



MUTHAYAMMAL COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/01

09.06.2017

CIRCULAR

The Internal Quality Assurance Cell (IQAC) formation meeting is arranged on 07.07.2017 at Principal office. All the HoD's and faculty Members are asked to attend the meeting.

Agenda for the meeting:

1. Welcome note by Principal
2. Formation of IQAC Cell
3. Introduction of the executive body members
4. Elaborating the function of IQAC
5. NAAC Process

Copy to
The Secretary for Kind Information,
The HoD's
Office
Notice Board

Am *9/6/17*
Principal

PRINCIPAL
MUTHAYAMMAL COLLEGE OF ENGINEERING
KAKKAVERI - 637 408, RASIPURAM TK,
NAMAKKAL Dt., TAMIL NADU.



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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/02

Minutes of Meeting -1

Date of Meeting: 07.07.2017

Time : 10.30 AM

Place : Principal Cabin

The Following Points were Discussed:

1. The Meeting started with welcome address by the principal
2. Principal Elaborated the formation and importance of the IQAC
3. IQAC members were formed and introduced
4. Dr. S. Selvarajan, Principal was appointed as a Chairperson and Dr. C. Nagarajan was appointed as IQAC Coordinator
5. Stakeholders including Industry representatives, Alumni, Students, Senior Administrative Officers, Teachers, Nominee from Employers/Industrialists, Nominee from Local Society were suggested by Dr. C. Nagarajan
6. IQAC Coordinator explained the function of IQAC
7. The following were approved as members of IQAC by the Chairperson

Name	Position	Designation & Organization
Dr. S. Selvarajan	Chairperson	Principal Muthayammal College of Engineering
Dr. K. Gunasekaran	Member from Management	Secretary & Managing Trustee
Dr. C. Nagarajan	Coordinator IQAC	Professor and Head Department of Electrical and Electronics Engg. Muthayammal College of Engineering



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Mr. P. Prasath	Senior Administrative Officers	Professor and Head, Department of Agricultural Engineering Muthayammal College of Engineering
Dr. N. K. Kuppusamy	Senior Administrative Officers	Professor and Head, Department of Computer Science Engineering Muthayammal College of Engineering
Mrs. S. Selvarani	Senior Administrative Officers	Associate Professor and Head, Department of Electronics and Communication Engineering, Muthayammal College of Engineering
Dr. D. Maheswari	Senior Administrative Officers	Professor and Head, Department of Science & Humanities Muthayammal College of Engineering
Mr. R. Ramesh	Senior Administrative Officers	Associate Professor and Head, Department of Mathematics, Muthayammal College of Engineering
Mr. P. Tamilchelvan	Teachers	Asst. Professor, Department of Agricultural Engineering Muthayammal College of Engineering
Mrs. K. Umamaheswari	Teachers	Asst. Professor and Head , Department of Chemistry Muthayammal College of Engineering
Mr. R. Srinivasan	Teachers	Asst. Professor Department of Electrical and Electronics Engg. Muthayammal College of Engineering
Mr. G. N. A. Senthilkumar	Teachers	Asst. Professor Department of Mechanical Engineering Muthayammal College of Engineering
Er. E. Balasubramanian, M.Tech.	Nominee from Local Society	Director (Retd.) Geological Survey of India Rasipuram



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Ms. A. Sowmiya	Nominee from Student	Final Year CSE Student, Muthayammal College of Engineering
Mr. M. Kumerasn	Nominee from Alumni	2018 Pass out EEE Student, Muthayammal College of Engineering
Mr. P. JeyaSingh	Nominee from Employers/Industrialists	Chief Technical Officer Jasmin Infotech Pvt. Ltd., Chennai
Mr. K. Samykannu	Nominee from Stakeholders	Farmer, Puduppalayam Rasipuram

Signature 7/7/17
Principal

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Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/03

16.11.2017

CIRCULAR


The Internal Quality Assurance Cell (IQAC) meeting has been planned to conduct on 20.11.17 at 10:00 A.M in the Principal's office. All the HoDs and IQAC Members are asked to attend the meeting.

Agenda for the meeting:

1. Welcome note by Principal
2. Inauguration of Departments Association and club Activities
3. Programmes Conducting- FDP, Seminar, Workshop and Guest Lecturer
4. Remedial Classes for Slow learner's
5. Academic Administrative Audit (AAA)
6. NAAC
7. Mentor and Mentees


IQAC Coordinator
IQAC COORDINATOR
Muthayammal College of Engineering
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Internal Quality Assurance Cell (IQAC)



MCE/IQACMOM/2017-18/04

Minutes of Meeting - 2

Date of Meeting: 20.11.2017

Time : 10.00 AM


Place : Principal Cabin


The Following Points were Discussed:

- Review of Department Association Activates
- Review of NAAC Process
- Review of Slow learners student performance
- FDP, Workshop, seminar and Guest Lectures conducted by the department
- Workshops and seminars attended by faculty members
- AAA was scheduled between 04.12.2017- 09.12.2017
- Allotted students for Mentor and Mentees

Members Present:

Name	Position	Signature
Dr. S. Selvarajan	Chairperson	
Dr. C. Nagarajan	Coordinator IQAC	
Mr. P. Prasath	Senior Administrative Officers	
Dr. N. K. Kuppusamy	Senior Administrative Officers	
Mrs. S. Selvarani	Senior Administrative Officers	
Dr. D. Maheswari	Senior Administrative Officers	
Mr. R. Ramesh	Senior Administrative Officers	
Mr. P. Tamilchelvan	Teachers	


Coordinator
IQAC COORDINATOR
Muthayammal College of Engineering
Rasipuram-637 408, Namakkal Dist.
Tamilnadu.


Principal
PRINCIPAL
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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/05

Action Taken Report – Meeting conducted on 20.11.17, AY (2017-18)

Action Taken

- Improve the association Activates.
- NAAC awareness program was conducted through IQAC cell
- Department wise remedial classes were organized and conducted
- Faculty Members are encouraged to attend the Workshops, Seminars, FDPs , and Conferences
- Career Guidance programmes are initiated for Competitive Examinations and Higher Education
- AAA was scheduled between 04.12.2017 - 09.12.2017 and conducted as per the schedule
- 10 Students are allotted for one mentor, Mentor and Mentee system is followed effectively

IQAC Coordinator

IQAC COORDINATOR

Muthayammal College of Engineering
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Tamilnadu.

Principal

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/06

15.02.2018

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned to conduct on 21.02.18 at 11:00 A.M in the Principal's office. IQAC Members are asked to attend the meeting.

Agenda for the meeting:

- Review of action taken report on previous meeting
- AU Result performance analysis
- Students placement classes
- Alumni meet
- Parents meeting
- Conduct of Special coaching classes
- Project Review
- Reform of Teaching Learning
- NAAC


IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)



MCE/IQACMOM/2017-18/07

Minutes of Meeting - 3

Date of Meeting: 21.02.2018

Time : 11.00 AM

Place : Principal Cabin

The Following Points were Discussed:

- Review of AU Odd Semester Result Analysis
- Review of NAAC Process
- Conduct of coaching classes for slow learners
- Conduct of Placement classes through placement cell
- Conduct of Alumni meeting
- Parents meeting

Members Present:

Name	Position	Signature
Dr. S. Selvarajan	Chairperson	 21/2/18
Dr. C. Nagarajan	Coordinator IQAC	 21/2/18
Mr. P. Prasath	Senior Administrative Officers	 21/2/18
Dr. N. K. Kuppusamy	Senior Administrative Officers	 21/2/18
Mrs. S. Selvarani	Senior Administrative Officers	 21/2/18
Dr. D. Maheswari	Senior Administrative Officers	 21/2/18
Mr. R. Ramesh	Senior Administrative Officers	 21/2/18
Mr. P. Tamilchelvan	Teachers	 21/2/18

 21/2/18
IQAC Coordinator

IQAC COORDINATOR
Muthayammal College of Engineering
Rasipuram-637 408, Namakkal Dist.
Tamilnadu.

 21/2/18
Principal

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Internal Quality Assurance Cell (IQAC)

MCE/IQACMOM/2017-18/08

Action Taken Report - Meeting conducted on 21.02.18, AY (2017-18)

Action Taken

- To improve the result for the next semester, problematic subject are identified and special classes are planned.
- NAAC Criteria Process verified
- Coaching classes are conducted for Slow learners as per schedule
- Placement classes were conducted through placement cell
- Alumni meeting was conducted
- Parents meeting was conducted and students' performances are discussed

IQAC Coordinator

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Principal

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