



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: 17.08.2023

CIRCULAR

Sub: IQAC Meeting # I- 2023-24 - Reg.

Internal Quality Assurance Cell (IQAC) First Meeting for 2023-24 is scheduled on 25.08.2023 in IQAC. All the members are requested to attend the meeting at 10 AM. The agenda for the meeting is given.

AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 04.05.2023
2. Plan of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester- 2023-24
3. Student Target Activities (SeSTA) for ODD Semester – 2023-24
4. Semester Target Activities for Faculty (SeTAF) - ODD Semester – 2023-24
5. Research and Development
6. Training and Placement Activities
7. Extension and Outreach Activities
8. Any other matters

D V The 17/08/23
IQAC Coordinator

IQAC COORDINATOR
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM - 637 408, NAMAKKAL Dist.
TAMILNADU.

2.All HODs

3.The Members Concerned

4.File

17/08/23
Chairperson IQAC

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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

2023-24

MoM

Meeting # I

Members Present:

Date: 25.08.2023

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.V.Rajendran	Dean-Infrastructure	Member
9.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
10.	Dr.P.Suresh	Controller of Examinations	Member
11.	Dr.G.Kavitha	Prof.& Head/CSE	Member
12.	Dr.U.Saravanakumar	Prof.& Head/ECE	Member
13.	Dr.S.Saravanan	Prof.& Head/EEE	Member
14.	Dr.N.Natarajan	Prof.& Head/MECH	Member
15.	Dr.D.Anitha	Prof.& Head/IT	Member
16.	Dr.N.Saravanan	Prof.& Head/BIOTECH	Member

17.	Dr.D.Sasikala	Prof.& Head/BME	Member
18.	Dr.J.Preetha	Prof.& Head/AI&DS	Member
19.	Dr.P.Muthusamy	Prof.& Head/CSE(CS)	Member
20.	Dr.R.Senthilkumar	Prof.& Head/MECHATRONICS	Member
21.	Mr.S.Elavarasan	Prof.& Head/S&H	Member
22.	Dr.P.Ganapathi	Prof.& Head/MBA	Member
23.	Mr.M.Subramaniam	Manager	Member
24.	Ms.S.Mahapriya	Student – III rd Year CSE-B Section	Member
25.	Mr.S.Saravanan	Student – III rd Year EEE-B Section	Member
26.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

Members Absent:

S.No.	Name	Designation	Position
1.	Dr.R.Shanmugam	Prof.& Head/CIVIL	Member
2.	Dr.M.Moorthy	Prof.& Head/MCA	Member

- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 04.05.2023 was discussed

S.No.	Points Discussed	Action Taken
1.	AICTE Approval and Anna University Affiliation Process	Received AICTE Approval and Anna University Affiliation for 2023-24.
2.	AQAR(2021-22) submission	Submitted and received acknowledgement for AQAR(2021-22).
3.	Training and Placement Activities	Various trainings are provided to students.

The following points were discussed in the meeting:

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Plan of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester- 2023-24	Department should organize activities as per target under various Centres, Professional Societies, Cells and Clubs for the benefit of Faculty and Students.	All Deans, HoD's & Faculty Coordinators

2.	Student Target Activities for ODD Semester – 2023-24	Year wise format is framed to achieve the target to all students for improving their Academic performance.	All HoD's
4.	Semester Target Activities for Faculty (SeTAF) -ODD Semester – 2023-24	Semester wise target activities format is circulated among all Faculty Members to enhance their Academic performance.	All HoD's
5.	Research and Development	Department should focus on improving Multidisciplinary Research activities among Faculty Members.	R& D Coordinator
6.	Training and Placement Activities	<ul style="list-style-type: none"> • Company specific training is offered to all eligible Students • In addition, First and Second year students are provided with various training modules 	All HoD's & Training and Placement Cell
7.	Extension and Outreach Activities	All Departments should conduct outreach activities in association with Clubs/Cells as part of community service.	All HoD's & IQAC Coordinator
8.	<p>Any other matters:</p> <ul style="list-style-type: none"> • Project Contest for First Year Students • NPTEL Online Certification Course and GATE 2024 registration • Japanese Language Training • Special Days like Independence Day, World Bicycle Day, World Wind Day and World Doctorates Day 	<ul style="list-style-type: none"> • Conducted Project Contest for First Year Students to showcase their talents • Faculty and Students are asked to register NPTEL Online Certification Course • All heads are asked to motivate the interested students to register for GATE 2024 Examination through MuGA • Japanese Language learning class are provided to students • Various Programs are organized to create awareness among Faculty and Students in the Campus through ProSoCC 	Coordinators

D V Thevar 25/08/23
IQAC Coordinator

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[Signature]
Chairperson IQAC

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