



# 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: 18.12.2024

### Circular

Sub: IQAC Meeting # II- 2024-25 - Reg.

Internal Quality Assurance Cell (IQAC) Second Meeting for 2024-25 is scheduled on 27.12.2024 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 06.09.2024
2. Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester
3. Review of Faculty and 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

*Dec 18/12/2024*  
IQAC Coordinator

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

2.All HODs

3.The Members Concerned

4.File

*18/12/24*  
Chairperson IQAC

**PRINCIPAL**  
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of Meeting

2024-25

MoM

Meeting # II

Members Present:

Date: 27.12.2024

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.G.Sudarmozhi	Dean - Student Affairs	Member
7.	Dr.V.Rajendran	Dean-Infrastructure	Member
8.	Dr.S.Sundaram	Dean - Technology Learning	Member
9.	Dr.S.Saravanan	Dean-Product & Consultancy	Member
10.	Dr.P.Suresh	Dean - Research	Member
11.	Dr.N.Saravanan	Controller of Examinations	Member
12.	Dr.R.Shanmugam	HoD - CIVIL	Member
13.	Dr.G.Kavitha	HoD - CSE	Member
14.	Dr.U.Saravanakumar	HoD - ECE	Member
15.	Dr.T.Dharma Raj	HoD - EEE	Member
16.	Dr.N.Natarajan	HoD - MECH	Member
17.	Dr.E.Punarselvam	HoD - IT	Member
18.	Dr.N.Saravanan	HoD - BIOTECH	Member
19.	Dr.D.Sasikala	HoD - BME	Member

20.	Dr. S. Vijayaragavan	HoD - AI&DS	Member
21.	Dr.P.Muthusamy	HoD - CSE(CS)	Member
22.	Dr.S.Lavanya	HoD (i/c) - CSBS	Member
23.	Dr.T.Thangamani	HoD (i/c) - CSE(AI&ML)	Member
24.	Dr.R.Praveena	HoD (i/c) - EE(VLSI Design & Technology)	Member
25.	Dr.R.Senthilkumar	HoD - MZ	Member
26.	Mr.S.Elavarasan	HoD - S&H	Member
27.	Dr.M.Moorthy	HoD - MCA	Member
28.	Mr.M.Subramaniam	Manager	Member
29.	Ms.S.Mahapriya	Student - IV <sup>th</sup> Year CSE	Member
30.	Mr.S.Chandru	Student - IV <sup>th</sup> Year MECH	Member
31.	Mr.R.P.Mithru	Student - III <sup>rd</sup> Year ECE	Member
32.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

**Members Absent:**

S.No.	Name	Designation	Position
1.	Dr.P.Ganapathi	HoD - MBA	Member
2.	Mr.N.S.Santhosh Kumar	Student - III <sup>rd</sup> Year EEE	Member


- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 06.09.2024 was discussed

S.No.	Points Discussed	Action Taken
1.	Plan of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester- 2024-25	Activities are conducted in ProPlan, ProTech, ProCentre and ProSoCC
2.	Faculty and Student Target Activities for ODD Semester – 2024-25	Faculty and Students are participated in various programs to achieve target

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.	Review of Faculty and Student Target Activities for ODD Semester	Faculty and Student Target Activities (SeTAF & SeSTA) are reviewed and recommended to motivate for more number of participation	All HoD's
4.	Students Performance in CIA Tests	Performance of Continuous Internal Assessment Tests I, II & III are reviewed	All HoD's
5.	End Semester Examination for ODD Semester	The Schedule for the End Semester Practical and Theory Examinations are discussed	CoE
6.	Training and Placement Activities	<ul style="list-style-type: none"> <li>• Company specific training is offered to all eligible Students</li> <li>• Eligible Students attended Cognizant On Campus drive</li> </ul>	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 and funding proposals	Dean-Research
8.	Conduction of Internal Academic & Administrative Audit	Internal Academic and Administrative Audit schedule for ODD Semester has been discussed	IQAC Coordinator

9.	Extension and Outreach Activities	Discussed the outreach activities conducted in association with Clubs/Cells as part of community service.	All HoD's & NSS Coordinators
10.	Any other matters <ul style="list-style-type: none"> <li>• First Year Student Induction Program</li> <li>• LEARNATHON 2024</li> <li>• Special Days like Children's Day, Constitution Day</li> </ul>	<ul style="list-style-type: none"> <li>• Organized First Year Student Induction Program for freshers</li> <li>• Students registered and completed LEARNATHON 2024 competition</li> <li>• Various Programs are organized to create awareness among Faculty and Students in the Campus through various clubs and cells</li> </ul>	HoD - S&H and Faculty Coordinators

  
 27/12/2024  
**IQAC Coordinator**  
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