



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC, NBA & Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



INTERNAL QUALITY ASSURANCE CELL

EC/IQAC/Meeting/2019-20/02

Date: 17.10.2019

CIRCULAR


Sub: IQAC Meeting-Intimation to the Members of IQAC

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 22.10.2019 in Conference Hall. All the members are requested to attend the meeting at 10.30 am. The agenda for the meeting as follows.

AGENDA:

1. Review of action taken in the previous meeting minutes
2. Online Certification Courses - NPTEL, Coursera, etc.,
3. NIRF- 2019
4. ARIIA- 2019
5. AICTE and Anna University Provisional Affiliation Process
6. Commencement of End Semester Examination
7. Extension & Outreach Activities
8. Any other details


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 22.10.2019 at Conference Hall.

Time: 10.30 AM

Members Present:

S. No.	Name	Designation	Position
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr.K.Gunasekaran	Secretary and Managing Trustee	Member
3.	Er.E.Balasubramanian	Director (Retd.) Geological Survey of India Rasipuram	External Expert
4.	Dr.P.A.Manoharan	Director Robota Technology Innovation Pvt.Ltd. Chennai	External Expert
5.	Dr.K.G.Saranya	Associate Professor Dept.of Computer Science and Engg. PSG College of Technology Coimbatore	External Expert
6.	Dr.G.Sudarmozhi	Dean - Science and Humanities	Member
7.	Dr.K.Ramar	Dean - Research and Development	Member
8.	Dr.S.Sundaram	Dean - Technology Learning	Member
9.	Dr.B.Gopi	Dean - Product and Consultancy	Member
10.	Dr.P.Suresh	Controller of Examinations	Member
11.	Dr.N.Saravanan	HoD – BioTech and Chemical Engg.	Member
12.	Dr.G.Sudha	HoD – BME and MDE	Member
13.	Dr.V. Rajendran	HoD - Civil	Member
14.	Dr.G.Kavitha	HoD - CSE	Member
15.	Dr.U.Saravanakumar	HoD - ECE	Member

16.	Dr.S.Saravanan	HoD - EEE	Member
17.	Dr.R.Thanigaivelan	HoD - Mechanical	Member
18.	Dr.E.Punarselvam	HoD - IT	Member
19.	Dr.K.Premkumar	HoD - MBA	Member
20.	Mr.M.Subramaniam	Manager	Member
21.	Ms.R.Shalini	Student – III rd Year CSE	Member
22.	Mr.A.Lakshmanan	Student – III rd Year MECH	Member
23.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

The following points were discussed:

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 10.07.2019.

S.No.	Points Discussed	Action Taken
1.	AQAR (2017-18)	Data collected from all the Departments for AQAR (2017-18) submission.
2.	Academic activities planned	Planned academic activities were submitted by Departments.
3.	Administrative and Academic Audit	For Odd Semester Academic and Lab Audit completed
4.	R & D Activities	Faculty Members Published Research Papers & applied Research Grants to various Funding Agencies and attended Seminars/Workshops.etc.,
5.	Continuous Internal Assessment (CIA) Process	Department exam coordinator submitted the question paper as per the schedule from the Exam Cell

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Online Certification Course – NPTEL , Coursera, etc.,	All Faculty and Students should register for NPTEL .Online Certification Course to enhance their knowledge towards Teaching & Learning	Deans & All Dept. Heads
2.	NIRF - 2019	Preparation of NIRF Data as per the format.	IQAC Coordinator
3.	ARIIA - 2019	ARIIA 2019 under submission process	HoD - EEE

4.	AICTE and Anna University Affiliation Process	AICTE extension approval and Anna University provisional affiliation were received.	Dean - S&H
5.	Commencement of End Semester Examination	End Semester Practical, Theory, Project work and Result declaration is discussed	CoE
6.	Extension & Outreach Activities	Encouraged to conduct Welfare Activities for the community through NSS, YRC, etc.,	Faculty Coordinators

O. V. Thakur
 IQAC Coordinator 22/10/2019

Chairperson IQAC

22/10/19