



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/2017-18/03

Date: 15.02.2018

CIRCULAR

Sub: IQAC Meeting-Intimation to the members of IQAC

The meeting of Internal Quality Assurance cell (IQAC) is convened on 22.02.2018 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 action taken in the items mentioned the previous meeting minutes
2. Faculty External Participation
3. Students Participation
4. Training and Placement
5. Any other details.


IQAC Coordinator


Chairperson IQAC

Copy to:

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



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

Minutes of IQAC meeting held on 22.02.2018 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 14.10.2017.

S.No	Points Discussed	Action Taken
1.	NIRF-2018	The details for NIRF-2018 were submitted
2.	Research activities	Faculties published their research findings in journals
3.	Academic Audit	Academic audit was conducted.
4.	Training and Placement Activities	Students attended both on and off campus placement and got selected.

S.No	Points of Discussion	Action Plan	Responsibility
1.	Faculty External Participation	Faculties are encouraged to attend workshops/Seminars organized by institutions of national importance	All Dept Heads
2.	Students Participation	Students are motivated to attend the various programs conducted in reputed institutions .	All Dept Heads
3.	Training and Placement	Discussed about training activities for students	Placement Director
4.	Any other details	(i) Identification of industries for In plant training, Industrial visit and Internship (ii) Department should encourage students to participate in industry related contest.	All Dept Heads


IQAC Coordinator


Chairperson IQAC