



# 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/2017-18/02

Date: 06.10.2017

### CIRCULAR


Sub: IQAC Meeting-Intimation to the members of IQAC

The meeting of Internal Quality Assurance cell (IQAC) is convened on 14.10.2017 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 action taken in the previous meeting minutes
2. NIRF-2018
3. Academic Audit
4. Research activities
5. Any other matters.

  
IQAC Coordinator

  
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 14.10.2017 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.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 <sup>th</sup> year ECE	Member

**The following points were discussed:**

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 14.07.2017.

S.No	Points Discussed	Action Taken
1	Academic planning and activities to be organized	Departments were submitted the planning activities for current academic year. Student interaction for the improvement of academic results, Cocurricular and Extracurricular Activities.
2	Submission of AQAR 2016-17	Data collected from all departments
3	Students participation in the project design contest in Smart India Hackathon	All department students preparing projects to submit projects in design contest

S.No	Points of Discussion	Action Plan	Responsibility
1	NIRF-2018	Discussed about the details of NIRF data and the improvement to be made for ranking. NIRF submission during the month of December 2017	NIRF Co-Ordinator
2	Research activities	Review of R& D activities and Funding Proposals for the quality enhancement of the institution	All Depart Heads
3	Academic Audit	Explained the steps to improve quality in Academic and Administrative Audit	Principal & IQAC Co-Ordinator
4	Any other Matters	Discussed about the Training and Placement Activities	Placement Director

  
IQAC Coordinator

  
Chairperson IQAC