumar**, Member Secretary & Coordinator, MEC-IQAC, presided over the meeting. The discussion took place on the following agenda points and resolutions were made.

**2.1. Confirmation of the minutes of the MEC-IQAC meeting held on 04.06.2016**

The minutes of the meeting of the MEC-IQAC held on 04.06.2016 was placed before the MEC-IQAC for confirmation

RESOLUTION: The minutes of the MEC-IQAC meeting held on 04.06.2016 was approved by the committee.

**2.2. Action taken report on the decisions of the previous meeting**

<b>Decisions of the Previous Meeting</b>	<b>Action Taken Report (ATR)</b>
To create separate menu for MEC-IQAC in the institute website with relevant contents	A separate menu is created in the name of MEC – IQAC and all the relevant contents were posted in the webpage
Plan of action for the academic year 2016 – 2017	College level and department level meetings were conducted and the preparations are going on as per the action plan
NBA Accreditation Process	The preparations of Self Assessment Reports (SAR) have been completed for the 4 programmes by the Programme level committees
Assessment of COs, Pos and PSOs	Preparations are in progress in the respective departments with the Course Committee and the Department Advisory Committee are monitoring the same
Induction Programme for new faculty members	It is already planned to organize the following two programmes on 23.09.2016 and 24.09.2016: 1. Induction Training Programme on Nuances of Engineering Teaching for the new faculty members



	2. Refresher Training Programme on Engineering Pedagogy for 21 <sup>st</sup> Century Teachers for the senior faculty members
Effective implementation and usage of Muthayammal Virtual Learning Centre (MVLC)	The faculty members have uploaded all the course materials and the students are effectively using this facility.
Orientation Programme for the 1 <sup>st</sup> year Students	The orientation programme for the 1 <sup>st</sup> year students for the academic year 2016-2017 was organized on 09.08.2016 and 10.08.2016.
Job Fair partnering with Board of Apprenticeship Training (BOAT) of Government of Tamilnadu	The programme was organized on 03.09.2016 with 44 companies and 1500 students took part in the event and 950 offers have been made.
MSME Business Incubator	Based on the application submitted and presentation made at the office of MSME DC, New Delhi, we have been recognized as Business Incubator by MSME vide the letter No.: 3(11)/2016/NMCP/21 <sup>st</sup> Meeting dated 09.08.2016.

RESOLUTION: The committee has noted the ATR

### 2.3. NBA Accreditation Process

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

RESOLUTION: The committee has expressed satisfaction on the timely completion of SAR and the progress made by each department in the preparation of files. It also noted the five sets of dates submitted to NBA for the Expert Committee Visit.

#### **2.4. CO-PO&PSO assessment process**

The Department Advisory Committees have completed the evaluation of attainment of COs and POS and PSOs for the batch 2012 – 2016. They have also recommended the actions to be taken for the attainment of POs and PSOs for the academic year 2016-2017.

RESOLUTION: The committee has expressed satisfaction in the evaluation process and also the actions proposed to attain the POs and PSOs for the academic year 2016-2017.

#### **2.5. Organizing the Annual Events during the academic year 2016- 17**

It is proposed to organize Muthayammal Exhibition for Science and Technology (MEST) on 25.10.2016 and 26.10.2016.

RESOLUTION: The committee has expressed satisfaction with the functioning of various subcommittees to make MEST a successful event.

#### **2.6. Formation of Subcommittee for MSME Business Incubator**

RESOLUTION: It is resolved to form the subcommittee as per the guidelines of MSME to scrutinize the proposals submitted by incubatees. .

#### **2.7. Increasing the Internet Bandwidth**

RESOLUTION: It is resolved to increase the internet bandwidth to 64 Mbps. The committee authorizes the System Administrator to take initiatives for the same.

**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 11.45 A.M.

  
Member Secretary & Coordinator

  
Chairperson