



**VELAMMAL**  
**INSTITUTE OF TECHNOLOGY**

Chennai - Kolkatta Highway, Panchetti, Ponneri



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

Ref No.: VelammalItech/IQAC/2020-21/002/ATR

Date: 06/03/2021

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


Subsequent to the meeting of IQAC held on 05/03/2021, 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.	<b>Online class: Progress Review</b>	Due to COVID-19 pandemic and complete lockdown all the teachers have adopted the online method of teaching to keep the students continue with the studies through the Whatsapp groups, Google meet, YouTube videos etc. All faculty members are instructed to adopt revised blooms taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessments. Internal Academic and administrative audit was done in all departments.
2.	<b>Academic Approaches review</b>	Govt. permitted colleges to function from 8th Feb 2021. Classes are online for theory subjects. Lab classes to be scheduled in the college for the students. All the departments are schedule the lab sessions as per SOP. The college will work on six days a week as per the directions from GO. New time table to be prepared including Saturdays. Heads and faculty to ensure SOP's for COVID' 19 are strictly adhered. Masks to be worn, social distancing to be followed. Workshop on Importance of Vaccination to be scheduled during Mar 2021.
3.	<b>Placement, Internships-and Training</b>	The discussion would likely touch upon the positive engagement with 98 companies and the placement of 263 students, showcasing active efforts in facilitating career opportunities. While the highest salary offered indicates competitiveness, the disparity between this and the average salary prompts considerations on equitable compensation distribution. Strategies to enhance placement outcomes and opportunities may be explored.

4.	<b>Workshops/FDPs/Seminars/ Conferences/conducted/attended</b>	AICTE sponsored STTP on “Research Aspects on Deep Learning in Image and Video Processing” was conducted and AICTE sponsored virtual International conference on Antenna Innovations, 5G communication and Network Technologies (ICA5NT 2020) and Virtual National Conference on Innovation in computing and Technology were conducted. During the pandemic, our college institution organized a variety of activities including 35 webinars, alumni talks, online quizzes, and 8 workshops, all coordinated by different departments.
5.	<b>Research and Development Activities</b>	All the department HoDs discussed the 2020-2021 academic contributions of faculty and students and then it was concluded that overall publications so far are 90 and 65 conference proceedings. The number of project proposals sanctioned 5 and submitted 4. Number of international conference proposals 1 and webinar proposals are 5. It is decided to conduct 1 conference in a year and decided to apply for funding with a minimum INR 5 Lakhs. R&D activity policy formulation will be defined based on the strategic plan, proposed activities and will be implemented. The goal for this academic year is to achieve approximately 130 publications from faculty members
6.	<b>Discussion on MOU’s</b>	Currently, we have one MOUs with Nippon Seiki for 3 years. Our dedication and eagerness motivate us to actively seek additional MOUs with top-tier companies.
7.	<b>Admission Strategy</b>	Achieving a 75% student admission rate for the academic year 2020-21 showcases the institute's effective admissions strategies despite pandemic uncertainties.
8.	<b>Stakeholders Feedback</b>	The feedback report submitted by IQAC was analysed and necessary actions were taken for the betterment of the institution and for the progress of students and staffs of the institution. The feedback analysis and action taken report was prepared and uploaded in the website.
9.	<b>FDP</b>	Request for financial support for FDP/publication to faculty were considered and funds were distributed. The FDP intends to provide financial support and introductory training sessions to instructors in order to facilitate their knowledge development in the engineering and technology sectors.
10.	<b>Infrastructural Details</b>	The labs have a well-established infrastructure that is student-accessible and complies with university requirements. The college has 545 computers that are dispersed around the library, office, and department labs. All of the computers have quick internet connection.
11.	<b>Student Mentoring</b>	The mentoring book was distributed to all departments and the teachers were instructed to submit the completed mentoring by the end of the academic year. All mentor

		conducted mentoring sessions for the students through online mode and the report was handed over to HODs. The mentoring book of the academic year was reviewed and necessary actions were taken to support students
12.	<b>Accreditation</b>	NIRF Data and AISHE data were collated for uploading. NAAC criteria wise teams were entrusted to compile and evaluate the progress of curricular and co-curricular activities during the post accreditation period. E-Copy of latest standard operating procedure of NAAC was circulated among the faculty members for proper data collection.
13.	<b>Students Performance</b>	The internal examinations for the students were conducted online through google classroom virtual. Training videos on question paper setting and evaluation through gmeet were circulated among the faculty. In the pandemic driven world, all the University level examinations of the 2019-20 batch were organized by the Examination Department of college in completely online mode as per the guidelines prescribed by the University. The marks were promptly submitted to the University for smooth declaration of results. All departments gathered the results of their students.

  
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