



St. MICHAEL

COLLEGE OF ENGG. & TECH.,

(An ISO 9001:2015 Certified Institution)

(Approved by AICTE, New Delhi, & Affiliated to Anna University, Chennai.)

Kalayarkoil - 630 551, Sivagangai Dist., Ph. : 04575-232010

Email : info@smcet.edu.in

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Ln. Dr. V. Michael
Founder

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2017-2018/2

The Second Internal Quality Assurance Cell(IQAC) meeting for the academic year 2017-2018, even semester was held on 11-12-2017 at 10.30 a.m. with the following agenda items being discussed.

AGENDA

1. Welcome address
2. Review of previous minutes of meeting
3. Review of Academic calendar for 2017-2018 even semester
4. NAAC Accreditation Process
5. Project work for final years
6. Mentoring system
7. Training and Placement cell
8. Research and department activities
9. Staff Journals and Patent Publications
10. Academic and Administrative Audit by IQAC
11. Vote of Thanks

Copy to:

- The chairperson for kind information
- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File




PRINCIPAL
ST. MICHAEL COLLEGE OF ENGG & TECH
St. Santhiyakaper Nagar,
Kalayarkoil - 630551
Sivaganga District, Tamil Nadu



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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The meeting's agenda was explained by the chairperson, who also greeted the group. The discussion in the meeting focused on the following issues.
- The Principal demanded that all HODs show a serious interest in the NAAC procedure and the accompanying work on criteria. Additionally, it is encouraged that they focus more to finish the NAAC programme files.
- The IQAC Coordinator proposed that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.
- The committee requested that class committee meetings be held on a regular basis so that students may provide comments and make improvements.
- The Committee gave the HODs instructions on how to encourage the students in their departments to finish their projects using the correct rubrics and assessment processes.
- In order to improve students' capacity for learning, the Committee urged that the Faculty adopt cutting-edge teaching techniques while delivering courses.
- The committee members discussed the Journal publication for staff members.
- The IQAC coordinator emphasised the value of clubs, groups, and organisations organising events. a request was made to all the academics to plan new programmes.
- The Committee recommended that faculty members (Mentors) encourage students to learn about new concepts and technologies as well as teach them moral ethics so that they can develop into good people. This is because, on the one hand, technology is developing at an increasingly rapid rate while, on the other, moral values are eroding.
- Alumni recommended that the training and placement department run a placement awareness session for all the departments.
- The committee members gave orders to all of the faculties to keep all records in order for IQAC to perform an academic and administrative audit.

IQAC COORDINATOR
IQAC - COORDINATOR

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CHAIRPERSON

ST. MICHAEL COLLEGE OF ENGG & TECH
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Meeting No: 2

Date & Time: 11-12-2017 at 10.30 a.m

| IQAC MEMBERS (2018 – 2019) | | | | |
|------------------------------|---------------------------|---|---------------------------------------|---------------|
| Sl. No. | Name of the IQAC Member | Designation | Representation from | Signature |
| Chairperson | | | | |
| 1. | Dr. V.G.GOPINATH | Principal | Head of the Institution / Chairperson | V.G. Gopinath |
| Members | | | | |
| 2. | Dr. S. BRIDGET NIRMALA | C.E.O. | Management | |
| 3. | Dr. S. KARPAGAM | Academic Director | Senior Professor | |
| 4. | Dr. S.RAJANARAYANAN | Professor / BIOTECH | Teachers | |
| 5. | Dr. M. B. GEETHA | Professor / CHEMICAL | Teachers | |
| 6. | Dr. K.MATHAN KUMAR | Professor / PHYSICS | Teachers | |
| 7. | Dr. A.ARPUTHAPRAGASAM | Professor / ENGLISH | Teachers | |
| 8. | Dr. S.KARTHIK BABU | Professor / MBA | Teachers | |
| 9. | Mrs. A.THAMARAI MUTHUMANI | Associate Professor / CSE | Teachers | |
| 10. | Mrs. P.MATHUMATHI | Assistant Professor / EEE | Teachers | |
| 11. | Mr. S.NAGARAJAN | Assistant Professor / MECH | Teachers | |
| 12. | Mr. K.SURESH | Assistant Professor cum A.O | Administrative Officer | |
| 13. | Mrs. JACULINE ALEXANDER | Social Welfare | Local Society/Trust | |
| 14. | Mr. M. ARUNKUMAR | Biotech Student Batch (2016-2020) | Student | |
| 15. | Mrs. L. DEVI | Asst. Prof. / CSE | Alumni | |
| 16. | Ms. SARAL | Managing Director, Senthil Auto Consulting, Kalayarkoil | Employer | |
| 17. | Mr. A.K.B.NAWAS BABU | Managing Director, S.A .Knit Wears Pvt. Ltd., | Industrialists | |
| 18. | Mr. D. MUKESH SHARMA | Father of M. Arunkumar, Biotech, Batch (2016-2020) | Stakeholders | |
| Coordinator | | | | |
| 19. | Mr. K.PETCHIAPPAN | Professor / CSE | Coordinator | |

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 IQAC - COORDINATOR
 ST MICHAEL COLLEGE OF ENGG. & TECH.
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 Kalayarkoil - 630551,
 Sivagangai District, Tamil Nadu.



CHAIRPERSON
 V.G. Gopinath
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 11-12-2017.

| PLAN OF ACTION | ACTION TAKEN |
|--|--|
| The Chairperson talked on how to make the NAAC accreditation process operate better. | The principal pushed and inspired the faculty to complete their work on the accreditation procedure. |
| The Committee requested that the HODs urge the students in their departments to submit their project work on time. | According to the academic calendar, all students in their senior year finished their projects. |
| It was urged for the Committee to hold class committee meetings and solicit student input. | Meetings of the class committee were held, and evaluations of student comments were gathered. |
| To attract more reputable organisations for On-Campus placement drives, the Principal insisted on the creation of a Training and Placement cell. | Students were placed in reputed companies. |
| MoU | Signed MoU with 11 companies. |
| The journal publication for employees was considered by the committee members. | More journals were published by the staff members. |
| Placement Activities | Soft Skill Training programs and Personality development programs were conducted for our third year and final year programs. |
| FDP | Faculty Development Programs were organized in various departments. |
| Student Feedback Analysis | IQAC has analyzed the feedback from the students every semester and based on the inputs necessary improvement measures were suggested. |
| Members of the committee were given instructions on how to perform the routine academic and administrative audit. | The routine Academic and Administrative Audit was completed and the Principal was consulted. |

IQAC COORDINATOR

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06-06-2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)

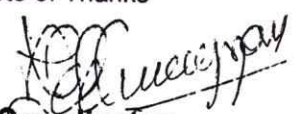
CIRCULAR

SMCET/IQAC/CIR/2017-2018/1

The first Internal Quality Assurance Cell(IQAC) meeting for the academic year 2017-2018, odd semester will be convened on 12-06-2017 at 10.30 a.m. in SMCET Board Room. All the IQAC members are hereby invited to attend the meeting without fail.

AGENDA

1. Welcome address
2. Academic calendar for 2017-2018, odd semester
3. Functioning of IQAC
4. Value Added Course
5. Internship & Final Year Project
6. Innovation in Teaching and Learning methods
7. Academic elective offering
8. MOU
9. First year Motivational / Induction Programme
10. Class Committee Meeting & Student achievements
11. Staff Participation & Publications
12. Promotional activities
13. Vote of Thanks


IQAC Coordinator

IQAC - COORDINATOR
ST. MICHAEL COLLEGE OF ENGG. & TECH.,
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Copy to:


- The chairperson for kind information
- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File




Chairperson

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MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2017-2018/1

The first Internal Quality Assurance Cell(IQAC) meeting for the academic year 2017-2018, odd semester was held on convened on 12-06-2017 at 10.30 a.m. in the SMCET Board room with the following agenda items being discussed.

AGENDA

1. Welcome address
2. Academic calendar for 2017-2018, odd semester
3. Functioning of IQAC
4. Value Added Course
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6. Innovation in Teaching and Learning methods
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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson gave a brief introduction to each member of the IQAC for the academic year 2017-2018 and emphasised that the main duty of the IQAC is to start, organise, and oversee different activities that are required to raise the standard of instruction provided in institutions and colleges.
- The Coordinator provided a briefing on how the IQAC operates. A centralised document repository was also mentioned by him as being necessary.
- The Principal issued instructions on how to combine the skill-based technical programmes and addressed the academic calendar for the institution's 2017-2018 odd semester.
- The IQAC decided to conduct a thorough analysis of the students' gender, rural/urban, government/management quota, religion/caste, medium of instruction, economic position, etc. in order to develop strategies for successfully meeting the different students' requirements.
- The members discussed creating a useful framework for the IQAC to concentrate on quality standards.
- The committee insisted the HODs to encourage their department staff members to participate in various Faculty Development Programmes.
- The implementation of the electives and value-added courses that were suggested at the previous meeting was discussed.
- The IQAC Coordinator explained the importance of organizing programs by various clubs, associations and societies. Requested all the faculty members to organize more programs.
- The Principal suggested the Training and Placement cell to strengthen the number of placements by bringing more number of reputed companies for On-Campus placement drives.
- The IQAC advised that faculty members publish at least one research paper year in journals that are indexed by SCOPUS, SCI, and the Web of Science.
- It was also decided to bring more MoUs for the benefits of students.
- The committee insisted the Faculty to use innovative teaching methods during their course delivery enhance the students learning capability



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- Senior faculty members suggested the HOD's to involve their students and staff to participate in International and National conferences.
- To assure accuracy in evaluation and enhance the evaluation system, the IQAC decided to perform an internal audit for each internal assessment.
- The committee members instructed all the faculties to maintain all the documents for the Academic and Administrative Audit which will be conducted by IQAC.


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Meeting No:1

Date & Time: 12-06-2017 at 10.30 a.m

| IQAC MEMBERS (2018 – 2019) | | | | |
|-----------------------------|----------------------------|---|---------------------------------------|-----------------------|
| Sl. No. | Name of the IQAC Member | Designation | Representation from | Signature |
| Chairperson | | | | |
| 1. | Dr. V.G.GOPINATH | Principal | Head of the Institution / Chairperson | V.G. Gopinath |
| Members | | | | |
| 2. | Dr. S. BRIDGET NIRMALA | C.E.O. | Management | |
| 3. | Dr. S. KARPAGAM | Academic Director | Senior Professor | S. Karpagam |
| 4. | Dr. S. RAJANARAYANAN | Professor / BIOTECH | Teachers | S. Rajanarayanan |
| 5. | Dr. M. B. GEETHA | Professor / CHEMICAL | Teachers | M. B. Geetha |
| 6. | Dr. K. MATHAN KUMAR | Professor / PHYSICS | Teachers | K. Mathan Kumar |
| 7. | Dr. A. ARPUTHAPRAGASAM | Professor / ENGLISH | Teachers | A. Arputhaprakasam |
| 8. | Dr. S. KARTHIK BABU | Professor / MBA | Teachers | S. Karthik Babu |
| 9. | Mrs. A. THAMARAI MUTHUMANI | Associate Professor / CSE | Teachers | A. Thamarai Muthumani |
| 10. | Mrs. P. MATHUMATHI | Assistant Professor / EEE | Teachers | P. Mathumathi |
| 11. | Mr. S. NAGARAJAN | Assistant Professor / MECH | Teachers | S. Nagarajan |
| 12. | Mr. K. SURESH | Assistant Professor cum A.O | Administrative Officer | K. Suresh |
| 13. | Mrs. JACULINE ALEXANDER | Social Welfare | Local Society/Trust | Jaculine Alexander |
| 14. | Mr. M. ARUNKUMAR | Biotech Student Batch (2016-2020) | Student | M. Arunkumar |
| 15. | Mrs. L. DEVI | Asst. Prof. / CSE | Alumni | L. Devi |
| 16. | Ms. SARAL | Managing Director, Senthil Auto Consulting, Kalayarkoil | Employer | Saral |
| 17. | Mr. A.K.B. NAWAS BABU | Managing Director, S.A. Knit Wears Pvt. Ltd., | Industrialists | A.K.B. Nawas Babu |
| 18. | Mr. D. MUKESH SHARMA | Father of M. Arunkumar, Biotech, Batch (2016-2020) | Stakeholders | D. Mukesh Sharma |
| Coordinator | | | | |
| 19. | Mr. K. PETCHIAPPAN | Professor / CSE | Coordinator | K. Petchiappan |

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 12-06-2017.

| PLAN OF ACTION | ACTION TAKEN |
|--|---|
| The Principal discussed the action plan for the academic year 2017-2018. | All the departments have been prepared and submitted the following, 1. Academic Schedule 2. Lesson Plan 3. Course Materials 4. Placement Schedule |
| Quality circle | A quality circle called IQAC has been established to assess internal audit. |
| The Committee recommended that HODs encourage staff members in their departments to take part in various faculty development programmes. | The majority of the workers from different departments have taken FDP at different institutions. |
| All HODs were contacted by IQAC members to arrange Value Added Courses for the students. | In all the disciplines, value-added courses for the students were offered. |
| Members of the committee insisted on carrying out the routine Academic and Administrative Audit. | The routine Academic and Administrative Audit was completed and the Principal was consulted. |
| The Principal insisted the Training & Placement cell to strengthen the number of placements by bringing more number of reputed companies for On-Campus placement drives. | Students were placed in reputed companies. |


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