

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

No. RMD/AO/IQAC/2018-19/004

Date: 04-06-2019

CIRCULAR

This is to inform you that the Fourth IQAC meeting for the academic year 2018-19 of our college will be held at 11.00 A.M on Thursday, the 06<sup>th</sup> June 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 24.04.2019
2. Academic plan for the Academic year 2019-20
3. Teaching Learning Process
4. Research activities
5. Higher Education activities
6. Training and placement
7. IQAC composition
8. Any other Matters

  
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 4<sup>th</sup> IQAC MEETING (2018-19)  
Held on 06.06.2019 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 24.04.2019
- Academic plan for the Academic year 2019-20
- Teaching Learning Process
- Research activities
- Higher Education Activities
- Training and placement
- IQAC composition

## MINUTES

- Chairperson welcomed the members and briefed about the institution updates and achievements. Then, Chairperson invited Dr.D.RukmaniDevi, Co-ordinator, IQAC, to present about the actions taken on the First IQAC Meeting (24.04.2019).

Agenda	Action plan	Action taken/Status
Strategy to improve placement and Higher Studies	<ul style="list-style-type: none"><li>• HoD's has to discuss with yet to be placed students and find out root cause for struggling to compete the Placement.</li><li>• Motivating the students to equip with soft skills and get skill-based certification.</li><li>• Motivating the students to practice more problems in Aptitude and Quantitative skills</li><li>• Corporate Relationship Coordinators are requested to provide details about number of students registered for corporate contest.</li></ul>	Initiated through the placement coordinator of concerned department
Research and Consultancy	<ul style="list-style-type: none"><li>• Faculty members are encouraged to file the patent and collaborate with industry for the commercially viable products.</li></ul>	Initiated
Preparation of AQAR 2018-19 And NAAC Accreditation awareness workshop	<ul style="list-style-type: none"><li>• NAAC Accreditation awareness workshop by Prof. N. C. Shiva Prakash, IISC Bangalore.</li></ul>	Workshop was organized and AQAR report was prepared.
AICTE Model Curriculum Books	<ul style="list-style-type: none"><li>• The order has to be placed for the remaining 20 % of recommended Indian author's books.</li></ul>	Initiated



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

Agenda /Discussion	Action plan
Academic plan for the Academic year 2019-2020	<ul style="list-style-type: none"> <li>• NBA reaccreditation process has to be completed by the mid of December 2019.</li> <li>• AQAR has to be uploaded in the website on or before December 2019.</li> <li>• AICTE sponsored International Conference is to be held on 23.10.2019 to 25.10.2019</li> <li>• The Institute of Engineers in India (IEI) Chapter inauguration is scheduled on Mid of August 2019</li> <li>• For NIRF data has to be uploaded in the Mid of December 2019</li> </ul>
Teaching learning process	<ul style="list-style-type: none"> <li>• Faculty members are requested to use ICT methodologies and prepare Video Lectures, Quiz, Role-play and Project based Learning etc related to their subjects and the same to be uploaded in the college website.</li> </ul>
Research activities	<ul style="list-style-type: none"> <li>• Each Faculty members in the department is encouraged to publish more number of papers in reputed International Journals.</li> </ul>
Higher Education Activities	<ul style="list-style-type: none"> <li>• Principal appreciated HOD and staff members of ECE department for Ms.Kavya 2018 batch student got selected as the First level Army officer.</li> <li>• Students are Motivated to do higher studies and to participate in competitive exams like GRE, CAT, IELTS, GATE, UPSC, Bank recruitment, etc.</li> </ul>
Training and placement	<ul style="list-style-type: none"> <li>• Counsellors are requested to inform the importance of Skill rack and encourage their students to practice various skills in Skill Rack portal seriously</li> <li>• Adopt Peer Mentoring System to improve programming skills and participating in various contests.</li> </ul>
IQAC composition	<ul style="list-style-type: none"> <li>• The new IQAC composition has to be prepared for the academic year 2019-20.</li> </ul>

#### General Discussions:

- Chair person insisted that the, E-Content Resources relevant to their subjects have to be uploaded in our college website.
- Academic Coordinator informed that, Academic Calendar is prepared with accordance of Anna University academic schedule.
- Dr.K. SivagnanaPrabhu insisted that, CoE students should be encouraged to do innovative projects related to Industry- Specific.
- Students are Motivated to do higher studies and to participate in competitive exams like GRE, CAT, IELTS, GATE, UPSC, Bank recruitment, etc.
- Dean Research informed that, the research proposals can be submitted to DST, DSIR in throughout of the year.

  
 IQAC Co-ordinator  
 12.6.2019

  
 12/6/19  
 CHAIRPERSON