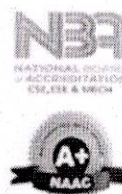




M.I.E.T. ENGINEERING COLLEGE

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UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi
Accredited with 'A+' grade by NAAC
An ISO 9001:2015 Certified Institution
Recognized by UGC under section 2(f) & 12(B) of UGC Act, 1956
Trichy - Pudukkottai Road, Tiruchirappalli - 620 007. Phone:0431-2060 303
Website:www.miet.edu, E-mail:principalengg@miet.edu, contact@miet.edu



1.1.1. The institutions ensures effective curriculum delivery through a well planned and documented process

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INTERNAL QUALITY ASSURANCE CELL

Date: 01.11.2023

Circular

M.I.E.T./IQAC/CIR/2023-2024/ODD

The Internal Quality Assurance Cell meeting for the academic year 2023-2024 Odd semester will be conducted on 02.11.2023 (Thursday) at 12.05 pm in the IQAC hall. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda for the meeting:

1. Introduction of new IQAC members
2. Discussing the last year activities of IQAC
3. Procedure to be followed to check the quality of continuous Internal assessment question paper
4. Regarding Event Report submission
5. Plan for IQAC audit of 2023-2024 (ODD)
6. Regarding documents for Value Added Course (VAC)
7. Planning for AQAR(Annual Quality Assurance Report) submission
8. Preparation of feedback form


IQAC Coordinator

Principal

Copy to:

1. Chairman
2. All the faculty members
3. IQAC Committee members
4. File


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INTERNAL QUALITY ASSURANCE CELL

Date: 03.11.2023

Minutes of Meeting**M.I.E.T./IQAC/CIR/2023-2024/ODD**

The Internal Quality Assurance Cell meeting for the academic year 2023-2024 Odd semester was conducted on 02.11.2023 (Thursday) at 12.05 pm in the IQAC hall.

Points discussed:

- The IQAC coordinator welcomes the new IQAC members.
- The new IQAC members have given introduction about themselves.
- Bloom Taxonomy level in the question paper should be checked as per guideline circulated to the IQAC members.
- The IQAC members of concern department are responsible for forwarding all the event documents to the IQAC cell.
- After discussion, it is planned to conduct internal audit in the first week of December 2023.
- It is planned to conduct external audit during the first week of January 2024. All the IQAC member of concern department suggest 3 external audit members after discussion with their HODs.
- All the IQAC members verify the updation of department files.
- Value Added Course (VAC) should be documented as follows
 1. Approval letter
 2. Circular
 3. Syllabus
 4. Lesson Plan
 5. Students willingness list


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6. Attendance
7. Assesment Proof
8. Material prepared by the resource person
9. Feedback from student and resource person
10. One page report with Geo tag photo

- The target date of AQAR submission for the academic year 2022-2023 is fixed on 15.12.2023.
- It is planned to get feedback in google form from students. Dr. G. Pranesh is the incharge for preparing the feedback on facilities and Mrs. J. Sangeetha is the incharge for preparing the feedback on staff.


Principal


IQAC Coordinator


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