



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: 08.12.2023

CIRCULAR

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

Internal Quality Assurance Cell (IQAC) Second Meeting for 2023-24 is scheduled on 16.12.2023 in IQAC. All the members are requested to attend the meeting at 10.30 AM. The agenda for the meeting is given.

AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 25.08.2023
2. Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester
3. Review of Student Target Activities for ODD Semester
4. Students Performance in CIA Tests
5. End Semester Examination for ODD Semester
6. Training and Placement Activities
7. Research and Development
8. Conduction of Internal Academic & Administrative Audit
9. Extension and Outreach Activities
10. Any other matters

D. V. Aravind 08/12/2023
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

[Signature]
Chairperson IQAC
PRINCIPAL
MUTHAYAMMAL ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

2023-24

MoM

Meeting # II

Members Present:

Date: 16.12.2023

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.	Dr.Ravi Doraiswami	CEO / President Wearable MEMS Pvt. Ltd. Rasipuram	External Expert
5.	Mr.J.Srinivasan	Deputy Principal Engineer Alten India Pvt. Ltd. Bangalore	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	Dean – Research	Member
11.	Dr.N.Saravanan	Controller of Examinations	Member
12.	Dr.R.Shanmugam	Prof.& Head/CIVIL	Member
13.	Dr.G.Kavitha	Prof.& Head/CSE	Member
14.	Dr.U.Saravanakumar	Prof.& Head/ECE	Member
15.	Dr.S.Saravanan	Prof.& Head/EEE	Member

16.	Dr.N.Natarajan	Prof.& Head/MECH	Member
17.	Dr.D.Anitha	Prof.& Head/IT	Member
18.	Dr.N.Saravanan	Prof.& Head/BIOTECH	Member
19.	Dr.D.Sasikala	Prof.& Head/BME	Member
20.	Dr.P.Muthusamy	Prof.& Head/CSE(CS)	Member
21.	Dr.R.Senthilkumar	Prof.& Head/MECHATRONICS	Member
22.	Mr.S.Elavarasan	Prof.& Head/S&H	Member
23.	Dr.P.Ganapathi	Prof.& Head/MBA	Member
24.	Dr.M.Moorthy	Prof.& Head/MCA	Member
25.	Mr.M.Subramaniam	Manager	Member
26.	Mr.S.Saravanan	Student – III rd Year EEE	Member
27.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

Members Absent:

S.No.	Name	Designation	Position
1.	Dr.J.Preetha	Prof.& Head/AI&DS	Member
2.	Ms.S.Mahapriya	Student – III rd Year CSE	Member

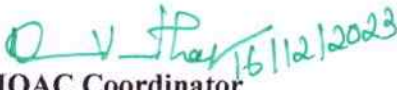
- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 25.08.2023 was discussed

S.No.	Points Discussed	Action Taken
1.	Plan of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester- 2023-24	Activities are conducted in ProPlan, ProTech, ProCentre and ProSoCC
2.	Student Target Activities for ODD Semester – 2023-24	Students participated in various programs to achieve target
3.	Research and Development	Faculty members submitted research proposals to various funding agencies and publication were improved.

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 – ODD 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.	Student Target Activities for ODD Semester – 2023-24	Student Target Activities (SeSTA) are reviewed and advised to motivate for more number of participation	All HoD's
3.	Students Performance in CIA Tests	Performance of Continuous Internal Assessment Tests I & II are reviewed	All HoD's
4.	End Semester Examination for ODD Semester	The Schedule for the End Semester Practical and Theory Examinations are discussed	COE
5.	Conduction of Internal Academic & Administrative Audit	Internal Academic and Administrative Audit schedule for ODD Semester is planned	IQAC Coordinator
6.	Training and Placement Activities	<ul style="list-style-type: none"> • Eligible Students have attended Health watch (On Campus) and Cadence (Off Campus) drives • Company specific training is offered to all eligible Students • First year students are provided with three days special training 	Training and Placement Head
7.	Research and Development	Department Research coordinators are advised to motivate faculty members to publish research articles, Patents, Books/Book Chapters	Dean-Research
8.	Extension and Outreach Activities	Discussed the outreach activities conducted in association with Clubs/Cells as part of community service.	All HoD's & NSS Coordinators

9.	<p>Any other matters:</p> <ul style="list-style-type: none"> • Japanese Language Proficiency Test • First Year Induction Program • NPTEL Online Certification Course • Special Days like Teachers Day, Engineers Day 	<ul style="list-style-type: none"> • Motivated students and conducted mock test for interested students • Organized Induction Program to motivate the first year students • MEC recognized as one among in top 100 active local chapters by NPTEL-SWAYAM • Faculty and Students are asked to register NPTEL Online Certification Course for Even Semester • Various Programs are organized to create awareness among Faculty and Students in the Campus through various clubs and cells 	<p>Training Head, HoD - S&H and Faculty Coordinators</p>
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 Chairperson IQAC
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