



# 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/2019-20/01

Date: 05.07.2019

### CIRCULAR

Sub: IQAC Meeting-Intimation to the Members of IQAC

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 10.07.2019 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 previous meeting minutes
2. Action Plan for the Academic Year (2019-20)
3. AQAR (2017-18)
4. Administrative and Academic Audit
5. Reconstitution of IQAC members
6. R & D Activities
7. Continuous Internal Assessment (CIA) Process
8. Any other details.

*Thm*  
*5/7/2019*  
Coordinator IQAC

Copy to:

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

*05/07/19*  
Chairperson IQAC



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## INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 10.07.2019 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 <sup>rd</sup> Year CSE	Member
22.	Mr.A.Lakshmanan	Student – III <sup>rd</sup> Year MECH	Member
23.	Dr.T.R.Ganesh Babu	Professor/ECE	IQAC Coordinator

**The following points were discussed:**

1. Chairperson - IQAC explained the action taken report of the previous IQAC meeting held on 30.05.2019
2. Chairperson-IQAC discussed about the Academic activities and Action Plan for the Academic Year (2019-20).

S.No.	Points of Discussion	Action Plan	Responsibility
1.	AQAR ( 2017-18)	Data collection from all the Departments as per the new AQAR format	IQAC Coordinator
2.	Action Plan for the Academic Year (2019-20)	Various academic activities for the benefit of students and faculty are discussed	Deans & All Dept Heads
3.	Academic Audit	Academic Audit for Odd Semester is scheduled along with Auditors list	IQAC Coordinator
4.	Reconstitution of IQAC Members	Composition of members for IQAC is reframed	IQAC Coordinator
5.	R & D Activities	Faculty members are encouraged for Research Publication, Funding Proposals and to attend Seminars / Workshops ,FDPs,etc.,	Deans & All Dept Heads
5.	Continuous Internal Assessment (CIA) Process	Question paper pattern for CIA as per the Syllabus and Exam Schedule has been circulated to all Departments	CoE
6.	Any other details	Discussed about Training and Placement activities for the Academic Year (2019-20)	Training & Placement Cell

*Thm*  
10/7/2019  
IQAC Coordinator

Chairperson IQAC  
10/7/2019