



6.5 Internal Quality Assurance System

6.5.3 Quality initiatives by IQAC for promoting quality culture

Year	Name of quality initiative by IQAC	Date of conducting activity	Number of participants
2018-2019	Internal Academic Audit	10-07-19 to 12-07-19	All
	NPTEL Local Chapter	20-07-2018	All
	NBA awareness training	15-06-18 to 17-06-18	110
	Outcome Based Education	-	All
2017-2018	Internal Academic Audit	20-04-18 to 27-04-18	All
2016-2017	Internal Academic Audit	08-05-17 to 12-05-17	All
	ISO 9001:2015 Certification	-	All
	SMART board institutionalised	-	All
	Introduced 24 hour workshop	-	All
2015-2016	Internal Academic Audit	23-05-16 to 27-05-16	All

Link for relevant documents:

S.No	Name of quality initiative by IQAC	Link of the relevant document
1.	Internal Academic Audit	Link 1
2.	NPTEL Local Chapter	Link 2
3.	NBA awareness training	Link 3
4.	Outcome Based Education	Link 4
5.	ISO 9001:2015 Certification	Link 5
6.	SMART board institutionalised	Link 6
7.	Introduced 24 hour workshop	Link 7



MZCET/2018-19/EVEN/IQAC/C-11

Dated: 28.06.2019

CIRCULAR

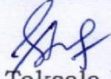
Sub:- MZCET – Internal Academic Audit-Reg.


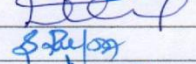
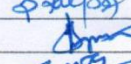
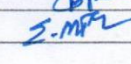
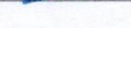
IQAC has planned to conduct the Internal Academic Audit as per the given schedule to promote self improvement measures among all departments. The Audit team will visit and conduct onsite evaluation through check of documents and interaction with stakeholders.

Hence, HoDs are requested to be prepared for the above audit process with facts and figures without fail.

S.No	Name of the Dept.	Date	Timing
1.	CIVIL	10-07-19	1.30 PM – 4.30 PM
2.	CSE	11-07-19	9.30 AM – 12.30 PM
3.	ECE	11-07-19	1.30 PM – 4.30 PM
4.	EEE	12-07-19	9.30 AM – 12.30 PM
5.	MECH	12-07-19	1.30 PM – 4.30 PM

IQAC Coordinator


 (A. Taksala Devapriya)
Copy To
Principal.

	NAME OF THE HoD	SIGNATURE
HOD/ CIVIL	Mr. M. Vijay Prakash	
HOD/ CSE	Mrs. D. Elavarasi	
HOD/ ECE	Dr. S. Robinson	
HOD/ EEE	Mr. D. Thivya Prasad	
HOD/ MECH	Mr. E. Mohan	



MZCET/2017-18/EVEN/IQAC/C-03

Dated: 10.04.2018

CIRCULAR

Sub:- MZCET – Internal Academic Audit-Reg.

IQAC has planned to conduct the Internal Academic Audit as per the given schedule to promote self improvement measures among all departments. The Audit team will visit and conduct onsite evaluation through check of documents and interaction with stakeholders.

Hence, HoDs are requested to prepare for the above audit process with facts and figures without fail.

S.No	Name of the Dept.	Date	Timing
1.	CIVIL	20-04-18	1.30 PM – 4.30 PM
2.	CSE	24-04-18	1.30 PM – 4.30 PM
3.	ECE	25-04-18	1.30 PM – 4.30 PM
4.	EEE	26-04-18	1.30 PM – 4.30 PM
5.	MECH	27-04-18	1.30 PM – 4.30 PM

IQAC Coordinator

(A.Taksala Devapriya)

Copy To
Principal.

	NAME OF THE HoD	SIGNATURE
HOD/ CIVIL	Mrs. N. Radha	
HOD/ CSE	Mrs. D. Elavarasi	
HOD/ ECE	Dr. S. Robinson	
HOD/ EEE	Mrs. C.S. Gayathri	
HOD/ MECH	Mr. E. Mohan	



MZCET/2016-17/EVEN/IQAC/C-03

Dated: 24.04.2017

CIRCULAR

Sub:- MZCET – Internal Academic Audit-Reg.

IQAC has planned to conduct the Internal Academic Audit as per the given schedule to promote self improvement measures among all departments. The Audit team will visit and conduct onsite evaluation through check of documents and interaction with stakeholders.

Hence, HoDs are requested to prepare for the above audit process with facts and figures without fail.

S.No	Name of the Dept.	Date	Timing
1.	CIVIL	08-05-17	1.30 PM – 4.30 PM
2.	CSE	09-05-17	1.30 PM – 4.30 PM
3.	ECE	10-05-17	1.30 PM – 4.30 PM
4.	EEE	11-05-17	1.30 PM – 4.30 PM
5.	MECH	12-05-17	1.30 PM – 4.30 PM

IQAC Coordinator

(A.Taksala Devapriya)

Copy To
Principal.

	NAME OF THE HoD	SIGNATURE
HOD/ CIVIL	Mrs. N. Radha	
HOD/ CSE	Mrs. Vivian Jayson	
HOD/ ECE	Dr. S. Robinson	
HOD/ EEE	Mrs. C.S. Gayathri	
HOD/ MECH	Mr. E. Mohan	



MZCET/2015-16/EVEN/IQAC/C-

Dated: 02.05.2016

CIRCULAR


Sub:- MZCET – Internal Academic Audit-Reg.

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
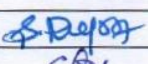


Hence, HoDs are requested to prepare for the above audit process with facts and figures without fail.

S.No	Name of the Dept.	Date	Timing
1.	CIVIL	23-05-16	1.30 PM – 4.30 PM
2.	CSE	24-05-16	1.30 PM – 4.30 PM
3.	ECE	25-05-16	1.30 PM – 4.30 PM
4.	EEE	26-05-16	1.30 PM – 4.30 PM
5.	MECH	27-05-16	1.30 PM – 4.30 PM

IQAC Coordinator


(A.Taksala Devapriya)

Copy To
Principal.

	NAME OF THE HoD	SIGNATURE
HOD/ CIVIL	Mrs. N. Radha	
HOD/ CSE	Mrs. Vivian Jayson	
HOD/ ECE	Dr. S. Robinson	
HOD/ EEE	Mrs. C.S. Gayathri	
HOD/ MECH	Mr. E. Mohan	

**Coordinators**

Prof. Andrew Thangaraj
Dept. of Electrical Engg,
IIT Madras

Prof. Prathap Haridoss
Dept. of Metallurgical and
Materials Engg,
IIT Madras

Receipt for successful payment of fees for online courses conducted by NPTEL

Course run : Jul-Oct 2018

College Name: MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY

NEFT Date: 2018-08-23


NEFT Number: UTR: 18235022973

NEFT Amount: 14850

Bank name: TMB

Total students: 14

We hereby acknowledge with thanks, the receipt of Rs.14850 from the afore-mentioned college towards payment for NPTEL Online Certification Exam, details of which are shown above


PROJECT CO-ORDINATOR
Dr. Andrew Thangaraj
Co-ordinator, NPTEL, CCE
IIT Madras, Chennai 600 036,



2018-07-20

To
The Principal
MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY
LENA VILAKKU, PILIVALAM P.O, THIRUMAYAM TK

Dear Sir/Madam,

Sub: Establishing SWAYAM NPTEL Local Chapter in your college

Greetings from the NPTEL office.

This is to acknowledge the receipt of your letter accepting to host SWAYAM NPTEL Local Chapter in your institution.

The Single Point of Contact (SPOC) nominated from your college is

Name of SPOC: D. THIVYA PRASAD
Designation: ASSISTANT PROFESSOR
Department: ELECTRICAL AND ELECTRONICS ENGINEERING
Contact No(s): 9789541354
E-mail id: nptel@mountzion.ac.in

We wish to inform you that all future correspondence related to NPTEL contents and online courses will be made to the afore-mentioned SPOC. He/she will be routinely updated with all the latest NPTEL initiatives which then may be circulated among the students.

We are also happy to share that a dedicated SWAYAM NPTEL Local Chapter web page is being created and your institution will have a separate page on it (<http://nptel.ac.in/LocalChapter>).

Thanking you.

Sincerely

A handwritten signature in black ink, appearing to be "Andrew Thangaraj".

Prof. Andrew Thangaraj
NPTEL Coordinator
IIT MADRAS



NBA Awareness Training was organized on 15-06-2018 to 17-06-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)**IQAC Members Meeting****Minutes of the Meeting**

The 13th Internal Quality Assurance Cellmembers meeting was held on 07-05-2018 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

Sl.No	NAME OF THE IQAC MEMBER	ROLE
1	Mrs. Vivian Rachel Jayson	Management Representative
2	Dr. P. Balamurugan	Principal
3	Mrs. A. Taksala Devapriya	IQAC Coordinator
4	Dr. O.T. John	Member
5	Mrs. T. Pandikumari	Member
6	Mr. A. Ramakrishnan	Member
7	Mr. S. Ganesan	Member
8	Mr. L. MamundiAzath	Member
9	Mr. R. Karthikeyan, Software Engineer, CTS, Chennai	Alumni Member
10	Dr. S. Jeyabal, Professor, Alagappa Chettiar College of Engineering and Technology, Karaikudi	External Expert
11	Mr. J. Ramesh Kumar, Director, Vibrant International Training and Consulting Pvt. Ltd, Chennai	Employer
12	Mr. S. Sethuraman, F/o. S. Saroja, IV Year ECE Dept.	Stakeholder
13	Ms. A. Pavithra, II Year CSE Dept.	Student Member
14	Mr. K. Soorya, II Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
13.1	Admission process
13.2	Evaluation guidelines and assessment of internal tests
13.3	Teaching Learning Process
13.4	University rankings
13.5	Research review meeting for faculty members and motivate them for research publications
13.6	Vocational training programme
13.7	NPTEL local chapter

Item No.	Agenda
13.8	Campus recruitment training for the students to improve employability skills.
13.9	Graduation day and first year orientation programme
13.10	Value added courses and 24 hours workshop for students
13.11	Staff recreation club
13.12	Unnat Bharat Abhiyan
13.13	Sustain the strength of the college activities like toppers lunch, submission of proposal for grants, mentoring, co-curricular and extracurricular activities, Student enrichment programmes.

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Matters arising from the previous minutes were discussed one by one.

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
12.1	Teaching Learning Process	Resolved to implement the outcome based education	HoDs informed to take further action
12.2	Academic audit	Resolved to conduct academic audit in all department	IQAC coordinator informed to take further action
12.3	Mentor system	Resolved to mentor the student properly	Counseling cell coordinator informed to take further action
12.4	Placement training	Resolved to conduct placement training programmes and to arrange on campus recruitment in our college by various reputed companies all over India	199 students got placed in 11 companies all over India
12.5	Research review meetings	Resolved to conduct workshop on How to write research paper	No action is due. Faculty members published their papers in 37 journals
12.6	Career awareness programme	Resolved to conduct career awareness programme	No action is due
12.7	Staff Recreation Club	Resolved to inaugurate staff recreation club	Manager informed to take further action
12.8	College Day	Resolved to organize department wise cultural programme	No action is due. College received the overall championship

			both in Men and Women atheletic events for the third consecutive year
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Agenda points were discussed and resolutions were made.

Resolution No:13.1

It was resolved to prepare the admission and placement brochures and details of college merit scholarship, community scholarship and first graduate scholarship. Admission cell coordinators along with the office Manager will take appropriate action.

Resolution No: 13.2

It was resolved to monitor the marks split up which need to be mentioned for each question, according to the content of the answers and separate team should be formed to evaluate the students answer scripts and the method of evaluation. Moreover, guidance in evaluation schemes and suggestions should be given to HoDs and the faculty members. It was also suggested that reason for failures and absenteeism should be identified and steps should be taken for the continual improvement.

Resolution No: 13.3

It was resolved to review the classroom teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly. Question banks need to be prepared and university questions should be practiced during class hours. Moreover, project review schedule should be prepared and displayed on the notice boards. The HoD's and department coordinators will take appropriate action.

Resolution No: 13.4

It was resolved to identify the class toppers and counsel them to secure university ranks. The HoDs, faculty advisors and exam cell coordinators will follow. It was also decided that the toppers special lunch should be arranged so as to encourage them for consistent performance in the forthcoming university examinations.

Resolution No: 13.5

It was resolved to conduct the research review meeting periodically and faculty members should be motivated for research publications. Research & Development Coordinator will prepare and circulate the schedule. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Moreover, students should be motivated to do e-governance projects related services to government sectors.

Resolution No: 13.6

It was resolved to conduct AICTE approved Vocational Training Programme for the academic year 2018 – 19. EDC Coordinator will take the initiative.

Resolution No: 13.7

It was resolved to take necessary arrangements to start NPTEL local chapter and faculty members should motivate their students to participate in NPTEL online courses. Staff development coordinator will take the initiative.

Resolution No: 13.8

It was resolved to identify new additional recruiters and arrange Placement Training Programme for students of all the years. Placement coordinators will take appropriate action.

Resolution No: 13.9

It was resolved to depute the committee members for graduation day. Alumni coordinators will inform the graduands and their parents about graduation day.

Resolution No: 13.10

It was resolved to conduct Value added programme and 24 hour workshop for enriching the student's practical skills. HoDs and Department Coordinator will prepare the course content.

Resolution No. 13.11

It was resolved to inaugurate the staff recreation club so as to establish good relationship among staff members. Also resolved to arrange staff events and special lunch every month. For the welfare of the faculty members it was also resolved to celebrate the birthdays of staff members and arrange a staff tour once in a year.

Resolution No: 13.12

It was resolved to take initiative for the rural development under Unnat Bharat Abhiyan Scheme. NSS co-ordinator will take the initiative.

Resolution No: 13.13

It was resolved to conduct Motivational programmes and extension activities to impart practical knowledge to the students. Heads of Departments, Club and Society Coordinators will take appropriate action.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.

Outcome Based Education

Year / Sec : III CSE / B sec

Title : MIN MAX

Game Playing

Venue : Role Play

Handled by : Mrs. M.

Sathya, AP/ CSE



Year / Sec : I MECH / A sec

Title : Solid Waste

Management

Activity : Model Making

Handled by : Mrs. A.Suriya Prabha

AP/ Chemistry

Mount Zion College of Engineering and Technology
Pudukkottai - 622507

MZCET/ISO/2017/Circular/2

Dated: 27-01-2017

Circular

Sub:-Audit-Internal Audit by ISO cell on 03-02-2017 - Document verification - certain instructions issued.

It is hereby informed that ISO cell has proposed to conduct internal audit of all departments of our college on 03.02.2017 in connection with the ISO 9001:2015 certification.

Hence, all the Head of the Departments are requested to be prepared for the above audit with necessary documents for producing them if required.


ISO Coordinator

To
HODs of all Departments
Deputy Warden of both Gents and Ladies Hostel
Librarian

Mount Zion College of Engineering and Technology
Pudukkottai – 622507

Report of the ISO cell on the inspection conducted in all the departments of Mount Zion College of Engineering and Technology, Pudukkottai.

The ISO cell has conducted internal audit on 03.02.2017 of all departments functioning in this college with regard to ISO 9001:2015 certification. The findings of the audit are noted hereunder.

1. Civil Engineering

- The civil engineering laboratories were inspected and the inventory control registers were verified with reference to the availability of equipments. The records and registers are promptly maintained. It was advised to replace the name boards by a new one and to send proposals for the purchase of any additional lab requirements if there is a need for it.

2. Computer Science and Engineering

- Course log files were verified and found that they were maintained satisfactorily. Functioning of laboratory equipments was verified and connected records were maintained properly in this laboratory. It was advised to make cross entries in the stock register while any purchase is made and supplied to this department through main stores.

3. Electronics and Communication Engineering

- Records and registers for co-curricular and extra-curricular activities were audited and verified. Head of the departments are requested to concentrate more on these activities and to make this institution as a model one.

4. Electrical and Electronics Engineering

- The academic performance of the students was scrutinized and it was noticed that there was a shortfall in pass percentage. The Head of the department was advised to take efforts in boosting up the results for which action plan may be drawn and implemented.

5. Mechanical Engineering

- Attendance percentage of the students was audited by the cell. It was found that some students have low percentage of attendance which will hinder them in appearing for university exams. The Head of the department is instructed to take necessary steps for giving counseling to the students in the presence of their parents to attend classes regularly.

6. Library

The Accession Register of the library was perused and found that sufficient number of books is available more than the norms. Efforts must be taken to increase the reading habits by utilizing the library by all the students.

7. Hostel

- The hostel for both ladies and gents were inspected and the registers maintained were also audited. It was suggested to carry out necessary repairs and to provide new plastic buckets, mugs etc, to all the bathrooms. In some of the rooms mosquito mesh are damaged which may be replace.

All the Head of the Departments are requested to rectify the deficiencies notified against their departments are sent a compliance report within a fortnight.


ISO Coordinator



Certificate of Registration

*This is to certify that the
Quality Management System
of*

MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY

LENA VILAKKU, PILIVALAM PO, PUDUKKOTTAI, TAMIL NADU-622 507, INDIA

has been assessed and conforms to:

ISO 9001:2015

for the following activities

**PROVIDING EDUCATIONAL SERVICES IN THE
FIELD OF ENGINEERING AND TECHNOLOGY**

Certificate Number : 12496-AQMS-2596

Original Certification Date : 12/03/2017 1st Surveillance Due on : 05/03/2018 Done on: N.A.

Revised Certification Date : N.A. 2nd Surveillance Due on: 04/03/2019 Done on:N.A.

Certificate Expiration Date : 11/03/2020

John Mathew

Certification Manager



The validity of this certificate is contingent upon the condition that the client has understood by contract agreement, certification agreement, Master agreement for certification service our website www.maxacerna.org. It applies only to the documentation maintained by the client and it does not substitute the design or product testing or examination procedures, what so ever. The certificate remains valid until the manufacturing conditions and the quality systems are not changed. This certificate validity is subject to positive results of surveillance audit. The client is requested to check the above certificate details at our above mentioned website and also on www.globalaccreditationboard.org under the heading of Register & sub heading of certified organization by entering their certificate number and inform us in case of any discrepancy at our above email id.



MAX Acerna Management Systems Pvt. Ltd.
Corp. Office: DBS Corporate Centre, II Floor,
Ratheja Chambers, Free Press Journal Road, No.213,
Nariman Point, Mumbai - 400021, India.
Website : www.maxacerna.org
Email : contact@maxacerna.org, infomaxcert@gmail.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)**IQAC Members Meeting****Minutes of the Meeting**

The 7th Internal Quality Assurance Cell members' meeting was held on 27-05-2016 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

Sl.No	NAME OF THE IQAC MEMBER	ROLE
1	Mrs.Vivian Rachel Jayson	Management Representative
2	Dr.P. Balamurugan	Principal
3	Mrs. A.Taksala Devapriya	IQAC Coordinator
4	Dr. O.T. John	Member
5	Mrs. S. Nagajothi	Member
6	Mr. A. Ramakrishnan	Member
7	Mr. S. Ganesan	Member
8	Mr. L. MamundiAzath	Member
9	Mr. R. Karthikeyan, Software Engineer, CTS, Chennai	Alumni Member
10	Dr. A. Sivanantharaja, Professor, Alagappa Chettiar College of Engineering and Technology, Karaikudi	External Expert
11	Mr. J. Ramesh Kumar, Director, Vibrant International Training & Consulting Pvt. Ltd, Chennai	Employer
12	Mr. B. Aldrin, III Year, CSE Dept.	Student Member
13	Ms. R. Sivameena, III Year ECE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, IV Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
7.1	Admission process and scholarships details
7.2	Teaching Learning Process
7.3	University rankings
7.4	Innovative projects
7.5	Research review meeting for faculty members
7.6	Campus recruitment training
7.7	Student enrichment programmes and social extension programmes
7.8	Memorandum of Understanding with reputed companies
7.9	Activities in school adopted

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Matters arising from the previous minutes were discussed one by one.

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
6.1	Teaching Learning Process	Resolved to implement the modern teaching methodology. Resolved to conduct class committee meeting for different phases to assess the learning process	HoDs informed to monitor
6.2	Scrutinize mentor system effectively	Resolved to counsel the students frequently	Counselling Coordinator informed to take necessary action
6.3	Entrepreneurship awareness camp and sponsored entrepreneurship development programme	Resolved to organize entrepreneurship awareness camp	No action is due
6.4	e-Yantralab initiative	Resolved to inaugurate e-Yantra lab in collaboration with IIT Bombay for creating the next generation of embedded system engineers with practical outlook	e-Yantra lab was inaugurated in our college on 02-03-16
6.5	Placement training for improving employability skills of students	Resolved to give training to students in communication skills, group discussion, aptitude and logical reasoning	325 students got placed through campus interviews conducted in our college by various reputed companies all over India
6.6	Social extension activities	Resolved to organize blood donation camps, drug awareness programmes and other social awareness programmes	Club coordinators informed to take further action
6.7	Student centric activities	Resolved to conduct more number of student centric activities	All the departments conducted 24 hours' workshop

6.8	College and Sports day	Resolved to plan for College and Sports dayceleberation	Institution received the overall championship both in Men and Women athletic events in Zonal meet
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Agenda points were discussed and resolutions were made.

Resolution No:7.1

It was resolved to prepare the admission and placement brochures and information about college merit scholarship, community scholarship and first graduate scholarship which are to be circulated to the students who approach the admission. The Admission cell coordinator along with the Manager will initiate the activities. It was also resolved that providing fee concession for financially poor background students to be admitted in this academic year.

Resolution No: 7.2

It was resolved to insist the faculty members to use interactive teaching methodology with animation and videos. Moreover, guidance in evaluation schemes and suggestions should be given to HoDs and the faculty members. It was also suggested that reason for failures and absenteeism should be identified and steps should be taken for the continual improvement.

Resolution No:7.3

It was decided to arrange special lunch for the Toppers so as to encourage them for consistent performance in the forthcoming university examinations. Exam cell coordinator will prepare the list and follow the arrangements.

Resolution No:7.4

It was resolved to do e-governance projects related services to government sectors. HoDs along with faculty advisors will guide the students for the effective implementation.

Resolution No: 7.5

It was resolved to conduct the Research review meeting periodically. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for the Ph.D. The faculty members should present their research activities every month. Research and Development coordinator will monitor the progress.

Resolution No:7.6

It was resolved that the placement officer and placement coordinators identify new additional recruiters identify new additional recruiters and placement training programme should be arranged for students of all the years and mock interviews should be conducted to the students. Placement coordinator will take the appropriate action.

Resolution No: 7.7

It was resolved to organize online workshops to enrich the teaching quality of the faculty members. Also it was resolved to conduct the social extension activities. HoDs and Club coordinators will take appropriate action.

Resolution No: 7.8

It was resolved to sign MoUs with reputed companies for improving the industry interaction among the students. The III cell coordinator will take initiative.

Resolution No: 7.9

It was resolved to continue the improvement activities like campus cleaning, motivational programmes and campus visit in the Government school, Lembalakudi. NSS coordinator will take initiative. It was also resolved to organize a National children science congress 2016 project competition.



24 hours workshops on data structures was organized on 14-08-2018