



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/2017-18/04

Date: 16.05.2018

CIRCULAR


Sub:IQAC Meeting-Intimation to the members of IQAC

The meeting of Internal Quality Assurance cell (IQAC) is convened on 21.05.2018 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 previous meeting minutes
2. AQAR 2017-18 submission
3. Review of IIPC
4. R & D 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 21.05.2018 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

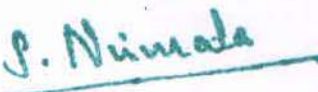
The following points were discussed:

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 22.02.2018.

S.No	Point Discussed	Action Taken
1.	Faculty External Participation	Faculty members attended seminars and workshops' conducted in various institutions
2.	Students Participation	Students participated in events conducted in various organizations

S.No	Points of Discussion	Action Plan	Responsibility
1.	AQAR 2018-19	Discussion, Modification and Finalization of AQAR 2018-2019	IQAC Co-Ordinator
2.	Review of Teaching Learning Process	Review of Quality Improvement in Teaching Learning Process in all Department	Principal
3.	R & D activities	Publications & Seed Money for faculty to do research.	Principal
4.	Any other Matters	Revamping of website and introducing new web links as per IQAC guidelines	IQAC Co-Ordinator
		Faculty and Students are encouraged to apply for various awards.	All HoDs


IQAC Coordinator


Chairperson IQAC