



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

03-12-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2019-2020/2

The second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020, even semester will be convened on 10-12-2019 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. Review of previous minutes of meeting
3. Review of Academic calendar for 2019-2020 even semester
4. NAAC Accreditation Process
5. Mentoring System
6. Project work for final years
7. VAC
8. Faculty and Student participation in Symposium and Conference
9. Training and Placement cell
10. Faculty activities and achievements
11. Research and department activities
12. Staff Journals and Patent Publications
13. Academic and Administrative Audit by IQAC
14. Vote of Thanks


IQAC Coordinator

IQAC - COORDINATOR

ST. MICHAEL COLLEGE OF ENGG. & TECH.,

St. Santhiyakaper Nagar,
Kalayarkoil - 630551.

Sivagangai District, Tamil Nadu

Copy to:

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




Chairperson

PRINCIPAL

ST. MICHAEL COLLEGE OF ENGG & TECH

St. Santhiyakaper Nagar,

Kalayarkoil - 630551

Sivaganga District, Tamil Nadu




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2019-2020/2

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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The chairperson offered greetings, reviewed the institution's academic schedule for the semester of 2019-2020, and offered suggestions on how to include skill-based technical programmes in each department's calendar.
- The IQAC Annual report was presented by Prof. K. Petchiappan, Coordinator / IQAC.
- 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 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 for future development.




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- Faculty members are expected to increase their proficiency by participating in MOOCs, FDPs, and workshops.
- The Committee required the Faculty to employ cutting-edge teaching techniques throughout the delivery of their courses to improve the students' learning capacity.
- The Committee advised the HODs to encourage their department's students to finish their project work on time.
- 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

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CHAIRPERSON

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Ln. Dr. V. Michaeli
Founder

Meeting No: 2

Date & Time: 10-12-2019 at 10.30 a.m

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

IQAC COORDINATOR

IQAC - COORDINATOR
ST MICHAEL COLLEGE OF ENGG. & TECH.,
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Kalayarkoil - 630 551,
Sivagangai District, Tamilnadu.



CHAIRPERSON

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 10-12-2019.

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.
Faculty Publications	Some of our faculty published their research work in reputed peer reviewed journals.
The Committee requested that the HODs urge the students in their departments to submit their project work on time.	All the final year students completed their project work as per the academic calendar.
Faculty Development Program	By participating in MOOCs, attending FDP, STTP, and workshops, faculty members increased their competency.
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.	More articles were published in the SCOPUS indexed and reputed journals by the staff members.
The committee instructed the HODs to conduct FDP for this academic year.	For teaching and non-teaching faculty 6 FDPs were conducted for this year.
The members of the committee advised the faculty to provide value-added courses for all disciplines.	Value-added courses are being offered by all departments during the odd semester. For students in their second, third, and fourth UG and first and second PG years, value-added courses have been designed. Each department has scheduled a minimum of 32 hours for a course, including a 2-hour exam schedule, in their weekly regular timetable.
The Committee members instructed on conducting 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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07-06-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2019-2020/1

The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020, odd semester will be convened on 14-06-2019 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 2019-2020, odd semester
3. NAAC Accreditation Process
4. Faculty Development Program
5. Internal Assessment Test and question paper setting
6. Faculty Activities and Achievements
7. Value Added Course
8. Mentoring System
9. First year Motivational / Induction Programme
10. Placement
11. Class Committee Meeting & Feedback System
12. Club Activities & MoUs
13. Vote of Thanks


IQAC Coordinator

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

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Sivagangai District, Tamil Nadu

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Chairperson

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MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2019-2020/1

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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson welcomed everyone to the IQAC for the academic year 2019–2020, outlined the necessity for the committee in the organisation, and urged all HODs to put the meeting's discussions into practise.
- The Principal issued instructions on how to combine the skill-based technical programmes and addressed the academic calendar for the institution's 2019–2020 odd semester.
- The Committee suggested holding frequent meetings of the class committee so that the students could provide input and make improvements.
- The Committee has asked the faculty to introduce cutting-edge teaching techniques throughout the delivery of their courses in order to improve the students' capacity for learning.
- The Committee has advised the faculty to focus more on the value-added courses offered by their departments.
- The Committee members spoke about the first-year motivating program's timetable.
- The members of the committee advised setting up mentorship sessions for every type of student
- The Principal emphasised that all HODs should concentrate on MOUs with businesses and other institutions.
- The Principal tasked all HODs with organising club activities and inspiring the students to come up with original ideas.
- The Committee gave the HOD instructions to verify that the teaching staff's course files were finished and to make sure the laboratory equipment was adequate for conducting experiments.
- The Principal tasked all HODs with organising club activities and inspiring the students to come up with original ideas.

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.



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- The IQAC Chairman requested for the formation of an anti-ragging squad for the 2019-2020 academic year and instructed all heads to set up mentorship sessions that were effective for all student categories.
- The IQAC Coordinator requested that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.
- The members of the committee recommended classifying the students as quick and slow learners depending on how they performed in the test. The department would then need to set up coaching workshops for the fast learners and motivating classes for the slow learners.
- The Committee has suggested that more faculty members participate in quality-improvement programmes for new developing technologies.


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L.N. Dr. V. Michael
Founder

Meeting No:1

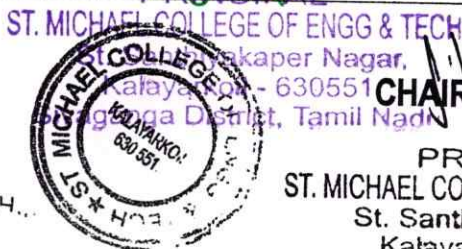
Date & Time: 14-06-2019 at 10.30 a.m

IQAC MEMBERS (2019 – 2020)

Sl. No.	Name of the IQAC Member	Designation	Representation from	Signature
Chairperson				
1.	Dr. S. KARPAGAM	Principal	Head of the Institution / Chairperson	
Members				
2.	Dr. S. BRIDGET NIRMALA	C.E.O.	Management	
3.	Dr. S. RAJANARAYANAN	Professor / BIOTECH	Teachers	
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11.	Mrs. JACULINE ALEXANDER	Social Welfare	Local Society/Trust	
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13.	Mrs. L. DEVI	Asst. Prof./ CSE	Alumni	
14.	Ms. SARAL	Managing Director, Senthil Auto Consulting Kalayarkoil	Employer	
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16.	Mr. D. MUKESH SHARMA	Father of M. Arunkumar, Biotech, Batch (2016-2020)	Stakeholders	
Coordinator				
17.	Mr. K. PETCHIAPPAN	Professor / CSE	Coordinator	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 14-06-2019.

PLAN OF ACTION	ACTION TAKEN
The Principal discussed the action plan for the academic year 2019-2020.	All the departments have been prepared and submitted the following, 1. Academic Schedule 2. Lesson Plan 3. Course Materials 4. Placement Schedule
Anti-Ragging squad	A squad has been organised to combat ragging. The group has designated a schedule to keep track of that..
The members of the committee insisted on holding the regularly scheduled class committee meeting for each department.	All departments participated in the normal class committee meeting, and the Principal gathered and discussed the criticism.
The IQAC Coordinator pressed on the creation of a Training and Placement cell to increase the number of placements by inviting more reputable businesses to campus recruitment events.	Some of the students were placed in reputed companies.
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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05-12-2018

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IQAC Coordinator




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