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

Following the IQAC meeting held on 04.03.2022, 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	<p>Velammal Institute of Technology has demonstrated commendable proactive efforts following the July 2021 IQAC meeting. These actions focus on promoting academic excellence, enhancing student engagement, and strategically positioning the institute in the education sector amid pandemic challenges. By prioritizing continuous improvement and innovation, Velammal Institute of Technology is dedicated to fulfilling its mission of providing quality education and fostering holistic student development and success. This proactive approach underscores the institute's leadership in preparing students for the dynamic global environment.</p>
2	Placement, Internships-and Training	<p>Efforts have been focused on enhancing placement outcomes by expanding industry partnerships to attract more visiting companies and conducting career development workshops and resume clinics to improve student readiness. Specialized training in negotiation skills has been implemented, along with regular salary benchmarking studies to ensure competitive offers. Placement strategies are continuously refined based on feedback and industry trends.</p> <p>The internship program for the academic year 2021-22 saw significant growth, with 63 organizations offering 192 internships to 189 students. Future enhancements aim to diversify participating organizations, optimize the matching process, and implement regular feedback mechanisms to better prepare students for their careers.</p>

3	Committee	<p>The institution has implemented a structured process involving several committees to ensure effective management of academic and administrative responsibilities. The Department Advisory Committee provides initial guidance on departmental affairs, followed by the Programme Assessment/Quality Improvement Committee, which conducts assessments and enhances program quality. The Course Expert/Module Coordinator Allotment committee strategically assigns experts, while the Common Course Committee ensures consistency in shared courses. Class Committee Meetings then address specific class issues, fostering a cohesive approach to academic and administrative duties across the institution.</p>
4	Research and Development Activities	<p>The institution has secured four significant grants supporting workshops, student projects, and Faculty Development Programs (FDPs) to encourage interdisciplinary collaborations and enhance research and development efforts. Notably, the Departments of Mechanical Engineering and Electronics & Communication Engineering (ECE) secured INR 39.29 Lakhs from the Ministry of Micro, Small & Medium Enterprises (MSME). These funds will bolster research endeavors and provide access to crucial databases, journals, and facilities.</p> <p>Recognizing faculty achievements, incentives are provided for publications in books or book chapters by national or international publishers. The institution aims to achieve approximately 150 publications in the current academic year, further promoting academic excellence and research impact.</p>
5	FDP	<p>The Faculty Development Program has been initiated to provide financial support and introductory training sessions for instructors, aiming to enhance their expertise in engineering and technology fields. Faculty members are actively encouraged to engage in development activities and attend online lectures to facilitate their professional growth.</p>
6	Academic Performance	<p>Departments have reviewed curriculum and teaching methods, enhanced faculty development, prioritized student support services, and implemented data-driven decision-making to address pass rate fluctuations in 2021-22. Collaboration among faculty, students, and administrators has been fostered to align with industry standards and promote sustained academic success.</p>

7	Student Mentoring	Meetings commence by establishing rapport and fostering open communication. Student well-being is prioritized through check-ins to address concerns and questions. Academic progress is reviewed, focusing on achievements, challenges, and areas for improvement. Constructive feedback is provided on assignments and projects to encourage growth and development.
8	Discussion on MOU's	Department heads have been encouraged to establish Memorandums of Understanding (MOUs) to facilitate student internships and project collaborations with industries. Efforts are underway to secure an international MOU focusing on educational partnerships, offering opportunities such as internships, additional courses, workshops, placement assistance, mini-project support, skill enhancement, guest lectures, training sessions, campus recruitment, and seminars for students.
9	Alumni Engagement	A structured agenda has been developed for alumni meetings, featuring key topics, presentations, and interactive segments. Opportunities are provided for alumni to share updates and successes since graduation. Networking, Q&A sessions, and feedback gathering are included to enhance participation. Meetings conclude with a call to action, encouraging alumni to remain connected, contribute to initiatives, and explore engagement opportunities like joining associations, mentoring students, or making philanthropic contributions. Feedback is actively sought to refine and improve future alumni engagement activities.
10	Stakeholders Feedback	Velammal Institute of Technology organized and executed a celebration to commemorate significant achievements and milestones. A planning committee was established to explore ideas inclusively, ensuring alignment with the institute community's preferences. The event brought together students, faculty, and staff to celebrate collective accomplishments, fostering recognition, camaraderie, pride, and a strong sense of belonging. This initiative supports a positive learning environment crucial for holistic development and success. The celebration underscores the institute's commitment to acknowledging and celebrating achievements amidst pandemic challenges, promoting a vibrant community spirit where successes are valued and shared.

11	Accreditation	In preparation for upcoming compliance visits, NBA activities are scheduled for CSE, ECE, and IT programs. MECH and MTS programs are prioritizing achieving full admissions and meeting NBA pre-qualifier requirements for the current academic year. The EEE Department is focusing on meeting pre-qualifier eligibility for NBA application.
12	Infrastructure details	The institute has expanded sports and cultural activities with modern facilities for events, nurtured talented athletes across various disciplines, and promoted cultural engagement through annual celebrations and diverse campus events. Yoga is emphasized for stress relief, with plans underway to enhance infrastructure including laboratories, classrooms, and hostel accommodations.
13	Teaching Methodologies and Best Practices	We have initiated a plan for enhancing teaching methods with comprehensive assessments, gathering feedback to pinpoint areas for improvement. Tailored training programs on innovative methodologies like active learning and flipped classrooms are underway, supported by workshops and digital resources. Mentorship and collaborative learning communities further strengthen faculty development.

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