



**INTERNAL QUALITY
ASSURANCE CELL
(IQAC)**

HAND BOOK

About MCET

Dr. Mahalingam College of Engineering and Technology (MCET) is a self – financing educational institution situated in Pollachi, Coimbatore District. MCET is the vision of Arutchelvar Dr. N. Mahalingam, whose determination and dynamism made possible the realization of this institution of excellence. MCET was established in 1998 to commemorate the 75th Birthday of this great visionary.

VISION

We develop a globally competitive workforce and entrepreneurs.

MISSION

Dr. Mahalingam College of Engineering and Technology, Pollachi endeavors to impart high quality, competency based technical education in Engineering and Technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also striving hard to attain a unique status in the international level by means of infrastructure, state-of-the-art computer facilities and techniques.

QUALITY POLICY

MCET is committed to impart high quality, competency based education in engineering and technology to the youth and members of the community with the required skills and ability to face the challenging needs of the industry around the globe with continual improvement in academic, co-curricular and extra-curricular activities and up gradation of faculty and facilities.

About IQAC

Quality Sustenance and Quality Enhancement are the two key words reverberating in most institutions of higher learning today. Keep this in mind, the Internal Quality Assurance Cell (IQAC) was constituted in the year 2012. From then, IQAC is committed to continual improvement of services, processes and resources for effective conformance to the requirements of all the stakeholders. To achieve such commitment IQAC was formulated to design, monitor and assess the quality parameters in academic functions of Institute.

Functions:-

- ❖ Development and application of quality benchmarks/parameters for the various academic and administrative activities.
- ❖ Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ❖ Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- ❖ Documentation of the various programmes / activities.
- ❖ Acting as a nodal agency for adoption and dissemination of good practices;
- ❖ Development and maintenance of Institutional database through MIS

COMPOSITION OF IQAC

The composition of IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. They attend IQAC meetings and give valuable suggestions. They are invited as experts to the departmental presentations. The composition of the IQAC is as follows:

S.No	Category	Nature
1	Principal	Chairperson
2	Teachers representing at all levels(Three to eight)	Member
3	One member from the Management	Member
4	Few Senior administrative officers	Member
5	One nominee each from local society,Students and Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders	Member
7	One teacher as the Chief-coordinator/Director of the IQAC	Member Secretary

Based on this the following members has been nominated as members IQAC

S. No	Composition Criteria Specified by NAAC	No. of Members	Members	Designation
1.	Management Representative	1	Dr.C.Ramaswamy	Secretary
2.	Chairperson - Head of the Institution	1	Dr.P.Govindasamy,	Principal
3.	A few senior administrative officers	2	Dr.A.Senthilkumar Dr.S.Ramakrishnan Dr. Dr.Calvin Sophistus King	Dean - Academic and Autonomous Dean- Research & Innovation, Dean- Industry Relations & Talent Development
4.	One of the senior teacher as the coordinator of the IQAC.	1	Dr.B.Kannapiran	Professor/ECE & Head IQAC
5.	Three to Eight teachers	4	Dr.K.Murali Dr.N. Suba Rani Dr.K.Hariharan Mr.S.Krishnakumar	Professor /Civil & CoE Asso.Prof. & HoD i/c -AI&DS Assistant Professor (SG)/Mech Assistant Professor (SS)/Civil
6.	One/two nominees from Alumni/ Local Society/Student	1	Mr.N.Rahul Kumar	Alumni Mr.N.Rahul Kumar, Assistant Engineer, Building Construction & Maintenance, PWD, Valparai. (2014 Passed out) E-mail: rahullcivill@gmail.com Mobile : 9791178541
		1	Selvi. S.B.Harshitha	Student Roll No : 20BEC003, Final Year ECE
7.	One/Two nominees from Employers/Industrialists /Stakeholders	1	Mr.R.Ravikumar	Employers /Industrialists General Manager-Operations Roots Multiclean Ltd., Kovilpalayam Post, Pollachi, Coimbatore. E-mail : rk@roots.co.in Mobile: 9894683045

PLANNING FOR QUALITY

The following are the targets set after due planning for quality measures:

1. **Communication of Objectives and Targets:**

The objectives and targets are communicated at the beginning of the academic session to all academic departments.

2. **Management Information System (MIS):**

The MIS format titled “One Data One Time” is duly filled by the respective departments between 1st and 5th of every month and consolidation process is carried out in IQAC office between 6th and 10th of every month and sent to the IQAC office before 1 to 5th of every month. The One Data One Time template comprise Academics, Publications, projects undertaken, extra-curricular and co-curricular activities, result analysis and placements details.

3. **Design of Feedback forms:**

The feedback forms to be received from various stake holders like Student Exit Questionnaire, Parents feedback and Employer feedback are designed by the IQAC and collected every academic year.

4. **Quarterly Review Meetings:**

Four Quarterly review meetings are conducted in every Academic year. Action plan for academic, research and extension activities are collected from the respective department based on the target set on each parameter. The deviation is analyzed in the quarterly review meeting with respect to the activities planned and achieved by the department.

SUPPORT IN QUALITY ASSURANCE, SUSTENANCE & ENHANCEMENT

The IQAC acts as a catalyst for Quality Assurance, Sustenance & Enhancement. The 10 activities which are coming under the ambit of IQAC are:

1. Assessment process carried out based on rubrics:

Assessment Metric have been prepared to evaluate the activities carried out/completed under various parameters with reference to the following criteria:

- Faculty Details
- Student Details
- Research and Development
- Event organized
- Half yearly details
- Yearly details

2. Course file audit is conducted in every semester.

The course file check list along with assessment rubrics has been prepared by IQAC and shared to all departments. At the end of every semester (after deceleration of End Semester results), course file audit is conducted by a senior faculty members of institution who have been nominated as an auditors by the Head of the Institution. The audit report will be submitted by the auditors to IQAC office after the completion of audit process.

3. Academic and Administrative Audit(AAA) by external expert

AAA of the departments is conducted every year. The departments are assessed based on 22 parameters covering Curriculum Design, Course Registration Process, Academic calendar, Adherence of academic calendar to be verified, Allocating workload to faculty, Student Details(UG &PG), Academic Performance, Faculty and Staff Details, Infrastructure utilization, Conducting lectures, Practical's and tutorials (per AY), Conducting internal assessments, Monitoring and assessing student performance in projects and internship, Supporting weak and bright students, Course outcome assessment, Program and program specific outcome assessment, Pedagogy initiatives and best practice, Research and Consultancy, Extension activity, Extra and co-curricular activity, Students mentoring, Dissemination of information, Alumni and Budget. IQAC helps in the conduct of AAA, it is conducted by external members and headed by the Head of the Institution.

4. Process audit for CoE (Controller of Examination) office by external expert

In order to ensure the quality in examination process, the process audit for Office of Controller of Examination is conducted every year. The audit covers 7 parameters which comprise of Course Registration, Internal Assessment, Practical Examination, End Semester Examination, Central evaluation and Result Passing documents. IQAC helps in the conduct of Process Audit, it is conducted by external members and headed by the Head of the Institution.

5. National Assessment and Accreditation Council (NAAC)

Preparation and submission of Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria developed by the NAAC in the prescribed format and also necessary documents to various statutory bodies.

6. National Board of Accreditation (NBA)

Preparation and submission of criterion wise documents for NBA the prescribed format given by eNBA.

7. Ranking and Survey

IQAC helps in collating the information for the questionnaire provided by the ranking surveys like National Institute Ranking Framework(NIRF), AISHE, T-school surveys, etc.,

8. Self-Appraisal Report from faculty members:

Self-appraisal report is to be filled by the faculty members once in a year. The assessment period is June to May of the every academic year. The Performance Based Appraisal System (PBAS) deals with the analysis of the self-appraisal submitted by the faculty members. The same is analyzed based on the rubrics prepared by IQAC and relative scores are provided by Internal/External experts. Areas of improvement are identified and discussed with the concerned faculty member.

9. Students' feedback of the courses and the evaluation of teachers:

The online feedback collection forms are enabled through MCETedu at the end of each semester (one week before last working day) to the individual students. Further, the "Action Taken Report" is collected from the faculty who got <75% of score.

10. Student Satisfactory Survey

The Student satisfactory survey forms are prepared by IQAC and it is collected during program exit (at the end of 4th year). The form comprise of academics, amenities and student engagement activities which will be submitted by individual students through online mode.

FUTURE PLANS

- To introduce e-based feedback system for stakeholders
- To strengthen liaison among the stakeholders
- To organize Quality Assurance Workshops and Seminars
- Networking IQAC best practices with other Universities

Contact Persons:

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