

Chennai - Kolkatta Highway, Panchetti, Ponneri

Ref No.: VelammalItech/IQAC/2023-24/002

Date: 01/03/2024

INTERNAL QUALITY ASSURANCE CELL CIRCULAR

CHAIRPERSON: Dr.N. BALAJI (PRINCIPAL) IQAC COORDINATOR: Dr.B. MADHU

The second meeting of the IQAC for the academic year 2023-2024 will be held on Monday, 04th March 2024 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

IOAC members

Sl.	Name	Designation	Category	Position in
No.				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	DEAN R&D AND HOD/ECE	Professor and Head	Member
5	Dr.V.P.GLADIS PUSHPARATHI	HOD / CSE	Professor and Head	Member
6	Dr.S.PADMAPRIYA	HOD/AI&DS	Professor and Head	Member
7	Dr.P.DEIVENDRAN	HOD / IT	Professor and Head	Member
8	Dr.D.MAGESH BABU	HOD/MTS	Professor and Head	Member
9	Dr. S.MUTHUKARUPPASAMY	HOD / EEE	Professor and Head	Member
10	Dr.M.S.HEAVEN DANI	HOD/MECH	Professor and Head	Member
11	Dr. B.BALAMURUGAN	HOD S&H	Professor and Head	Member
12	Mr.B.K.SANTHOSH	Assistant Professor/ECE	Faculty	IQAC Assistant Co-ordinator
13	Dr.K.BALACHANDER	Associate Professor/CSE	Senior Faculty	Member
14	Dr.PRAMEELADEVI C H	Associate Professor/AI&DS	Senior Faculty	Member
15	Mr.K.BALAMANI KANDASUTHAN	Assistant Professor/MECH	Senior Faculty	Member
16	Dr.R.JOTHI CHITRA	Professor/ECE	Senior Faculty	Member

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17	Dr. G. DURGADEVI	Assistant Professor/IT	Faculty	Member
18	Dr.R.KARTHIKEYAN	Associate Professor/EEE	Senior Faculty	Member
19	Mr.D. SENTHIL KUMAR	Assistant Professor/H&S	Faculty	Member
20	Ms. SRIMATHI	Human Resource	Senior Administrative Officer	Member
21	Mr. GOVARDAN	Hostel Warden	Local Society	Member
22	Mr.R.RAJARAJAN	President of VELITAA	Alumni	Member
23	Miss.S.GOMATHI	IV IT	Student	Member
24	Mr.JENISH	IV MECH	Student	Member
25	Ms.MANJU		Parent	Member
26	Mr. M. PONNUSWAMI	Founder & MD, Pure Chemicals	Industrialist	Member
27	Ms.BAPITHA	MSC Technologies	Employer	Member



PRINCIPAL

Principal
Velammal Institute of Technology
"Velammal Knowledge Park"
Chennai - Kolkatta Highway,
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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A. Y. 2023-24)

Date: 04.03.2024, Time: 11:00 A.M. to 01:00 PM, Venue: Board Room AGENDA-MEETING 2

The outlined items constitute the agenda for the upcoming IQAC meeting set to occur on Monday, 04th March 2024 within our college premises.

Agenda

- Review of the minutes of the previous meeting 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. Review of Academic committee activities
- 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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Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting -2

 $\frac{\text{Meeting 2} - 04.03.2024}{\text{The 2}^{\text{nd}} \text{ IQAC meeting for Academic Session 2023-24 was held on 04}^{\text{th}} \text{ March 2024. The following members}$ were attended the meeting.

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1	Dr.N.BALAJI	Principal	Head of the Institute	Chairperson of IQAC Cell
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29	Ms.BAPITHA	MSC Technologies	Employer	Member



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	REVIEW / REMARKS
1	Review of Minutes of Previous meeting (IQAC Meeting 1)	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	Achieving a perfect 100% pass rate in the last year is commendable, showcasing students' dedication and proficiency. However, the 89% result in the current year (2023-2024 ODD SEM) prompts consideration of potential challenges or variations in academic performance.	To maintain or improve academic standards, the members suggested analysing the causes behind the variation and implementing targeted strategies for consistent success in subsequent semesters.
3	Placement	The analysis of placement trends between 2022-23 and 2023-24 were discussed. Despite a reduction in the number of companies and students placed, the significant jump in the highest salary from \$\sigma 6.75\$ Lakhs/Annum to \$\sigma 10.7\$ Lakhs/Annum, coupled with the rise in average (from \$\sigma 4.15\$ Lakhs/Annum to \$\sigma 4.512\$ Lakhs/Annum and median salaries (from \$\sigma 4.365\$ Lakhs/Annum, signifies a strategic emphasis on quality placements and competitive compensation.	To elevate future placement success, it's imperative to diversify the pool of participating companies, ensuring representation across various industries. Strategies to optimize student placement percentages should be devised, focusing on personalized career guidance and industry-specific training.

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4	Internship & Training	The internship program expanded significantly, with 45 organizations offering internships to 103 students. This growth reflects a strong commitment to student development and successful collaboration between academia and industry.	To enhance the internship initiative, introduce diverse opportunities like remote or specialized projects, incorporate mentorship, strengthen organizational partnerships for long-term collaboration, and gather feedback to continually improve the program.
5	Review of Academic Committees	The Principal briefed the members on the assessment of the academic committees across all departments and their activities for the current academic year	The Principal instructed all Department Heads to review the Program Outcomes (PO) and Program Specific Outcomes (PSO) achievements of all programs. If there's a decline in value compared to previous years, the respective heads must implement new strategies to enhance the specific PO attainment. This can involve initiatives such as organizing guest lectures and promoting project-based learning activities.
6	Implementation of Research and Development Activities	In January 2023, Dr.B.Sridevi implemented a Research and Development (R&D) System of Policy, establishing an R&D cell with the approval from the management. Department Heads (HoDs) delivered monthly progress presentations, encompassing Scopus Indexed publications, patents, seminars, workshops, and various research activities. The institution achieved its goal of nearly 150 publications, anticipating further success by promoting faculty involvement in research. Substantial grants were secured from entities like MSME and MEITY's Quantum Computing Lab, with ongoing efforts to explore additional funding opportunities.	institution acknowledged faculty contributions to books and chapters

Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
			centric culture.
7	Execution of MOU's	All the HoD's are informed to enter into MOU's so that our students can go internship training and complete the projects in the industry. We have entered into 15 MOUs with a diverse range of esteemed companies and industries. Our enthusiasm and determination are driving us to actively and excitedly pursue numerous additional MOUs with highly regarded premium companies.	Our upcoming milestone involves securing an international Memorandum of Understanding (MOU), particularly in the realm of educational collaborations. Through the MOU, we have outlined a plethora of opportunities for our students, including internships, value-added courses, workshops, placement guidance, and support for mini-projects, technical knowledge enhancement, guest lectures, training programs, campus drives, and seminars.
8	Admission strategy	During the IQAC meeting held in July 2023, several key points were discussed regarding admissions, departmental intake, and strategic initiatives for Velammal Institute of Technology. The meeting outcomes are summarized as follows: Admissions Achievement: It was reported that Velammal Institute of Technology successfully achieved an 85% student admission rate for the academic year. This accomplishment reflects the institute's effective admissions strategies and efforts to attract and enroll students.	Planned Increase in Departmental Intake: Looking ahead to the next academic year (2024-2025), there are plans to increase the intake for specific departments to meet growing demand and align with educational trends. The Computer Science and Engineering department is slated for a significant increase, with a target count of 240 students. Additionally, the Information Technology department will see an increment to 90 students, indicating a strategic response to the evolving
9	Stakeholders feedback	In the IQAC meeting, Agenda Item 8 centred on examining stakeholder input, with a specific emphasis on placement activities and results. The Principal presented feedback gathered from various stakeholders of Velammal Institute of Technology during the previous year. Parents, students,	During the IQAC meeting, several important points were discussed, focusing on initiatives aimed at enhancing students' skills, highlighting placement reports, and recognising student achievements. The key points are outlined below: 1. Skill Rack Training Sessions: - It was proposed to organize skill rack training sessions conducted by

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		employers, and alumni conveyed their full satisfaction. During the meeting IQAC Head suggested that many parents and students expected the institute to conduct placement day to handover the offer letters for all the students who were place in the campus during the academic year	Mr. Eldo Ranjith. These sessions are intended to enhance students' skills and competencies in various areas, likely including technical skills, soft skills, and professional development. 2.Highlighting Placement Reports: Plans were made to highlight placement reports throughout the academic year 2023-2024. This initiative aims to provide transparency and visibility into placement outcomes, showcasing the successes of students and the effectiveness of the institute's placement efforts. 3. Organization of Success Meet on Placement Day: Discussions were held regarding the organization of a success meet on Placement Day. This event would serve as an opportunity to celebrate the achievements of students who secured placements and to recognize the efforts of faculty, staff, and industry partners involved in the placement process. 4. Considerations for Celebration: Considerations were made for a celebration to mark significant achievements or milestones within the institute. This could include celebrating academic achievements, extracurricular successes, or institutional milestones, fostering a sense of pride and community among students, faculty, and staff.

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10	Implementation of FDP Activities	The FDP was implemented in January 2023 and was overseen by all HODs. With the effective completion of over 73 FDP attended by our staff members along with seminars, and conferences, we have accomplished our goal. We are hoping for even greater numbers by urging our faculty members to be very interested in participating. Providing funding to support the organization of seminars, workshops, faculty development programs (FDPs), short-term training programs (STTPs), and other relevant projects	The Faculty Development Program (FDP) offers faculty members training in contemporary teaching techniques through a range of activities like conferences, seminars, workshops, and educational events. These endeavours play a vital role in enriching the academic and intellectual ambiance within educational establishments. The primary goals include fostering skill development and facilitating the transfer of these acquired skills to students during laboratory sessions. To bolster instructors' expertise in engineering and technology fields, the FDP aims to offer financial aid and opportunities for introductory training sessions.
11	Infrastructure details	The Velammal Institute of Technology takes great satisfaction in providing a wide array of state-of-the-art technology resources that are designed to foster dynamic environments for both teaching and learning. The management makes sure that all of the needs of the students are met by working closely with the professors and the administrator. In addition to classic whiteboards, new teaching aids like LCD projectors and smart boards are installed in classrooms. The computerized central library of the university is the hub of its instructional system and a veritable goldmine of scholarly resources. To this end, the departmental libraries that are open to both teachers and students are enhanced by the digital library, which provides a wide selection of video courses. In order to promote a comprehensive educational approach, specific and well-	establish a centralized computing facility, comprising 103 latest HP computers with 11th generation i7 processors, 16 GB memory, and 512 GB SSD HD, with an estimated cost of INR 1.09 Crores. Additionally, eight extra classrooms will be added to the Academic Block to accommodate the classroom requirements for our growing student population, with an estimated expenditure of INR 2.2 Crores. Due to the overwhelming response from students in other states and districts, the construction of new hostels for both girls and boys has been initiated. The Girls Hostel, covering an area of 45,167 sq. ft., is estimated at INR 7.38 Crores, and the Boys Hostel, covering an area of 32,211 sq. ft., is estimated at INR 5.28 Crores. The total allocation for the construction of both hostels is INR 12.6 Crores. An allocation of INR 20 lakhs was made for the establishment of a

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		equipped rooms are also set aside for a variety of uses, including test centres, IQAC, entrepreneurial endeavours, placement cells, and training facilities. On campus, there is The residence buildings have Wi-Fi hotspots that connect the entire campus seamlessly. Boasting an amazing collection of facilities, such as two drawing rooms, thirty-one laboratories, two airconditioned conference rooms with video conferencing capabilities, and thirty-four ICT-enabled classrooms. Seven seminar rooms are also set aside for college-level education, providing the best possible setting for learning.	supporting computing machines. A total of INR 36 lakhs was allocated to meet the requirements of the Mechatronics and AI&DS laboratories. Finally, a new lift is proposed to be installed within the college premises at a cost of INR 22 lakhs.
12	Mentoring:	Currently, the mentoring system at Velammal Institute of Technology matches seasoned faculty members with students to offer guidance, assistance, and academic counsel. Mentors are instrumental in assisting students in navigating their academic path, tackling obstacles, and establishing objectives for personal and professional growth	enhancement, such as conducting regular training sessions for mentors to improve their communication and motivational skills. Additionally, it was proposed to adopt a more organized method for setting goals and monitoring progress, with a
13	Accreditation:	NBA accreditation has been granted for the CSE, IT, and ECE programs. However, a recent compliance visit revealed that the MECH and EEE programs did not meet NBA accreditation standards due to lower admissions during the assessment period, as outlined in the Mechanical Engineering (MECH) and Electrical and Electronics Engineering (EEE) report. Consequently, strategies need to be devised to ensure accreditation	The audit activities for NBA cycle 2 and NAAC audit should be conducted in the CSE, ECE, and IT programs. Meanwhile, the MECH and MTS programs should strive for full admissions in the current academic year and meet the prerequisites for pre-qualifiers in NBA. The EEE department is eligible to apply for pre-qualifiers in NBA and should prioritize this. Additionally, appointments need to be made for NIRF rankings and for individuals overseeing IIC, ARIAA,

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Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
		for these two programs. Additionally, the NAAC accreditation expired in February 2022, requiring the implementation of NAAC's recommendations. Steps should also be taken to complete the Annual Quality Assurance Report (AQAR) for the current year (2023-2024).	KAPILA, NISP, and YUKTI
14	Discuss on innovative teaching methodologies and best practices	After the discussions in previous meeting, work collaboratively to develop an action plan for each methodology. This plan should include:	Innovative Methodologies: Flipped Classroom: Discuss the concept, implementation strategies, and tools. Share success stories or case studies. Project-Based Learning (PBL): Outline the steps to design PBL experiences, including the selection of real-world problems and assessment methods. Peer Teaching: Share methodologies for organizing peer teaching sessions and discuss how to train students for these roles. Microlearning: Explore platforms and content creation tools for microlearning, and discuss how to integrate microlearning into existing courses. Best Practices for Implementation: 1. Continuous Training for Faculty Implementation Strategy: Develop an annual training calendar that includes workshops, seminars, and webinars focused on new pedagogical strategies, technology tools, and educational trends. Mentorship Programs: Pair less experienced faculty with mentors who have successfully integrated innovative teaching methodologies into their classrooms. Evaluation and Improvement: Solicit feedback after each training session to continuously improve the training programs.

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			2. Feedback Mechanisms Digital Platforms: Utilize digital platforms like online surveys, forums, and feedback apps to gather feedback efficiently from students, faculty, and stakeholders. Feedback Integration: Establish a committee to regularly review feedback and identify actionable insights that can lead to the enhancement of teaching methodologies. Transparency and Response: Share feedback outcomes with the community and outline steps taken to address concerns or suggestions.

IQAC COORDINATOR

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Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting -2

Meeting 2 – 04.03.2024
The 2nd IQAC meeting for Academic Session 2023-24 was held on 04th March 2024. The following members were attended the meeting.

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21	Mr.D. SENTHIL KUMAR	Assistant Professor/H&S	Faculty	Member	D. Sonttinhun
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24	Mr.R.RAJARAJAN	President of VELITAA	Alumni	Member	R. Rayroyam.
25	Miss.S.GOMATHI	IVIT	Student	Member	S. Gomathi
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