# VELAMMAL
## INSTITUTE OF TECHNOLOGY
### Chennai - Kolkatta Highway, Panchetti, Ponneri

INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)

Ref No.: VelammalItech/IQAC/2022-23/001      Date: 19/07/2022

## INTERNAL QUALITY ASSURANCE CELL CIRCULAR

**CHAIRPERSON : Dr.N.BALAJI (PRINCIPAL)**

**IQAC COORDINATOR: Dr.B.MADHU**

The first meeting of the IQAC for the academic year 2022-2023 will be held on Tuesday, 26th July 2022 in the Board room at 11 am regarding the following agenda. The members are earnestly requested to attend the meeting in the aforementioned date to share your valuable suggestions

### IQAC members

| Sl. No. | Name | Designation | Category | Position in IQAC |
|---|---|---|---|---|
| 1 | Shri. K. RAZAK | Advisor | Management Representative | Member |
| 2 | Shri. M. VAASU | Advisor | Management Representative | Member |
| 3 | Dr.S.SOUNDARARAJAN | Vice Principal | Academics- Senior Professor | Member Secretary of IQAC |
| 4 | Dr. B.SRIDEVI | HOD / ECE | Professor and Head | Member |
| 5 | Dr.V.P.GLADIS PUSHPARATHI | HOD / CSE | Professor and Head | Member |
| 6 | Dr.S.M. UDHAYA SANKAR | HOD / IT | Professor and Head | Member |
| 7 | Dr.D.MAGESH BABU | HOD/MTS | Professor and Head | Member |
| 8 | Dr. S.MUTHUKARUPPASAMY | HOD / EEE | Associate Professor and Head | Member |
| 9 | Dr.S. KALIAPPAN | HOD / MECH | Professor and Head | Member |
| 10 | Dr. B.BALAMURUGAN | HOD S&H | Professor and Head | Member |
| 11 | Dr.PRANAMITA NANDHA | Associate Professor/CSE | Senior Faculty | Member |
| 12 | Dr.P.DEIVENDRAN | Associate Professor/IT | Senior Faculty | Member |

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| 13 | Dr.M.SIVARATHINABALA | Associate Professor/ECE | Senior Faculty | Member |
| 14 | Dr.M.S.HEAVEN DANI | Associate Professor/MECH | Senior Faculty | Member |
| 15 | Dr.R.KARTHIKEYAN | Assistant Professor/EEE | Senior Faculty | Member |
| 16 | Mr.D. SENTHIL KUMAR | Assistant Professor/H&S | Faculty | Member |
| 17 | Ms. SRIMATHI | Human Resource | Senior Administrative Officer | Member |
| 18 | Mr. GOVARDAN | Hostel Warden | Local Society | Member |
| 19 | Mr.R.RAJARAJAN | President of VELITAA | Alumni | Member |
| 20 | Miss.S.GOMATHI | IV IT | Student | Member |
| 21 | Mr.JENISH | IV MECH | Student | Member |
| 22 | Ms.MANJU | PARENT | | Member |
| 23 | Mr. M. PONNUSWAMI | Founder & MD, Pure Chemicals | Industrialist | Member |
| 24 | Ms.BAPITHA | MSC Technologies | Employer | Member |

**PRINCIPAL**

Dr.N.BALAJI, M.E., Ph.D.,
PRINCIPAL
VELAMMAL INSTITUTE OF TECHNOLOGY
PANCHETTI. TIRUVALLUR (D.T.),
CHENNAI-601204.

VELAMMAL INSTITUTE OF TECHNOLOGY

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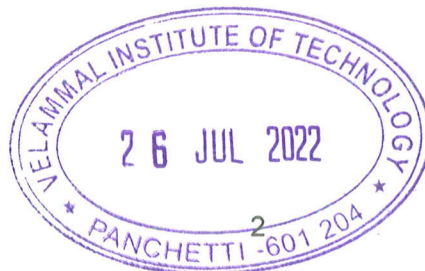
# VELAMMAL
## INSTITUTE OF TECHNOLOGY
### Chennai - Kolkatta Highway, Panchetti, Ponneri

**INSTITUTION'S INNOVATION COUNCIL**
(Ministry of HRD Initiative)

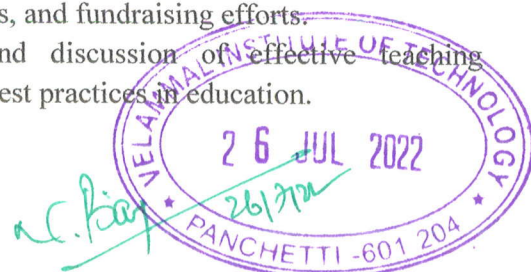## MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
### (A. Y. 2022-23)
### Date: 26.07.2022, Time: 11:00 A.M. to 1:00 PM, Venue: Board Room
### AGENDA-MEETING I

The outlined items constitute the agenda for the upcoming IQAC meeting set to occur on Tuesday, 26th July 2022 within our college premises.

## Agenda

1. Review **of the minutes** from the previous meeting(2021-2022) to ensure accuracy and completeness.
   **Agenda Review:** Briefly reviewing the items on the agenda to ensure all topics are covered and any necessary adjustments are made.

2. **Academic Performance:** Discussion on the academic performance of students including assessment results, trends, challenges, and improvement strategies.

3. **Placement, Internships, and Training:** Updates and discussions related to the committee responsible for facilitating student placement, internships, and training opportunities, including partnerships with industries.

4. **Committee:** To monitor all the activities of various academic committees of the institution.

5. **Research and Development Activities:** Review and discussion of ongoing research projects, initiatives, funding opportunities, and collaborations within the institution.

6. **MOU's:** Review and potential signing of agreements with other institutions, organizations, or industry partners for collaborations, exchange programs, research partnerships, etc.

7. **Admission Strategy:** Discussion and planning regarding admissions policies, procedures, targets, outreach efforts, and enrolment management strategies.

8. **Stakeholders Feedback:** Review and analysis of feedback from various stakeholders such as students, faculty, staff, parents, alumni, and employers, and discussions on ways to address concerns and improve satisfaction.

9. **FDP:** Planning, evaluation, and implementation of faculty development programs aimed at enhancing teaching skills, research capabilities, and professional growth.

10. **Infrastructural Details:** Updates and discussions related to infrastructure development, maintenance, renovations, and expansion projects within the institution.

11. **Student Mentoring:** Discussion on programs, initiatives, and strategies for providing mentoring and support to students, including academic, career, and personal guidance.

12. **Accreditation:** Updates and preparations related to institutional accreditation processes and requirements set by accrediting bodies or agencies.

13. **Alumni Engagement:** Strategies and initiatives to engage alumni in the activities and development of the institution, including networking events, mentorship programs, and fundraising efforts.

14. **Teaching Methodologies and Best Practices:** Sharing and discussion of effective teaching methodologies, innovative approaches, pedagogical trends, and best practices in education.

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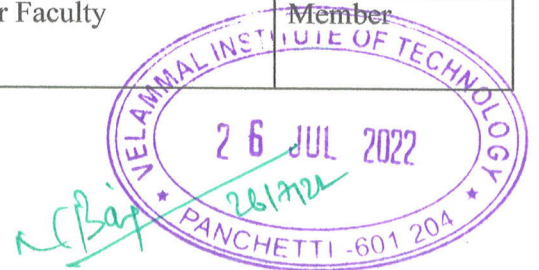Ref No.: VIT/IQAC/2022-23/001                                    Date: 26/07/2022

**Internal Quality Assurance Cell(IQAC)**

**Minutes of IQAC Meeting -I**

**Meeting 1 – 26.07.2022**

The 1st IQAC meeting for Academic Session 2022-23 was held on 26th July 2022. The following members attended the meeting.

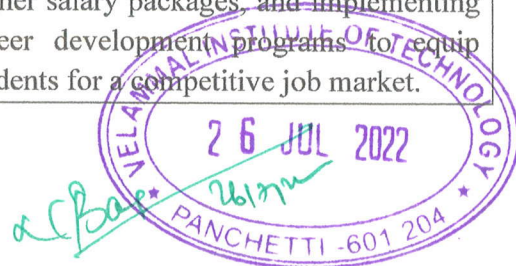| Sl. No. | Name | Designation | Category | Position in IQAC |
|---|---|---|---|---|
| 1 | Dr.N.BALAJI | Principal | Head of the Institution | Chairperson of IQAC Cell |
| 2 | Shri. K. RAZAK | Advisor | Management Representative | Member |
| 3 | Shri. M. VAASU | Advisor | Management Representative | Member |
| 4 | Dr.S.SOUNDARARAJAN | Vice Principal | Academics- Senior Professor | Member Secretary of IQAC |
| 5 | Dr.B.MADHU | Associate Professor/MECH | Senior Faculty | IQAC Coordinator |
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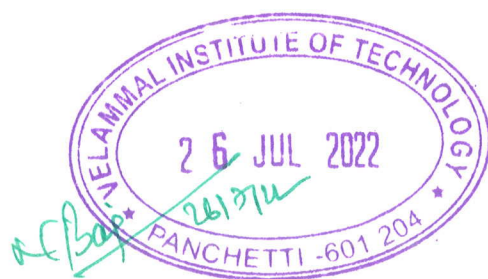
**Welcome Address**

The Principal extended a warm welcome to all the members of the IQAC, following which the regular agenda was addressed for discussion.

| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| 1 | **Review of Minutes of Previous meeting (2021-2022)** | The Principal and the Head of IQAC presented the minutes from the previous year's IQAC meeting to the IQAC members for their approval and review. | The IQAC team members examined the minutes from the previous year to assess the implementation of suggestions, and they reviewed the various parameters discussed in the previous meeting. |
| 2 | **Academic Performance** | The meeting commenced with a focused discussion on the academic results for the academic year 2022-23. Attention was given to the overall pass percentages and subject-specific performance across all departments.<br><br>Discussed on examination of Previous Year's Results. | The IQAC members acknowledged the exceptional achievements of all students in the academic year 2021-22. Students from different departments achieved success by passing all subjects, which was a notable accomplishment. Given the positive results, the IQAC members suggested implementing the OBE strategy for the current academic year as well. |
| 3A | **Placement** | The placement statistics for the academic year 2021-22 reveal a relatively high number of companies visiting for placements (95), resulting in a substantial number of students placed (227). | While the placement statistics for 2021-22 are positive, there is room for improvement. The diverse range of 95 visiting companies and placement of 227 students is commendable. To enhance future outcomes, the IQAC members suggested that considerations could include diversifying industries represented, optimizing student placement percentages, attracting companies with higher salary packages, and implementing career development programs to equip students for a competitive job market. |

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| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| 3B | Internship & Training | In the academic year 2021-22, a total of 14 organizations provided internship opportunities, benefiting 41 students who actively participated in various internship programs. This demonstrates a successful collaboration between educational institutions and industry partners, fostering valuable experiential learning for students while also acknowledging their contributions through stipends. | To enhance the internship program, diversify participating organizations, the members suggested to increase overall internship opportunities, and promote a mix of stipend and non-stipend options. The members suggested to implement a feedback system for continuous improvement, and enhance transparency in the selection process to boost student engagement and inclusivity. |
| 4 | Committee Activity review | Principal informed the members about the review of academic committees of all the departments and their activities for the previous year was reviewed. | The Department Advisory Committee first convenes to provide insights and guidance on departmental matters. Following this, the Programme Assessment / Quality Improvement Committee takes charge, conducting evaluations and implementing measures to enhance program quality. Simultaneously, the Course Expert / Module Coordinator Allotment committee is engaged in the strategic assignment of experts to courses and modules. The Common Course Committee collaborates on designing and reviewing shared courses, ensuring a cohesive academic approach. Finally, the sequence culminates in the convening of Class Committee Meetings, where specific class-related matters are addressed and resolved. This seamless progression of actions underscores a comprehensive and coordinated approach to academic and administrative responsibilities within the institution. |

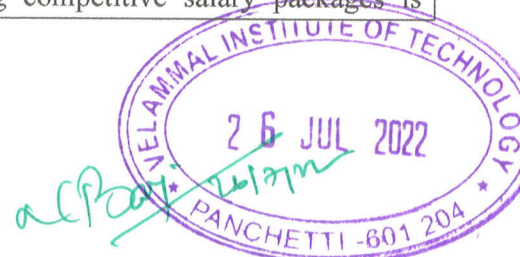| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| 5 | **Discussion on Research and Development Activities** | Creating the R&D Standard Operating Procedure (SOP) in accordance with the recommendation of the governing council, item number 4. The R&D cell actively encourages both faculty members and students to engage in sponsored research programs funded by various bodies such as DST, UGC, MSME, CSIR, AICTE, and TNSCST among others.<br><br>Each department is encouraged to participate in diverse research and consulting activities throughout the academic year. Regular monitoring of research activities across the institution's departments is conducted by the R&D cell.<br><br>The Head of IQAC has provided a summary of the outcomes from the last meeting, including the measures implemented by the R&D cell. It was noted that our institution currently boasts 114 publications in Scopus and UGC care journals. The plan is to enhance the number of publications significantly, focusing on journals with a high impact factor. | We've obtained six mini-grants for organizing events such as Faculty Development Programs (FDPs), short-term training sessions, and national conferences. Our next step involves submitting proposals for major project grants.<br>Allocate financial and infrastructural resources for research activities.<br>Facilitate access to research databases, journals, and other essential resources.<br>Facilitate platforms for staff to present their research findings. Establish a system for regular monitoring and evaluation of ongoing research activities.<br>For the current academic year, our objective is to achieve approximately 200 publications from our faculty members.<br>Recognize and celebrate accomplishments in research through awards and acknowledgments.<br>Actively seek collaborations with premier research laboratories, institutes, and industry partners.<br>Encourage staff to participate in collaborative research projects.<br>Provide guidance on patent filing procedures and documentation.<br><br>Meeting frequency: twice in a month and regularly review & update the R&D plan in response to changing needs and priorities. Faculty members who make endeavours to publish books, book chapters, or monographs are encouraged and provided with incentives. |

| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| 6 | **Discussion on MoU's** | Developing the Standard Operating Procedure (SOP) for MOUs as per the directive from the governing council, specifically outlined in item number 5. MOUs provide a level of legal recognition to collaborative efforts. MOUs stimulate collaboration by creating a framework for sharing ideas, knowledge, and resources. The IQAC Head summarized the results of the recent meeting, incorporating the actions taken by the R&D cell. Additionally, we have executed agreements with six reputable companies and industries through MOU signings. Presently, our focus is directed towards securing additional MOUs with a greater number of organizations. | All Heads of the departments should establish effective communication protocols between the parties involved, defining channels, frequency, and modes of communication to maintain transparency and streamline information flow.<br><br>Include provisions for the renewal or extension of the MOU, outlining the process and conditions under which the collaboration can be extended beyond the initial agreement period. |
| 7 | **Admission Strategy:** | During the presentation Principal informed the members that, Velammal Institute of Technology has made some significant changes in its admissions process and departmental allocations. Increasing the intake for Computer Science and Engineering while reducing it for Mechanical Engineering and Mechatronics Engineering reflects a shift in demand and strategic priorities.<br><br>Expanding the Computer Science and Engineering department suggests a recognition of the growing importance of technology and computing in today's world, as well as the potential career opportunities in that field. Meanwhile, decreasing the student count for Mechanical Engineering and Mechatronics Engineering may indicate a reassessment of industry demand or a | These actions are part of Velammal Institute of Technology's ongoing efforts to adapt to evolving educational landscapes, meet industry demands, and enhance its competitiveness.<br><br>The institute will continue to monitor enrolment trends, industry feedback, and student outcomes to inform future decisions regarding departmental allocations and admissions strategies. |

| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| | | desire to focus resources more strategically.<br><br>The emphasis on public outreach through branding initiatives is also noteworthy. It suggests a commitment to enhancing the institution's visibility and reputation, which can be crucial for attracting top talent and securing partnerships with industry stakeholders.<br><br>Overall, these changes seem to be part of a broader effort to adapt to evolving educational and industry landscapes while also positioning Velammal Institute of Technology as a leader in engineering education and innovation. | |
| 8 | **Stakeholders Feedback:** | During the IQAC meeting, Item Number 8 focused on reviewing stakeholder feedback, particularly regarding placement activities and outcomes. The feedback received from all stakeholders of Velammal Institute of Technology in the previous year was presented to the IQAC members by the Principal. The parents, students, employers and alumni expressed complete satisfaction. Principal in his presentation informed that by addressing stakeholder feedback and implementing strategic measures, the institute aims to further enhance the employability and success of its students in the job market, ensuring that they are well-prepared to pursue rewarding careers in their chosen fields. | **Increase in Overall Placements:**<br><br>It was noted that there has been an increase in overall placements, indicating the effectiveness of the institute's placement efforts and the quality of its graduates.<br><br>This positive trend reflects the institute's commitment to providing students with the necessary skills and opportunities to succeed in the job market.<br><br>**Need to Enhance Emphasis on Higher Salary Packages:**<br><br>Stakeholder feedback highlighted a need to enhance the emphasis on securing higher salary packages for students.<br><br>While increased placement numbers are positive, there is a recognition that ensuring competitive salary packages is |

| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| | | | essential for the long-term success and satisfaction of students. **Emphasis on Elevating CGPA Requirements:** There is an emphasis on elevating the CGPA requirements to further concentrate placement efforts towards core companies. Elevating the CGPA requirements can help ensure that students are academically prepared and competitive for positions in core companies, which often have higher standards and expectations. **Strategic Placement Efforts:** The discussion emphasized the importance of strategic placement efforts that not only focus on quantity but also prioritize quality and relevance. By concentrating efforts towards core companies and raising CGPA requirements, the institute aims to enhance the overall placement experience for students and improve their career prospects. Overall, the discussion on Item Number 8 underscores the institute's commitment to continuous improvement in its placement activities. By addressing the feedback received from stakeholders and implementing strategic measures, the institute aims to further enhance the employability and success of its students in the job market. |

| Item No. | AGENDA | DISCUSSION | PLAN OF ACTION (ATR) / REMARKS |
|---|---|---|---|
| 9. | FDP | Principal in his presentation informed members that a total of 44 Faculty Development Programs, 11 Guest Lectures, 5 Seminars, and 8 Workshops were held in 2021–2022. We are the recipient of six mini-grants to support the planning of national conferences, short-term training sessions, and Faculty Development Programs (FDPs). | The members suggested increasing the diversity of sectors represented in the faculty members who make an effort to attend the FDP, as well as offering incentives and encouragement to attend seminars, conferences, and workshops, should all be considered ways to improve future results. In order to support instructors working in engineering and technology fields in their efforts to upgrade their knowledge and skills, the FDP plans to offer financial support as well as chances for introduction training. |

## 10. Discussion of Infrastructure

As we discussed earlier , all discussions made to  provides the space for sports events  With both contemporary indoor and outdoor sports facilities, the institute offers sufficient space for both cultural and sporting events. The college has a history of producing talented athletes in the sports of table tennis, basketball, volleyball, hockey, cricket, and athletics. It also supports sports and athletes for team events. The facility features a sports field along with a state-of-the-art gym and sporting goods. Sports events are promoted and planned for the students by the faculty members at the College's Physical Education Department. For the advantage of the pupils, the physical education department offers indoor sports such ball badminton, chess, table tennis, and croquet boards. The institution encourages students to fully participate in the sports programs offered at zonal campuses in order to inspire

It is encouraged for students to take part in cultural events.which take place on the yearly day, and choreographers are hired to instruct the pupils. Furthermore to the same,
Various clubs at the campus organize a variety of cultural events.
All students are encouraged to practice yoga in order to reduce stress and improve their ability to focus on their academics. International Yoga Day is observed with much fanfare each year.

We also intended to expand the number of labs and classrooms. We are talking about expanding the number of rooms in the hostel facilities at our college. Our existing hostels, which are 2,522 square meters for men and 1,766 square meters for women, are being expanded. The infrastructure budget allotment for 2022 is 115.59 lakhs, while the augmentation of expenditures amounts to 105.08 lakhs.

## 11. Mentoring of students

As of the present, the mentoring process at Velammal Institute of Technology involves pairing experienced faculty members with students to provide guidance, support, and academic advice. Mentors play a crucial role
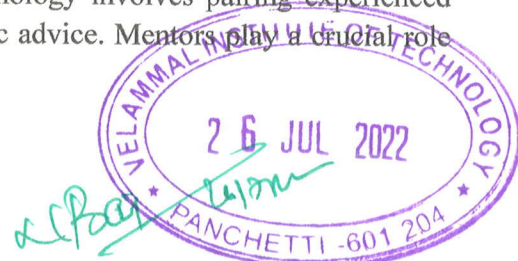
in helping students navigate their academic journey, address challenges, and set goals for personal and professional development.

**Plan of Action:**

Members suggested several points for improvement, including the implementation of regular training sessions for mentors to enhance communication and motivational techniques. It was also recommended to introduce a more structured approach to goal-setting and progress tracking, while emphasizing open communication channels and seeking feedback from both mentors and mentees.

## 12. Accreditation.

NBA accreditation has been awarded for the CSE, IT, and ECE programs, while the recent compliance visit by a peer team indicated that the MECH and EEE programs did not receive NBA accreditation due to lower admissions during the assessment period, as highlighted in the report for Mechanical Engineering (MECH) and Electrical and Electronics Engineering (EEE). Consequently, strategies must be developed for these two programs to attain accreditation. Additionally, the NAAC accreditation expired in February 2022, necessitating the implementation of recommendations made by NAAC. Steps should also be taken to complete the Annual Quality Assurance Report (AQAR) for the previous year.

**Plan of Action:**

NBA cycle 2 activities should take place in CSE, ECE and IT programs and remaining programs (MECH, MTS)should work towards 100% admissions in the current academic year and should meet the requirements for pre qualifiers in NBA. EEE department meets the eligibility for pre qualifiers application in NBA and should focus on the same. Furthermore, appointments for NIRF rankings, as well as for individuals overseeing IIC, ARIAA, KAPILA, NISP, and YUKTI, need to be made.

## 13. Alumni Engagement:

Principal informed that during the current academic year, Velammal Institute of Technology Alumni Association (VELITAA) will be officially registered. **Dr.M.S. Heaven Dani, Associate Professor of Mechanical Engineering**, will lead the committee tasked with appointing office bearers for the association. The committee is also responsible for planning various activities aimed at engaging all alumni of our institution. Additionally, an alumni meet will be organized annually.

**Plan of action**

1. To build a **strong industry/corporate     relationship for** promoting the interest of Alumni Members.

2. To hold **lectures, Seminars, exhibitions, Expert Talks and conferences**
3. To have rapport with other institutions, universities, centers and have **tie-up arrangements for** following their **syllabus, curriculum, and accreditation**

4. To maintain a **network of all the graduates** passed out from the VELAMMAL INSTITUTE OF TECHNOLOGY and contribute through the **Industry-Institute-interaction** for the development of the institution and vice-versa.

5. To represent **Alumni views to the College and to develop** ways that Alumni can be involved with current students.

**14.Discuss on innovative teaching methodologies and best practices:**

The IQAC Head informed about the innovative teaching methodologies and best practices adapted by the institution which can significantly contribute to the accreditation process and institutional advancement.

**Key Points for Discussion:**

- Embracing Active Learning Strategies
- Integration of Technology in Teaching
- Promoting Experiential Learning Opportunities
- Assessing Learning Outcomes
- Fostering Inclusive and Diverse Learning Environments
- Professional Development and Faculty Empowerment
- Leveraging Research and Innovation in Teaching

The members suggested the following for innovative teaching methodologies and best practices.

**Innovative Teaching Methodologies:**

**Flipped Classroom:** This method inverts traditional teaching models, delivering instructional content outside of the classroom and moving activities, including those that may have traditionally been considered homework, into the classroom. This approach encourages active learning, critical thinking, and problem-solving skills.

**Project-Based Learning (PBL):** PBL is a dynamic classroom approach in which students actively explore real-world problems and challenges, gaining a deeper knowledge through active exploration of real-world challenges and problems. It promotes knowledge synthesis, collaboration, and communication.

**Gamification:** Incorporating game design elements in non-game contexts to enhance student engagement and motivation. This includes the use of badges, leaderboards, and storylines in educational content delivery.

**Blended Learning:** A method that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. It requires the physical presence of both teacher and student, with some element of student control over time, place, path, or pace.

**Peer Teaching:** Students teaching other students can enhance understanding and retention of knowledge, foster a sense of responsibility, and enhance communication skills.

**Microlearning:** Delivering content in small, specific bursts that are easier for learners to digest. This method leverages short attention spans and can lead to higher retention rates.

**Best Practices for Implementation:**

**Continuous Training for Faculty:** Regular workshops and training sessions for faculty to familiarize them with the latest educational technologies and methodologies.

**Feedback Mechanisms:** Establishing robust feedback mechanisms from students, faculty, and industry stakeholders to continuously refine and enhance teaching methodologies.

**Collaborative Learning Spaces:** Designing classrooms that support flexibility in teaching methods, including movable furniture and access to technology, to facilitate group work and discussion.

**Assessment Reforms:** Incorporating a variety of assessment methods, including formative assessments, peer assessments, and project-based assessments, to accurately measure student learning outcomes.

**Leveraging Technology:** Making optimal use of learning management systems (LMS), educational apps, and other digital tools to support and enhance learning.

**Inclusive Education:** Ensuring that teaching methodologies are inclusive and accessible to all students, including those with disabilities, through the use of adaptive technologies and differentiated instruction.

**Action Plan**

1. Develop a timeline for the implementation of selected innovative teaching methodologies.
2. Organize faculty development programs focusing on new pedagogies.
3. Pilot selected methodologies in certain departments before a full-scale rollout.
4. Establish a monitoring and evaluation framework to assess the effectiveness of implemented methodologies.

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