

R.M.D ENGINEERING COLLEGE

KAVARAIPETTAI

No. RMD/AO/IQAC/2017-18/001

Date: 01-07-2017

CIRCULAR

This is to inform you that the first IQAC meeting for the academic year 2017-18 of our college will be held at 2.00 P.M on Friday, the 7th July 2017. All the members of the IQAC are requested to attend the same.

Venue: Board Room

Agenda of the Meeting :

1. Action Plan Presentation
2. Academic Calendar Approval
3. NBA and NAAC Expert Team Visit and Preparation
4. Students' Scholarship
5. Department Objective
6. Academic Result and University Ranks for 2016-2017 even semester
7. Continuous evaluation of students
8. Remedial Coaching for backlog subjects
9. Placement - 2017 Batch
10. Conduction of National and International conferences
11. Research & Consultancy Activities and Patents
12. MoUs with Foreign Universities
13. AICTE-CII


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 MEETING

Date : 07-07-2017
Time : 2.00 PM
Venue : Board Room
Chaired by: Dr.K.Sivaram ,Principal
Participants: As per Annexure

- The Principal welcomed all the IQAC Members and requested IQAC Coordinator Dr. D. RUKMANI DEVI to coordinate the meeting.
- The Coordinator IQAC explained the action taken the report of the previous meeting.

Sl.No	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
1.	Action Plan Presentation	Action plan presentation has to be refined to cover most of the college activities and update its continuous progress.	An action plan to be presented by the HOD of each department and should contains Academic - Target Result for even and ODD sem, Placement - Training, Research /Consultancy activities, Professional societies and the responsibilities of the members, Association activities and Department Budget.	8.07.2017	All the HODs
2.	Academic Calendar Approval	Schedule of Internal assessments, model exams, co-curricular activities such as symposium, National and International conferences .	Each student may be given a copy of the academic calendar at the start ing of the semester.	15.07.17	All the HODs and Faculty Members
3.	NBA and NAAC Expert Team Visit and Preparation	Planning for the NBA and NAAC Expert Team Visit.	IQAC coordinator explained the planning of various quality enhancement activities planned for the NAAC visit. The preparation for NBA and NAAC should be completed on time. The committee will check the respective files.	05.08.2017	All the HODs and IQAC coordinator
4.	Students' Scholarship	Based on the results and Parents Occupation	Give more importance to merit scholarship to bring more students under this category.	30.08.2017	All the HODs

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Sl.No	Agenda Point	Details of Discussion	Action Planned	Target Date	Responsible
5.	Department Objective	Focusing on University ranks, 100% results, placements, Publications, and R&D.	Separate assessments for toppers and weak students to achieve more university ranks and 100% result. Training programmes can be conducted to improve their technical skills. The faculty members of the department are encouraged to publish their research work in top International Journals. In this regard, the final year students' project must also be converted into papers and also advised to apply for Patents. Motivate Faculty to apply and get Research funding.	31.12.2017	All the HODs and Faculty Members
6.	Academic Result and University Ranks for 2016-2017 even semester	Even semester Result Target -88%.	The targeted result for the even semester of each department must be minimum 88% and it must not be less than the even semester result of the previous Academic Year. To View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); for improving the subject knowledge. The number of university ranks has to be increased than the previous academic year. The students having high CGPA must be motivated to improve the CGPA for obtaining more University Ranks.	31.12.2017	All the HODs
7.	Continuous evaluation of students	Unit-tests and model exams are conducted to evaluate the student's academic performance. Assignments are given to	Maintain a record of action taken on the results of the Unit Test and Model Exams for improvement The answer key can be prepared for the same. Preparing a comprehensive question bank for each unit of the subject.	Assignment questions selected from the GATE	All the HODs and Faculty Members

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		check the technical knowledge in the related subjects.		questions and NPTEL Assignment Questions. After test Performance	
8.	Remedial Coaching for Slow Learners	Slow Learners are identified based on the Previous semester results and special care must be given to them through counselors.	Extra coaching classes and study materials must be given to all students. The previous year question papers can be solved to improve the pass percentage.	After the first Internal Assessment Test	All the HODs and Faculty Members
9.	Placement for all students in 2017	Discussed the current industrial trend, our past record in placement and future plan to get placement for all students	<ul style="list-style-type: none"> • Discuss with the students to find out in which stage he/she is struggling to compete. • Motivate Students to equip with soft skills and get skill-based certification. • Prepare a list based on the skills and segregate the students accordingly. • The staff (Mentor) should take care of the students to improve their confidence level. • Motivate the students to learn any one of the foreign languages • Motivate the students to take up their final year projects and complete 40% of project work in the seventh semester itself. 		All the HODs, Placement Officer and placement co-ordinators.
10.	Conduct National and International	Planning conference date and getting grants from various agencies	Each department has to take initiative to get more funds from CSIR, DST, etc. Interaction with private industries, apart from	30.12.2017	All the HODs and Faculty Members

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	conferences		interacting with government agencies. Submit proposals to AICTE AQIS Schemes.		
11.	Research & Consultancy Activities and Patents	Part-Time External - Part - Time Internal – Full Time – Encouraging the faculty members to transform research work into patents.	Encouraging the faculty members to <ul style="list-style-type: none"> • Publish their research work in a web of science /SCI-indexed journals. • Interact with industries for consultancy. • Attend worldwide workshops and conferences. • Apply for Patents 	31.12.2017	All the HODs and Faculty Members
12.	MoUs with Foreign Universities	Initiate measures to enter into MOU with the Foreign Universities for joint research, training program, exchanging and sharing of technical information.	Motivate Faculty to do Post Doc and Faculty Exchange Program with reputed institutions.	31.12.2017	All the HODs and Faculty Members
13.	AICTE-CII	Industry-Institute Interaction	Faculty members are requested to publish papers with industry Experts	Throughout the year	All the HODs and Faculty Members


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