R.M.D ENGINEERING COLLEGE

KAVARAIPETTAI

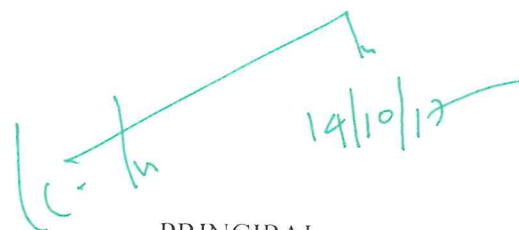No. RMD/AO/IQAC/2017-18/002   Date: 14-10-2017

CIRCULAR

This is to inform you that the second IQAC meeting for the academic year 2017-18 of our college will be held at 2.00 P.M on Saturday, the 21st October 2017. All the members of the IQAC are requested to attend the same.

Venue. Board Room

Agenda of the Meeting :

1. Objective of the Department
2. Improving the overall Academic Result and University Ranks
3. Value Added Courses
4. Skill Rack and AMCAT Training for improving the placements
5. Status of Placements
6. Improving the students performance
7. Coaching Class for weak students
8. AICTE-CII Award
9. Conduction of Faculty development programmes and workshops
10. Staff data sheet for Anna University Compliance report.
11. NAAC Visit
12. NBA Visit
13. Entrepreneurship Development

PRINCIPAL

Copy to:

The Dean (Research) / The Dean (Academic)
All Head of the Departments
The Academic Coordinator
All the Members of the IQAC
The Placement Officer
File
Cwc: The Chairman/Director / Vice Chairman / Advisor for kind information

R.M.D. ENGINEERING COLLEGE

MINUTES OF THE MEETING

Date   :   21-10-2017
Time   :   2.00 P.M
Venue   :   Board Room
Chaired by   :   Dr.K.Sivaram, Principal
Participants :   As per Annexure

- The Principal welcomed all the participants and requested IQAC Coordinator Dr. D. RUKMANI DEVI to coordinate the meeting.
- The Coordinator IQAC explained the action taken the report of the previous meeting held on 07-07-17.
- The Principal thanked all the HoDs and Faculty Members for their fullest cooperation towards the successful completion of NBA and NAAC Accreditation.

Sl.No	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
1.	An objective of the Department	Objectives must focus on Publications, IPRs, and R&D.	Faculty members areis encouraged to publish more papers in WOS/SCI Indexed Journals. In this regard, Final year student's projects are transformed by papers and Patents. IEDC projects are to be filed for the IPR. More project proposals to be submitted for various funding agencies.	APR'18	All the HODs and Faculty Members
2.	Improving the overall Academic Result and University Ranks	Minimum Result Target for the even semester must be 88%.	The target result for the even semester of each department is CSE - 90%, EEE – 85%.ECE – 85% EIE – 90%. IT – 93%, S & H – 90% All Departments must get more University Ranks. The students having CGPA just close to the last rank of the previous year must be motivated to improve the CGPA and thus to improve the probability of obtaining more University Ranks.	MAY'18	All the HODs

R.M.D. ENGINEERING COLLEGE
MINUTES OF THE MEETING

Sl.No.	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
3.	Value Added Courses	Value Added courses must be conducted for all students to improve domain-specific Knowledge	C, C++ and Java courses must be compulsorily taught to all students. At least one certification course must be conducted in each department.	DEC'17	All the HODs
4.	Skill Rack and AMCAT Training for improving the placements	HOD of the department takes necessary actions to implement the training programmes for improving the programming skills.	The participation in the training programme is mandatory for each student. Both students and faculty members should access various actionable analytics (reports like strength and weakness) which helps them to improve their skills.	Throughout the year	All the HODs
5.	Status of Placements	No. of Companies visited 114 so far and CSE -73.61 EEE-56.58,ECE- 53.78 EIE – 42.50 and IT-92.86 percentage of Students are placed department-wise. Get the Current status of the students not placed during campus recruitment of 2018 batch(Placement through off-campus/Higher Studies/ Entrepreneur).	Placement Co-ordinators are requested to follow-up regularly for updating the status of yet to be placed 2018 batch Students of their respective Departments	MAY'18	All the HODs and Placement Officer
6.	Improving the student's performance	Extra lectures and coaching are given to improve the CGPA. Question banks are prepared for each subject.	Discuss the topics and important key points with students after the completion of each unit. Conduct unit test per unit based on the question bank.	MAY'18	All the HODs and Faculty Members

R.M.D. ENGINEERING COLLEGE
MINUTES OF THE MEETING

Sl.No	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
7.	Coaching Class for weak students	Weak students must be identified and special care must be given to these students.	Extra coaching classes must be given to all students and evening coaching classes for Hostel students. Special care must be given to weak students. All possible 2 marks and 16 marks questions with answer must be given to all the students.	After each Assessment Tests	All the HODs and Faculty Members
8.	AICTE-CII Award	Apply AICTE-CII for the Best Industry-Linked Institute Award.	Each department must collect the data and apply for the AICTE-CII award.	FEB'18	All the HODs and AICTE –CII Coordinators
9.	Conduct Faculty development programmes and workshops	Planning Faculty development programmes and workshops and getting grants from a university.	Each department has to organise One week/two-week FDPs on the challenging subjects and arrange workshops to teach and demonstrate the related works practically.	APR '18	All the HODs and Faculty Members
10	A staff data sheet for Anna University Compliance report.	Existing staff data sheet must be updated with the experience of the staff up to December 2017. The data sheets of new faculty appointed must be updated. Community and AADHAR details of the staff must be included in the data sheet. Both hard and soft copy of the same has to be filed.	For Anna University provide updated Faculty data sheet.	27.12.2017	All the HODs

R.M.D. ENGINEERING COLLEGE
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Sl.No	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
11	NAAC	Discussion about the NAAC Expert Team visit from 11.9.2017 to 13.9.2017.	NAAC Experts have Suggested the following points: Research/Publication in WOS/SCI indexed journals to be improved. Patents Granted and Consultancy to be improved Composition of IQAC members to be revised as per norms given in the NAAC.	JUNE' 18	All the HODs and Faculty Members
12	NBA	Discussion about the NBA Expert Team visit from 22.9.2017 to 24.9.2017.	NBA Experts have Suggested the following points: Research/Publication in WOS/SCI indexed journals to be improved. Patents Granted and Consultancy to be improved .	JUNE' 18	All the HODs and NBA Coordinators.
13	Entrepreneurship Development	Submitting Proposal for Business Incubation Unit	Dr.P.Rangarajan, IEDC Coordinator submitted Proposal for getting Business Incubation Unit to MSME, GOI.	DEC'18	IEDC Coordinator

21/10/17

PRINCIPAL