



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: 02.02.2023

CIRCULAR

Sub: IQAC Meeting # III- 2022-23 - Reg.

Internal Quality Assurance Cell (IQAC) Third Meeting for 2022-23 is scheduled on 10.02.2023 in IQAC. All the members are requested to attend the meeting at 11 AM. The agenda for the meeting is given.

AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 29.11.2022
2. Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – Even Semester
3. Plan of Student Target Activities for Even Semester
4. Continuous Internal Assessment Schedule for Even Semester
5. Review of Odd Semester Activities
6. Conduction of Internal Audit
7. AQAR(2021-22)- Document Preparation
8. Institution Ranking
9. Training and Placement Activities
10. Extension and Outreach Activities
11. Any other matters

IQAC Coordinator
IQAC Coordinator

02/02/2023
IQAC COORDINATOR
MUTHAYAMMAL ENGINEERING COLLEG.
(AUTONOMOUS)
RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU.

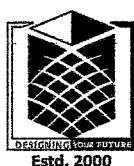
2.All HODs

3.The Members Concerned

4.File

Chairperson IQAC
Chairperson IQAC

Principal
PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

2022-23

Minutes of Meeting

10.02.2023

MoM

Meeting # III

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.	Mr.P.JeyaSingh	Chief Technical Officer Jasmin Infotech 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.S.Sundaram	Dean - Technology Learning	Member
7.	Dr.B.Gopi	Dean – Product & Consultancy	Member
8.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
9.	Dr.P.Suresh	Controller of Examinations	Member
10.	Dr.R.Shanmugam	HoD - CIVIL	Member
11.	Dr.G.Kavitha	HoD - CSE	Member
12.	Dr.U.Saravanakumar	HoD - ECE	Member
13.	Dr.S.Saravanan	HoD - EEE	Member
14.	Dr.N.Natarajan	HoD - MECH	Member
15.	Dr.D.Anitha	HoD - IT	Member

16.	Dr.N.Saravanan	HoD – BIOTECH	Member
17.	Dr.G.Sudha	HoD – BME	Member
18.	Dr.P.Srinivasan	HoD – AI&DS	Member
19.	Dr.J.Preetha	HoD – CSE(CS)	Member
20.	Dr.P.Ganapathi	HoD - MBA	Member
21.	Dr.M.Moorthy	HoD-MCA	Member
22.	Mr.M.Subramaniam	Manager	Member
23.	Ms.J.Abinayashree	Student – IV Year ECE	Member
24.	Mr.S.Gunaa	Student – IV Year MECH	Member
25.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

Members Absent:

S.No.	Name	Designation	Position
1.	Dr.V.Rajendran	Dean-Infrastructure	Member
2.	Dr.R.Senthilkumar	HoD – MECHATRONICS	Member

- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 29.11.2022 was discussed

S.No.	Points Discussed -	Action Taken
1.	End Semester Examination for ODD Semester	End Semester Examination for ODD Semester is completed
2.	Conduction of Internal Academic & Administrative Audit	Internal Academic and Administrative Audit for Odd Semester is conducted
3.	Training and Placement Activities	Company specific training is offered to eligible students

The following points were discussed in the meeting:

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – Even Semester	Reviewed the activities conducted through ProPlan, ProTech, ProCentres, Professional Societies, Cells and Clubs for the benefit of Faculty and Students.	All Deans, HoD's & Faculty Coordinators

2.	Plan of Student Target Activities (SeSTA) for Even Semester	Student Target Activities is discussed and informed to encourage more number of students for participation	All HoD's & Coordinators
3.	Continuous Internal Assessment Schedule for Even Semester	Continuous Internal Assessment Test Schedule is planned for CIA I,II & III	COE
4.	Review of Odd Semester Activities	Reviewed the activities organized by all the departments in Odd Semester	All HoD's & Coordinator
5.	Conduction of Internal Academic Audit	Planned to conduct Course file and Program conduction Audit for all the departments.	All HoD's & IQAC Coordinator
6.	AQAR(2021-22)- Documents Preparation	Document Preparation for AQAR(2021-22) is in progress	IQAC Coordinator
7.	Institution Ranking	Discussion on participation of various Institution Magazine Rankings such as GHRDC for Engineering and MCA, India Today, The WEEK, DQ-CMR, etc, for the year 2022-23.	IQAC Coordinator
8.	Training and Placement Activities	Discussed the Training schedule for third year students.	Training and Placement Cell
9.	Extension and Outreach Activities	NSS/YRC , Club Coordinators are informed to plan and organize more number of outreach activities in connection with AICTE and other schemes for the students and society	ProSoCC Coordinators
10.	Any other matters: • National Farmers Day • Mother Language Day	• Celebrated Farmers Day on 23.12.2022 • Planned to celebrate Mother Language Day on 21.02.2023	All Heads & Coordinators


 IQAC Coordinator 10/02/2023
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 Chairperson IQAC
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