



R.M.D ENGINEERING COLLEGE
R.S.M.NAGAR, KAVARAIPETTAI-601206



No. RMD/AO/IQAC/2019-20/001

Date: 12-09-2019

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

This is to inform that the First IQAC meeting for the academic year 2019-20 is scheduled at 11.00 A.M on Saturday, the 14th September 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 06.06.2019
2. Research and consultancy
3. Institution Rankings
4. Department's academic achievements
5. AQAR preparation and submission
6. Training and Placement
7. Higher Education Activities
8. Institution Innovation Council activities
9. CoE activities
10. Professional activities
11. Alumni contribution to the development of the Institution
12. Improvements in ISO internal audit
13. Extension activities
14. Discussion by external members
15. Any Other Matters


12/09/2019
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 1st IQAC MEETING (2019-20)
Held on 14.09.2019 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.P.Rangarajan , Professor, IIC-Coordinator
- Dr.C.Anita, Associate Professor,Corporate and SIH Coordinator
- Dr.S.Muthusundari, Associate Professor,ISO-MR
- Dr.R.Sasikumar, Professor, Alumni Coordinator
- Mr.M.Rajkumar, Associate Professor, Higher Education Cell Coordinator
- Dr.D.Sharmila, Associate Professor, Department of ECE
- Dr.R.Jothilakshmi, Associate Professor, Department of IT
- Ms.J.Sumithra, Associate Professor, Department of EEE
- Ms.N.Padmavathy, Associate Professor, Department of E&IE
- Dr.G.Ganapathy, Assitant Professor, Department of S&H
- Dr.K. SivagnanaPrabhu, Executive Council Member, ISTE
- Mr.R.Ganesan, Administrative Officer
- Mr.R.Venkatachalam, Manager
- Ms.B.Praveena , Alumni Nominee
- Mr. Rufus Arjun Teja, System Analyst, TCS
- Mr. Vishnu Vankayala, Founder at Customer Labs Inc.,
- Dr.K.A. Selvakumaran, Stakeholder-Parent
- Ms. K. Arumuga Kumari, Student Nominee, Department of IT
- Dr.D.Rukmani Devi, Professor, IQAC Coordinator

Leave of absence received from the following members:

- Ms.MariaSwapna Antony, Placement Officer

AGENDA

- Action taken report of IQAC meeting on 06.06.2019
- Research and consultancy
- Institution Rankings
- Department's academic achievements
- AQAR preparation and submission
- Training and Placement
- Higher Education Activities
- Institution Innovation Council activities
- CoE activities
- Professional activities
- Alumni contribution to the development of the Institution
- Improvements in ISO internal audit
- Extension activities
- Discussion by external members

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 IQAC Meeting (06.06.2019).

Agenda	Action plan	Action taken/Status
Teaching learning process	Faculty members are requested to use ICT methodologies and prepare Video Lectures, Quiz, Roleplay and Project based Learning etc related to their subjects and the same to be uploaded in the college website.	Uploaded in the college website.
Research activities	Each Faculty members in the department is encouraged to publish more number of papers in top International Journals..	Initiated
Higher Education Activities	Students are Motivated to do higher studies and to participate in competitive exams like GRE, CAT, IELTS, GATE, UPSC, Bank recruitment, etc.	Initiated
Training and placement	Counsellors are requested to inform the importance of Skill rack and encourage their students to practice various skills in Skill Rack portal seriously Adopt Peer Mentoring System to improve programming skills and participating in various contests.	Peer mentoring system initiated.
IQAC composition	The new IQAC composition has to be prepared for the academic year 2019-20	Updated in the website.

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

Agenda /Discussion	Action plan
Research and consultancy	<ul style="list-style-type: none"> • Dean Research Dr.K.Sivaram, presented the research activities (publications, Funded projects, Patents and Consultancy) of the year 2018-19. • Suggested that each faculty has to prepare the interdisciplinary project proposals on current trends and social welfare of the country and submit to various funding agencies. • Faculty should have a contact with the researchers with outside of the country and Industry people for research collaboration. • Mr.Rufus Arjun Teja suggested that the faculty members should conduct training program to Industry people to get funding through consultancy. • Mr.VishnuVankayala suggested that each department to create a focused research group and presenting three core research topics which they would like to focus. • Faculty members can be sent to Universities in Abroad to exchange their research ideas to building relationship with the researchers.
AQAR preparation and submission	<ul style="list-style-type: none"> • AQAR report has to be submitted by the second week of December 2019.
Training and Placement	<ul style="list-style-type: none"> • Dr.K.KSivagnana Prabhu, Executive council member, ISTE, suggested that the CoE students have to promote their project into product. Further he suggested that to form research pyramid consists of Research Scholar, Faculty and Students to improve the performance in research. • To promote the institution branding, suggested uploading the achievements of the institution in social media.
Teaching Learning Process	<ul style="list-style-type: none"> • Chairperson informed that our institution received "Teaching Awards in Engineering- 2019" from Staffordshire University, UK and Education Matters. • Dr.M.S.Palaniswamy Academic Advisor appreciated the academic excellence of our Institution • Ms.B.Praveena, Alumni nominee, suggested that the students have to be motivated to write the competitive examination like GATE etc., to enhance their subject knowledge. Further she suggested the peer learning concept among the students to enhance their skills. • Motivating the students to develop their skills through Problem solving techniques, Experimental learning, Project based learning etc.
Improvements in ISO internal audit	<ul style="list-style-type: none"> • Dr.S.Muthusundari presented the new clauses in ISO 9001:2015 standards. • Suggested that the Internal auditors has to concentrate on key process improvement indicators area while doing Internal audit

<p>Alumni contribution to the development of the Institution</p>	<ul style="list-style-type: none"> • Dr.R.Sasi Kumar stated that, Our Honourable chairman preside the alumni meet at various states of USA during the month of April 2019. • Alumni can contribute by conducting Lecture on recent trends, Mock Interviews and discuss Business and Entrepreneurship opportunities to support the students in their Career development.
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General Discussions:

- Chairperson proudly announced that our institution has Achieved 10 Gold Medals, 572 Anna University Ranks, and 7138 Graduates since 2005. Further he added, our institution received the “Aspiring Minds National Employability Award” for the Year 2017 and 2019.
- Dean Academic Dr.K.K.Thyagarajan, presented the various ranking obtained by the institution from various Government and Non-Government bodies for the year 2018-19.
- Heads of various departments presented their department activities and achievements for the year 2018-19.
- Dr.P.Rangarajan, IIC, Coordinator consolidated the activities of IIC for the academic year 2018-19. Then, he suggested that the IIC members of each department have to motivate the students to increase their problem-solving skills and creative thinking to become an entrepreneur.
- Mr.M.Rajkumar, Higher Education Cell coordinator consolidated the activities of Higher Education Cell for the academic year 2018-19. Further he stated that, planned to conduct country specific programs especially for Europe countries.
- Dr.D.Sharmila, consolidated the activities and achievements of all CoE students for the year 2018-19.
- Dr.C.Anita presented the activities of NPTEL, and student’s participation in various corporate contests.
- Ms.J.Sumithra presented the professional society activities for the year 2018-19.
- Dr.G.Ganapthy presented the activities of Youth Red Cross (YRC),National Service Scheme (NSS),ECO club , Sports, Cultural, and Women Empowerment Cell


IQAC Coordinator

17/5/19


Chairperson