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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF IQAC MEETING – II ACTION TAKEN REPORT
(A. Y. 2018-19)

Following the IQAC meeting held on 05.03.2019, 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	The institute took several proactive actions aimed at promoting academic excellence, enhancing student engagement, and strategically positioning itself in the education sector. These actions reflect Velammal Institute of Technology's commitment to continuous improvement and innovation in delivering education. Ongoing efforts to adapt to evolving educational landscapes, meet industry demands, and enhance its competitiveness. The institute will continue to monitor enrollment trends, industry feedback, and student outcomes to inform future decisions regarding departmental allocations and admissions strategy.
2	Placement, Internships-and Training	To optimize future internship programs, it's essential to expand partnerships with new organizations and nurture existing ones. This will increase internship opportunities for students while ensuring a diverse range of placements across industries. Streamlining the matching process and providing comprehensive support to students throughout their internships can enhance.
3	Committee	Oversees academic performance and placement data, implements faculty training and curriculum refinement for improved outcomes. Allocates faculty based on expertise to optimize teaching within courses/modules 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	Five major grants and three TNSCST funds have been secured to facilitate various initiatives like workshops, student projects, and industry-sponsored endeavors such as EPR Labs. Notably, the Physics Department received a substantial INR 30.94 Lakhs grant from MSME, while the Departments of CSE, IT, and ECE obtained INR 80.76 Lakhs from the Department of Science and Technology. Additionally, the Mechanical Department secured a grant of INR 10 Lakhs from CVRDE. Under the student project scheme, three grants were acquired from TNSCST. Allocation of financial and infrastructural resources will be directed towards supporting research endeavors and ensuring access to crucial databases, journals, and facilities
5	FDP	To further assist instructors in the engineering and technology domains with enhancing their expertise, the FDP intends to provide financial assistance and opportunities for introductory training sessions Faculty members are actively encouraged to participate in development activities and attend online lectures to strengthen their expertise.
6	Academic Performance	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. We'll also help teachers learn new ways to teach. We'll make sure students have support, like counselling and tutoring. We'll keep an eye on how everyone's doing and change things if needed. We'll work with outside groups to give students more real-world learning chances.
7	Student Mentoring	Additionally, it was proposed to adopt a more organized method for setting goals and monitoring progress, with a focus on fostering open communication channels and soliciting feedback from both mentors and mentees Explore opportunities to expand the program to reach more students and address additional needs .Develop strategies to sustain the mentor 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 are required to integrate provisions for renewing or extending MOUs, outlining the process and terms for prolonging collaboration beyond the initial agreement term. This involves setting forth explicit criteria and terms for such extensions to maintain alignment and foster efficient cooperation among the involved parties.
9	Alumni Engagement	Develop a comprehensive communication plan utilising various channels like email, newsletter social media, alumni events and a dedicated alumni website. Utilize alumni management software or CRM systems to track engagement, manage contact information and personalize communications. The agenda includes dedicated time for introductions, updates, discussions on relevant topics such as career advice, industry trends, alumni success stories, and collaboration opportunities.

10	Stakeholders Feedback	After thorough consideration and planning, the celebration was organized and executed, providing an invaluable opportunity for the institute community to come together and celebrate its collective achievements. This event served not only as a moment of recognition but also as a means of fostering camaraderie, pride, and a sense of belonging among all members of the institute. By successfully orchestrating this celebration, Velammal Institute of Technology reaffirmed its commitment to recognizing and celebrating the accomplishments that contribute to its ongoing success and growth.
11	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.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.
12	Teaching Methodologies and Best Practices	Encouraging innovation and sharing best practices fosters a culture of excellence, complemented by recognizing and rewarding academic leadership. Concluding meetings with a comprehensive action plan and meticulous documentation ensures accountability and transparency, facilitating continuous improvement within higher education institutions. Deliberating on professional development initiatives enhances faculty and staff competencies. Strengthening feedback mechanisms ensures refinement of teaching-learning processes and institutional functioning.
13	Infrastructure details	The college has a dedicated, well-equipped area. The Velammal Institute of Technology boasts excellent technical resources to support efficient teaching and learning. To understand the needs of the students and provide all the resources necessary for an efficient teaching and learning process, the management collaborates closely with the principal and teachers.Institution boasts excellent technical resources to support efficient teaching and learning. To understand the needs of the students and provide all the resources necessary for an efficient teaching and learning process, the management collaborates closely with the principal and teachers..

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