



# M.I.E.T. ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Accredited by NBA (CIVIL, CSE, ECE, EEE & MECH)  
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 MAIN ROAD, TRICHY - 620 007



## Criterion 6 - Governance, Leadership and Management

### 6.5.3 Quality assurance initiatives of the institution:

Sl. No	List of content	Page No.
1.	Regular meeting of Internal quality assurances cell (IQAC)	2-24



# M.I.E.T. ENGINEERING COLLEGE

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 Website:www.miet.edu, E-mail:principalengg@miet.edu, contact@miet.edu




## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	Civil	
Auditing date	:	12.02.2024	
Name of the faculty	:	E. Sanjib Kumar	Designation: A.P
Documents to be Reviewed			
Teaching learning process (Individual faculty)			
S.No	Contents	Description	Remarks
1	Log Book	Theory, Estimation, Costing, AND Valuation Engineering	Availble
		Lab	—
2	Theory course file	Course Outcomes and Course Objectives	Availble
		Lecture plan including tutorial class	Availble
		Lecture notes	Availble
		Assignment questions	Availble
		Sample copy of assignments	Availble
		Activity/Innovation teaching	Not Availble
		Content beyond syllabus	Availble
		Tutorial class details	Not Availble
		Internal assessment question papers	Availble
		Corrected answer scripts(All students)	Sample Copy Availble
		Internal assessment result copy	Availble
Slow learners list remedial action for slow learners	Availble		

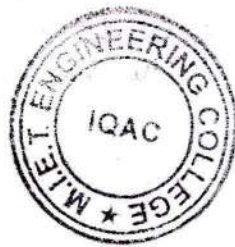
*[Signature]*  
 PRINCIPAL  
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 QUNDIR, TIRUCHIRAPPALLI 620 007.


4	Google classroom	Activities, materials uploaded	Avaame
		Whether all students joined in the class	around 50, 46 was joined in Google Classroom
5	Video lecturing/ Notes	Topics uploaded in website	Not uploaded
6	Lab Documents	Master record	-
		Lab manual	-
		Sample student lab manual (Current semester)	-
		Student record	-

  
Name & Signature

**IQAC Coordinator**

Dr. E. Muthukumaran, M.E., Ph.D.  
IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
Tiruchirappalli-620 007.



  
Dr. Suresh Kumar  
Name & Signature

**Auditor-1**

  
Name & Signature

**Auditor-2**

(Dr. B Selvakumar)



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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	CIVIL	
Auditing date	:	12.02.2024	
Name of the faculty	:	E. SAKSHI Kuma	Designation: A.P
<b>Documents to be Reviewed</b>			
<b>Teaching learning process (Individual faculty)</b>			
S.No	Contents	Description	Remarks
1	Log Book	Theory Urban Planning and Development	
		Lab Highway Engg Lab.	
2	Theory course file	Course Outcomes and Course Objectives	Avail
		Lecture plan including tutorial class	Avail
		Lecture notes	Avail
		Assignment questions	Avail
		Sample copy of assignments	3, Sample Avail
		Activity/Innovation teaching	<u>Not Avail</u>
		Content beyond syllabus	Avail
		Tutorial class details	Not Avail
		Internal assessment question papers	3 Sample
		Corrected answer scripts(All students)	Avail
		Internal assessment result copy	Avail
Slow learners list remedial action for slow learners	Avail		

  
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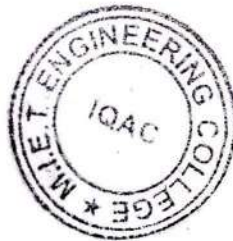



4	Google classroom	Activities, materials uploaded	Avan...
		Whether all students joined in the class	20 out of 20 students joined.
5	Video lecturing/ Notes	Topics uploaded in website	Not Avail
6	Lab Documents	Master record	Avan...
		Lab manual	Avan...
		Sample student lab manual (Current semester)	Avan...
		Student record	Avan...

  
Name & Signature

**IQAC Coordinator**

Dr. E. Muthukumaran, M.E., Ph.D.  
IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
Tiruchirappalli-620 007.



  
Dr. SURESH KUMAR

Name & Signature

**Auditor-1**

  
Name & Signature

**Auditor-2**

(Dr. B Selvam)



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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	Civil Engineering	
Auditing date	:	12/02/2024	
Name of the faculty	:	Mr. B. Sekar	Designation: AP
<b>Documents to be Reviewed</b>			
<b>Teaching learning process (Individual faculty)</b>			
S.No	Contents	Description	Remarks
1	Log Book	Theory	Verified
		Lab	Verified.
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	available
		Lecture notes	available
		Assignment questions	Assessment 3 not given
		Sample copy of assignments	Available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	Available
		Tutorial class details	Not applicable
		Internal assessment question papers	Available
		Corrected answer scripts(All students)	Sample Answer sheets kept
		Internal assessment result copy	available
Slow learners list remedial action for slow learners	Slow learners identified, mark sheet slow learners list		

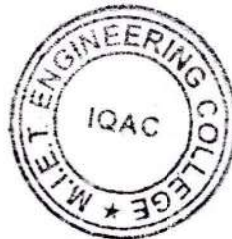
*A. S. J.*  
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4	Google classroom	Activities, materials uploaded	Posted
		Whether all students joined in the class	37 students joined out of 50
5	Video lecturing/ Notes	Topics uploaded in website	uploaded in google class for
6	Lab Documents	Master record	-
		Lab manual	-
		Sample student lab manual (Current semester)	-
		Student record	-

  
Name & Signature


**IQAC Coordinator**

**Dr. E. Muthukumaran, M.E., Ph.D.**  
IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
Tiruchirappalli-620 007.



  
Name & Signature

**Auditor-1**  
Dr. B. Srinivasan

  
Name & Signature

**Auditor-2**





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## IQAC Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	N. Priscilla Vinna manorathi	Designation: AP
<b>Documents to be Reviewed</b>			
<b>Teaching learning process (Individual faculty)</b>			
S.No	Contents	Description	Remarks
1	Log Book	Theory optical communication/w Embedded & realtime system	Include Advanced learners
		Lab Embedded lab (Integrated)	as per format
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	yes available
		Lecture notes	available
		Assignment questions	ok available
		Sample copy of assignments	available
		Activity/Innovation teaching	Need to include
		Content beyond syllabus	available
		Tutorial class details	available
		Internal assessment question papers	yes available
		Corrected answer scripts(All students)	available
		Internal assessment result copy	In dept files
Slow learners list remedial action for slow learners			

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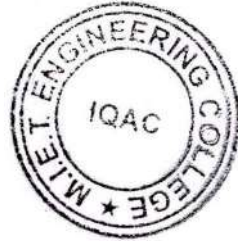


4	Google classroom	Activities, materials uploaded	Need to attach Proof
		Whether all students joined in the class	Total = 33, 30 joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	
		Lab manual	available
		Sample student lab manual (Current semester)	
		Student record	

  
Name & Signature

**IQAC Coordinator**

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IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
Tiruchirappalli-620 007.



  
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**Auditor-1**

  
Name & Signature

**Auditor-2**

(A. Banveen)



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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	R. Anitha	Designation: AP
<b>Documents to be Reviewed</b>			
<b>Teaching learning process (Individual faculty)</b>			
S.No	Contents	Description	Remarks
1	Log Book	Theory	Need to update
		Lab	Not applicable
2	Theory course file	Course Outcomes and Course Objectives	In logbook
		Lecture plan including tutorial class	
		Lecture notes	available
		Assignment questions	In logbook
		Sample copy of assignments	available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	available
		Tutorial class details	Not applicable
		Internal assessment question papers	Not as per format
		Corrected answer scripts(All students)	Yes available
		Internal assessment result copy	available only in dept file
Slow learners list remedial action for slow learners			

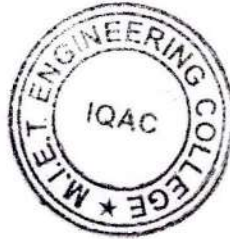
  
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4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Total = 32, 40 19 joined, 31
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	NOT applicable
		Lab manual	
		Sample student lab manual (Current semester)	
		Student record	

  
Name & Signature

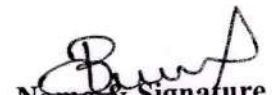
**IQAC Coordinator**

**Dr. E. Muthukumaran, M.E., Ph.D.**  
IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
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Name & Signature

**Auditor-1**

  
Name & Signature

**Auditor-2**

(A. Barveen)





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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	Chintharai Selvi	Designation: AP
Documents to be Reviewed			
Teaching learning process (Individual faculty)			
S.No	Contents	Description	Remarks
1	Log Book	Theory	Include Advanced learner, Internal mark Entry
		Lab	OK
2	Theory course file	Course Outcomes and Course Objectives	OK
		Lecture plan including tutorial class	1) In logbook 2) No tutorial
		Lecture notes	OK
		Assignment questions	Need to give Assignment - II
		Sample copy of assignments	OK
		Activity/Innovation teaching	Need proof of innovative teaching
		Content beyond syllabus	OK
		Tutorial class details	Not applicable
		Internal assessment question papers	NOT in IQAC format
		Corrected answer scripts(All students)	OK
		Internal assessment result copy	OK
Slow learners list remedial action for slow learners	OK		

*J. S. J.*  
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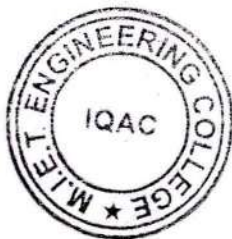


4	Google classroom	Activities, materials uploaded	Need to include
		Whether all students joined in the class	Total = 119 Joined = 114
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	
		Sample student lab manual (Current semester)	available
		Student record	available

  
Name & Signature

IQAC Coordinator

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IQAC Coordinator,  
Associate Professor / EEE,  
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Name & Signature

Auditor-1

  
Name & Signature

Auditor-2

(A. Banveen)



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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	K. Nandhitha	Designation: AP
Documents to be Reviewed			
Teaching learning process (Individual faculty)			
S.No	Contents	Description	Remarks
1	Log Book	Theory	Include advanced learners internal marks
		Lab	Include content beyond syllabus
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	In logbook
		Lecture notes	Put in separate file
		Assignment questions	only 3 assignment Include innovative
		Sample copy of assignments	available
		Activity/Innovation teaching	Need proof of innovative teaching
		Content beyond syllabus	available
		Tutorial class details	Not applicable
		Internal assessment question papers	Need to IQAC format
		Corrected answer scripts(All students)	yes available
		Internal assessment result copy	available
		Slow learners list remedial action for slow learners	available

*A. S. J.*  
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4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	NO
		Sample student lab manual (Current semester)	available
		Student record	available

  
Name & Signature

**IQAC Coordinator**

**Dr. E. Muthukumaran, M.E., Ph.D.**  
IQAC Coordinator,  
Associate Professor / EEE,  
M.I.E.T. Engineering College,  
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**Auditor-1**

  
Name & Signature

**Auditor-2**

(A. Barveen)





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## IQAC Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	J. Nirmala	Designation: AP
Documents to be Reviewed			
Teaching learning process (Individual faculty)			
S.No	Contents	Description	Remarks
1	Log Book	Theory Wireless communication FOEDC	add more assignment internal mark, attendance ✓
		Lab FOEDC lab	Include content beyond syllabus
2	Theory course file	Course Outcomes and Course Objectives	In logbook
		Lecture plan including tutorial class	
		Lecture notes	available
		Assignment questions	yes. available
		Sample copy of assignments	available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	available
		Tutorial class details	Not applicable
		Internal assessment question papers	Not as per format
		Corrected answer scripts(All students)	available
		Internal assessment result copy	} available in dept file
Slow learners list remedial action for slow learners			

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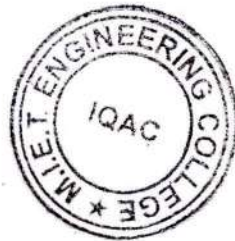


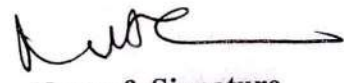
4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	ADC 16 Joined out of 19 WC 29 Joined out of 33
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	Not available
		Sample student lab manual (Current semester)	} NOT yet completed (II year) Collect <del>data</del> after practical exam
		Student record	

  
Name & Signature

**IQAC Coordinator**

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IQAC Coordinator,  
Associate Professor / EEE,  
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Name & Signature

**Auditor-1**

  
Name & Signature

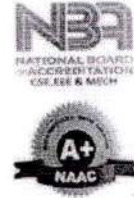
**Auditor-2**

(A. Barveen)



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## IQAC

### Academic and Administrative Audit Report Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	B.T. Kirthika	Designation: AP
Documents to be Reviewed			
Teaching learning process (Individual faculty)			
S.No	Contents	Description	Remarks
1	Log Book	Theory Adhoc & wireless Sensor Network	Need to include Content beyond syllabus, Remedial class
		Lab	Need to include Content beyond
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	In logbook
		Lecture notes	available
		Assignment questions	In log book
		Sample copy of assignments	available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	No
		Tutorial class details	Not applicable
		Internal assessment question papers	Not as per format
		Corrected answer scripts(All students)	available
		Internal assessment result copy	In dept files
Slow learners list remedial action for slow learners			

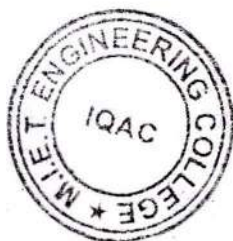
  
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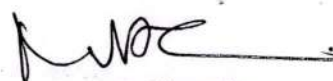
4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Total = 49, 34 Joined 40, 31 Joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	NO
		Sample student lab manual (Current semester)	Not yet collected (11 year) After Sem V
		Student record	exam

  
Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.  
IQAC Coordinator,  
Associate Professor / EEE,  
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Auditor-1

  
Name & Signature

Auditor-2

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Website:www.miet.edu, E-mail:principalengg@miet.edu, contact@miet.edu



## IQAC Audit Report

Date of Audit: 12-02-2024

Department: Civil Engineering.

Name of the Auditor	Designation
Dr. B. SELVAM	Prof. & HOD / MECH
D. SUBRAMANIAN	Prof. & HOD / EEE
Dr. E. MUTHUKUMARAN	HOD / EEE

S.No	Name of the File	Remarks
1	Academic Calendar File	2023-2024 not available. Institution Academic calendar not available
2	Work load File	AV Updated.
3	Time Table File	Updated.
4	Student's Enrollment File	2023-24 - diverse second year (D.S) Updated. Note: U.S is not updated
5	Student's Feedback File	2023-24 - diverse second year. Consolidated date to be changed.
6	Student's Participation File	Updated.
7	Student's Scholarship File	Consolidated list to be changed.
8	Student's Fees list File	Updated.
9	Student's Mentor File	Complete file is to be updated
10	Student's Certificate Course File	Updated.

Principal  
M.I.E.T. ENGINEERING COLLEGE  
QUINDUR, TIRUCHIRAPPALLI - 620 007.



S.No	Name of the File	Remarks
11	Project File	check mark statements
12	Students Online Course File	Available up to 2022-2023 only.
13	Sports Activity File	Consolidates list to be prepared for all the academic year, only certificates files.
14	Professional Society File	updated
15	Association/Club File	As per IQAC format nor available (is) 29 no. of files is missed.
16	Industrial Visit File	Reports not available, need to update
17	Internship/Inplant Training File	Need to Realigned
18	Placement File	No Documents Available.- check in T&P file for further.
19	Budget File	Updated up to 2022-2023
20	Higher Studies File	updated
21	Newsletter File	updated
22	IQAC File	less meeting circular - nor available now - nor available
23	Alumni File	2019-2023 list of names nor available.
24	Principal Circular File	Current semester's circular is to be updated
25	Department Meeting File	up to October 2023 updated
26	Anna University Circular File	Current semester's circular is to be updated
27	Department Circular File	updated

S.No	Name of the File	Remarks
28	Exam Circular File	updated
29	Class Committee Meeting File	updated
30	Visiting Faculty File	Available
31	Curriculum and Regulation File	Amendment in Regulation to be filed
32	MOU File	List to be changed.
33	Consultancy File	Recent consultancy work is to be updated
34	Research Publication File	List to be prepared.
35	Patent File	2020-patent document need to update.
36	Ph.D Pursuing Detail File	Index list is to be changed.
37	Supervisor/Reviewer/Examiner Detail File	Examiner details not available.
38	Sponsored/Funded Project File	Updated.
39	EDC File	No Documents available for the academic year 2019 to 2023.
40	Parent Teachers Meeting File	No Documents in file.
41	Internal Assessment File	updated
42	University Result Analysis File	updated
43	Department Library File	Static Register to be created for around 350 books.
44	Faculty Participation File	Consolidated list not available

S.No	Name of the File	Remarks
45	Department Purchase Order File	updated
46	Consumables Issue Register	Not related doc is not available.
47	Equipment Service Register	computers not updated in sto
48	Condemned Register	<del>not</del> related document is <sup>not</sup> available
49	Equipment Stock Register	computers not updated in stock Register.
50	Bills/Invoice Register	Updated.
51	Equipment Movement Register	—
52	Calibration File	Updated
53	Faculty Detail File	updated
54	Faculty Appraisal File (API)	updated
55	Non Teaching Staff File	one side paper is used for taking record.
56	Faculty Online Course File	list of Staff member (ever semester) not available.
57	Theory Course File	R-2024 is to be updated
58	Practical Course File	R-2024 is to be updated
59	Revaluation File	list of student (those who have applied) ✓ Not available
60	Students TC/Redo File	updated
61.	Department NIRF File	Not updated from 2022-2023



S.No	Name of the File	Remarks
62.	Department Tutorial File	Available .
63.	Slow Learners- Coaching and Remedial Class File	<del>2023-2024</del> 2022-2023 - circular is not available.
64.	AICTE Related Document File	Highlight to Department Vice Ph.
65.	Department Assessment Committee File	Current Semester is to <sup>be</sup> updated (DAE Meeting)
66.	Contribution towards website maintenance File	Updated upto 2023-2024
67.	Press News/ E-Digest File	updated.
68.	Memory Book Data File	Updated.
69.	Graduation Day File	Other department Name must be removed.
70.	Dept Discipline Committee File	Updated.
71.	Students Long Leave File	updated

**General Observation:**

Files are neatly presented.

**Any specific Recommendation on Department documents development:**

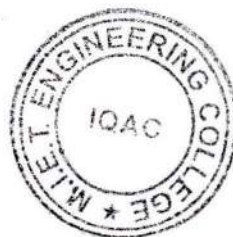
Improve the Activities & Research.

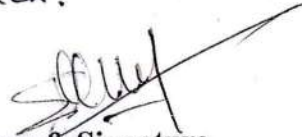
  
Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran

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Name & Signature

Auditor-1 Dr. B. SELVAN

  
Name & Signature

Auditor-2

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