



VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



Ref No.: Velammalltech/IQAC/2018-19/002

Date: 04/03/2019

INTERNAL QUALITY ASSURANCE CELL CIRCULAR

CHAIRPERSON: Dr.T.CHANDRASEKAR (PRINCIPAL)

IQAC COORDINATOR: Dr.M.SUCHITRA

The second meeting of the IQAC for the academic year 2018-2019 will be held on 5th march 2019 in the Board room at 11 am regarding the following agenda. The members are earnestly requested to attend the meeting in the aforementioned date to share your valuable suggestions

IQAC members

Sl. No.	Name	Designation	Category	Position in IQAC
1	Shri. K. RAZAK	Advisor	Management Representative	Member
2	Shri. M. VAASU	Advisor	Management Representative	Member
3	Dr.T. CHANDRASEKAR	Principal	Academics- Senior Professor	Member Secretary of IQAC
4	Dr.S. SOUNDARARAJAN	Vice- Principal	Academics	Member of IQAC
5	Dr. B.SRIDEVI	HOD / ECE	Professor and Head	Member
6	Dr. R. SUGUMAR	HOD / CSE	Professor and Head	Member
7	Dr. B. MURUGESWARI	HOD / IT	Professor and Head	Member
8	Dr. K. RAJESWARI	HOD / EEE	Professor and Head	Member
9	Dr. G. MOORTHY	HOD / MECH	Professor and Head	Member
10	Mr. B.BALAMURUGAN	HOD S&H	Professor and Head	Member
11	Dr.PRANAMITA NANDHA	Associate Professor/CSE	Senior Faculty	Member
12	Dr.P.DEIVENDRAN	Associate Professor/IT	Senior Faculty	Member



13	Dr.M.SIVARATHINABALA	Associate Professor/ECE	Senior Faculty	Member
14	Dr.M.S.HEAVEN DANI	Associate Professor/MECH	Senior Faculty	Member
15	Dr.R.KARTHIKEYAN	Assistant Professor/EEE	Senior Faculty	Member
16	Mr.D. SENTHIL KUMAR	Assistant Professor/H&S	Faculty	Member
17	Mrs. VASUMATHI	Human Resource	Senior Administrative Officer	Member
18	Mr. GOVARDAN	Hostel Warden	Local Society	Member
19	Mr.R.RAJARAJAN	President of VELITAA	Alumni	Member
20	Miss.S.GOMATHI	IV IT	Student	Member
21	Mr.JENISH	IV MECH	Student	Member
22	Mr. B. BALAMURUGAN	Parent		Member
23	Mr. M. PONNUSWAMI	Founder & MD, Pure Chemicals		Industrialist
24	Ms.BAPITHA	MSC Technologies	Employer	Member





VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2018-19)

Date:05.03.2019, Time: 11:00 A.M. to 01:00 PM, Venue: Board Room

AGENDA-MEETING II

The outlined items constitute the agenda for the upcoming IQAC meeting set to occur on 5th march 2019 within our college premises.

Agenda

- Review and **approval of the minutes** from the previous meeting to ensure accuracy and completeness.
- **Agenda Review:** Briefly reviewing the items on the agenda to ensure all topics are covered and any necessary adjustments are made.
- **Academic Performance:** Discussion on the academic performance of students including assessment results, trends, challenges, and improvement strategies.
- **Placement, Internships, and Training:** Updates and discussions related to the committee responsible for facilitating student placement, internships, and training opportunities, including partnerships with industries.
- **Committee**
- **Research and Development Activities:** Review and discussion of ongoing research projects, initiatives, funding opportunities, and collaborations within the institution.
- **MOU's:** Review and potential signing of agreements with other institutions, organizations, or industry partners for collaborations, exchange programs, research partnerships, etc.
- **Admission Strategy:** Discussion and planning regarding admissions policies, procedures, targets, outreach efforts, and enrollment management strategies.
- **Stakeholders Feedback:** Review and analysis of feedback from various stakeholders such as students, faculty, staff, parents, alumni, and employers, and discussions on ways to address concerns and improve satisfaction.
- **FDP:** Planning, evaluation, and implementation of faculty development programs aimed at enhancing teaching skills, research capabilities, and professional growth.
- **Infrastructural Details:** Updates and discussions related to infrastructure development, maintenance, renovations, and expansion projects within the institution.
- **Student Mentoring:** Discussion on programs, initiatives, and strategies for providing mentoring and support to students, including academic, career, and personal guidance.
- **Accreditation:** Updates and preparations related to institutional accreditation processes and requirements set by accrediting bodies or agencies.
- **Alumini Engagement:** Strategies and initiatives to engage alumni in the activities and development of the institution, including networking events, mentorship programs, and fundraising efforts.
- **Teaching Methodologies and Best Practices:** Sharing and discussion of effective teaching methodologies, innovative approaches, pedagogical trends, and best practices in education.





Ref No.: VIT/IQAC/2018-19/002

Date: 05/03/2019

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting –II

Meeting II – 05.03.2019

The 2nd IQAC meeting for Academic Session 2018-19 was held on 5th March 2019. The following members attended the meeting.

Sl. No.	Name	Designation	Category	Position in IQAC
1	Dr.T. CHANDRASEKAR	Principal	Academics-Senior Professor	Member Secretary of IQAC
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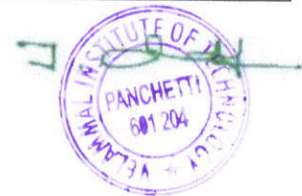
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25	Ms.BAPITHA	MSC Technologies	Employer	Member



Welcome Address

The Principal extended a warm welcome to all the members of the IQAC, following which the regular agenda was addressed for discussion.

Item No.	AGENDA	DISCUSSION	PLAN OF ACTION / REMARKS
1	Research and Development Activities	<p>The Research cell comprising doctoral scholars conducts monthly progress presentations led by department Heads, covering various research activities including publications, patents, seminars, projects, and collaborations. Our achievement of nearly 150 publications has been realized, with plans to further increase these numbers through increased faculty engagement in research. Significant grants from entities such as MSME, DST, CVRDE, TNSCST and private limited have been secured, and we are actively pursuing additional prestigious funding opportunities. Encouragement for interdisciplinary collaborations within the institution and exploration of international partnerships aim to enrich R&D efforts with diverse perspectives and global insights. Our institution got 30, 76,000 through DSD funding Agency by Dr.B.Sridevi and also got 30, 96,944 through Ministry of Mines Funding Agency by Dr.V.Sindhu. Principal Dr.T.Chandrasekar Congratulate the both staff.</p>	<p>The institution stressed the significance of interdisciplinary collaborations at both national and international levels to enhance Research efforts. Incentives were introduced, linking them to the total research grants obtained, rewarding faculty for notable publications and successful patent applications. Faculty contributions to books and chapters by national or international publishers are recognized, with full coverage of registration fees for attending and presenting at international conferences. Future plans include establishing an authorized Research and Development Center, allocating resources for development programs, and enhancing Intellectual Property Rights (IPR) practices. Orientation sessions on manuscript preparation and presentation techniques are held, underscoring the institution's commitment to fostering a research-oriented environment. Internal initiatives, like seed projects, are promoted to encourage interdisciplinary collaborations within the</p>



			institution, pooling diverse expertise and perspectives for comprehensive R&D endeavors. Additionally, efforts are made to explore opportunities for international collaborations and partnerships, enriching R&D projects with a global outlook and facilitating knowledge exchange.
2	Placement, Internships-and Training	<p>The placement record for this reporting period demonstrates significant engagement and success. With 135 companies visiting, there's a robust industry presence, providing ample opportunities for students. Placing 307 students indicates strong demand for graduates from the institution. The highest salary offered at 10.5 Lakhs/Annum is competitive, reflecting the quality of talent produced. Nonetheless, the median salary offered at 5.85 Lakhs/Annum indicates a balanced distribution of salary offers, which is a positive aspect.</p> <p>In the academic year 2018-19, 13 organizations offered internships, facilitating placements for 14 students. While the number of students slightly surpassed the count of organizations, the total number of internships remained at 14. This suggests a successful matching process, although there is potential to further expand partnerships with additional organizations in the future to accommodate more student placements.</p>	<p>However, the disparity between the highest and average salaries suggests room for improvement in securing higher-paying positions for a larger portion of students. Overall, while the placement record is commendable, efforts may be directed towards increasing the average salary and reducing the gap between the highest and average salaries to further enhance the placement outcomes.</p> <p>To optimize future internship programs, it's essential to expand partnerships with new organizations and nurture existing ones. This will increase internship opportunities for students while ensuring a diverse range of placements across industries. Streamlining the matching process and providing comprehensive support to students throughout their internships can enhance the overall experience. Regular feedback collection will help identify areas for improvement, ensuring ongoing success and preparation of students for their future careers.</p>



3	<p>Academic Performance</p>	<p>The comparison of pass percentages across different semesters reveals varying trends and fluctuations in academic performance. In the initial two semesters, there is a noticeable decline from the first semester's pass percentage of 68.45% to 44.35% in the second semester. However, an improvement is observed in the subsequent semesters, with both the first and second semesters showing consistent pass percentages of 64.29%.</p> <p>Further analysis indicates significant disparities between the first and second semesters, with pass percentages dropping from 78% to 33%. This suggests potential challenges faced by students transitioning between semesters, warranting targeted interventions to support their academic journey. Moreover, the pass percentages in the third and fourth semesters demonstrate a mixed trend, with a slight decrease from 67.15% to 55.20%.</p> <p>While there are fluctuations in pass percentages across semesters, consistent support and interventions can help address challenges and maintain a trajectory of improvement in academic performance. Identifying factors contributing to declines and implementing strategies to bolster student success will be crucial for fostering a conducive learning environment and promoting overall academic excellence</p>	<p>To improve grades across semesters, it is decided to figure out why they're up and down. Then, we'll do things like extra classes, changing lessons, and offering more help to students. We'll also help teachers learn new ways to teach. We'll make sure students have support, like counseling and tutoring. We'll keep an eye on how everyone's doing and change things if needed. We'll work with outside groups to give students more real-world learning chances. And we'll always try to make things better, so students can do their best in every semester.</p>
4	<p>Committee</p>	<p>Department Advisory Committee: In the 2018-19 academic year, this committee oversaw academic performance and placement data. It implemented strategies like faculty training and curriculum adjustments to improve educational outcomes.</p> <p>Program Assessment / Quality Improvement Committee: Throughout 2018-19, this committee focused on ensuring program quality. It conducted feedback surveys, organized faculty development initiatives, and updated the curriculum as needed.</p> <p>Course Expert / Module Coordinator Allotment: In 2018-19, this committee assigned faculty members based on their expertise to optimize teaching and learning within specific courses or modules.</p> <p>Common Course Committee: Throughout the 2018-19 academic</p>	



		<p>year, this committee worked on standardizing common courses across programs. It revised course materials and promoted interdisciplinary teaching methods to ensure consistent and high-quality education delivery.</p> <p>Class Committee Meeting: In the 2018-19 academic year, this committee addressed student concerns. It introduced academic support programs and fostered improved faculty-student engagement to enhance the overall learning experience.</p>
5	FDP	<p>Faculty members undergo training in modern teaching methodologies through the Faculty Development Program (FDP), which encompasses conferences, seminars, workshops, and various other educational events. These initiatives contribute significantly to enhancing the academic and intellectual environment within educational institutions. The overarching objectives include skill development and the subsequent transfer of these skills to students through laboratory sessions.</p> <p>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.</p>
6	Teaching Methodologies and Best Practices	<p>In the IQAC meeting, we discuss Teaching Methodologies and Best Practices crucial for enhancing education quality. We prioritize innovative teaching methods like active learning and flipped classrooms, integrating technology for enhanced learning experiences. Emphasizing learner-centered approaches and faculty development ensures inclusivity and continuous improvement. Recognizing teaching excellence and fostering a culture of feedback completes the picture. These discussions drive our commitment to elevating education quality and fostering a culture of excellence within our institution.</p> <p>In IQAC meetings, we emphasize a comprehensive approach to ensure productive discussions and meaningful outcomes. Beginning with meticulous agenda setting, we cover vital areas such as curriculum development, teaching-learning processes, research endeavors, infrastructure enhancement, and student support services. Encouraging a participatory approach fosters ownership and collective responsibility, empowering all members to contribute insights, suggestions, and concerns. Data-driven discussions are central to informed decision-making, drawing on institutional data, stakeholder feedback, academic metrics, and research outcomes. Conducting SWOT analysis guides strategic planning by identifying internal strengths, weaknesses, external opportunities, and threats.</p>



			<p>Benchmarking against industry standards aids performance evaluation and innovation adoption.</p> <p>Reviewing the quality assurance framework identifies gaps for continuous improvement.</p> <p>Deliberating on professional development initiatives enhances faculty and staff competencies. Strengthening feedback mechanisms ensures refinement of teaching-learning processes and institutional functioning.</p> <p>Encouraging innovation and sharing best practices fosters a culture of excellence, complemented by recognizing and rewarding academic leadership. Concluding meetings with a comprehensive action plan and meticulous documentation ensures accountability and transparency, facilitating continuous improvement within higher education institutions.</p>
7	Alumni Engagement	<p>Alumni involves fostering relationship promoting involvement and providing opportunities for alumni to stay connected, contribute and support their former affiliation. Effective alumni engagement strategies aim to cultivate a sense of community, foster loyalty and leverage the talents, resources and networks of alumni for the benefit of the institution. This engagement can take various forms, including attending events, volunteering mentoring current students, providing career support, donating or serving as ambassadors.</p>	<p>Develop a comprehensive communication plan utilizing various channels like email, newsletter social media, alumni events and a dedicated alumni website. Utilize alumni management software or CRM systems to track engagement, manage contact information and personalize communications.</p>



8	Discussion on MOU's	<p>All department Heads are directed to participate in MOUs to facilitate student internships and project fulfillment within industries. Presently, we've forged 3 MOUs (CDCEHP Automation Robotics, Infoziant System Pvt. Ltd, Securight Technologies Pvt, Ltd.) with several respected companies and industries. Our college provides assistance for conducting mini-projects for final year projects through VITECH EPR Lab and VITECH AVIAN. Our commitment and enthusiasm drive us to actively pursue further MOUs with premier companies.</p>	<p>All Heads of Departments are advised to establish MOUs to facilitate student internships and project completion within industries. Our forthcoming objective includes obtaining an international Memorandum of Understanding (MOU), especially focusing on educational partnerships. Through this MOU, we have delineated numerous opportunities for our students, including internships, additional courses, workshops, placement assistance, mini-project support, skill enhancement, guest lectures, training sessions, campus recruitment, and seminars.</p>
9	Infrastructural Details	<p>The entire campus, including the residence halls, has Wi-Fi hot spots. The facilities of the institution include 34 ICT-enabled classrooms, 31 labs, 2 drawing rooms, 2 air-conditioned conference rooms with a video conference capability, and 7 seminar rooms for college-level instruction.</p> <p>The labs are equipped with established infrastructure that meets university standards and is accessible to students. The college has 545 computers spread throughout several locations, including department laboratories, the library, and the office, all equipped with fast internet access and software. Every computer lab has a separate area with Internet and intranet access for every computer system. The entire campus has access to a 100% power backup system.</p>	<p>The college has a dedicated, well-equipped area. 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.</p> <p>We are attempting to expand our college campus by adding more classrooms and cutting-edge lab equipment, as well as updated volumes in the library, to support our infrastructure development.</p>



10	Student Mentoring	<ul style="list-style-type: none"> • Start by highlighting the numerous benefits of student mentoring for both mentors and mentees. This could include academic support, personal and professional development, networking opportunities, and enhanced sense of belonging within the institution. • Currently, the mentoring system at Velammal Institute of Technology matches seasoned faculty members with students to offer guidance, assistance, and academic counsel. Mentors are instrumental in assisting students in navigating their academic path, tackling obstacles, and establishing objectives for personal and professional growth. 	<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>
11	Accreditation	<p>NBA Accreditation has been awarded for the CSE,IT and ECE programs, while the recent compliance visit by a peer team indicated that the MECH & EEE programs did not receive NBA Accreditation due to lower admissions during the assessment period, as highlighted in the report of Mechanical engineering and Electrical and Electronics Engineering. Consequently strategies must be developed for these two programs to attain accreditation. Additionally the NAAC accreditation expired in February, necessitating the implementation of recommendations made by NAAC. Steps should also be taken to complete the Annual Quality Assurance Report (AQAR) for the past five years. All programmes Accredited by NBA maintain the OBE standard.</p>	<p>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</p>
12	Stakeholders Feedback	<p>During the IQAC meeting, several significant points were discussed, centering on initiatives aimed at enhancing students' skills, highlighting placement reports, and organizing celebratory events:</p>	<p>Following the initial discussions, further deliberations were conducted to solidify plans for a celebration commemorating significant achievements or milestones within the</p>



	<p>1. Skill Rack Training Sessions:</p> <ul style="list-style-type: none"> - Proposal for skill rack training sessions led by Mr. Eldo Ranjith. - Intended to improve students' skills and competencies across various areas, including technical skills, soft skills, and professional development. <p>2. Highlighting Placement Reports:</p> <ul style="list-style-type: none"> - Plans to showcase placement reports throughout the academic year 2018-2019. - Aims to offer transparency and visibility into placement outcomes, showcasing student successes and the effectiveness of the institute's placement efforts. <p>3. Organization of Success Meet on Placement Day:</p> <ul style="list-style-type: none"> - Discussions on arranging a success meet on Placement Day. - This event would serve as an opportunity to celebrate the achievements of students who secured placements and recognize the contributions of faculty, staff, and industry partners involved in the process. <p>4. Considerations for Celebration:</p> <ul style="list-style-type: none"> - Considerations made for celebrating significant achievements or milestones within the institute. - This could involve acknowledging academic achievements, extracurricular successes, or institutional milestones, fostering a sense of pride and community among students, faculty, and staff. <p>Overall, the discussions during the IQAC meeting underscore a focus on enhancing students' skills, celebrating achievements, and cultivating a positive and supportive learning environment within the institute. These initiatives aim to contribute to students' overall development and success, reinforcing the institute's commitment to excellence in education and student outcomes.</p>	<p>institute. To ensure a comprehensive approach, a planning committee was established, tasked with exploring various ideas and options for the celebration. The committee took into consideration the preferences and interests of students, faculty, and staff to ensure inclusivity and engagement.</p> <p>After thorough consideration and planning, the celebration was organized and executed, providing an invaluable opportunity for the institute community to come together and celebrate its collective achievements. This event served not only as a moment of recognition but also as a means of fostering camaraderie, pride, and a sense of belonging among all members of the institute. By successfully orchestrating this celebration, Velammal Institute of Technology reaffirmed its commitment to recognizing and celebrating the accomplishments that contribute to its ongoing success and growth.</p>
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13	<p style="text-align: center;">Admission Strategy</p>	<p>During the July 2018 IQAC meeting, Velammal Institute of Technology discussed several key points regarding admissions, departmental intake, and strategic initiatives. The outcomes are summarized as follows:</p> <p>Admissions Achievement: Velammal Institute of Technology achieved a 75% student admission rate for the academic year, showcasing effective admissions strategies and efforts to attract and enroll students.</p> <p>Planned Increase in Departmental Intake: For the upcoming academic year (2019-2020), the institute plans to increase intake for specific departments to meet growing demand and align with educational trends.</p> <p>Public Outreach Through Strategic Branding: Responding to the governing council's suggestion, the institute aims to enhance public outreach through strategic branding initiatives. This initiative seeks to raise awareness of the institute's strengths, achievements, and unique offerings among the broader community, attracting top talent and fostering partnerships.</p> <p>Strategic Alignment and Future Outlook: Discussions emphasized the importance of strategic planning and alignment with industry demands and educational trends. Planned increases in departmental intake reflect a proactive approach to meet student and job market needs. The emphasis on public outreach demonstrates the institute's commitment to enhancing visibility and competitiveness.</p> <p>Overall, the discussions reflect Velammal Institute of Technology's proactive stance toward academic excellence, student engagement, and strategic positioning in the education</p>	<p>Following the IQAC meeting in July 2018, Velammal Institute of Technology demonstrated a proactive stance towards achieving its goals and fulfilling its mission of providing quality education and fostering student success. The institute took several proactive actions aimed at promoting academic excellence, enhancing student engagement, and strategically positioning itself in the education sector. These actions reflect Velammal Institute of Technology's commitment to continuous improvement and innovation in delivering education.</p>
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	<p>sector. By implementing targeted initiatives and responding to feedback, the institute aims to sustain its success and impact in the coming years.</p>	
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S.K.
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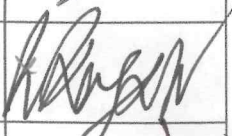

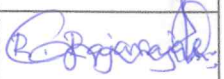
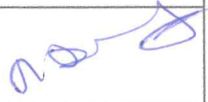

InternalQualityAssuranceCell(IQAC)

Minutes of IQAC Meeting -II

MeetingII -05.03.2019

The 2nd IQAC meeting for Academic Session 2018-19 was held on 5th March 2019. The following members attended the meeting.


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