



Ref No.: Velammalltech/IQAC/2023-24/001

Date: 20/07/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF IQAC MEETING – I ACTION TAKEN REPORT
(A. Y. 2023-24)

Essential the IQAC meeting on July 19th, 2023, the following steps were taken to ensure the institution managed adequately and that IQAC procedures were completed on schedule.

Item No.	AGENDA	ACTION TAKEN
1	Admission Strategy	The Principal discussed about the First year admission and the inaugural ceremony (Fresher's Day) for the academic year 2023 – 2024. The First year HOD has to prepare the schedule for Induction Programme for the first year students as per University guidelines. The Principal reviewed the Academic Calendar for the 2023 – 2024 Odd semester and confirmed the inclusion of skill-based technical programs as per the planned schedule.
2	Placement, Internships-and Training	Training and Placement Cell submitted a tentative placement plan for the academic year 2023 – 2024. The students are to be given a full-fledged training in the areas like soft skill, Verbal, Aptitude, Technical skills and Value added Training on emerging fields to get placed in top notch MNCs. Students from all the departments have participated in the technical and non-technical programs conducted by other Institutions. In 2022 – 2023, a total of 19 organizations provided internship opportunities, benefiting 41 students who actively participated in various internship programs. Status of Placed students through Placement cell was discussed and the necessity for specific internship/training related to placement was identified. HoDs were asked to guide students for Value added courses related to Industrial need.
3	Committee	The IQAC coordinator discussed about the NAAC criteria wise work status. Supporting documents hardcopy preparation, course file work, etc. The IQAC coordinator scrutinized the minutes of Academic Council Meeting conducted and reviewed the execution of various activities planned by the council.
4	Research and Development Activities	Faculty have registered for Ph.D. under Anna University. Faculties from various departments have published papers in national and international journals, Conferences, Funded Projects etc. R&D were instructed to HOD their final project students to publish review articles related to their project and for those quality projects should also go for research article publication in standard journals. We have obtained six grants from MSME, AICTE, etc.

5	FDP	<p>In order to improve future results, the members recommended that the number of faculty members who make an effort to attend the FDP be increased in diversity. Faculty members from all the departments have attended for the FDPs, STTPs, orientation programs and other technical activities to enrich their skill sets on recent technologies;</p> <p>All the departments have organized skill development programs such as seminars, Guest Lecturers, Workshops, Project Presentation, Value added courses and non-technical events for overall development of students.</p> <p>The list of programs like FDP, seminars, workshop organized by the department and Institutional levels was discussed.</p>
6	Academic Performance	<p>The exam cell verified Internal Exam Result Analysis, web portal entry, Lab experiments completion and the Internal Assessment tests for the preparation of University semester exam through follow-ups and audits.</p> <p>Huge volumes of Text books, Reference books, Journals, Newsletter and e-journals were purchased for the central Library to facilitate the students and staff for enhancing their skills in technical education, research and development activities. Students and staff members can register for NPTEL online course.</p>
7	Student Mentoring	<p>Anna University results for the academic year 2022 – 2023 were discussed. It was decided that the students have to be closely monitored by mentors to clear the subjects in the University examinations. Individual subject teacher has to produce more than 90% pass in their respective subjects.</p>
8	Discussion on MOU's	<p>MoU activities have to be initiated in all departments. MoU activities status was discussed and the number of MoU and its proper utilization should be improved in all departments.</p>
9	Alumni Engagement	<p>Alumni meeting status discussed and suggestions from Alumni were reviewed. Efforts have been made to enhance alumni meetings by developing a structured agenda that ensures focus and organization. The agenda includes dedicated time for introductions, updates, discussions on relevant topics such as career advice, industry trends, alumni success stories, and collaboration opportunities.</p>
10	Stakeholders Feedback	<p>IQAC co-ordinator initiated the process of feedback of stake holders as per date discussed in the meeting. The feedback forms were circulated among the stakeholders and the feedback was collected from the stakeholders through GOOGLE FORM and was analyzed for the betterment of the institution.</p>
11	Teaching Methodologies and Best Practices	<p>Our institution has implemented a comprehensive plan to enhance Teaching Methodologies and Best Practices, focusing on continuous improvement and excellence in education. We assessed current practices through feedback from faculty and students, identified areas for improvement, and developed training programs on innovative teaching methods. Faculty are supported through collaborative learning communities and mentorship to promote ongoing professional development and effective teaching strategies.</p>
12	Infrastructure details	<p>The institute has enhanced sports facilities and cultural activities, fostering a diverse range of sports including team sports and indoor activities. The Physical</p>

		Education Department organizes sports events, while cultural events are supported by hired choreographers and campus clubs. Emphasis on yoga promotes stress relief and academic focus, observed annually on International Yoga Day. Future plans include expanding laboratories, classrooms, and hostel accommodation to meet growing student needs.
13	Academic and Administrative Activities	To initiate the process for Academic and Administrative Audit, an Audit team has been formed under the chairmanship of Principal. AQAR Reports collection from all departments for the academic year 2022 – 23. All HODs have been instructed to begin the NAAC accreditation process and work towards it.

Mub
20/7/23
IQAC COORDINATOR

[Signature]
VICE-PRINCIPAL
VICE PRINCIPAL
Velammal Institute of Technology
Panchetti, Chennai - 601 204

[Signature]
PRINCIPAL
Principal
Velammal Institute of Technology
"Velammal Knowledge Park"
Chennai - Kolkatta Highway,
Panchetti, Thiruvallur Dist.-601 204

