



# M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: principalengg@miet.edu, contact@miet.edu  
Website: - www.miet.edu

Ph: 0431 - 2660 303

06.06.2018

## INTERNAL QUALITY ASSURANCE CELL

### Circular

MIET/IQAC/CIR/2018-2019/ 1

The Internal Quality Assurance Cell meeting for the academic year 2018-2019 odd will be convened on 19/06/2018 at 10.30 a.m in the Principal's conference hall. All the IQAC members are hereby informed to attend the meeting without fail.

### Agenda for the Meeting:

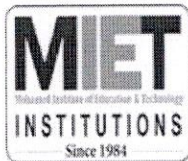
- 1) Review of previous minutes of Meeting.
- 2) Review of Academic calendar for 2018-2019 odd semester.
- 3) Updating of the NBA documents.
- 4) Academic Council Meeting.
- 5) NBA- Accreditation Process
- 6) Class Committee Meeting and Students Achievements.
- 7) Faculty Activities and Achievements.
- 8) Internal Assessment test and question paper setting.
- 9) NPTEL online course.
- 10) Training and Placement Cell activities..
- 11) First Year Motivational Programme.
- 12) In plant training and industrial visit.
- 13) Value added courses and certificate program.
- 14) Academic and Administrative Audit by IQAC.

  
IQAC Coordinator

Copy to:

- 1) The chairman for the kind information.
- 2) HOD's-to be circulated to all faculty members
- 3) All IQAC Committee members
- 4) File.

  
Principal  
PRINCIPAL  
MIET ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI - 620 007



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20.06.2018

## Minutes of the Internal Quality Assurance Cell Meeting

### M.I.E.T/IQAC/MOM/2018-2019/1

The First IQAC meeting for this academic year 2018-2019 odd was conducted on 19/06/2018 at 10.30 a.m in the Principal's conference hall along with its executive body members. All the IQAC members are asked to attend the meeting without fail.


#### Agenda:

- 1) Review of previous minutes of Meeting.
- 2) Review of Academic calendar for 2018-2019 odd semester.
- 3) Updating of the NBA documents.
- 4) Academic Council Meeting.
- 5) NBA- Accreditation Process
- 6) Class Committee Meeting and Students Achievements.
- 7) Faculty Activities and Achievements.
- 8) Internal Assessment test and question paper setting.
- 9) NPTEL online course.
- 10) Training and Placement Cell activities..
- 11) First Year Motivational Programme.
- 12) In plant training and industrial visit.
- 13) Value added courses and certificate program.
- 14) Academic and Administrative Audit by IQAC.

#### Points discussed:



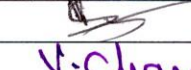

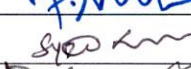
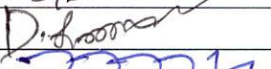



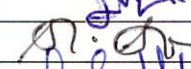



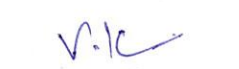
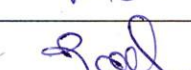


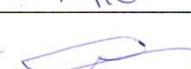
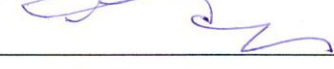



- ❖ The principal introduced the Nominee from Student Mr.T.K.Mayakannan, II Yr Mechanical Engineering.
- ❖ The principal discussed and reviewed the important points in the previous meeting (AY2017-18).
- ❖ The Individual department calendar for 2018-2019 odd semester was reviewed by the Chair person as per the suggestions given.

- ❖ The Committee discussed about the completion status of NBA and suggested to conduct mock audit for further corrections.
- ❖ The principal insist to take more concentration on the Academic council meeting for this odd semester.
- ❖ The committee insisted the faculty members to take more concentration in the program files and criterion file of the NBA documents.
- ❖ The expert from industry extended his support towards of interaction of Institute with Industry.
- ❖ IQAC Coordinator insisted Training and Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.
- ❖ The committee insisted the faculty to use innovative teaching method during their course delivering to enhance the students learning capability and also committee has insisted to arrange staff orientation program, and also make sure to submit their personal appraisal form.
- ❖ The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.
- ❖ The chairperson suggested to contact the passed out students and form alumni association and share their ideas and views in placement.
- ❖ The committee instructed the HOD's to encourage their department staff members to participate in Various Faculty Development Programmes.
- ❖ The committee instructed the HODs to confirm that the teaching staff must have completed their course file and the Laboratory equipments are sufficient.
- ❖ The committee members suggested conducting the value added program for the odd semester.
- ❖ The chairperson suggested the HODs to arrange the in plant training for the students for gaining practical knowledge.
- ❖ It was encouraged to conduct Social welfare activities and awareness programme for rural people through YRC and NSS.
- ❖ The committee members discussed about the schedule for first year Motivational programme.
- ❖ The chairperson suggested to contact the passed out students and form alumni association and share their ideas and views in placement.
- ❖ The committee insists that the internal assessment test should not deviate with the academic calendar and the standard of the question paper should meet the BT level.
- ❖ The committee members insist to categories the slow learners and fast learners, For the slow learners the department has to arrange coaching classes, and the motivational classes for the fast learners.

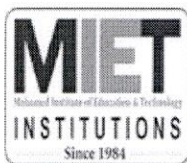
  
**IQAC Coordinator**

  
**PRINCIPAL**  
 MIET ENGINEERING COLLEGE  
 GUNDUR, TIRUCHIRAPALI - 620 007

**Attendance Sheet:**

Sl. NO	Composition Criteria Specified by NAAC	Members Name	Signature
1	Chairperson- Head of the Institution	Dr.X.Susan Christina	
2	A few senior administrative officers	Dr.R.Saravanan	
		Dr.U.Suresh Kumar	
		Dr.V.Chandrasekar	
		Dr.P.MohanRaj	
		Dr.S.Syed Zahirullah	
		Dr.D.Saravanan	
3	Three to eight teachers – all level	Dr.M.Murugesan	
		Dr.K.Ramesh	
		Mr.B.Sekar	
		Mr.E.Muthukumaran	
		Ms.P.Delphine Mary	
		Ms.S.Shanmugapriya	
4	One member from the Management	Mr.G.Sathish Kumar	
		Dr.V.Rethinagiri	
5	Nominee from Alumni	Mr.V.Karthik	
	Nominee from local society	Prof.Dr.M.A.Mustafa Kamal	
	Nominee from Student	Mr.T.K.Mayakannan	
6	Nominee from Employer	Mr.A.Ahamadullah	
	Nominee from Industrialist	Er.A.Siddique Ahamed	
	Nominee from Parent	Dr.A.Mohamed Ibraheem	
7	IQAC coordinator	Dr.A.Abbasali	

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10.10.2018


## IQAC Action taken Report

M.I.E.T/IQAC/ATR/2018-2019/1

Plan of Action	Action Taken
HOD's suggested to provide on duty for students to participate in in plant training at industries	Students from most of the department went for in plant training.
The committee instructed the HODs to confirm that the teaching staff must have completed their course file and the Laboratory equipments are sufficient.	Staff members completed their course file and got verified with HoDs and principal.
The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.	In all the departments NPTEL online certification was received by both the students and staff
The chairperson discussed about the Academic council meeting for this odd semester.	Academic council meeting conducted by the coordinator.
The chairperson discussed about the updating of the NBA related documents.	In all the departments the respective HOD's were verified the NBA related documents
IQAC Coordinator insisted Training and Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.	Training and Placement cell conducted more number of programs to the students to achieve their goal in the campus interview.
The chairperson suggested to contact the passed out students and form alumni association and share their ideas and views in placement.	HODs discussed with their passed out students and were asked to form association meeting.

The committee instructed the HODs to encourage their department staff members to participate in Various Faculty Development Programmes.	Staff from the entire department attended more number of FDP at various colleges.
HOD's discussed about their students visit to Industries for gaining practical knowledge	All the department students were sent for Industrial visit as per the schedule.
Review of Academic Results.	Academic results were discussed and necessary steps were taken to improve the results by conducting tutorial classes.
Internal assessment exam and the question paper setting.	Exam cell conducted the internal assessment exam with fare manner.
The committee members suggested conducting the value added program for the odd semester.	In all the departments Value added courses were conducted for the students.
The committee members insist to categories the slow learners and fast learners.	Slow learners and fast learners categorized and separate coaching has arranged.

  
**IQAC Coordinator**

  
**Principal**  
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05.12.2018

## CIRCULAR (IQAC)

### MIET/IQAC/CIR/2018-2019/ EVEN1

The Second Internal Quality Assurance Cell meeting for the academic year 2018-2019 even semester will be convened on 11/12/2018 at 11.30 a.m in the Principal conference hall. All the IQAC members are hereby informed to attend the meeting without fail.

#### Agenda for the Meeting:

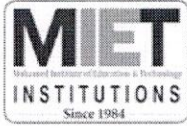
- 1) Review of previous minutes of Meeting.
- 2) NBA- Accreditation Process.
- 3) Review of Academic calendar for 2018-2019 even semester
- 4) Final Year project work.
- 5) Symposium in all the departments.
- 6) Pending laboratory procurement for Anna University Regulation.
- 7) Open Elective courses.
- 8) NPTEL online course
- 9) Faculty and students participation in conference.
- 10) Motivational Program on Competitive exams
- 10) Training and Placement Cell.
- 11) Staff Journal and patent publication
- 12) Class committee meeting and students Feedback.
- 13) Certificate courses for the students.
- 14) Academic and Administrative Audit by IQAC.

  
IQAC Coordinator

  
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Copy to:

- 1) The chairman for the kind information.
- 2) HOD's-to be circulated to all faculty members
- 3) All IQAC Committee members
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## **M.I.E.T. ENGINEERING COLLEGE**

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13.12.2018

### **Minutes of the Internal Quality Assurance Cell Meeting**

#### **M.I.E.T/IQAC/MoM/2018-2019/2**

The First IQAC meeting for this academic year 2018-2019 even semester was conducted on 11/12/2018 at 11.30 a.m in the IQAC chamber along with its executive body members. All the IQAC members are asked to attend the meeting without fail.

#### **Agenda for the Meeting:**

- 1) Review of previous minutes of Meeting.
- 2) NBA- Accreditation Process.
- 3) Review of Academic calendar for 2018-2019 even semester
- 4) Final Year project work.
- 5) Symposium in all the departments.
- 6) Pending laboratory procurement for Anna University Regulation.
- 7) Open Elective courses for the even semester.
- 8) NPTEL online course.
- 9) Faculty and students participation in conference.
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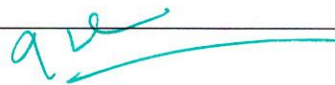




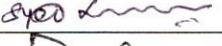

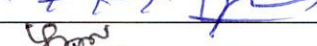


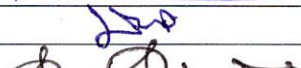
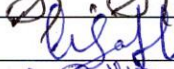











### Points Discussed:

- ❖ The Chair person reviewed the previous minutes of Meeting.
- ❖ The Chair person reviewed the Institution Academic Calendar for 2018-2019 even semester and suggested directions to incorporate the skill based technical programs in the individual department calendar.
- ❖ The Chairperson discussed about the improvement of NBA accreditation process work which is expected by the month of JULY 2019.
- ❖ The HOD's from the entire department finalized the date to conduct symposium.
- ❖ The committee instructed the HOD's to encourage their department students to complete their Project work with proper rubrics and evaluation procedure.
- ❖ Senior faculty members suggested the HOD's to involve their students and staff to participate in International and National conference.
- ❖ IQAC Coordinator insisted Training and Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.
- ❖ The committee insisted the faculty to use innovative teaching method during their course delivering to enhance the students learning capability.
- ❖ The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.
- ❖ HOD's were asked to check for the procurement of lab equipments as per the Anna University Regulation.
- ❖ The committee insisted the faculty to chose the valuable and effective open elective for the even semester.
- ❖ The committee instructed the HOD's to encourage their department staff members to participate in Various Faculty Development Programmes.
- ❖ The committee instructed the HOD's to confirm that the teaching staff must have completed their course file and the Laboratory equipments are sufficient.
- ❖ The Chairperson insist all the faculties to publish their work in the Scopus index journal.
- ❖ One of the student members insisted to conduct spoken tutorial classes for students.
- ❖ The committee members discussed about the Journal publication for staff members.
- ❖ The chair person instructed the HOD's to take open elective courses as per the students choice.
- ❖ Review of Academic Results.

  
IQAC Coordinator

**Principal**  
PRINCIPAL  
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		Dr.M.Murugesan	
3	Three to eight teachers – all level	Dr.K.Ramesh	
		Mr.B.Sekar	
		Mr.E.Muthukumaran	
		Ms.P.Delphine Mary	
		Ms.S.Shanmugapriya	
		Mr.G.Sathish Kumar	
		Dr.V.Rethinagiri	
4	One member from the Management	Dr.A.Sirajudeen, M.B.B.S.,DA	
5	Nominee from Alumni	Mr.V.Karthik	
	Nominee from local society	Prof.Dr.M.A.Mustafa Kamal	
	Nominee from Student	Mr.T.K.Mayakannan	
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22.03.2019

## IQAC Action taken Report

M.I.E.T/IQAC/ATR/2018-2019/2

Plan of Action	Action Taken
The Chairperson discussed about the improvement of NBA accreditation process work which is expected by the month of JULY 2019.	Faculty members were encouraged and motivated to do their accreditation process work by the principal.
The committee instructed the HOD's to encourage their department students to complete their Project work within the time.	All the final year students were completed their project as per the academic calendar without any deviation.
HOD's were asked to check for the procurement of lab equipments as per the Anna University Regulation.	Lab equipment deficiency was checked and replaced as per the Anna university regulation.
One of the student member insisted to conduct spoken tutorial classes for students	Spoken tutorial classes was conducted for all the students who were interested.
IQAC members requested the all heads of the departments to organize both Value added and Add-on courses for the students.	Value added and Add on courses for the students were conducted in the entire department.
Alumni suggested the training and placement department to conduct awareness programme for placement in all the departments.	Gate awareness program was conducted for all the students. Programmes such as Presentation skill and Vedic maths were also organized for all the students.
IQAC Coordinator insisted Training and Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.	Students were placed in reputed companies

Plan of Action	Action Taken
The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.	In all the departments NPTEL online certification was received by both the students and staff
The committee instructed the HODs to encourage their department staff members and the students to participate in Various Faculty Development Programmes and the conferences.	Staff and the students from various the department attended FDP conferences and workshop at various colleges.
It was encouraged to conduct class committee meeting to get feedback from the students.	Feedback from the students were collected and reviewed in the class committee meeting.
The committee members discussed about the Journal publication for staff members.	More number of Journals was published by the staff members in the various national and international journals.
The committee members insist to conduct the regular Academic and Administrative Audit.	The regular Academic and Administrative Audit were conducted and discussed with the principal.
Senior faculty members suggested the HOD's to involve their students and staff to participate in International and National conference.	Faculty participated in conference and also encouraged to do more paper presentation. Students participated in paper presentation and symposium at various colleges.

*S. S. Sankar*  
IQAC Coordinator

*a. k.*  
Principal  
PRINCIPAL  
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