



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

04-12-2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2020-2021/2

The second Internal Quality Assurance Cell(IQAC) meeting for the academic year 2020-2021, even semester will be convened on 11-12-2020 at 10.30 a.m. in online mode. 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 2020-2021 even semester
4. Annual IQAC Presentation
5. Mentoring Process
6. Project work for final years
7. Faculty and Student participation in Symposium and Conference
8. Training and Placement cell
9. Faculty activities and achievements
10. Research and department activities
11. Class Committee meeting and student's achievements
12. Covid-19 SOP implementations
13. Vote of Thanks


IQAC Coordinator

IQAC - COORDINATOR

ST. MICHAEL COLLEGE OF ENGG. & TECH.,
St. Santhiyakaper Nagar,
Kalayarkoil - 630551,
Sivagangai District, Tamilnadu.

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/2020-2021/2

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IQAC MINUTES OF MEETING

POINTS DISCUSSED

Meet Link:

- The chairperson offered greetings, reviewed the institution's academic schedule for the semester of 2020–2021, 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 presentation of the IQAC Annual Report demonstrates the overall significance of the NAAC and its seven criteria in great detail. The IQAC Coordinator discussed the duties and accountability of the charges.
- The IQAC Coordinator emphasised the value of planning events by different clubs, groups, and organisations. 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.




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Founder

- 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 to urge the students in their departments to finish their project work on time.
- In order to improve students' capacity for learning, the Committee urged that the Faculty adopt cutting-edge teaching techniques while delivering courses.
- Alumni recommended that the training and placement department run a placement awareness session for all the departments.

IQAC COORDINATOR

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CHAIRPERSON

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Meeting No: 2

Date & Time: 11-12-2020 at 10.30 a.m

IQAC MEMBERS (2020 – 2021)

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. K. MATHAN KUMAR	Professor / PHYSICS	Teachers	
6.	Dr. A. ARPUTHAPRAGASAM	Professor / ENGLISH	Teachers	
7.	Dr. S. KARTHIK BABU	Professor / MBA	Teachers	
8.	Mrs. A. THAMARAI MUTHUMANI	Associate Professor / CSE	Teachers	
9.	Mr. E. RAJASEKARAN	Assistant Professor / EEE	Teachers	
10.	Mr. C. RAJESH	Assistant Professor / MECH	Teachers	
11.	Mr. K. SURESH	Assistant Professor cum A.O	Administrative Officer	
12.	Mrs. JACULINE ALEXANDER	Social Welfare	Local Society/Trust	
13.	Mr. LAKSHMANAN	CSE student Batch (2019 – 2023)	Student	
14.	Mrs. L. DEVI	Asst. Prof./ CSE	Alumni	
15.	Ms. SARAL	Managing Director, Senthil Auto Consulting Kalayarkoil	Employer	
16.	Mr. A.K.B. NAWAS BABU	Managing Director, S.A .Knit Wears Pvt. Ltd.,	Industrialists	
17.	Mrs. K. KAVITHA	Mother of K. Vaembarasi, Biotech, Batch:2018-2022	Stakeholders	
Coordinator				
18.	Mr. K. PETCHIAPPAN	Professor / CSE	Coordinator	

IQAC 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 11-12-2020.

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.
The Principal advised all the HODs to insist their faculty members to publish high impact articles in the SCOPUS indexed and reputed journals.	The employees wrote more publications in reputable, SCOPUS-indexed journals.
Club Activity	Collected and Analysed the last year club activities to strengthen for next academic year.
The Committee members discussed the Journal publication for staff members.	More Journals were published by the staff members.
Covid-19 preventive measures.	On behalf of IQAC and Management, a department wise coordinator has been assigned to monitor the same.
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.


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02-06-2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2020-2021/1

The first Internal Quality Assurance Cell(IQAC) meeting for the academic year 2020-2021, odd semester will be convened on 12-06-2020 at 10.30 a.m. in online mode. All the IQAC members are hereby invited to attend the meeting *without fail*.

AGENDA

1. Welcome address
2. Academic plan
3. NAAC Accreditation Process
4. Virtual / Online class
5. Internal Assessment Test
6. Online Courses for students
7. Faculty Activities and Achievements
8. Value Added Course
9. First year Motivational / Induction Programme
10. Placement
11. Awareness Programme on Covid 19
12. Vote of Thanks

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MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2020-2021/1

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IQAC MINUTES OF MEETING

POINTS DISCUSSED

Meet Link:

<https://us04web.zoom.us/j/9458966813?pwd=jqERxTMPsHR7PSI6k6VVzcQZ3Q>

- The Chairperson welcomed the gathering and briefed the meeting agenda.
- The IQAC Coordinator presented the events that IQAC has planned. During the academic year 2020–2021, he also emphasised the results of all the events planned for the benefit of teachers and students.
- As directed by the federal and state governments, the Committee has chosen to swiftly and effectively implement the Covid-19 preventative measures on campus.
- The Committee discussed the necessity of an IQAC in the institute and demanded that all HODs put the meeting's remarks into practise.
- The Principal offered instructions on how to combine the skill-based technical programmes and addressed the academic calendar for the institution for the odd-numbered semester of 2020–2021.
- The Committee suggested holding frequent meetings of the class committee so that the students could provide input and make improvements.
- 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.
- 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 discussed the schedule for the first year motivational programme.




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- The members of the committee advised setting up mentorship sessions for every type of student.
- 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.
- Because Covid-19 is spreading quickly over the world, IQAC has made the decision to host an online webinar in the month of June 2020 to raise awareness of Covid-19 prevention.




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Meeting No:1

Date & Time: 12-06-2020 at 10.30 a.m

IQAC MEMBERS (2020 – 2021)			
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Chairperson			
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Members			
2.	Dr. S. BRIDGET NIRMALA	C.E.O.	Management
3.	Dr. S.RAJANARAYANAN	Professor / BIOTECH	Teachers
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 12-06-2020.

PLAN OF ACTION	ACTION TAKEN
Online classes	Mentors and class advisers have been given the responsibility of keeping an eye on the students' participation in online classes.
The Principal discussed the action Plan for the academic year 2020-2021.	All the departments have been prepared and submitted the following: <ol style="list-style-type: none"> 1. Academic Schedule 2. Course materials 3. Lesson plan 4. Placement Schedule
The Committee members recommended the faculty members to conduct Value Added Courses for all the departments	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.
Faculty Development Program	In December, a faculty development programme titled "Enhancing Employability and Career Readiness through Accreditation" is scheduled to take place.




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