



**MINUTES OF THE IQAC MEETING (Meeting #1 : 2016 – 2017)
HELD ON JULY 14, 2016**

Venue: Board Room, RJ Block

Chair: Dr. K.A.Mohamed Junaid, IQAC Convener



Members Present: (As in the Annexure)

1. Agenda of the Meeting:

- a) IQAC Convener chaired the first meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting:
 - Objective of establishing the IQAC
 - Update on the various quality initiatives
 - New academic and administrative initiatives to be considered for implementation
- b) The convener announced the formal establishment of IQAC on July 14, 2016 and welcomed the members to its first meeting. The frequency of the meetings would be once in six months and on issue based, if necessary.

2. Status of Quality Initiatives:

- a) Convener updated on the status of the preparation of NBA SAR for the 3 departments i.e. Civil, EEE and Mechanical. He said he has been continuously reviewing the SAR reports of the 3 departments. The date of submission of the SAR to NBA is not yet decided.
- b) He has requested the other departments CSE, ECE and EIE to start the SAR preparation.
- c) Convener updated on the status of AICTE-CII Survey and informed the submission of the application. There will be an inspection by an AICTE-CII Expert team for which the department should be well prepared with all the files and evidences.
- d) Convener said that all the departments should contribute data for National Institutional Ranking Framework (NIRF) so that we get a high ranking in NIRF this year. He also said that in connection with AICTE-CII and NIRF, he has planned that all the data will be maintained in a common database so that the data can also be used for other surveys like Careers360, The Week, Outlook etc.

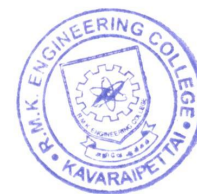


3. Discussion on new initiatives:

- a) Dr. K.K.Sivagnana Prabhu updated on some key points on the feedback from industry and their expectations from the students for recruitment. In view of this, he said that he has proposed some key initiatives as follows:
- Training all students of all branches on Programming skills through the Train-the-Trainer Model. Faculty members from CSE/IT can be trained in programming and get certified and then they can train all students. He said that this can be an RMK Group level initiative as EPS – Enhancing Programming Skill Program. He said that he has proposed this to Vice Chairman and all 3 Principals
 - It is important that all HODs visit and interact with companies to discuss with them on their expectations from academic institutions. HODs can also visit other academic institutions of excellence and learn and adopt best practices. He said that this can be an RMK Group level initiative and he said that he will discuss with some companies and academic institutions and request for approval from Management.
 - He said the COEs which have been established are effective and companies consider this as a good initiative by the RMK Group. He said that based on feedback by some companies, he is discussing with some companies in setting up COEs in the areas of Information Security, Embedded Systems and Automotive Electronics.
- b) Convener said that based on feedback from students and discussions during review meetings, it is proposed to take up the following:
- Encouraging innovation among students to apply for patents and start new start-up companies
 - Encourage faculty members to apply for funding for research projects to funding agencies like DST, AICTE etc.
 - Define clear roles and responsibilities for Year Coordinators
 - Define clear roles and responsibilities for Counselors so as to focus on effective counseling.

4. Action Plan :

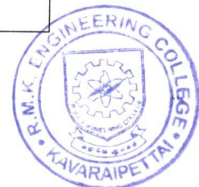
- a) The members of IQAC agreed for the above proposed new initiatives. Convener said that the above initiatives will be implemented immediately and the status will be reviewed in the next IQAC committee meeting.
- b) Convener said that the next IQAC meeting will be scheduled in the beginning of the next semester tentatively in December 2016.

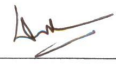






Convener thanked all the members of the IQAC committee for their participation and active involvement in the discussions.

**RMK ENGINEERING COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LIST OF MEMBERS AND ATTENDANCE**

No	IQAC Member	Representing	Signature
1	Dr.K.A.Mohamed Junaid Vice - Principal (Convener)	Head of the Institution	<i>Junaid</i>
2	Dr.M.S.Palanichamy Former Vice Chancellor Tamilnadu Open University	Educationist representing local society	<i>Palanichamy</i>
3	Mr. B. Kumar Manager, RMKEC	Member representing the Management	<i>B. Kumar</i>
4	Dr. S. Pavai Madheswari Academic Coordinator	Senior Teacher	<i>Pavai Madh</i>
5	Dr.C.Chudalaimuthu Pillai HoD-S&H	Senior Teacher	<i>C. Chudalaimuthu Pillai</i>
6	Dr. Binu Sukumar HoD - Civil	Senior Teacher	<i>Binu Sukumar</i>
7	Dr. K.L. Shunmuganathan HoD - CSE	Senior Teacher	-
8	Dr.Geetha Ramadas HoD -EEE	Senior Teacher	<i>Geetha Ramadas</i>
9	Dr. R. Sivakumar HoD - ECE	Senior Teacher	<i>R. Sivakumar</i>
10	Dr.K.R.Senthil Kumar HoD - Mechanical	Senior Teacher	<i>K.R. Senthil Kumar</i>
11	Dr. K. Vijaya HoD - IT	Senior Teacher	<i>K. Vijaya</i>
12	Dr. K.K.Sivagnana Prabhu Head, Training , Placement and Corporate Affairs	Head of Training , Placement and Corporate Affairs	<i>K.K. Sivagnana Prabhu</i>
13	Mr. S. Ramakrishnan Administrative Officer	Administrative Officer	<i>S. Ramakrishnan</i>
14	Dr.V.Srinivasan Convener, Exam Cell	In charge of Examination Cell	<i>V. Srinivasan</i>
15	Dr. A. Kadirvel Transport-in-charge	In charge of Transport	<i>A. Kadirvel</i>
16	Dr. M. Seenivasan Chief Librarian	In charge of Library	<i>M. Seenivasan</i>
17	Dr.S.D. Uma Mageswari Member, Rotary Club of Gummidipoondi Industrial City	Local society	<i>S.D. Uma Mageswari</i>



18	Ms.D.Jothi Secretary, RMKEC Alumni Association	Alumni	
19	Ms. A. P. Niranjana III Year / ECE / RMKEC	Student	
20	Mr. J. Vishnuvardhan Managing Director, Trend Instrumentation	Industrialist	
21	Mr. Ravi Kumar Entrepreneur	Industrialist	
22	Mr. Gowdhaman. K Founder – Managing Director, CZ Smart Mobility	Industrialist	
23	Prof.M.Somasundaram ISO QMS Management Representative (MR) & Prof.- CSE	Senior Teacher and Coordinator of IQAC	