

**R.M.D ENGINEERING COLLEGE
KAVARAIPETTAI**

No. RMD/AO/IQAC/2018-19/003

Date: 22-04-2019

CIRCULAR

This is to inform you that the Third IQAC meeting for the academic year 2018-19 of our college will be held at 11.00 A.M on Wednesday, the 24th April 2019. All the members of the IQAC are requested to attend the same.

Venue: Board Room

Agenda of the Meeting :

1. Action taken report of IQAC meeting on 23.01.2019
2. Preparation of AQAR 2018-19 and NAAC Accreditation awareness workshop
3. Research and Consultancy
4. Strategy to improve placement and Higher Studies
5. AICTE Model Curriculum Books
6. Any other Matters


22/4/19
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 3rd IQAC MEETING (2018-19)
Held on 24.04.2019 at 11.00 am in the Board Room

The following members were present:

Dr.N.Anbuezhian , Principal
Dr.M.S. Palanichamy, Former Vice Chancellor, Member from the management
Dr.K.Sivaram , Dean Research
Dr.K.K.Thyagarajan, Dean Academics
Dr.P.Ezhumalai, HoD, CSE
Dr.K.HelenPrabha,Hod ,ECE
Dr.V.Tamilselvi,HoD,EEE
Dr.A.Chilambuchelvan, HoD,E&IE
Dr.K.Balasubadra, HoD,IT
Dr.M.MariaSusai Manuel, HoD,S&H
Dr.S.Muthusundari, Associate Professor. ISO-MR
Dr.K. SivagnanaPrabhu, Executive Council Member, ISTE
Ms.MariaSwapna Antony, Placement Officer
Mr.R.Ganesan, Administrative Officer
Mr.R.Venkatachalam, Manager
Ms.B.Praveena , Alumni Nominee
Mr. M.P.Balaji,Associate Consultant, HCL Technologies.
Ms.AfrinZulaiha, Student Nominee, ECE
Dr.D.Rukmani Devi, Professor, IQAC Coordinator

Leave of absence received from the following members:

NIL

AGENDA

- Action taken report of IQAC meeting on 23.01.2019
- Preparation of AQAR 2018-19 and NAAC Accreditation awareness workshop
- Research and Consultancy
- Strategy to improve placement and Higher Studies
- AICTE Model Curriculum Books
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MINUTES

- Chairperson welcomed the members and briefed about the institution updates and achievements. Principal invited Dr.D.RukmaniDevi,Co-ordinator, IQAC to present about the actions taken on the second IQAC meeting (23.01.2019).

Agenda	Action plan	Action taken/Status
Strategy to improve placement and higher studies	Motivating the students to register for Corporate Contests, Conducting mock interviews by Alumni for final year students.	Students registered for various corporate contests. Interview has been conducted by Alumni.
Improving Alumni interaction	Alumni co-ordinators are requested to interact with the alumni through their personal mail IDs.	Initiated through department alumni coordinator.
Research and Consultancy	Faculty members should publish their articles in SCI and Scopus indexed journals. Further, they are advised to submit the research proposal to various funding agencies.	Initiated by the faculty members.
Industrial visits and Guest Lectures	Arranging Guest lectures and Industrial visits to the students.	Guest lectures and Industrial visits have been arranged to all the students.
NPTEL online courses	Motivating the students and faculty members to register NPTEL online courses for the period January – May 2019	Registered for NPTEL courses.

- Discussions and suggestions by the members given in the table provided below.

Agenda /Discussion	Action plan
Preparation of AQAR 2018-19 and NAAC Accreditation awareness workshop	<ul style="list-style-type: none"> • NAAC Accreditation awareness workshop is planned by Prof. N. C. Shiva Prakash, IISC Bangalore. • The NAAC coordinators of each department are requested to complete the AQAR report on or before October 2019.
Research and Consultancy	<ul style="list-style-type: none"> • Faculty members are encouraged to file the patent and collaborate with industry for the commercially viable products.
Strategy to improve placement and Higher studies	<ul style="list-style-type: none"> • HoD's has to discuss with yet to be placed students and find out the root cause for struggling to compete the placement. • Motivating the students to equip with soft skills and advise them to get skill-based certification. • Motivating the students to practice more problems in Aptitude and Quantitative skills • Corporate Relationship coordinators are requested to provide details about the number of students registered for corporate contest.
AICTE Model Curriculum Books	<ul style="list-style-type: none"> • 80 % of AICTE recommended Indian authors books are available in our library • The order has to be placed for the remaining 20 % of recommended Indian author's books.

General Discussions:

- HoD's informed the faculty members that the counselling books have to be updated and submitted to the Dean Academics.
- Chairperson informed that the department website coordinator has to update the college website periodically.
- HoD's informed the faculty members that course files are to be updated after the Internal Assessment test and the same to be submitted to the Principal.
- Placement co-ordinator suggested that the students should be made aware of the importance of Corporate Contests and motivates the students to register for Corporate Contests conducted by companies and Government sectors.
- Regarding the filing of application for patents, Dr.M.S. Palanichamy, Advisor (Academics) insisted that patent retention or maintenance cost has to be considered while preparing for filing the application. He further insisted that industrial collaboration needs to be identified for commercially viable products for patenting.
- M.P.Balaji, Industrialist, insisted that a methodology should be developed to encourage the students to do inter-disciplinary projects.
- Student representative Ms.Afrin Zulaiha suggested for smart class rooms.

IQAC Co-ordinator

[Signature]
30.4.2019

CHAIRPERSON

[Signature] 30/4/19