



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

05-06-2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2023-2024/1

The first Internal Quality Assurance Cell(IQAC) meeting for the academic year 2023-2024, odd semester will be convened on 12-06-2023 at 10.30 a.m. in the SMCET Board room. All the IQAC members are hereby invited to attend the meeting without fail.

AGENDA

1. Welcome address
2. Academic calendar for 2023-2024 odd semester
3. NAAC Accreditation Process
4. Innovation in Teaching and Learning methods
5. Internal Assessment test and question paper setting
6. Faculty activities and achievements
7. Value added courses
8. Placement and Training
9. First year Motivational Programme
10. Research and Development Activities
11. Internships
12. Class Committee meeting and Students achievements
13. Club activities & MoUs
14. Vote of Thanks


IQAC Coordinator

IQAC - COORDINATOR

ST. MICHAEL COLLEGE OF ENGG. & TECH.,

Santhiyagappar Nagar,
Kalayarkoil - 630551.

Sivagangai District, Tamil Nadu

The chairperson for kind information

- HODs are to be circulated to all faculty members
- All IQAC Committee members
- File


Chairperson

PRINCIPAL

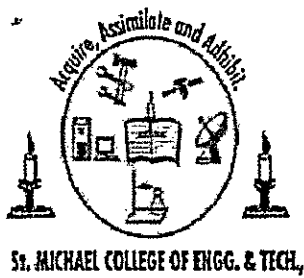
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING OF IQAC

SMCET/IQAC/MOM/2023-2024/1

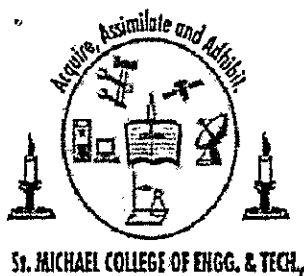
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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The Chairperson gave a brief introduction to each member of the IQAC for the academic year 2023–2024, and she outlined the main duties of the IQAC, which include initiating, planning, and supervising different actions required to raise the standard of instruction provided at institutions and colleges.
- 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 include the skill-based technical programmes and addressed the academic calendar for the institution for the odd-numbered semester of 2023–2024.
- 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 Principal insisted that every HOD concentrate on MOUs with businesses and other institutions.
- 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 Committee members spoke about the first-year motivating program's timetable.



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- The experts from the industry offered their assistance for the R&D-related initiatives.
- The members of the committee advised setting up mentorship sessions for every type of student.
- The IQAC Coordinator requested that the Training and Placement cell increase the amount of on-campus hiring drives by inviting more reputable businesses.
- The Committee has insisted on arranging a Staff Orientation Program.
- According to the IQAC Coordinator, the internal test should follow the academic timetable.
- 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.

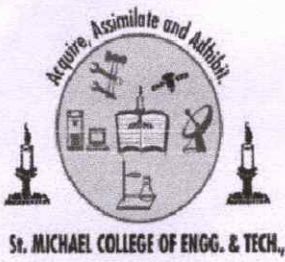
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CHAIRPERSON

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Meeting No: 2

Date & Time: 12-06-2023 at 10.30 a.m

IQAC MEMBERS (2023 – 2024)				
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. SARANYA	Professor / MBA	Teachers	
8.	Dr. R. PRASANNALAKSHMI	Professor / MECH	Teachers	
9.	Mrs.A. THAMARAI MUTHUMANI	Associate Professor / CSE	Teachers	
10.	Mr.E. RAJASEKARAN	Assistant Professor / EEE	Teachers	
11.	Mr.K. SURESH	Assistant Professor cum A. O	Administrative Officer	
12.	Mrs. JACULINE ALEXANDER	Social Welfare	Local Society/Trust	
13.	Mr. V. LINGESHWARAN	EEE Student Batch (2021-2025)	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.V. MEENAKSHI	Mother of V. Lingeshwaran, EEE, Batch (2021-2025)	Stakeholders	
Coordinator				
18.	Mr.K. PETCHIAPPAN	Professor / CSE	Coordinator	

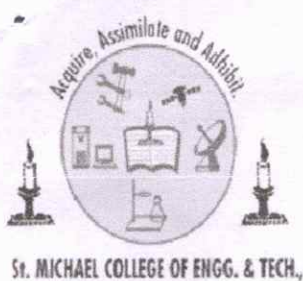
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 12-06-2023.

PLAN OF ACTION	ACTION TAKEN
The Principal discussed the action plan for the academic year 2023-2024.	All the departments have been prepared and submitted the following. 1. Academic schedule 2. Course materials 3. Lesson Plan 4. Placement Schedule
The members of the committee insisted on holding the regularly scheduled class committee meeting for each department.	The Principal received and discussed the input from the usual class committee meeting that was held in each department.
The members of the committee advised that the faculty provide 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.
The Committee recommended that the HODs encourage the faculty members in their departments to take part in different faculty development initiatives.	Most of the staff from various departments have attended FDP at various colleges.


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04-12-2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

SMCET/IQAC/CIR/2023-2024/2

The second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-2024, even semester will be convened on 11-12-2023 at 10.30 a.m. in the 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 2023-2024 even semester
4. NAAC Accreditation Process
5. Project work for final years
6. MoUs
7. Faculty and Student participation in Symposium and Conference
8. Training and Placement cell
9. Research and department activities
10. Staff Journals and patent publications
11. Class Committee meeting and student's achievements
12. Vote of Thanks


IQAC Coordinator

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Chairperson

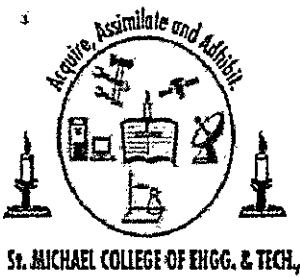
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MINUTES OF MEETING OF IQAC

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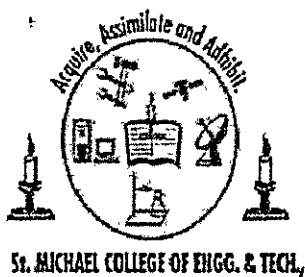
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IQAC MINUTES OF MEETING

POINTS DISCUSSED

- The chairwoman greeted everyone warmly, reviewed the academic schedule for the autumn of 2023–2024 at the institution, and made recommendations about how to include skill-based technical programmes into the schedules of individual departments.
- The IQAC Coordinator suggested that by inviting more respectable companies, the Training and Placement unit expand the number of on-campus hiring drives.
- The Committee asked that regular class committee meetings be held so that students could offer feedback for future improvements.
- The Committee recommended that, while offering courses, the Faculty use innovative teaching methods to enhance students' ability to learn.
- Senior faculty encouraged HODs to invite their staff and students to participate in national and international conferences.
- Director advised all HODs to require their academic members to write influential articles in reputed SCOPUS indexed journals and seek financial support to secure projects from DST, AICTE, CSIR etc.
- The Committee gave the HODs instructions to urge the students in their departments 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 Committee required that the HODs ensure that the teaching staff's course files are comprehensive.



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- 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.
- 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 members discussed the Journal publication for staff members.
- The committee recommended that lecturers (mentors) encourage students to learn new concepts and technologies and teach them moral ethics so that they can develop into good people. The reason is that, on the one hand, technology is developing faster and faster, while on the other hand, moral values are crumbling.

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Meeting No: 2

Date & Time: 11-12-2023 at 10.30 a.m

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13.	Mr. V. LINGESHWARAN	EEE Student Batch (2021-2025)	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	
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ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 11-12-2023.

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	14 MoUs were signed with reputed companies.
Senior faculty members recommended that HODs encourage staff and students to attend national and international conferences.	Faculty were urged to present more papers at future conferences and to attend the meeting. At several colleges, students took part in symposiums and paper presentations.
Club Activity	Collected and Analysed the last year club activities to strengthen for next academic year.
The Journal publication for staff was considered by the Committee members.	The staff members published more journals.
Faculty Development Programs	5 FDPs were conducted in various 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.


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