



VELAMMAL
INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)

Ref No.: Velammaltech/IQAC/2018-19/001/ATR

Date: 21/07/2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING – I ACTION TAKEN REPORT

(A. Y. 2018-19)

Following the IQAC meeting held on 20.07.2018, 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	Action part of Velammal Institute of Technology's 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 state.
2	Placement, Internships-and Training	To expand industry partnerships to increase company participation, implementing targeted student preparation programs, enhancing placement support services, conducting salary benchmarking exercises, streamlining logistical planning for placement drives, and establishing a monitoring and evaluation mechanism. These actions aim to optimize placement activities, providing students with enhanced opportunities and ensuring continued improvement in placement outcomes.
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	To expand industry partnerships to increase company participation, implementing targeted student preparation programs, enhancing placement support services, conducting salary benchmarking exercises, streamlining logistical planning for placement drives, and establishing a monitoring and evaluation mechanism. These actions aim to optimize placement activities, providing students with enhanced opportunities and ensuring continued improvement in placement outcomes. 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	Conduct regular reviews of the mentoring program to evaluate its impact and identify opportunities for enhancement. Make necessary revisions based on feedback and learned. Sustain the mentoring program beyond the initial phase. 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 user-friendly alumni portal or app where graduates can access resources, register for events, and connect with peers. 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.
10	Stakeholders Feedback	Velammal Institute of Technology has proactively improved placement activities amid pandemic challenges by soliciting stakeholder feedback and implementing strategic measures. By heeding stakeholder feedback and enacting strategic measures, the institute aims to bolster the employability and success of its students in the job market. This commitment ensures that students are well-equipped to pursue fulfilling careers in their respective fields.
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 a participatory approach is equally crucial. Active involvement from all members cultivates a sense of ownership and collective responsibility towards quality enhancement. Each member should feel empowered to contribute their insights, suggestions, and concerns during the meeting. Conducting a SWOT analysis is instrumental. This evaluation of the institution's academic and administrative landscape identifies internal strengths and weaknesses, as well as external opportunities and threats, guiding strategic planning and quality enhancement initiatives
13	Infrastructure details	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.. 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.

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