



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

web : www.smcet.edu.in



Ln. Dr. V. Michael
Founder

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2018-2019/2

The Second Internal Quality Assurance Cell(IQAC) meeting for the academic year 2018-2019, even semester was held on 12-12-2018 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 2018-2019 even semester
4. Project work for final years
5. Training and Placement cell
6. Research and department activities
7. Class Committee meetings and student's achievements
8. Staff Journals and Patent Publications
9. Academic and Administrative Audit by IQAC
10. 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 chairperson gave a warm greeting to everyone present, went through the institution's academic calendar for the 2018-2019 academic year, and offered suggestions on how to include skill-based technical programmes in each department's calendar.
- 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 Committee requested that class committee meetings be held on a regular basis so that students may provide comments for future development.
- The Committee gave the HODs instructions on how to encourage the students in their department to finish their project work using the correct rubrics and assessment process.
- In order to improve students' capacity for learning, the Committee urged that the Faculty adopt cutting-edge teaching techniques while delivering courses.
- 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.
- Senior faculty members urged that HODs get their employees and students involved in attending national and international conferences.
- The IQAC Coordinator proposed that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.




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- Alumni recommended that the training and placement department run a placement awareness session for all the departments.
- The Principal gave all the HODs advice to require their academic members to write high impact publications in reputable, SCOPUS-indexed journals and to seek for funding to secure projects with DST, AICTE, CSIR, etc.

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
ST. MICHAEL COLLEGE OF ENGG. & TECH.,
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Sivagangai District, Tamil Nadu



CHAIRPERSON

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



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Meeting No: 2

Date & Time: 12-12-2018 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	J. 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	S. 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

IQAC COORDINATOR

IQAC - COORDINATOR

St. MICHAEL COLLEGE OF ENGG. & TECH.,

St. Sathiyakaver Nagar,

Kalayarkoil - 630 551,



CHAIRPERSON

PRINCIPAL

St. MICHAEL COLLEGE OF ENGG. & TECH.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 12-12-2018.

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 asked all HODs to encourage their department students to complete 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.
The Principal gave all of the HODs advice to require their faculty members to write high impact publications in reputable journals that are indexed by SCOPUS.	The employees wrote more publications in reputable, SCOPUS-indexed journals.
Faculty Development Programs	Faculty Development Programs were organized in various departments
Alumni suggested for conducting awareness program for all the departments	Life skill training programs were conducted for the students of all departments.
Student Feedback Analysis	Every semester, IQAC has examined the student comments and recommended the required improvement actions based on the input.
Value Added Courses	14 Value added courses were conducted in all departments.
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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V. G. Gopalan
CHAIRPERSON

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02-06-2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2018-2019/1

The first Internal Quality Assurance Cell(IQAC) meeting for the academic year 2018-2019, odd semester will be convened on 11-06-2018 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 2018-2019, odd semester
3. Functioning of IQAC
4. Faculty Development Program
5. Faculty Activities and Achievements
6. First year Motivational / Induction Programme
7. Class Committee Meeting & Feedback System
8. Value Added Course
9. Vote of Thanks


IQAC Coordinator

IQAC - COORDINATOR
ST. MICHAEL COLLEGE OF ENGG. & TECH.,
St. Santhiyakaper Nagar,
Kalayarkoil - 630551,
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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/2018-2019/1

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AGENDA

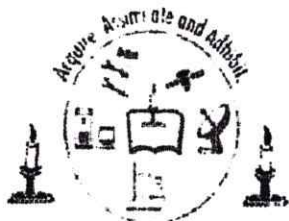
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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson gave a brief introduction to each member of the IQAC for the academic year 2018-2019 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 2018-2019 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 implementation of the electives and value-added courses that were suggested at the previous meeting was discussed.
- 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.
- To assure accuracy in evaluation and enhance the evaluation system, the IQAC decided to perform an internal audit for each internal assessment.

IQAC COORDINATOR

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CHAIRPERSON

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Meeting No:1

Date & Time: 11-06-2018 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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CHAIRPERSON

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 11-06-2018.

PLAN OF ACTION	ACTION TAKEN
The Principal discussed the action plan for the academic year 2018-2019.	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.
MoU signed.	MoU signed with 8 companies for this year.
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.


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CHAIRPERSON

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06-12-2017

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2. Review of previous minutes of meeting
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5. Project work for final years
6. Mentoring system
7. Training and Placement cell
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IQAC Coordinator

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Chairperson

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