

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

07.06.2017

INTERNAL QUALITY ASSURANCE CELL

Circular

MIET/IQAC/CIR/2017-2018/ 1

The first Internal Quality Assurance Cell meeting for the academic year 2017-2018 odd semester will be convened on 07/06/2017 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:

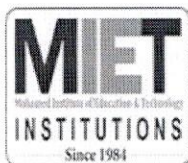
- 1) Introduction of IQAC members.
- 2) Review of Academic calendar for 2017-2018 odd semester
- 3) Academic Council Meeting.
- 4) NBA- Accreditation Process.
- 5) Innovation in Teaching and Learning methods.
- 6) Internal Assessment test and question paper setting.
- 7) Faculty Activities and Achievements.
- 8) Regulation 2017-Anna University.
- 9) Research and Development Activities.
- 10) First Year Motivational Programme.
- 11) Class Committee Meeting and Students Achievements.
- 12) NPTEL online course.
- 13) Value added courses and certificate courses.
- 14) Training and Placement Cell activities.
- 15) Academic and Administrative Audit by 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.


Chair Person
PRINCIPAL
MIET ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI - 620 007



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07.06.2017

Minutes of the Internal Quality Assurance Cell Meeting

M.I.E.T / IQAC / MoM /2017-2018/ 1

The First IQAC meeting for this academic year 2017-2018 odd semester was conducted on 07/06/2017 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 for the Meeting:

- 1) Introduction of IQAC members.
- 2) Review of Academic calendar for 2017-2018 odd semester
- 3) Academic Council Meeting.
- 4) NBA- Accreditation Process.
- 5) Innovation in Teaching and Learning methods.
- 6) Internal Assessment test and question paper setting.
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- 11) Class Committee Meeting and Students Achievements.
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- 13) Value added courses and certificate courses.
- 14) Training and Placement Cell activities.
- 15) Academic and Administrative Audit by IQAC.

Points discussed:


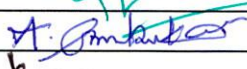

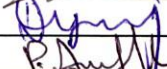
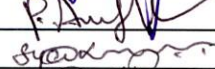
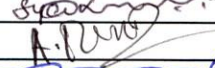

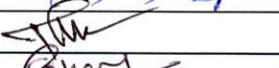
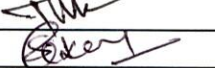
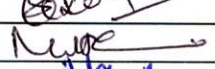
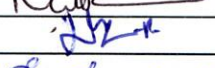

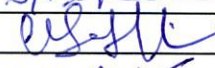
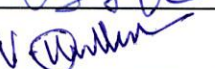






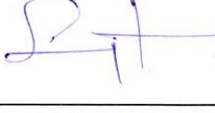

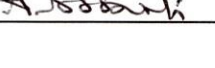
- ❖ The Chair person introduced all the IQAC members for the academic year 2017-18 and she explain the prime responsibility of IQAC to initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in institutions and colleges.
- ❖ The Committee discussed about the need of IQAC in the institute and insisted the HOD's to implement the points discussed in the meeting.
- ❖ Institution Academic Calendar for 2017-2018 odd semester and gave directions to incorporate the skill based technical programs in the individual department calendar.
- ❖ The principal insist to take more concentration on the Academic council meeting for this odd semester.
- ❖ The HOD's from various department insisted to initiate the NBA Accreditation Process and work toward it.
- ❖ Senior faculty members suggested conducting National Level Workshop to educate students in a practical manner.
- ❖ The Principal insist all HOD's to follow the Regulation-2017 (Choice Based Credit System-CBCS) with new curriculum and Syllabus for the Academic Year 2017-18.
- ❖ The committee has insisted the HOD's should make sure the follow up of the academic calendar.
- ❖ The committee has insisted to conduct regular Class Committee meeting for the students and get feedback for the better improvement.
- ❖ The committee has insisted the faculty to use innovative teaching method during their course delivering to enhance the students learning capability.
- ❖ The committee has insisted the faculty members to take more concentration on the Certificate courses and add-on courses in their respective departments.
- ❖ The management representative discussed about the NPTEL online certification participants for staff and students in all the departments.
- ❖ 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 committee members discussed about the schedule for first year Motivational programme.
- ❖ The committee has insisted to conduct regular Parents Teachers Meeting.
- ❖ HOD's discussed about their students visit to Industries for gaining practical knowledge.

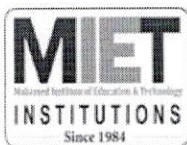
- ❖ It was encouraged to conduct Social welfare activities and awareness programme for rural people through YRC and NSS.
- ❖ The industry expert extended their support for the activities related to Research and Development.
- ❖ IQAC Coordinator insisted Training and Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.
- ❖ The committee 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.
- ❖ The committee has insisted to arrange staff orientation program, and also make sure to submit their personal appraisal form.
- ❖ The committee members insist all the faculties to maintain all the documents for the Academic and Administrative Audit which will be conducted by IQAC.
- ❖ The committee has insisted to make well defined perspective plans and the deployment.
- ❖ IQAC Coordinator insisted to conduct the internal exam with stick to the academic calendar.


IQAC Coordinator


Chair person
PRINCIPAL
MIET ENGINEERING COLLEGE
SUNDUR, TIRUCHIRAPALI - 620 007

The composition of Internal Quality Assurance Cell (IQAC) has been constituted for the academic year 2017-2018 and it as follows.

Sl. NO	Composition Criteria Specified by NAAC	Members Name	Designation	Signature
1	Chairperson- Head of the Institution	Dr. X.Susan Christina	Principal	
2	A few senior administrative officers	Dr.A.Prabhakaran	Hod-Civil	
		Dr.U.Suresh Kumar	Hod-EEE	
		Dr.D.Yuvaraj	Hod-CSE	
		Dr.P.Aranganathan	Hod-MBA	
		Dr.S.Syed Zahirullah	Hod-DASH	
		Dr.A.Anbarasu	HoD/Mech	
		Dr.M.Murugesan	Librarian	
3	Three to eight teachers –all level	Mr. T.Prabakaran	Asst.Prof/Mech	
		Mr.B.Sekar	Asst.Prof/Civil	
		Mr.E.Muthukumaran	Asst.Prof /EEE	
		Ms.P.Delphine Mary	Asst.Prof /ECE	
		Dr.S.Shanmugapriya	Asst.Prof /CSE	
		Mr.G.Sathish Kumar	Asst.Prof /MBA	
		Dr.V.Rethinagiri	Asso.Prof/Chemistry	
4	One member from the Management	Dr.A.Sirajudeen, M.B.B.S.,DA	Doctor	
5	Nominee from Alumni	V.Karthik	Assistant Loco Pilot Level 2, Indian Railways - Chennai.	
	Nominee from local society	Prof.Dr.M.A.Mustafa Kamal	Principal(Retired), Periyar EVR College, Trichy	
	Nominee from Student	Ms. T.Tabassum Siddiqua.	III Yr, B.E/ECE.	
6	Nominee from Employer	Mr.A.Ahamadullah	Rtd District Judge, Trichy	
	Nominee from Industrialist	Er.A.Siddique Ahamed	MangingPartner, BharakathIndustries, Thuvakudi, Trichy.	
	Nominee from Parent	Dr.A.Mohamed Ibraheem	Vice Principal, Jamal Mohamed College, Trichy	
7	IQAC coordinator	Dr.A.Abbasali	Prof/Chemistry	



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25.10.2017

IQAC Action taken Report

M.I.E.T/IQAC/ATR/2017-2018/1

Plan of Action	Action Taken
The IQAC coordinator requested the committee members to plan for National level seminar and guest lectures in our college campus.	National level seminar and guest lectures was conducted in all the departments. In ECE department National Level seminar on “Terahertz Communication :next frontier for wireless communication” was conducted which was sponsored by ISRO Bangalore on 18 th and 19 th august 2017.
The Principal insist all HOD’s to follow the Regulation-2017 (Choice Based Credit System-CBCS) with new curriculum and Syllabus for the Academic Year 0217-18.	First year HOD conducted bridge course and clarify the regulation-2017 to all the first semester students.
The chairperson suggested to all the heads of the departments to confirm that the teaching staff must have completed their course file and the Laboratory equipments are sufficient.	All the teaching staff must have completed their course file and the Laboratory equipments are sufficient.
The committee members insist to conduct the regular class committee meeting for all the departments.	The regular class committee meeting was conducted in all the departments and the feed backs were collected and discussed by the principal
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 all the departments.
IQAC Coordinator insisted Training and	In the circuit branches some of the Students

Placement cell to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives.	were placed in reputed companies
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 HOD's to encourage their department staff members to participate in Various Faculty Development Programmes.	Most of the Staff from various departments has attended FDP at various colleges.
It was encouraged to conduct parent teacher meet and to get feedback from student	Feedback from the students were collected and reviewed.
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.
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.

A. S. S. S. S.
IQAC Coordinator

A. S. S. S. S.
Chair Person
PRINCIPAL
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GUNDUR, TIRUCHIRAPALI - 620 007



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14.12.2017

INTERNAL QUALITY ASSURANCE CELL

Circular

MIET/IQAC/CIR/2017-2018/2

The Second Internal Quality Assurance Cell meeting for the academic year 2017-2018 even semester will be convened on 21/12/2017 at 11.30 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:

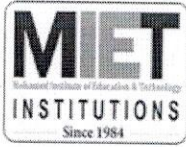
- 1) Review of previous minutes of Meeting.
- 2). Review of Academic calendar for 2017-2018 even semester.
- 3) Academic Council Meeting.
- 4) NBA- Accreditation Process
- 5) Symposium in all the departments.
- 6) Project work – Final Year.
- 7) Faculty and students participation in conference.
- 8) Training and Placement Cell.
- 9) Research and Development Activities.
- 10) Staff Journal and patent publication.
- 11) Innovation in Teaching and Learning methods.
- 12) NPTEL online course and value added courses.
- 13) Class Committee Meeting and Students Achievements.
- 14) Academic and Administrative Audit by IQAC.


IQAC Coordinator

Copy to:

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


Chair Person
PRINCIPAL
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22.12.2017

Minutes of the Internal Quality Assurance Cell Meeting

M.I.E.T/IQAC/MOM/2017-2018/2

The First IQAC meeting for this academic year 2017-2018 even semester was conducted on 21/12/2017 at 11.30 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 2017-2018 even semester.
- 3) Academic Council Meeting.
- 4) NBA- Accreditation Process
- 5) Symposium in all the departments.
- 6) Project work – Final Year.
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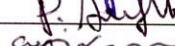

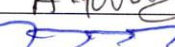



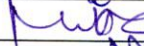












Points Discussed:

- ❖ The Chair person reviewed the Institution Academic Calendar for 2017-2018 even semester and suggested directions to incorporate the skill based technical programs in the individual department calendar.
- ❖ The Committee discussed about the need of NBA accreditation work status with the HoD's of all the department.
- ❖ The HOD's from the entire department finalized the date to conduct National level technical symposium.

- ❖ Senior faculty members suggested the HOD's to involve their students and staff to participate in International and National conference.
- ❖ The principal reviewed the Academic council meeting held in the odd semester.
- ❖ The principal insist all the HOD's to take keen interest for the NBA process and the related criteria works. Also they are advised to take more concentration to complete the Program files related to NBA.
- ❖ 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 has insisted to conduct regular Class Committee meeting for the students and get feedback for the better improvement.
- ❖ The committee instructed the HOD's to encourage their department students to complete their Project work with proper rubrics and evaluation procedure.
- ❖ 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.
- ❖ Alumni suggested the training and placement department to conduct awareness programme for placement in all the departments.
- ❖ 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 industry expert extended their support for the activities related to Research and Development.
- ❖ It was encouraged to conduct parent teacher meet and to get feedback from students.
- ❖ 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 industry expert extended their support for the activities related to Research and Development.
- ❖ The committee members insist all the faculties to maintain all the documents for the Academic and Administrative Audit which will be conducted by IQAC.


IQAC Coordinator


Chair person
PRINCIPAL
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		Dr.D.Yuvaraj	
		Dr.P.Aranganathan	
		Dr.S.Syed Zahirullah	
		Dr.A.Anbarasu	
		Dr.M.Murugesan	
3	Three to eight teachers – all level	Mr.T.Prabakaran	
		Mr.B.Sekar	
		Mr.E.Muthukumaran	
		Ms.P.Delphine Mary	
		Dr.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	V.Karthik	
	Nominee from local society	Prof.Dr.M.A.Mustafa Kamal	
	Nominee from Student	Ms.T.TabassumSiddiqua	
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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03.04.2018

IQAC Action taken Report

M.I.E.T/IQAC/ATR/2017-2018/2

Plan of Action	Action Taken
The Committee discussed about the need of NBA accreditation work status with the HOD's of all the department.	The department categorized the criteria work and the status of completion was monitored by their respective HOD's.
The HOD's from all the department finalized the date to conduct symposium.	Symposium was conducted for the entire department on 24/02/18.
One of the student member insisted to conduct spoken tutorial classes for students	Spoken tutorial classes were 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 vedicmaths 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 various reputed companies.
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 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
The committee members insist to conduct the regular class committee meeting for all the departments.	The regular class committee meeting was conducted in all the departments and the feed backs were collected and discussed by the principa.
It was encouraged to conduct parent teacher meet and to get feedback from student	Feedback from the students were collected and reviewed.
The committee members discussed about the Journal publication for staff members.	More number of Journals was published by the staff members in various journals.
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.

A. S. Sathish
IQAC Coordinator

[Signature]
Chair Person
PRINCIPAL
MIET ENGINEERING COLLEGE
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