



R.M.D. ENGINEERING COLLEGE

(An Autonomous Institution)

(Sponsored by SRI SWAMINATHA NAIDU EDUCATIONAL TRUST)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

All the Eligible UG Programs are Accredited by NBA & Institution Accredited by NAAC



R.S.M. NAGAR, KAVARAIPETTAI - 601 206, GUMMIDIPOONDI TK., THIRUVALLUR DIST., TAMILNADU, INDIA

No. RMD/AO/IQAC/2023-2024/003

Date: 01/03/2024

Internal Quality Assurance Cell (IQAC)

Circular

This is to inform that the Third IQAC meeting for the Academic Year 2023-2024 is scheduled at 02.00 P.M on Wednesday, 06th March 2024. All the members of the IQAC are requested to attend the same.

Venue: R.M.D Board Room

Agenda of the Meeting:

1. Academic Activities
2. Higher Education Activities
3. Placement Activities
4. IIC and EDC Activities
5. ISO 21001:2018 Certification
6. Any Other Matters

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Copy to:

The Dean Research
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 the kind information



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MINUTES OF THE THIRD IQAC MEETING

For the Academic Year 2023-2024

Held on 06.03.2024 at 2.00 PM

Agenda 1: Confirmation of the Minutes of the Previous Meeting held on 22.12.2023.

The Minutes of the Previous Meeting held on 22.12.2023 were placed for perusal and Confirmation of the IQAC Members.

The IQAC Members confirmed the Minutes of the Previous Meeting held on 22.12.2023

Agenda 2 Academic activities

The details of Academic activities were placed before the members of the IQAC.

- Dr.D.Rukmani Devi, Academic Coordinator shared the Department wise End semester Result Analysis of Nov/Dec 2023 and First Internal Assessment result analysis of even semester 2023-24.
- Video lectures and Innovative Teaching Practices to be prepared by the subject handling faculty for all five units.
- Academic Audit for the odd semester 2023-24 will be scheduled.
- MCQ tests and Live Assessments in RMKNextGen App must be conducted after the completion of every Unit.
- To ensure the submission of Assignments and Mini Projects by the students.
- The tentative dates for Final Year End Semester Project Viva-Voce is from 25.03.2023 to 27.03.2023 and the End Semester Theory Examination for Advanced Courses is on 21.03.2023 & 23.03.2023.



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Agenda 3: Higher Education activities

The details of Higher education activities were placed before the members of the IQAC.

- Dr. Gayathiri Devi, Higher Education Coordinator informed the details of TOEFL Examination.
- 373 students of 2020-2024 Batch have received the TOEFL Certification.
- TOEFL ITP Examinations will be conducted for 2021-2025 Batch students from 15.04.2024 to 17.04.2024. The test fee is Rs.6290/- and the payment link has been shared through mail to all the students. The last date for fee payment is 24.02.2024.
- To ensure the availability of passport for all the students.
- Separate Study Circle for GRE, GATE and IELTS is proposed to be formed.
- Higher Education opted students must appear for Competitive Examinations like GATE/CAT/GRE etc.

Agenda 4: Placement activities

The details of placement activities were placed before the members of the IQAC.

- Ms.Maria Antony Swapna, Placement Officer informed that the Training Programme Schedule for II and III Year have already been shared through mail.
- Refresher Training Programme for yet to be placed Final Year students is ongoing. The Principal insisted that the Registrations for Corporate Contests must be properly monitored and requested Ms.Swapna to follow up on the number of Registrations.
- All the Placement Registered students should mandatorily register for the Corporate Contests.
- The performance of the students in the Skillrack Portal must be monitored.



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Agenda 5: IIC and EDC activities

- RMDEC Institution's Innovation council has received the Highest rating of 4 stars for IIC5.0
- Principal congratulated the IIC coordinator and members for the achievement.
- The performance report of the IIC activities of the academic year 2022-23 were reviewed.
- The completed activities for the academic year 2023-24 are

Quarter	Institution Innovation Council Driven Activity	MoE's Innovation Cell (MIC) driven Activity	Self-Driven Activity	Celebration activity	Total
I	7	0	8	3	18
II	8	2	5	5	20
Total	15	2	13	8	38

Agenda 6: ISO 21001:2018 Certification

The details of ISO activities were placed before the members of the IQAC.

- Dr.S,Muthusundari, ISO Coordinator presented and gave a detailed explanation about the new formats.
- All the documents from Even Semester of Academic Year 2023-24 should be maintained in the new format.

Agenda 7: Any other matter

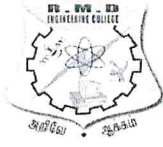
- The National Conference is proposed to be conducted on 6th April 2024 by all the departments
- The Principal informed the faculties to update their profile in Vidwan Portal on a regular basis.
- The Principal also conveyed that any interested faculty member can write the Patent Agent Examination and the Examination fee will be sponsored by the Management.

The members of the IQAC noted all the above points discussed for the Academic Year 2023-2024.


IQAC Coordinator
14/03/24


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Administrative Office



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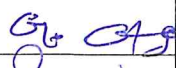

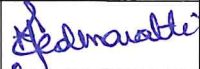


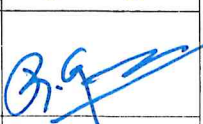





No. RMD/IQAC/2023-24/003

Date: 06/03/2024

Time: 02.00 PM

ATTENDEES OF THIRD INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

S.No.	Name of the Faculty	Designation	Composition Criteria Specified BY NAAC	Signature
1.	Dr.M.S.Palanichamy	Former Vice Chancellor, Tamil Nadu Open University	Educationist & Local Society	
2.	Mr.Parthasarathy	Assistant Manager HRBP, Newgen Software Technologies Ltd, Chennai.	Employer	
3.	Dr.S.Venkateswari	Department of CSE, L.N Government Arts College, Ponneri.	Stake holder - Parent	
4.	Dr.K.K.Thyagarajan	Dean-Research	Senior Faculty	
5.	Dr.P.Ezhumalai	Professor & Head / CSE	Senior Faculty	
6.	Dr. K. HelenPrabha	Professor & Head / ECE	Senior Faculty	
7.	Dr.G.Amudha	Professor & Head / CSBS	Senior Faculty	
8.	Dr.C.S.Anitha	Professor & Head / AI&ML	Senior Faculty	
9.	Dr. V. Tamilselvi	Professor & Head / S&H	Senior Faculty	
10.	Dr.A. Chilambuchelvan	Professor /ECE & Controller of Examinations	Senior Faculty	
11.	Dr.D.Rukmani Devi	Professor/ECE & Academic Coordinator	Senior Faculty	
12.	Dr.R.Priya	Professor/S&H & Research Co-ordinator	Senior Faculty	
13.	Dr.S.Muthusundari	Associate Professor / Dept. IQAC Coordinator/ CSE (ISO-MR)	Faculty	
14.	Dr. C. Shobana Nageswari	Associate Professor / Dept. IQAC Coordinator / ECE	Faculty	
15.	Dr.R.Jothilakshmi	Associate Professor / Dept. IQAC Coordinator / IT	Faculty	

S.No.	Name of the Faculty	Designation	Composition Criteria Specified BY NAAC	Signature
16.	Dr.N.Muthuvairavan Pillai	Associate Professor/ Dept. IQAC Coordinator /CSBS	Faculty	
17.	Mrs.Remya Rose S	Assistant Professor / Dept. IQAC Coordinator / AIML	Faculty	
18.	Dr.G.Ganapahy	Assistant Professor/ Dept. IQAC Coordinator /S&H	Faculty	
19.	Dr. S. Shalini	Assistant Professor/ Dept. IQAC Coordinator /S&H	Faculty	
20.	Dr.N.Padmavathy	Assistant Professor/ Dept. IQAC Coordinator /S&H	Faculty	
21.	Dr.G.Gayathiri Devi	Assistant Professor/S&H, Convener-Higher Education Cell	Faculty	
22.	Dr.C.Bennila Thangammal	Professor/ECE, Convener-Institute Innovation Council & Business Incubator	Faculty	
23.	Mr.R.Ganesan	Administrative Officer	Senior Administrative Officer	
24.	Ms.Maria Antony Swapna	Placement Officer	Administration	
25.	Ms.S.Sharmila	JIIYear Student/AI&ML	Student Nominee	
26.	Ms.B.Praveena	Assistant Professor RMKEC / EIE	Alumni Nominee	
27.	Dr. K. Balasubadra	Professor & Head / IT	Senior Faculty	
28.	Dr. N. Anbuhezhan	Principal	Head of the Institution	


6/3/24

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