

M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.
Email: principalengg@miet.edu, contact@miet.edu
Website: - www.miet.edu

Ph: 0431 - 2660 303

03.06.2019

INTERNAL QUALITY ASSURANCE CELL

Circular

MIET/IQAC/CIR/2019-2020/1

The Internal Quality Assurance Cell meeting for the academic year 2019-2020 odd semester will be convened on 07/06/2019 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 2019-2020 odd semester.
- 3) Visit of the NBA team.
- 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.

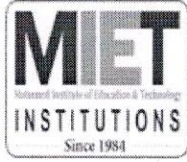

IQAC Coordinator

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
SUNDUR, TIRUCHIRAPPALLI - 620 007



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07.06.2019

Minutes of the Internal Quality Assurance Cell Meeting

M.I.E.T/IQAC/MoM/2019-2020/1

The First IQAC meeting for this academic year 2019-2020 odd semester was conducted on 07/06/2019 at 10.30 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:

- 1) Review of previous minutes of Meeting.
- 2) Review of Academic calendar for 2019-2020 odd semester.
- 3) Visit of the NBA team.
- 4) Academic Council Meeting.
- 5) Library activities.
- 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 Individual department calendar for 2019-2020 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.




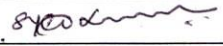
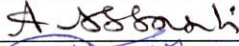


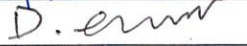

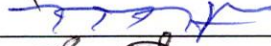

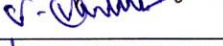





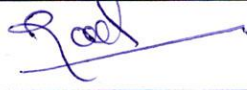

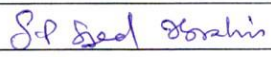




- ❖ The principal insist to take more concentration on the Academic council meeting for this odd semester.
- ❖ The committee insisted the faculty members to take more concentration in the program files and criterion file of the NBA documents.
- ❖ The committee insisted that the upgrade of the library books and other data books.
- ❖ 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.
- ❖ 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.
- ❖ 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.


IQAC Coordinator

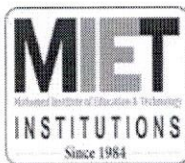

Principal
PRINCIPAL
MIET ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPALI - 620 007

19-20 odd

SUAC

Sl.No	Composition Criteria Specified by NAAC	Members Name	Signature
1	Chair person: Head of the institution	Dr.X.Susan Christina	
2	A few senior administrative officers	Dr.U.SureshKumar	
		Dr.V.Chandrasekar	
		Dr.A.Suresh Kumar	
		Dr.S.Syed Zahirullah	
		Dr.A.Abbas Ali	
		Dr.R.Saravanan	
		Dr.P.MohanRaj	
		Dr.D.Saravanan	
3	Three to Eight Teachers- All level	Dr.T.Prabhakaran	
		Dr.M.Murugesan	
		Dr.S.Shanmugapriya	
		Dr.Rethinagiri	
		Mr.E.Muthukumaran	
		Mr.Sathish kumar	
		Ms. P.Delphine Mary	
		Mr.B.Sekar	
4	One member from the management	Dr.A.Sirajudeen, M.B.B.S.,DA	
5	Nominee from local society	Prof.Dr.M.A.Mustafa Kamal	
	Nominee from Students	Mr.T.K.Mayakannan	
	Nominee from Alumni	Dr.S.P.Syed Ibrahim	
6	Nominee from Employer	Mr.A.Ahamadullah	
	Nominee from Industrialist	Er.A.Siddique Ahamed	
	Nominee from Parent	Mr.N.Abdul Rahuman	
7	IQAC Coordinator	Dr.A.Abbas ali	

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04.10.2019


IQAC Action taken Report

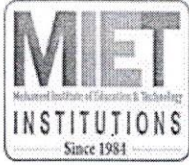
M.I.E.T/IQAC/ATR/2019-2020/1

Plan of Action	Action Taken
The Committee discussed about the completion status of NBA documents during the visit.	In all the departments the respective HOD's were verified the NBA related documents. The expert team visited the campus from 19 th to 21 st July 2019 and granted NBA for the Department of CSE, EEE and MECHANICAL.
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 committee members insist to conduct the regular Academic and Administrative Audit.	The regular Academic and Administrative Audit were conducted and discussed with the principal.

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.


IQAC Coordinator


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09.12.2019

INTERNAL QUALITY ASSURANCE CELL

Circular

MIET/IQAC/CIR/2019-2020/2

The Second Internal Quality Assurance Cell meeting for the academic year 2019-2020 even semester will be convened on 11/12/2019 at 11.00 a.m in the Principal conference hall. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda

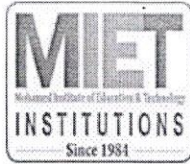
- 1) Review of previous minutes of Meeting.
- 2) Review of Academic calendar for 2019-2020 even semester.
- 3) NAAC- Accreditation Process.
- 4) Final Year project work.
- 5) Symposium in all the departments.
- 6) Pending laboratory procurement for Anna University Regulation.
- 7) Open Elective courses.
- 8) Certificate courses for the students.
- 9) Faculty and students participation in conference.
- 10) Motivational Program on Competitive exams
- 10) Training and Placement Cell activities.
- 11) Staff Journal and patent publication.
- 12) Class committee meeting and students Feedback.
- 13) Academic and Administrative Audit by IQAC.
- 14) Sports day Celebrations.


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.


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11.12.2019

Minutes of the Internal Quality Assurance Cell Meeting

M.I.E.T/IQAC/MoM/2019-2020/2

The Second Internal Quality Assurance Cell meeting for the academic year 2019-2020 even semester will be convened on 11/12/2019 at 11.00 a.m in the Principal conference hall. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda

- 1) Review of previous minutes of Meeting.
- 2) Review of Academic calendar for 2019-2020 even semester.
- 3) NAAC- Accreditation Process.
- 4) Final Year project work.
- 5) Symposium in all the departments.
- 6) Pending laboratory procurement for Anna University Regulation.
- 7) Open Elective courses.
- 8) Certificate courses for the students.
- 9) Faculty and students participation in conference.
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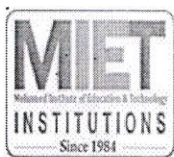
Points Discussed:

- ❖ The Chair person reviewed the previous minutes of Meeting.
- ❖ The Chair person reviewed the Institution Academic Calendar for 2019-2020 even semester and suggested directions to incorporate the skill based technical programs in the individual department calendar.
- ❖ The Chairperson discussed about the improvement of NAAC accreditation process work which is expected to get A++ for the institution.

- ❖ The committee instructed the HOD's to encourage their department students to complete their Project work with proper rubrics and evaluation procedure.
- ❖ The HOD's from the entire department finalized the date to conduct symposium.
- ❖ HOD's were asked to check for the procurement of lab equipments as per the Anna University Regulation.
- ❖ 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 chair person instructed the HOD's to take open elective courses as per the students choice.
- ❖ The committee insisted the faculty to use innovative teaching method during their course delivering to enhance the students learning capability and the conduction of certificate courses in all the departments.
- ❖ The committee instructed the HOD's to encourage their department staff members to participate in Various Faculty Development Programmes.
- ❖ The Chairperson insist all the faculties to publish their work in the Scopus index journal.
- ❖ 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 Chairperson insist to conduct number motivational program for the student to face the competitive exam.
- ❖ Senior faculty members suggested the HOD's to involve their students and staff to participate in International and National conference.
- ❖ The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.
- ❖ The committee members insist to publish more number of research articles by using the final year project.
- ❖ The Chairperson discussed the conduction of sports day celebration for the Academic Year 2019-20.
- ❖ Reviewed the other Academic activities.


IQAC Coordinator


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12.03.2020

IQAC Action taken Report

M.I.E.T/IQAC/ATR/2019-2020/2

Plan of Action	Action Taken
The Chairperson discussed about the improvement of NAAC accreditation process work which is expected to get A++ for the institution.	Principal delivered his idea to proceed NAAC Accreditation process.
The HOD's from the entire department finalized the date to conduct symposium.	Symposium was conducted for all the departments on
HOD's were asked to check for the procurement of lab equipments as per the Anna University Regulation.	Academic audit was conducted and verified by the IQAC members.
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 vedicmaths were also organized for all the students.
The chair person instructed the HOD's to take open elective courses as per the students choice.	For the final year and the pre-final year students open elective were chosen by the department.
The committee instructed the HOD's to encourage their department staff members to participate in Various Faculty Development Programmes.	Staff from all the department attended FDP and workshop at various colleges

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.
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.


IQAC Coordinator


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