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R.M.K. ENGINEERING COLLEGE

(Sponsored by LAKSHMIKANTHAMMAL EDUCATIONAL TRUST)

Approved by the All India Council for Technical Education

Affiliated to Anna University, Chennai & Accredited by NAAC with A+



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

Dr. K.A. MOHAMED JUNAID, M.E., Ph.D.,
PRINCIPAL

MINUTES OF THE IQAC MEETING (Meeting #12) HELD ON NOVEMBER 30, 2019

Venue: Board Room, RJ Block

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

Members Present: (As in the Annexure)

Key discussion points and action items are as given below. The detailed proceedings of the meeting are as given in the Appendix:

No.	Discussion point	Responsible person	Target Date of completion or status review
1	Preparations of documents for application for award of fresh autonomous status of the institution.	Principal and all HODs and faculty members	December 31, 2019
2	Expected NBA committee visit for the Extension of Accreditation for the departments of Civil, EEE and Mechanical.	Principal, concerned HODs and faculty members	January 25, 2020
3	Preparations of brochures for R&D and Consultancy	HODs of CSE, IT and ECE.	December 31, 2019
4	Assisting Dr. K. Chandrasekaran, Dean in conducting the DTI4.0 Conclave (December 6 th and 7 th) and assisting him in preparing the Report and the recommendations of the planned Conclave DTI4.0	Prof. M.Somasundaram	December 31, 2019
5	Preparation and submission of AQAR-2018-19 before December 31, 2019.	Dr. Sandra Johnson, NAAC Coordinator	December 15, 2019
6	Future Plan for establishing Energy Audit Centre in the Institution.	Dr.K.R. Senthil Kumar, HOD / Mech & Dr. Geetha Ramadas, HOD / EEE	December 31, 2019
7	Plan for establishing BIM Lab	Dr. Binu Sukumar, HOD / Civil	December 31, 2019
8	Plan for New course in B.Tech. (AI & DS)	Dr. T. Sethukkarasi, HOD / CSE	December 31, 2019
9	Establishing the Instrument calibration center in the Institution	Dr. T. Gnanasekaran, HOD / EIE	December 31, 2019
10	Plan for new course in B. Tech (CSBS) with support from TCS	Dr.M.Sheerin Banu, HOD / IT	December 31, 2019
11	New course in M. Tech. (Full Stack Engineering) : with support from Virtusa	Dr. M. Sheerin Banu, HOD / IT	December 31, 2019
12	Plan for hosting a Two-day workshop by MHRD / IIC of the Institution during January 2020	Dr. Jothi Swaroopan, IIC Convener	December 31, 2019



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13	Plan for Conducting S2S Meeting at RMKEC in March 2020 discussed by Mr. P. Ravikumar	Dr.K.R. Senthil Kumar, HOD / Mech & Dr. Sambath as SPoC from RMKEC coordinating with Mr. Ravikumar	December 31, 2019
14	Presentation given by Mr. J. Venkatesh giving suggestions to improve the Brand Name of the Institution through different Social Media	Principal to consider the suggestions and initiate actions	December 31, 2019

APPENDIX

PROCEEDINGS OF THE MEETING ON NOVEMBER 30, 2019

1. Agenda of the Meeting:

Principal, the convener of IQAC chaired the meeting and welcomed all the participants of the meeting. Then he convened the meeting with the following agenda:

- Update on institutional activities by Principal
- Review of plan of action proposed in the last meeting and the current status
- Brief discussion by IQAC internal members and external members from alumni, industry and local society.
- Proposed new initiatives

2. Update on institutional activities by Principal:

Principal updated on the following institutional activities:

- Expected NBA committee visit for the Extension of Accreditation for the departments of Civil, EEE and Mechanical tentatively in January / February 2020.
- The importance of H – index in future for getting autonomous status and the steps taken by Research coordinators Dr. Elwin Chandra Monie, Dean/Research and Dr.T.V. Padmavathy, Prof. /ECE.
- Preparation and submission of AQAR-2018–19 to be done before December 31, 2019.
- Preparations of documents of application for award of fresh autonomous status of the Institution are to be initiated
- The introduction of the new courses on B-Tech. in Computer Science and Business systems (CSBS) powered by TCS and B-Tech in Artificial Intelligence & Data Sciences (AI & DS)

3. Review of the plan of actions proposed in the last IQAC meeting and the current status:

Principal initiated the discussions of review of the plan of actions proposed in the last IQAC meeting for the following initiatives:



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PRINCIPAL		
S.No.	Agenda Topic	Discussions/Action Planned
1	R&D and Consultancy Activities Completion/ Release of Brochures	<ul style="list-style-type: none"> • Dr. Elwin Chandra Monie, Dean – Research summarized about the progress made in paper publications, Research Consultancy projects, and the proposals applied to AICTE under AQIS scheme. • He also informed that the preparation of brochure for R&D and consultancy has been completed by the departments of Civil, Mechanical, EIE and EEE. Other departments are in the process of completing.
2	Training and Placement Activities / Placement Percentage / Industry Collaborative Research / Lateral Recruitment Process	<ul style="list-style-type: none"> • Mr.R.Venkatasubramani, Assistant Placement Officer who represented Dr. K.K.Sivagnana Prabhu, Head, Training and Corporate Affairs, summarized the statistics of the students placed in various industries and their internships. • He also informed about plan for the inauguration of the Joint Certification Centre in collaboration with Bosch for Automotive Electronics CoE Students.
3	New Initiative: Status of 2-day Conclave on “Engineering Education for Digital Transformation and Industry 4.0” planned to be Conducted in the Institution on December 6 th and 7 th , 2019.	<ul style="list-style-type: none"> • Prof. M. Somasundaram, Prof./ECE and Co-ordinator, IQAC briefed about plan for conducting the 2-day Conclave on “Engineering Education for Digital Transformation and Industry 4.0” in the Institution on December 6 & 7, 2019. He suggested that the recommendations from the conclave can be used by our institution to plan new initiatives and can also distribute to other institutions.
4	AQAR (2018–2019): Status of AQAR Preparation and submission before December 31, 2019	<ul style="list-style-type: none"> • Dr.SandraJhonson, Professor/CSE and NAAC coordinator informed that the AQAR (2018-19) is being prepared and need to be submitted online to NAAC on or before 31/12/2019. • She also outlined the new initiatives such as the proposals being prepared for sending to NAAC for conducting various workshops.
5	Update on Organizing a Workshop on Innovative Teaching Methods in Engineering Education	<ul style="list-style-type: none"> • Dr. Pavai Madheswari, HOD / S&H, summarized the plan for conducting Workshop on Innovative Teaching Methods in Engineering Education and said that it has been planned on January 02 and 03, 2020.
6	Update on PRAGATI – Online Counseling Applications	<ul style="list-style-type: none"> • Dr. Pavai Madheswari, HOD / S&H, mentioned that the interaction between the faculty and parents through the PRAGATI App is very effective for improving the students performances.
7	Electric Vehicle Technology: Plan of action for the Conference	<ul style="list-style-type: none"> • Dr. K.R.Senthil Kumar, HOD/Mech and Dr. Geetha Ramadas, HOD/EEE informed that the Departments of EEE and Mechanical have planned to conduct two-day workshop on E-Vehicles during February 2020 and one-day national conference during April/May 2020.



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S.No.	Agenda Topic	Discussions/Action Planned
8	Building Information Modeling (BIM): Workshop outcomes & further plan of actions	<ul style="list-style-type: none"> • Dr. Binu Sukumar, HOD/Civil informed that the one-day workshop on "Building Information Modeling" was conducted on May 04, 2019 in the institution by the department of Civil Engineering. She told that the department is planning to establish BIM lab in the institution.
9	Update on Instrument Calibration Center	<ul style="list-style-type: none"> • Dr.T.Gnanasekaran, HOD/EIE informed that a detailed brochure has been prepared for the consultancy services through the Instruments Calibration Centre and the department has planned to interact and invite many industries for utilizing the facilities of the center
10	Plan for introducing new courses	<ul style="list-style-type: none"> • Dr. T. Sethukkarasi, HOD / CSE informed about the Plan for introducing the following new courses from next academic year and they are working on the necessary documents of the application <ul style="list-style-type: none"> ○ B.Tech. (Artificial Intelligence and Data Sciences) (AI & DS) ○ B. Tech. (Computer Science and Business Systems) (CSBS) with support from TCS ○ M. Tech. (Full Stack Engineering) with support from Virtusa
11	Update on ISR activities: (a) UBA & Technology Transfer to Villages (b) Soft skill Training to Govt. School students	<ul style="list-style-type: none"> • Dr. S.D. Uma Mageswari, Associate Professor / S&H; Member, Rotary Club of Gummidipoondi Industrial City summarized about the ISR activities of the institution in progress. • She also summarized about the number of proposals submitted to MHRD, Government of India under UBA Scheme and the number of approvals received.
12	Update on MSME Upscaled TBI, IIC, ARIIA activities:	<ul style="list-style-type: none"> • Dr. N.M. Jothi Swaroopan, Professor / EIE summarized about the new initiatives undertaken and planned in the institution through the MSME Upscaled TBI, IIC and ARIIA schemes. • He mentioned about the plan of hosting a Training Program at our college by MHRD tentatively in December 2019 or January 2020.
13	Update on 31st Alumni Meet / USA Alumni chapter	<ul style="list-style-type: none"> • Ms. D. Jothi, ASP/ECE & Secretary, RMKEC Alumni Association informed that 5 WhatsApp group for Overseas Alumni have been created and they need to be merged by creating an admin and including all HODs in the group. • She also summarized about the 31st Alumni Meet conducted at Hotel Jeyapushpam, Chennai on November 2019.
14	Update on ISO Activities	<ul style="list-style-type: none"> • Dr. D. Sudha, ASP/S&H, informed that the periodical internal auditing has been planned to be conducted during January 2020.

Principal appreciated the updates and the new initiatives from the various above members and initiated the discussion by external members as in the next section.



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Brief discussion by external members from alumni, industry and local society

S.No.	Proposed New Initiative	Discussions/Action Planned
1	ISR Activities	<ul style="list-style-type: none"> • Mr. P. Ravikumar, Vice President, HR & CSR, Kamachi Industries, member of IQAC representing local society informed about the importance of the Plan for Conducting S2S Meeting at RMKEC in March 2020. • He also gave suggestions to improve further the ISR activities of the institution and to make use of the funding agency available for getting funds.
2	Branding – RMKEC	<ul style="list-style-type: none"> • Mr. J. Venkatesh, Operations Manager, Capgemini Technology Services India Ltd., Bengaluru; member of IQAC representing alumni made presentation on the importance and need for branding the name of RMKEC via the social media available and highlighted that RMK already enjoys a good branding among parent, student and industry community. • He offered to help RMKEC in reviewing all the social media accounts of RMKEC for analysis and further improvements and enhancements.
3	Entrepreneurial skill development	<ul style="list-style-type: none"> • Mr. J. Vishnuvardhan, Alumni and formerly Managing Director, Trend Instrumentation, Chennai participated in the meeting and highlighted about the importance and opportunities for improving further the entrepreneurship development activities of RMKEC.

Prof. M. Somasundaram, Coordinator, IQAC, finally summarized the key discussions of the meeting and Dr. G. Mahendran, member, IQAC, thanked all the members of IQAC for their valuable and valid suggestions given for the further improvement of the quality standards of institution and for their future involvements.

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



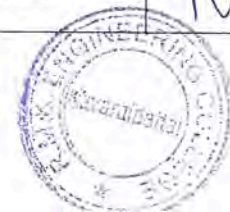
Junaid
25/12/2019
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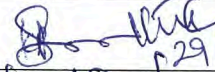








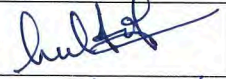



R.M.K. ENGINEERING COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LIST OF MEMBERS AND ATTENDANCE
12th Meeting – 30.11.2019 at 12.01 P.M.



S.No.	Name	Designation	Category	Position	Signature
1	Dr. K. A. Mohamed Junaid	Principal	Head of the Institution	Convener	<i>Junaid</i>
2	Dr. M. Somasundaram	ISO QMS Management Representative (MR) & Prof.-ECE	Coordinator	Coordinator	<i>M. Somasundaram</i>
3	Dr. M. S. Palanichamy	Former Vice Chancellor Tamilnadu Open University	Member from the Management	Member	<i>Palanichamy</i>
4	Dr. K. Chandrasekaran	Dean - Academic	Teaching Faculty	Member	<i>Absent</i>
5	Dr. Elwin Chandra Monie	Dean - Research	Teaching Faculty	Member	<i>Elwin</i>
6	Mr. B. Kumar	Manager, RMKEC	Management Representative	Member	<i>B. Kumar</i>
7	Dr. S. Pavai Madheswari	Academic Coordinator and HoD - S&H	Teaching Faculty	Member	<i>Pavai Madh 28/02/2020</i>
8	Dr. Binu Sukumar	HoD - Civil	Teaching Faculty	Member	<i>Binu 27/2/20</i>
9	Dr. T. Sethukarasi	HoD - CSE	Teaching Faculty	Member	<i>Sethu</i>
10	Dr. T. Gnanasekaran	HoD - EIE	Teaching Faculty	Member	<i>TGW 29/02/2020</i>



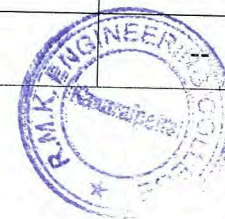
S.No.	Name	Designation	Category	Position	Signature
11	Dr. Geetha Ramadas	HoD –EEE	Teaching Faculty	Member	
12	Dr. T. Suresh	HoD – ECE	Teaching Faculty	Member	
13	Dr. K. R. Senthil Kumar	HoD – Mechanical	Teaching Faculty	Member	 29/12/2020
14	Dr. Sheerin Banu. M	HoD - IT	Teaching Faculty	Member	
15	Dr. K. K. Sivagnana Prabhu	Head, Training, Placement and Corporate Affairs	Teaching Faculty	Member	
16	Mr. S. Ramakrishnan	Administrative Officer	Senior Administrative Officer	Member	
17	Dr. V. Srinivasan	Convener, Exam Cell	Teaching Faculty	Member	
18	Dr. A. Kadirvel	Transport-in-charge	Teaching Faculty	Member	
19	Dr. M. Seenivasan	Librarian	Senior Librarian	Member	
20	Dr. S.D. Uma Mageswari	Member, Rotary Club of Gummidipoondi Industrial City	Local Society Nominee	Member	
21	Ms. D. Jothi	Secretary, RMKEC Alumni Association & ASP-ECE	Teaching Faculty	Member	
22	Dr. Sandra Johnson	Professor - CSE	Co - Coordinator	Member	
23	Dr. G. Mahendran	ASP-Mechanical	Co - Coordinator	Member	



S.No.	Name	Designation	Category	Position	Signature
24	Ms. A. Shivani	Student III Year / EIE / RMKEC	Student Nominee	Member	A. Shivani
25	Mr. P. Ravi Kumar	Vice President – HR & CSR, Kamachi Industries Ltd., Gummidipoondi.	Local Society Nominee & Industrialist	Member	P. Ravi Kumar
26	Mr. J. Vishnuvardhan	Managing Director, Trend Instrumentation	Alumni Nominee	Member	J. Vishnuvardhan
27	Mr. Ratnakar Rao,	General Manager in the Mobile Protocols & Platforms Team, Samsung R&D India Centre, Bangalore.	Alumni Nominee	Member	Absent
28	Mr. J. Venkatesh,	Operations Manager, Capgemini, Bangalore.	Alumni Nominee	Member	J. Venkatesh
29	Mr. M. P. Somasekar	Program Manager, GE Power Conversion, Chennai	Alumni & Industrialist	Member	Absent

Special Invitees:

1	Dr. M. Meena	Professor – S&H	Special Invitee	--	Absent
2	Dr. N. M. Jothi Swaroopan	Professor - EIE	Special Invitee	--	Mr. N. M. Jothi Swaroopan 29/12/2019
3	Dr. B. Jaison	Assoc. Professor – CSE	Special Invitee	--	B. Jaison
4	Dr. D. Sudha	Assoc. Professor – S&H	Special Invitee	--	D. Sudha
5	Ms. Sabari L Umamageshwari	Assistant Professor – EEE	Special Invitee	--	S. Sabari L
6	Mr. M.P. Karthikeyan	Assistant Professor - CSE	Special Invitee	--	M. P. Karthikeyan



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