



**MINUTES OF THE IQAC MEETING (Meeting #2 : 2016 – 2017)
HELD ON JANUARY 10, 2017
Venue: Board Room, RJ Block
Chair: Dr. K.A. Mohamed Junaid, Principal and IQAC Convener**



Members Present: (As in the Annexure)

1. Agenda of the Meeting:

- a) Principal and IQAC Convener chaired the meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting:
 - Update on the various quality initiatives
 - Review of the new initiatives taken
 - New academic and administrative initiatives to be considered for implementation
- b) The IQAC members congratulated Dr.K.A.Mohamed Junaid who has taken over as the Principal of the institution.
- c) Principal and IQAC convener congratulated and welcomed Dr.S.Vijayalakshmi , the HoD of EIE who has been inducted to IQAC committee.

2. Status of Quality Initiatives:

- a) Principal updated on the status of the preparation of NBA SAR Preparation for the 3 departments i.e. Civil, EEE and Mechanical. He said he has been continuously reviewing the SAR reports of the 3 departments. It is planned to submit the NBA SAR report during this semester and request the NBA for expert team visit by April / May 2017.
- b) He has requested other departments CSE, ECE and EIE to continue the SAR preparation and start the review process by Principal.
- c) He congratulated the HODs of the departments CSE & IT, EEE, ECE & EIE, and Mechanical as these departments have been rated as one of the top 5 across the country in the respective categories in the AICTE – CII survey.
- d) He 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.
- e) ISO MR briefed about the status of the closure of the findings of the ISO External Audit by DNV-GL on July 6th and 7th.



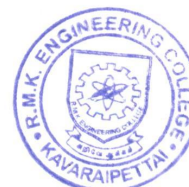
- Management Reviews by Principal are in progress for the departments.
- Quality Objectives have been defined by all departments heads including Library, Transport, Administration and Finance, Exam Cell and Training & Placement.
- An Internal Audit should be planned when the above can be audited and verified.

3. **Review of the proposed initiatives:**

Principal said that all the new initiatives discussed and proposed by the IQAC in the last meeting (Meeting #1 on July 23, 2016) have been approved by the Management. The status of implementation is as given below.

No	New initiatives proposed	Status of implementation
1	Programming skills for all students	Enhancing Programming Skills (EPS) Program started. Convener and coordinator are coordinating the Program
2	Innovation and Entrepreneurship among students	Innovation and Entrepreneurship Development Cell (IEDC) is established with a coordinator. Micro Small and Medium Enterprises (MSME) center established with a coordinator.
3	Research projects	Awareness sessions were organized. AICTE proposals submitted. A meeting is planned with CVRDE, Chennai.
4	Year Coordinator role	Roles and responsibilities of Year Coordinator are defined and workshops were conducted to all Year Coordinators.
5	Counseling	Awareness sessions conducted to HODs and Counselors for explaining the roles and responsibilities of counseling. Best practices were discussed.
6	Visit to companies	Visits of Principal and HODs were organized by T&P to Wipro, CTS, Infosys (Mysore), IBM (Bangalore), Johnson Control (Pune) and TCS (Kochi). Visits to academic institutions are yet to be organized.
7	New COEs	COEs have been established in the areas of Information Security, Embedded Systems, Automotive Electronics and Telecom.

Principal said that all these new initiatives will be coordinated by respective coordinators with support by HODs.



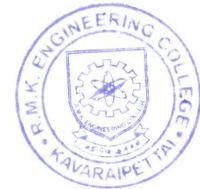
4. Discussion on new initiatives:

- 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:
 - The placement by major recruiters have been completed for the year 2016 – 2017. Many companies have recruited students specifically for the respective Business Units (BU) (eg PLM, Telecom, Mobility, Automotive Electronics etc). Such companies require close coordination in preparing the selected students for getting trained in the respective areas. So he proposed that we should nominate Single Points of Contact (SPOC) for each BU to coordinate the required training and internships in the 8th semester.
- b) HOD - S&H said the first year students have to be oriented towards engineering disciplines through various workshops and activities in their first year itself. So she proposed that the S&H department with support from other departments can conduct orientation sessions to each group of first year students (eg Civil, CSE, ECE, etc) and plan academic activities for them.
- c) Principal said that based on feedback from students and discussions during review meetings, it is proposed to take up the following:
 - Making e-Learning compulsory for second and third year students using NPTEL.

5. Action Plan :

- a) The members of IQAC agreed for the above proposed new initiatives. Principal said that the above initiatives will be implemented immediately and the status will be reviewed in the next IQAC committee meeting.
- b) Principal said that the next IQAC meeting will be scheduled in March 2017 and the subsequent meeting in the beginning of the next semester tentatively in July 2017.

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

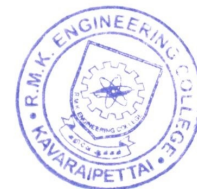




**RMK ENGINEERING COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LIST OF MEMBERS AND ATTENDANCE**



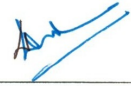


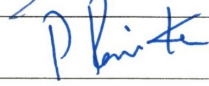
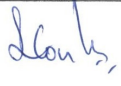
No	IQAC Member	Representing	Signature
1	Dr.K.A.Mohamed Junaid Vice - Principal (Convener)	Head of the Institution	<i>Junaid</i>
2	Dr.M.S.Palanichamy Former Vice Chancellor Tamilnadu Open University	Educationist representing local society	<i>M.S. Palanichamy</i>
3	Mr. B. Kumar Manager, RMKEC	Member representing the Management	<i>B. Kumar</i>
4	Dr. S. Pavai Madheswari Academic Coordinator	Senior Teacher	<i>Pavai Math</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</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>





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17	Ms.D.Jothi Secretary, RMKEC Alumni Association	Alumni	
18	Ms. A. P. Niranjana III Year / ECE / RMKEC	Student	
19	Mr. J. Vishnuvardhan Managing Director, Trend Instrumentation	Industrialist	
20	Mr. Ravi Kumar Entrepreneur	Industrialist	
21	Mr. Chandrakumar Raman Vice President & Head, Corporate Quality, CSS Corp	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	