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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF IQAC MEETING – II ACTION TAKEN REPORT
(A. Y. 2019-20)

Following the IQAC meeting held on 24.01.2020, 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 |
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| 1 | Admission Strategy | <p>Following the IQAC meeting in July 2019, Velammal Institute of Technology has implemented several proactive measures to advance its mission of providing quality education and fostering student success. Initiatives include the enhancement of academic programs through curriculum updates and faculty development initiatives. The institute has also focused on improving student engagement through enhanced support services, extracurricular activities, and career development programs. Strategically, the institute has positioned itself in the education sector by strengthening industry partnerships, expanding research collaborations, and adopting innovative teaching methodologies. These actions underscore Velammal Institute of Technology's commitment to continuous improvement and innovation in education delivery, ensuring the holistic development and success of its students.</p> |
| 2 | Placement, Internships-and Training | <p>Velammal Institute of Technology has taken proactive steps to enhance students' placement outcomes by focusing on several key areas. Efforts include:</p> <ul style="list-style-type: none">- Conducting workshops and seminars to improve students' negotiation skills and prepare them for higher-paying job opportunities.- Aligning curricula with industry demands through regular reviews and updates to ensure graduates are well-prepared for current market needs.- Strengthening career services to provide personalized support and guidance, including resume building, interview preparation, and networking skills. <p>These actions aim to improve students' competitiveness in the job market and enhance their overall placement success at Velammal Institute of Technology.</p> |
| 3 | Committee | <p>Following instructions from the Principal, all Department Heads at Velammal Institute of Technology have undertaken reviews of Program Outcomes (PO) and Program Specific Outcomes (PSO) across all programs. Where declines in value compared to previous years have been identified, heads have initiated new strategies to enhance specific PO attainment. These strategies include organizing guest lectures featuring industry experts to enrich curriculum relevance and promoting project-based learning activities to strengthen practical skills and application. These actions aim to ensure continuous improvement in program outcomes and maintain alignment with evolving educational standards and industry requirements.</p> |

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| 4 | Research and Development Activities | <p>Velammal Institute of Technology has implemented several strategic actions to foster interdisciplinary collaborations and enhance research capabilities globally and locally. These include:</p> <ul style="list-style-type: none"> - Establishing incentive programs tied to research grants to encourage faculty engagement and reward significant publications and patents. - Recognizing faculty contributions to books and academic publications to promote scholarly activity. - Providing full support for faculty participation in international conferences to facilitate knowledge exchange and networking. - Planning to establish an accredited Research and Development (R&D) Centre to centralize and enhance research efforts across disciplines. - Enhancing Intellectual Property Rights (IPR) practices to protect and promote faculty innovations. - Offering training programs aimed at enhancing research excellence and methodologies. <p>These initiatives aim to strengthen Velammal Institute of Technology's research profile, promote innovation, and support faculty in achieving scholarly success on both national and international fronts.</p> |
| 5 | FDP | <p>Faculty members at Velammal Institute of Technology undergo comprehensive training in modern teaching approaches through the Faculty Development Program (FDP). This program encompasses participation in conferences, seminars, workshops, and other educational opportunities aimed at enhancing teaching methodologies and fostering a vibrant academic atmosphere. The institute emphasizes the transfer of these skills to students through hands-on laboratory sessions, ensuring practical application and skill development among students. These initiatives contribute significantly to improving the overall educational experience and academic outcomes at Velammal Institute of Technology.</p> |
| 6 | Academic Performance | <p>To address diverse pass rates, Velammal Institute of Technology is conducting a comprehensive analysis to identify factors influencing student outcomes, including teaching methods and curriculum effectiveness. Tailored interventions such as tutoring programs and curriculum refinements are being implemented to address specific departmental needs identified through this analysis. Collaborative efforts are promoted to facilitate the sharing of best practices among departments, aiming to enhance teaching quality and student support mechanisms. These evidence-based strategies are designed to improve student success rates and elevate academic standards across all departments through a commitment to continuous improvement and responsive educational practices.</p> |
| 7 | Student Mentoring | <p>Several suggestions were put forward by members for 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 focus on fostering open communication channels and soliciting feedback from both mentors and mentees.</p> |

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| 8 | Discussion on MOU's | All Heads of Departments (HoDs) at Velammal Institute of Technology have been instructed to actively establish Memorandums of Understanding (MOUs) with industries for student internships and project collaborations. The institute's next objective is to secure an international MOU focused on enhancing educational partnerships. This international MOU will outline a range of opportunities for students, including internships, additional courses, workshops, placement assistance, support for mini-projects, skill enhancement programs, guest lectures by international experts, training sessions, campus recruitment events, and seminars. These initiatives aim to broaden students' exposure to global practices, strengthen industry-academic collaborations, and provide comprehensive support for their academic and professional development at Velammal Institute of Technology. |
| 9 | Alumni Engagement | Velammal Institute of Technology has developed a structured agenda for alumni meetings aimed at fostering meaningful engagement and collaboration. These meetings include presentations on key topics, interactive segments, and opportunities for alumni to share updates and successes since graduation. Networking sessions, Q&A segments, and feedback gathering mechanisms are integrated to encourage active participation and dialogue. Each meeting concludes with a call to action, urging alumni to stay connected, contribute to initiatives, and explore engagement opportunities such as joining alumni associations, mentoring students, or supporting philanthropic endeavors. Continuous feedback is solicited to refine and enhance future alumni engagement activities, ensuring ongoing relevance and impact within the alumni community at Velammal Institute of Technology. |
| 10 | Stakeholders Feedback | During the IQAC meeting at Velammal Institute of Technology, several initiatives were discussed to enhance students' skills, including Skill Rack Training Sessions led by Mr. Eldo Ranjith. Plans were also made to highlight placement reports for the academic year 2019-2020, aiming to ensure transparency and increase visibility of outcomes. Additionally, a proposal was put forward for a Success Meet on Placement Day to celebrate student achievements and acknowledge contributions from faculty, staff, and industry partners. Discussions also centred on instituting celebrations to commemorate significant achievements within the institute, fostering a sense of pride and community spirit among stakeholders. These efforts reflect Velammal Institute of Technology's steadfast commitment to promoting student success and fostering holistic development across its academic community. |
| 11 | Accreditation | Velammal Institute of Technology has outlined strategic actions for NBA Cycle 2 activities in CSE, ECE, MECH, EEE, and IT programs, focusing on meeting NBA pre-qualification requirements. The institute is also prioritizing achieving 100% admissions in all remaining programs for the current academic year. Additionally, appointments are being made for individuals overseeing NIRF rankings, as well as for roles related to initiatives such as IIC (Institution's Innovation Council), ARIIA (Atal Ranking of Institutions on Innovation Achievements), KAPILA (Knowledge Acquisition and Personality Improvement Leadership Awards), NISP (National Institutional Ranking Framework for Social Practices), and YOKTI (Youth, Knowledge, Innovation, and Technology Initiative). These measures aim to enhance institutional rankings, compliance, and performance across various national and international assessments and initiatives at Velammal Institute of Technology. |

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| 12 | Infrastructure details | Velammal Institute of Technology enhances its educational environment with advanced teaching tools such as LCD projectors and smart boards. The central library is complemented by departmental and digital libraries, offering extensive academic resources. The institution provides comprehensive facilities including training centers, a placement cell, and entrepreneurial initiatives, fostering a holistic learning environment. With state-of-the-art resources and diverse opportunities, Velammal Institute of Technology ensures students have access to the tools and support needed for both academic and personal growth. This commitment underscores its dedication to excellence in education and preparing students for successful futures. |
| 13 | Teaching Methodologies and Best Practices | We have initiated a plan at Velammal Institute of Technology to enhance teaching methods through comprehensive assessments and feedback mechanisms to identify areas for improvement. Tailored training programs focusing on innovative methodologies such as active learning and flipped classrooms are currently being implemented. These initiatives are supported by workshops and digital resources to equip faculty with the necessary skills and tools. Additionally, mentorship programs and collaborative learning communities have been established to further strengthen faculty development efforts. These comprehensive actions aim to enhance the quality of education delivery and promote continuous improvement in teaching practices across the institute. |

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