



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

MEC/IQAC/Meeting/2019-20/03

Date: 29.01.2020

CIRCULAR

Sub: IQAC Meeting-Intimation to the Members of IQAC

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 04.02.2020 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 previous meeting minutes
2. Institutional Ranking
3. Academic and Administrative Audit
4. AQAR (2018-19)
5. Common Format for Academic Activities
6. Technology Learning Groups (TLeGs)
7. Product & Consultancy
8. R & D Activities
9. Placement and Higher Studies
10. Alumni Association
11. 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 04.02.2020 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:

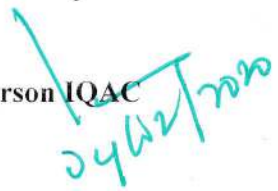
1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 22.10.2019.

S.No.	Points Discussed	Action Taken
1.	NIRF- 2019	NIRF 2019 submitted
2.	ARIIA -2019	ARIIA 2019 submitted
3.	Result Declaration - Odd Semester	Results are prepared ,Approved in the Resulting Passing Board and declared
4.	Extension & Outreach Activities	Welfare Activities for the society has been conducted

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Institutional Ranking	Collection of data from all the Departments for the submission of Institutional Ranking.	IQAC Coordinator
2.	Academic and Administrative Audit	Steps taken to improve quality in Academic and Administrative Audit.	IQAC Coordinator
3.	AQAR (2018-19)	Data Collection from all the Departments	IQAC Coordinator

4.	Common format for Academic	Common format has been sent to all Departments for the academic purpose.	IQAC Coordinator
5.	Technology Learning Groups (TLeGs) Activities	Technology Learning Groups (TLeGs) formed with the team Senior faculty members for the Development of students Technical skill in latest Technologies.	Dean - TL
6.	Product and Consultancy	All Heads are instructed to encourage students to convert their innovative ideas into product with the support of faculty members.	Dean - P & C
7.	Research & Development	Need to organize Seminar, Workshops, Conference related to Research Methodology, IPR and Patent.	Dean - R & D
8.	Placement and Higher Studies	Explained the importance of Placement and Higher Studies for various Institutional Ranking and the steps taken to improve the same.	Training & Placement Cell
9.	Alumni Association	Alumni Association should take care of alumni interaction, alumni contribution and job opportunities.	Alumni Association Coordinator


IQAC Coordinator


Chairperson IQAC