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

INSTITUTION'S INNOVATION COUNCIL (Ministry of HRD Initiative)

Ref No.: VelammalItech/IQAC/2024-25/001　　　　　　　　　**Date: 03/07/2024**

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 204-2025 will be held on Wednesday, 10th July 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

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	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	Mr. R. RAJA	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
17	Dr. G. DURGADEVI	Assistant Professor/IT	Faculty	Member

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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

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

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(A. Y. 2024-25)
Date: 10.07.2024, 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 Wednesday, 10th July 2024 within our college premises.

Agenda

1. **Review of the minutes** from the previous meeting (2023-2024) to ensure accuracy and completeness.
2. **Agenda Review:** Briefly reviewing the items on the agenda to ensure all topics are covered and any necessary adjustments are made.
3. **Admission, Results, Academic Performance:** Discussion and planning regarding admission procedure, targets and the academic performance of students including assessment results, trends, challenges, and improvement strategies.
4. **Placement, Internships, and Training:** Updates and discussions related to the committee responsible for facilitating student placement, internships, and training opportunities, including partnerships with industries.
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. **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.
8. **Infrastructural Details:** Updates and discussions related to infrastructure development, maintenance, renovations, and expansion projects within the institution.
9. **Student Mentoring:** Discussion on programs, initiatives, and strategies for providing mentoring and support to students, including academic, career, and personal guidance.
10. **Accreditation:** Updates and preparations related to institutional accreditation processes and requirements set by accrediting bodies or agencies.

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INSTITUTION'S INNOVATION COUNCIL
(Ministry of HRD Initiative)

Ref No.: VIT/IQAC/2024-25/001

Date: 10/07/2024

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

Meeting 1 – 10.07.2024

The 1st IQAC meeting for Academic Session 2024 - 2025 was held on 10th July 2024. The following members attended the meeting.

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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 (2023-2024)	The Principal and the Head of IQAC presented the minutes from the previous year's IQAC meeting (2023 – 2024) to the members for their review and approval.	The IQAC co-ordinator reviewed the minutes from the previous year (2023 – 2024) to evaluate how the suggestions were implemented and revisited the various parameters discussed in the prior meeting.
2	Agenda Review	The Principal provided a report on the different aspects of the Institution.	Notable achievements in areas such as (i) Institution-wide accomplishments (ii) Faculty achievements (iii) Student achievements (iv) Placement statistics (v) Research and development milestones (vi) Co-curricular and Extra-curricular activities. Currently our SSR/DVV clatifications are in the final stage of verification. The institute has different committees for various activities related to NAAC and the regular review meetings are being carried out.
2	Academic Performance	The meeting began with an in-depth discussion on the academic results for the 2023-24 year, focusing on overall pass rates and subject-specific performance across all departments. The examination of the previous year's results was also discussed. The institute's consistent academic excellence is reflected in the high graduation rate of 94.1% across all programs for the 2019-2023 batches.	The IQAC members recognized the outstanding performance of students during the 2023-24 academic years. Students from various departments successfully passed all subjects, marking a significant achievement. In light of these positive results, the IQAC members recommended continuing the implementation of the OBE strategy for the current academic year. Achieving a perfect 94.1% pass rate in the last year is commendable, showcasing students' dedication and proficiency.
3	New Programmes	In the proposed New Programs for the upcoming Academic year 2024-25, the introduction of new branches in the field of emerging areas and PG program in M.E. (Computer Science and Engineering).	During the AICTE process for A.Y.2024-25, the institute has applied for a PG courses in Computer (M.E.computer science) with 09 intakes.
4	Adherence to academic calender	The academic calendar prepared for the semester was reviewed and the committee suggested the outcome based education and effective teaching methodologies.	Academic calender is prepared well in advance for each semester. Schedule for IA1, IA2, IA3 and Model Examination are intimated to faculty and students and conduted as planned.

Item No.	AGENDA	DISCUSSION	PLAN OF ACTION (ATR) / REMARKS
			CCM and DRM meeing are conducted as per schedule. Committee recommended increasing the frequency of Industrial visits, Expert lectures, and Industrial exposure training from Industry persons; Membership & MoU's to explore the various practical aspects of industrial development to the students.
5	Placement	The placement statistics for the 2023-24 academic year show a significant number of companies (45) participating in placements, leading to a considerable number of students being placed (182). Placement officer summarties the placement details in meeting. Placement training was given to the second and third year students through Innovation Technologies. Placement officer explained about various initiatives taken through placement cell. Students need to be motivated to take up higher studies.	Although the placement statistics for 2023-24 are promising, there is still potential for growth. The commendable participation of 45 companies and the successful placement of 182 students are noteworthy. As a result of comprehensive placement training encompassing soft skills, aptitude, and technical training from the first year, our institute has achieved a placement rate of 94%. Our students went for the higher studies for PG courses in various fields and also qualified in State/National level/International Level Exams. To further improve future results, the IQAC members recommended strategies such as diversifying the industries involved, increasing student placement percentages, attracting companies offering higher salary packages, and introducing career development programs to better prepare students for a competitive job market. The committee suggested the Training and placement cell to take necessary steps to increase on campus placement drive with reputed companies.
6	Internship & Training	In the academic year 2023-24, a total of 25 organizations provided internship opportunities, benefiting 114 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. Planned to conduct the value added courses to fulfill and to enrigh the student's technical skills.	To enhance the internship program, diversify participating organizations, the members suggested increasing overall internship opportunities, and promoting a mix of stipend and non-stipend options. The members suggested implementing a feedback system for continuous improvement, and enhancing transparency in the selection process to boost student engagement and inclusivity.

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7	Committee Activity review	Principal informed the members about the review of academic committees of all the departments and their activities for the previous year were 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.
8	Discussion on Research and Development Activities	More R&D funded projects to be received. Increased number of SCI/WoS/Scopus indexed publications. Each department is encouraged to participate in diverse research and consulting activities throughout the academic year. All the faculties are instructed to publish atleast two papers per academic year and file research patent. Through R&D cell we have encouraged students to participate and do a real-time project. Seed money for quality and socially relevant projects shall be given. Quality of student projects is to be improved Facilitate platforms for staff to present their research findings. Establish a system for regular monitoring and evaluation of ongoing research activities.	The following are the MSME funded projects received under MSME Champions scheme. Our ECE faculty Dr.G.Shanmugaraj and Dr.M.Sivarathinabala, Associate Professor, got project in MSME and santioned amount Rs.23, 672 Lakhs. And also Our CSE HoD Dr.V.Gladis Pushparathi, got a fund from Meity Quantum Computing Applications Labs and santioned amount Rs. 14 Lakhs Total Scopus indexed publications as on date is 602. The on-going funded projects led by different faculty members at our institution in various funded agencies and granted amount Rs.35 Lakhs. Encourage staff to participate in collaborative research projects. Provide guidance on patent filing procedures and documentation. The result of patents published and granted 52. Meeting frequency: Every Wednesday 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.

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9	Research Centre Recognition by Anna University	Our institution has recognized as Research Centre for ECE, Physics by Anna University. Further we are going to get more Research Centre from our various departments.	The Department of ECE is recognised as Anna University Research Centre (January 2023-December 2025) in addition to Department of Physics (2019 – June 2025). The Mechatronics Engineering Department eligible to apply for Anna University Research Centre recognition as Dr.D.Magesh Babu (Prof/HOD MTS) and Dr.B.MADHU (Associate Professor/ MTS) have research supervisor recognition by Anna University and in the upcoming academic year the department shall apply for the same.
10	Discussion on MoU's	MoU can be signed with different academic and research organizations for various academic activities. Additionally, we have executed agreements with 26 reputable companies and industries through MOU signings. Presently, our focus is directed towards securing additional MOUs with a greater number of organizations. Interaction exists with nearby industries. MoUs help in developing the curriculum, internship and placement activities. MoUs have been signed with indsutries but outcome needs monitoring and strengthening.	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. 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. Numerous activities have done under each MoUs and our staff & students were more beneficiary through participated.
11	NIRF/IIC Ranking	The Principal addressed the challenges encountered in attaining NIRF ranking and discussed the institution's efforts in overcoming them. The IIC cell has to create awareness regarding patents to the students and faculty. Target 4 star rating for Institution Innovation Council by conducting various events	Our institute has engaged in diverse initiatives outlined by the Innovation Cell, Ministry of Education, Government of India, to foster innovation and startup culture on campus, resulting in the attainment of a 4-star rating in the year 2023. Planned to conduct various technical events for encouraging students's participation. Students are encouraged to participate in national level competitions like Smart India Hackathon. Planned to conduct technical seminars and workshops in the upcoming days.

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12	DSIR SIRO Recognition	Our institution recognised by DSIR-SIRO till 31.03.2026.	Following guidance from Advisor Shri. M. Vaasu and the Principal, the Research and Development (R&D) cell, under the leadership of Dean R&D Dr.B.Sridevi and research coordinators Dr.B.Madhu and Dr.J.Nandha Gopal, submitted an application for fresh recognition as a Scientific and Industrial Research Organisation (SIRO) to DSIR. They presented the application in New Delhi on August 21st, 2023, before the Ministry of DSIR. Consequently, Velammal Institute of Technology has been officially recognized as a SIRO until March 2026.
13	Admission Details	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. This accomplishment reflects the institute's effective admissions strategies and efforts to attract and enroll students.	The institution's extensive branding efforts, diverse activities, and notable achievements by faculty and students in the preceding academic year 2023-2024. As a result of significant institutional branding efforts, along with numerous conducted activities and achievements by faculty and students during the preceding academic year 2023-2024, the admission rate for the academic year 2023-2024 stands at 90.6%.
14	Stakeholders Feedback	The Principal presented feedback gathered from various stakeholders of Velammal Institute of Technology during the previous year. Collection of feedback and its analysis needs to be strengthened Parents, students, employers, and alumni conveyed their full satisfaction.	The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct. The criteria was informed that the stakeholders's feedback on curriculum have been updated for the collection of responses in A.Y. 2023 – 2024. It was recommended that all the concerned will ensure the collection of responses from the respective stakeholders and wil submit the analysis report along with action plan to the IQAC. To improve interaction with stakeholders, it was decided to share soft copy of departmental and institute level newsletters and magazine with alumni, parents and employers including all the external stakeholders. Feedbacks from stakeholders has been analyzed and reviewed for further improvements.

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15	FDP	Planning to conduct National Level Conference for faculties, Research Scholars and Strudents. Faculties are instructed to register for their research work. Faculties are instructed to do online certificate course. Also many of our faculties have participated and presented papaer in International conferences.	With the effective completion of over 173 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 Faculties are encouraged to participate FDP's, conferences, workshop and other programs in other colleges by provideing financial, supports to them. 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. Credit given to the students for taking online through NPTEL/SWAYAM portals.
16	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. In order to promote a comprehensive educational approach, specific and well-equipped rooms are also set aside for a variety of uses, including test centres, IQAC, entrepreneurial endeavours, placement cells, and training facilities.	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 2023 is 115.59 lakhs, while the augmentation of expenditures amounts to 105.08 lakhs. We have received approval to establish a centralized computing facility, comprising 103 latest HP computers with 11th generation i7 processors, 16 GB memory, and 512 GB SSD HD. 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. Additionally, eight extra classrooms will be added to the Academic Block to accommodate the classroom requirements for our growing student population. A new lift has been installed within the college. An allocation of Lab was made for the

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			establishment of a Robotics lab, with an additional supporting computing machine.
17	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.	Members suggested several points for improvement, including the implementation of regular training sessions for mentors to enhance communication and motivational techniques. It was resolved and approved that the, faculty are involved in the process of mentoring, every mentor is allotted with 20 students to take care of them. The responsibilities of the mentors are to provide career counseling, remedial coaching and motivation. The mentor also contacts and meets the parents of his/her mentees to discuss their progress and/or any other matter, as and when required. 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.
18	NAAC/NBA Accreditation	NAAC/NBA helps our institution to improve quality, recognition, employaility, funding, research opportunities, Identity, Accountability and ranking etc. Steps should also be taken to complete the Annual Quality Assurance Report (AQAR) for the previous year. The Chairperson insisted the Criteria coordinators to complete the work as early as possible. Discussed about AQAR review.	Timely submission of the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024 has been accomplished, and the institute is prepared for the Internal Quality Assurance (IIQA) process required for NAAC accreditation. The initiation of the NBA accreditation process for Electronics and Communication Engineering (ECE), Computer Science and Engineering (CSE), and Information Technology (IT) programs (Cycle 2) is underway, as the accreditation status for these programs is set to expire by June 2025. The Electrical and Electronics Engineering (EEE) program is eligible for NBA accreditation in Cycle 1, as it has consistently met the eligibility criterion of a 50% admission for the past three academic years. Furthermore, appointments for NIRF rankings, as well as for individuals overseeing IIC, ARIAA, KAPILA, NISP, and YUKTI, need to be made.
19	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,	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,

Item No.	AGENDA	DISCUSSION	PLAN OF ACTION (ATR) / REMARKS
		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. It has been decided to intensify Alumni engagement in all possible aspects including knwoledge sharing, career gudiance, internship & placements	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. 6. All departments have conducted events engaging alumni for seminars, workshops and project evaluations. 7. All departments will conduct atleast 1 event a month with their alumni as resourse. 8. The IQAC coordinator suggested the Alumni interaction can be done for the departments so that the industry need will be attained by the students.
20	Sports/ Extention Activities	NSS and NCC organises various outreach programmes Students and faculty participated in extention activities. The Chairperson discussed the various aspects of strengthening of Students Association and Club activities to promote their participations in technical events.	As we discussed earlier, all discussions made to provide 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

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			in order to reduce stress and improve their ability to focus on their academics. International Yoga Day is observed with much fanfare each year.
21	Students Scholarship Details	Student scholarship is a valuable form of student financial aid. Numerous benefits of scholarship that extend beyond finanacial assistance.	Our students benefitted Rs. 1,49,31,100 by scholarships, free ships etc. provided by the institution / non- government bodies, industries, individuals, philanthropists.
22	Library Details	The computerized central library of our college 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. 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 air-conditioned 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.	Library with has adequate space with volumes, National and International Journals, NPTEL, Video courses etc., Library needs to scbscribe more relevant journals. Library budget provision could be increased. To appraise the library footfalls and use of subscribed databases. To monitor the infrastructure facilities at regular intervals by the concerned committee.

The IQAC coordinator thanked all the members of IQAC for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavours of IQAC.

IQAC COORDINATOR   VICE PRINCIPAL   PRINCIPAL

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10 JUL 2024

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INSTITUTION'S
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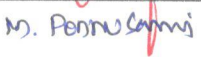Ref No.: VIT/IQAC/2024-25/001   Date: 10/07/2024
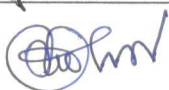
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Minutes of IQAC Meeting - I

Meeting 1 – 10.07.2024

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