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

Following the IQAC meeting held on 15.07.2019, 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	Indeed, the actions undertaken by Velammal Institute of Technology underscore its dedication to adapting to evolving educational landscapes and aligning with industry demands to enhance competitiveness. Moving forward, the institute is poised to continue vigilantly monitoring enrollment trends, industry feedback, and student outcomes to make well-informed decisions regarding departmental allocations and admissions strategies. This iterative approach ensures that Velammal Institute of Technology remains responsive to the dynamic needs of both students and industries, thereby fostering a culture of excellence in education and innovation.
2	Placement, Internships-and Training	The action plan includes strengthening industry partnerships, offering career support, hosting salary negotiation workshops, benchmarking salaries, enforcing fair distribution policies, and monitoring placement outcomes. These initiatives aim to boost student opportunities, ensure competitive compensation, and uphold equity in salary distribution, thereby enhancing overall placement success.
3	Committee	The Department Advisory Committee offers insights, followed by the Programme Assessment Committee enhancing program quality. The Course Expert Allotment Committee assigns experts strategically, while the Common Course Committee designs shared courses. This leads to Class Committee Meetings that resolve class matters. This cohesive approach highlights effective academic and administrative coordination within the institution.
4	Research and Development Activities	We've secured three major grants for symposiums and national conferences: INR 40 Lakhs from the Department of Science and Technology for the CSE and ECE Departments, INR 10 Lakhs from CVRDE for the Mechanical Department, and three additional grants from TNSCST under the student project scheme. Resources have been allocated to support research, including access to essential databases, journals, and resources. Platforms are provided for staff to showcase their findings, with ongoing monitoring and evaluation. We aim for 200 faculty publications this academic year, celebrated through awards. Collaborations with research institutions and industry partners are actively pursued, staff involvement in projects is encouraged, and guidance on patent filing is offered. The research plan is reviewed bi-monthly to adapt to evolving needs, with incentives and support for faculty publishing books, chapters, or monographs.

5	FDP	To facilitate the development of instructors' knowledge in the engineering and technology sectors, the FDP has implemented introductory training sessions and provided financial support for these initiatives. Faculty members are encouraged to participate in online seminars and development activities. Financial support has been allocated to ensure accessibility and participation. These efforts aim to enhance the instructors' expertise and keep them updated with the latest advancements in their fields.
6	Academic Performance	The examination of pass percentages in the academic year 2018-19 reveals fluctuations, indicating areas for enhancing student performance. While some semesters maintain consistent pass rates, others show declines, emphasizing the need for targeted interventions during transitional phases. Identifying underlying factors is crucial for devising effective strategies to support student success. By fostering a supportive environment and implementing evidence-based interventions, sustained improvements in academic performance can be achieved. The upcoming academic year will focus on addressing these challenges to ensure continuous improvement.
7	Student Mentoring	Mentoring has been prioritized to enhance academic performance by providing tailored support in coursework, study skills, and exam preparation. Mentors guide mentees through academic challenges, clarifying concepts and identifying necessary resources for success. Beyond academics, mentoring initiatives promote personal growth by fostering self-confidence, resilience, and a clear sense of direction. Mentors serve as role models, offering valuable advice on goal-setting, time management, and decision-making skills. These efforts contribute significantly to the overall development of mentees, ensuring they are well-prepared to meet both academic and personal challenges.
8	Discussion on MOU's	Department Heads have implemented efficient communication channels among stakeholders, specifying the frequency, channels, and methods of communication to ensure transparency and optimize information dissemination. These efforts aim to streamline communication processes within departments and across stakeholders. Additionally, clauses for the renewal or extension of MOUs have been incorporated, detailing clear procedures and terms for extending collaborations beyond the initial agreement period. This proactive approach ensures that partnerships remain robust and beneficial, fostering sustained relationships with stakeholders and partners.

9	Alumni Engagement	In order to foster a lasting bond between graduates and their alma mater, significant actions have been taken to enhance alumni engagement. Efforts include organizing regular alumni events, establishing communication channels through newsletters and social media platforms, and creating opportunities for alumni to contribute financially, volunteer, and mentor current students. These initiatives aim to cultivate a sense of belonging and pride among alumni, encouraging their active involvement in supporting academic programs, funding scholarships, and enhancing facilities. Engaged alumni serve as valuable brand ambassadors, sharing their success stories and testimonials to positively influence the institution's reputation and attract prospective students, faculty, and donors. This comprehensive approach ensures alumni remain integral to the institution's growth and advancement while strengthening its community of committed stakeholders.
10	Stakeholders Feedback	Velammal Institute of Technology has taken concrete steps to enhance its placement activities and support student employability. This includes actively soliciting stakeholder feedback and implementing strategic measures based on this input. The institute focuses on providing comprehensive support and resources to students, ensuring they are well-prepared for successful careers in their fields of study. By continuously improving placement services, Velammal Institute of Technology aims to foster long-term professional success and personal growth among its students, thereby solidifying its commitment to their overall development and career advancement.
11	Accreditation	Several actions have been initiated to address accreditation and quality assurance requirements at Velammal Institute of Technology. Strategies are being developed for the CSE, ECE, EEE, IT, and MECH programs to meet NBA accreditation standards, focusing on curriculum updates, faculty development, infrastructure enhancements, and industry collaborations. Following the expiration of NAAC accreditation in February, recommendations provided by NAAC are being systematically implemented to ensure compliance and improve overall institutional quality. Efforts are also underway to compile and submit the Annual Quality Assurance Report (AQAR) for the past five years, documenting progress and initiatives undertaken to enhance educational outcomes and institutional effectiveness. These steps underscore the institution's commitment to maintaining high standards and continuous improvement across its academic programs and operational practices.

12	Teaching Methodologies and Best Practices	To recognize teaching excellence and foster a culture of feedback, Velammal Institute of Technology has implemented several initiatives. These include instituting awards and recognition programs for outstanding teaching, encouraging peer evaluations and student feedback mechanisms, and organizing regular workshops and seminars on pedagogical innovations and best practices. These efforts underscore the institution's commitment to enhancing the educational landscape by promoting excellence in teaching and learning. Collaborative efforts among faculty and staff are prioritized to ensure continuous improvement and the adoption of innovative teaching methods. This holistic approach aims to uphold high standards of education and cultivate a culture of excellence across the academic community at Velammal Institute of Technology.
13	Infrastructure details	Velammal Institute of Technology has taken significant actions to provide a well-rounded experience for its students across academic, sports, cultural, and well-being dimensions. The institute has invested in contemporary indoor and outdoor sports facilities, fostering a culture of physical activity and sports excellence. Faculty actively promote and plan sports events to encourage student participation, while a variety of indoor sports options enhance accessibility. Cultural events are organized throughout the year, supported by choreographers and student clubs, enriching campus life. The institution's emphasis on yoga for stress reduction and mental focus, including participation in International Yoga Day, underscores its commitment to student well-being. Infrastructure improvements, including expanded labs, classrooms, and hostel facilities, further support a conducive learning environment. These efforts collectively ensure a holistic student development approach, enhancing the overall college experience at Velammal Institute of Technology.

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