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

INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)

Ref No.: VelammalItech/IQAC/2021-22/001/ATR   **Date: 22/07/2021**

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF IQAC MEETING – I ACTION TAKEN REPORT
(A. Y. 2021-22)

Following the IQAC meeting held on 21.07.2021, the subsequent actions were taken to ensure the efficient functioning of the institution and the timely completion of IQAC procedures.

Item No.	AGENDA	ACTION TAKEN
1	**Admission Strategy**	Implemented real-time tracking of enrollment trends and established an Industry Advisory Board to ensure continuous feedback. Developed a robust student outcomes assessment framework and conducted online workshops while introducing new courses to address emerging trends. Additionally, launched a Centre for Excellence and online faculty development programs, complemented by a strategic planning committee to guide future initiatives and institutional growth.
2	**Placement, Internships-and Training**	Targeted actions have been taken to improve student career readiness and placement outcomes, including negotiation skills training, enhanced industry partnerships for competitive salaries, ongoing placement strategy reviews, and an expanded internship program with increased opportunities and regular feedback mechanisms for continual improvement.
3	**Committee**	The institution has implemented a structured approach to academic management, beginning with guidance from the Department Advisory Committee and evaluations by the Programme Assessment and Quality Improvement Committee. Experts are strategically assigned by the Course Expert/Module Coordinator Allotment committee, while the Common Course Committee ensures cohesive academic approaches based on feedback. Class Committee Meetings address specific class issues, ensuring a balanced approach to academic and administrative responsibilities, informed by insights from previous meetings.

4	**Research and Development Activities**	Our institute got recognised by MSME as Host Institute Business incubator. And has initiated allocating resources to enhance research infrastructure and support staff research presentations. Targets include approximately 90 publications and 130 conference proceedings, with incentives for faculty publications and ongoing efforts to foster collaborations with research labs and industry partners.
5	**FDP**	The institution has initiated Faculty Development Programs (FDPs) to enhance knowledge in engineering and technology sectors. These programs include financial support and introductory training sessions for instructors. Faculty members are actively encouraged to participate in development activities and attend online lectures to strengthen their expertise.
6	**Academic Performance**	The institution has implemented a proactive approach to address areas for improvement and leverage strengths. This includes conducting comprehensive curriculum reviews, launching targeted faculty development programs, enhancing student support services, and adopting data-driven decision-making processes. Collaboration among faculty, students, and administrators has been fostered to share insights and best practices, aiming for continuous improvement and effective adaptation to future challenges in upcoming academic years.
7	**Student Mentoring**	Following the discussions, actionable steps and goals have been identified for completion before the next meeting. Clear deadlines and responsibilities have been set for each action item. Attentive listening to mentor feedback has been prioritized, with openness to constructive criticism and suggestions for improvement maintained throughout the process.
8	**Discussion on MOU's**	Department Heads have established effective communication protocols among stakeholders, defining channels, frequency, and modes of communication to enhance transparency. They have also incorporated provisions for the renewal or extension of MOUs, setting clear guidelines and conditions to ensure ongoing alignment and productive cooperation beyond the initial agreement period.
9	**Alumni Engagement**	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. Feedback from attendees has been actively sought to refine meeting formats, content, and to gather suggestions for improvement. This iterative approach aims to tailor future alumni gatherings to better meet the evolving needs and interests of the alumni community.

10	Stakeholders Feedback	Velammal Institute of Technology has proactively improved placement activities amid pandemic challenges by soliciting stakeholder feedback and implementing strategic measures. They prioritize enhancing students' employability and career success through comprehensive support and resources, ensuring readiness for both immediate job opportunities and long-term professional growth. This reflects their commitment to holistic student development and adapting to dynamic job market demands.
11	Accreditation	NBA Accreditation has been secured for CSE, IT, and ECE program. To be prepared for compliance, the MECH & EEE programs need to develop strategies for accreditation due to lower admissions. Efforts are underway to implement NAAC recommendations and finalize the AQAR for the past five years. Appointed individuals for NIRF rankings and oversight of IIC, ARIIA, KAPILA, NISP, and YUKTI initiatives.
12	Teaching Methodologies and Best Practices	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.
13	Infrastructure details	The institute has enhanced sports facilities and cultural activities, fostering a diverse range of sports including team sports and indoor activities. The Physical 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.

22/7/2021

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