

**R.M.D. ENGINEERING COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2017-18**

No. RMD/AO/IQAC/2017-18/003

Date: 06-01-2018

**CIRCULAR**

This is to inform you that the third IQAC meeting for the academic year 2017-18 of our college will be held at 2.00 P.M on Saturday, the 20<sup>th</sup> January 2018. All the members of the IQAC are requested to attend the same.

Venue: Board Room

**Agenda of the Meeting :**

1. Group Mail id for all students
2. HODs Meeting with Management team
3. Research
4. NPTEL Online Courses
5. NAAC and IQAC Composition
6. Updating NBA data
7. Academic Audit
8. Guest Lectures
9. Video Lectures
10. BEC examination
11. National Conference
12. Symposium

  
PRINCIPAL 6/1/18

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

RMD/COM/F/26-R0-01/06/06

**R.M.D. ENGINEERING COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2017-18**  
**MINUTES OF THE MEETING**

Date : 20-01-2018  
 Venue : Board Room  
 Chaired by : Dr.N. Anbuezhian, Principal  
 Members Present: As per Annexure

- The Principal welcomed all the participants and requested IQAC Coordinator Dr. D. RUKMANI DEVI to coordinate the meeting.
- The IQAC Coordinator explained the action taken report of the previous meeting held on 21.10.17.

S.No	Agenda /Topics	Discussion /Action Planned	Responsible	Target Date
1.	Group Mail id for all students	The principal informed that Group Mail id to be created for first, second, third and final year students branch wise and section wise.	Website In charge, All the HODs, and Counsellors	05.02.2018
2.	HODs Meeting with Management team	The principal informed that there is a plan to conduct HODs meeting with Management on 09.02.2018 at 3.30 PM. The following points to be discussed in the Meeting <ul style="list-style-type: none"> <li>• Academic year 2017-18 Odd Semester Result Analysis</li> <li>• Action Plan for yet to be placed students</li> <li>• Evening Coaching Classes for Day scholar students</li> <li>• Placement-Registered students not attending interviews</li> </ul>	All the HODs	09.02.2018
3.	Research	Dean (Research) shared that the suggestions given by NAAC and NBA team: Research/Publication in WOS/SCI indexed journals to be improved.  Patents Granted and Consultancy to be improved	All the HODs and Faculty Members	Every month

**R.M.D. ENGINEERING COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2017-18**  
**MINUTES OF THE MEETING**

S.No	Agenda /Topics	Discussion /Action Planned	Responsible	Target Date
4.	NPTEL Online Courses	Students are motivated to register at least one NPTEL online courses	All the HODs and NPTEL Co-ordinators	10.02.2018
5.	NAAC and IQAC Composition	Principal Nominated the following members for the NAAC Activities NAAC Overall Co-ordinator –Dr.D.Rukmanidevi Department-wise NAAC Co-ordinators CSE-Ms.G. Amutha ECE-Ms.Sharmila EEE-Ms.Sumithra EIE-Ms.Vini Antony Grace IT- Dr.R.Jothilakshmi S& H – Dr.Radha As per NAAC norms, New IQAC Members for the academic year 2018-19 is to be framed.	NAAC Co-ordinator	31.05.2018
6.	NBA	Principal Nominated the following members for the NBA Activities: NBA overall Co-ordinator –Dr.D.Rukmanidevi Department-wise NBA Co-ordinators CSE-Dr.Srinivasan ECE-Mr.Arul EEE-Ms.Jayaudaya EIE-Ms.Vini Antony Grace IT-Dr.Prasanna Srinivasan S& H –Dr.Radha and Mr.Ganapathy	NBA Co-ordinator	31.05.2018
7.	ISO Audit	The Principal informed that the ISO-MR has to prepare the ISO internal audit Schedule and Name of the Internal Auditors for Department -wise verification.	All the HODs and Overall ISO coordinator	28.02.2018

**R.M.D. ENGINEERING COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2017-18**  
**MINUTES OF THE MEETING**

S.No	Agenda /Topics	Discussion /Action Planned	Responsible	Target Date
8.	Guest Lectures	Four Guest lectures per month to be arranged Adjunct Faculty –one Guest Lecture Industry Experts-Three Guest Lectures	All the HODs	End of every month
9.	Video Lectures	To improve the teaching-learning process, video lectures by our faculty members for their subjects have to be uploaded on the college website.	All the HODs	28.02.2018
10.	BEC examination	BEC training classes conducted for second-year students CSE, EIE & IT - 18.12.2017 to 20.12.2017 ECE & EEE - 21.12.2017 to 23.12.2017	All the HODs and Faculty Members	-
11.	National Conference	National Conference is scheduled on 02.04.2018	All the HODs and Faculty Members	02.04.2018
12.	Symposium	Symposium is scheduled on 26.02.2018 for the Departments of CSE, EEE, ECE, EIE and IT.	All the HODs and Faculty Members	26.02.2018

  
**PRINCIPAL** 22/1/18