



# 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

Date: 23.07.2020

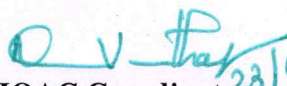
### CIRCULAR

Sub: IQAC Meeting # I- 2020-21 - Reg.

Internal Quality Assurance Cell (IQAC) First Meeting for 2020-21 is scheduled on 29.07.2020 in Conference Hall. All the members are requested to attend the meeting at 11.30 AM. The agenda for the meeting is given.

#### AGENDA:

1. Review of Minutes of Previous Meeting and Action Taken
2. Action Plan for the Academic Year 2020-21 – (ODD Semester)
3. AQAR for 2019-20
4. Online Examination Schedule for Academic Year 2019-20 – (Even Semester)
5. AICTE Approval and AU Affiliation Process
6. NBA Tier I Prequalifier Submission
7. Research and Development Activities
8. Any other matters

  
23/07/2020

**IQAC Coordinator**

**IQAC COORDINATOR**

**MUTHAYAMMAL ENGINEERING COLLEGE**

**(AUTONOMOUS)**

**RASIPURAM-637 408, NAMAKKAL Dist.**

**TAMILNADU.**

Copy to  
1. The Secretary

2. All HODs

3. The Members Concerned

4. File

  
23/07/20

**Chairperson IQAC**

**PRINCIPAL,**

**MUTHAYAMMAL ENGINEERING COLLEGE**

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## INTERNAL QUALITY ASSURANCE CELL

2020-21

Minutes of Meeting

29.07.2020

MoM

Meeting # I

### Members Present:

S. No.	Name	Designation	Position
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr.K.Gunasekaran	Secretary & Managing Trustee	Member
3.	Er.E.Balasubramanian	Director (Retd.) Geological Survey of India Rasipuram	External Expert
4.	Dr.K.G.Saranya	Associate Professor Dept. of Computer Science and Engg. PSG College of Technology Coimbatore	External Expert
5.	Dr.G.Sudarmozhi	Dean - Science & Humanities	Member
6.	Dr.K.Ramar	Dean - Research & Development	Member
7.	Dr.S.Sundaram	Dean - Technology Learning	Member
8.	Dr.B.Gopi	Dean – Product & Consultancy	Member
9.	Dr.P.Suresh	Controller of Examinations	Member
10.	Dr.G.Kavitha	HoD - CSE	Member
11.	Dr.U.Saravanakumar	HoD - ECE	Member
12.	Dr.S.Saravanan	HoD - EEE	Member
13.	Dr.R.Thanigaivelan	HoD - MECH	Member
14.	Dr.E.Punarselvam	HoD - IT	Member
15.	Dr.N.Saravanan	HoD – BIOTECH and CHEM	Member

16.	Dr.G.Sudha	HoD – BME & MDE	Member
17.	Mr.M.Subramaniam	Manager	Member
18.	Ms.P.Valarmathi	Student – III <sup>rd</sup> Year ECE	Member
19.	Mr.S.Praveenkumar	Student – III <sup>rd</sup> Year MECH	Member
20.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

**Members Absent:**

S.No.	Name	Designation	Position
1.	Dr.P.A.Manoharan	Director Robota Technology Innovation Pvt. Ltd. Chennai	External Expert
2.	Dr.V. Rajendran	HoD - Civil	Member
3.	Dr.K.Premkumar	HoD - MBA	Member

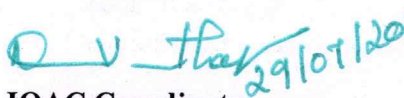
**The following points were discussed:**

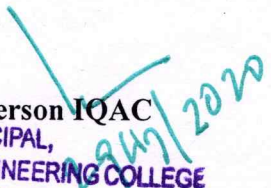
1. Chairperson - IQAC briefed the action taken on the report of previous IQAC meeting held on 29.05.2020 (Online)

S.No.	Points Discussed	Action Taken
A.	Faculty Technical Upgradation – COVID 19	Faculty Members Participated in Online Seminars/ Webinars, Workshops and Online Certification Courses
B.	Student Enrichment Activities	Students Participated in various Online Certification Courses and Webinars
C.	R & D Activities	Faculty Members submitted Research Proposals and Published Papers in reputed Journals
D.	Training & Placement Activities	Conducted Online Training Classes for Students

2. Academic activities and Action Plan for the Academic Year 2020-21 was presented

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Action Plan for the Academic Year 2020-21 – (ODD Semester)	Online Classes will be monitored by the Mentors and informed to submit their Observations and Suggestions	Deans - R&D, TL, P&C & QA
		Faculty Members are advised to effectively use ICT for Teaching	All Faculty
		Various Academic Activities for the benefit of Students and Faculty are discussed	Deans & All Dept. Heads
		Discussed TASTE – Seminar by Faculty Members status report	TASTE Coordinator
2.	AQAR for 2019-20	<ul style="list-style-type: none"> <li>• AQAR (2019-20) Submission</li> <li>• Academic &amp; Administrative Heads are informed to submit their data as per the format</li> </ul>	IQAC Coordinator
3.	Online Examination Schedule for Academic Year 2019-20 – Even Semester	Online Exam Evaluation Process is discussed	COE
4.	AICTE Approval and Anna University Affiliation Process	Received AICTE Approval and AU Affiliation	AICTE and AU Coordinator
5.	NBA Tier I Prequalifier Submission	NBA Tier I Prequalifier Preparation is in Progress	NBA Coordinator
6.	Research and Development Activities	Faculty Members are motivated to Publish Papers, Patents, Research Proposal Writing and Participation in Programs	Dean R & D
7.	Any other matters <ul style="list-style-type: none"> <li>• Online Class Attendance</li> <li>• COVID 19 Prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Students Attendance need to monitor regularly</li> <li>• For the Prevention of COVID-19 Standard Operating Procedure is framed</li> </ul>	All Deans & Heads

  
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