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

INSTITUTION'S INNOVATION COUNCIL (Ministry of HRD Initiative)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF IQAC MEETING –I ACTION TAKEN REPORT
(A.Y.2020 – 2021)

Subsequent to the meeting of IQAC held on 20/07/2020, the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

Item No.	AGENDA	ACTION TAKEN
1.	COVID – 19 Pandemic	A detailed strategy for assigning work during "work from home" was created and shared with all faculties. Faculty developed and disseminated E-content for their particular topics. Successfully schedule was prepared. The UG classes were conducted through Google meet virtual due to the covid pandemic crisis. The UG students were enrolled to gmeet virtual for the online classes.
2.	Academic Approaches	New branch Artificial Intelligence and Data Science and Mechatronics was started from the current academic year with an intake of 60. The academic calendar was approved in the meeting. Dr.B.Balamurugan, was assigned the responsibility to prepare the academic calendar for the year 2020 – 2021. Annual Quality Assurance Report (2019 – 2020) was almost completed and decided to submit. All department programme coordinators are informed to conduct events in the stipulated time through virtual mode.
3.	Placement, Internships-and Training	Placement and skill training started for 3rd and Final Year students in our campus. Placement cell strictly followed the covid19 SOP during placement training. Skill Development courses are discussed and planned.
4.	Discussion on Research and Development Activities	Heads of Departments (HoDs) are required to submit their R&D reports quarterly. All research terminology will be integrated and presented at the progress meetings. Doctoral faculty members must submit their proposals to the R&D cell. Additionally, faculty members are expected to publish at least one research article per semester, with a preference for up to four articles annually, depending on their rank.

5.	**Discussion on MOU's**	The IQAC coordinator was entrusted to explore further possibilities of strengthening the institutional collaborations with external agencies by signing MoUs for establishing industrial linkages. New MoU's and collaborations were initiated by many departments.
6.	**Admission Strategy**	Due to Covid, Admissions will be online. Admission 2020-21 shall commence after plus2 results or from any specific date as per UGC guidelines.
7.	**Stakeholders Feedback**	The feedback forms were circulated online among the stakeholders and the feedback was collected from the stakeholders through virtual medium and was analyzed for the betterment of the institution. The online classes were reviewed by IQAC based on the report submitted by the HODs.
8.	**FDPs/Seminars/ Conferences/conducted/ attended**	The clubs and departments organized academic FDP, webinars, Programmes and competitions in connection with important days, academics and curriculum through Google platform.
9.	**Infrastructural Details**	The digital library offers video lectures on a number of topics. Each department's department libraries are also open to staff and students. The college has a specifically designated, well-equipped space for its training, placement, entrepreneurship, test, and IQAC facilities, among other uses. There are Wi-Fi hot spots all around the campus, including in the living halls. 34 ICT-enabled classrooms, 31 labs, 2 drawing rooms, 2 air-conditioned conference rooms with video conferencing capabilities, and 7 seminar rooms for college-level instruction are among the institution's facilities.
10	**Accreditation**	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. The EEE Department meets the eligibility for prequalifies 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 YOKTI need to be made. Collected data from concerned department for NIRF and AISHE.
11	**Teaching Methodologies**	Some faculty members introduced Flipped teaching, Experiential Learning in virtual platforms. All are informed to implement these innovative practices. Google classroom was suggested as one of the platform which could be used for assisting the teaching learning process in a bigger way than before as offline teaching may soon become the norm. Teaching learning with combination of ICT tools and various

		pedagogies were implemented.
12.	**Online webinars organized/ attended**	All the departments successfully organized webinars, FDPs and seminars on latest trends in engineering. Faculty members are welcome to take part in the development activities and online lectures. Faculty members are encouraged to attend more FDP/STTP/Workshop on conducting latest technology/Research methodology/ IPR etc.
13.	**Promoting faculty to publish papers**	Request for financial support for FDP/publication/professional development Programmes to faculty were considered and funds were approved. Promoting faculty to publish papers in Scopus/Web of science Journals and reviewing their performance periodically.
14.	**Students Discipline COVID 19 prevention**	During COVID -19 period awareness among students was spread about the symptoms and necessary precautions by different teams containing faculty members at the entrance of our college. COVID 19 safety measures should be strictly followed in the campus.

21/7/2020

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