



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/2018-19/04

Date: 24.05.2019

CIRCULAR

Sub: IQAC Meeting-Intimation to the Members of IQAC

The Meeting of Internal Quality Assurance Cell (IQAC) will be scheduled on 30.05.2019 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. AQAR 2018-19 submission
3. Review of IIPC
4. R & D activities
5. Institution Best Practices
6. Placement Training
7. 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 30.05.2019 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.P.Suresh	Principal In charge	Chairperson
3.	Dr. T.R.GaneshBabu	Professor-ECE	Member Secretary & Coordinator
4.	Dr.P.Venugopal	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.Sakthivel	Professor– EEE	Member
10	Dr.S.Saravanan	HoD – EEE	Member
11	Dr.S.Vijayaragavan	HoD – CSE	Member
12	Mrs.T.Kowsalya	HoD – ECE	Member
13	Dr.K.Premkumar	Director – Academic	Member
14	Mr.M.Subramaniam	Manager	Member
15	Mr.R.G.Praveen	Student – III rd year ECE	Member

The following points were discussed:

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 28.02.2019.

S.No	Point Discussed	Action Taken
1.	Research Publications by faculty	Faculty members published papers in national & International Journals.
2.	Alumni Meet in the Institution	Department wise Alumni Meet has been arranged.
3.	Feedback collection process	Feedback forms are collected from all stakeholders
4.	Consultancy Projects	Consultancy projects are carried out with the support of Industry.
5.	Patent Filed/Awarded	Innovative projects are identified in department level and Patents has been filed.

S.No	Points of Discussion	Action Plan	Responsibility
1.	AQAR 2018-19	Discussion, Modification and Finalization of AQAR 2018-2019	IQAC Co-Ordinator
2.	Institution Best Practices	Best Practice of Institution is discussed and planned to submit in NAAC	Chair Person
3.	Placement Training	Planned to conduct company specific training program for Final year students.	Placement Director
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