



Ref No.: Velammalltech/IQAC/2021-22/002

Date: 28/02/2022

INTERNAL QUALITY ASSURANCE CELL CIRCULAR

CHAIR PERSON : Dr. S. SOUNDARARAJAN (PRINCIPAL)

IQAC COORDINATOR: Dr. B. MADHU

The second meeting of the IQAC for the academic year 2021-2022 will be held on Friday, 04th March 2022 in the Board room at 11 am regarding the following agenda. The Members are kindly asked to attend the meeting on the specified date to contribute your valuable suggestions.

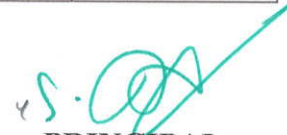
IQAC MEMBERS

Sl. No.	Name	Designation	Category	Position in IQAC
1	Dr.SOUNDARARAJAN S	Principal	Head of the Institution	Head of IQAC CELL
2	Dr. B. MADHU	Associate Professor/MECH	Senior Faculty	IQAC Coordinator
3	Mr.K. KALIGAGURUMOORTHY	Assistant Professor/EEE	Senior Faculty	IQAC Assistant Coordinator
4	Dr. SELVAKANMANI	HOD / CSE	Professor	Member
5	Dr. UDHAYA SANKAR	HOD / IT	Professor	Member
6	Dr. SRIDEVI	HOD / ECE	Professor	Member
7	Dr. MUTHUKARUPPASAMY	HOD / EEE	Professor	Member
8	Dr KALLIAPPAN	HOD / MECH	Professor	Member
9	Dr.V.P.GLADIS PUSHPARATHI	Associate Professor/CSE	Senior Faculty	Member
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12	Dr.M.S.HEAVEN DANI	Associate Professor/MECH	Senior Faculty	Member
13	Mr.K.KARTHIKEYAN	Assistant Professor/EEE	Faculty	Member
14	Mr.D. SENTHIL KUMAR	Assistant Professor/H&S	Faculty	Member
15	Mr. M. VASU	Advisor Management		Member



16	Mr. K. RAZAK	Advisor	Management	Member
17	Ms. SRIMATHI	Human Resource	Senior Administrative Officer	Member
18	Mr. GOVARDAN	Hostel Warden	Local Society	Member
19	GOKULA KRISHNAN S	2021 Passed out	Alumni	Member
20	AISHWARYA M P	IV Year / CSE	Student	Member
21	BAALAMURUGAN S G	IV Year / CSE	Student	Member
22	Dr. B. BALAMURUGAN	HoD/S&H	Parent	Member
23	Mr. M. PONNUSWAMI	Founder & MD, Pure Chemicals	Industrialist	Member
24	Ms. BAPTHIA	MSC Technology (India) pvt. Ltd	Employer	Member




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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2021-22)

Date: 04.03.2022, Time: 11:00 A.M. to 12:00 PM, Venue: Board Room

AGENDA-MEETING II

Agenda

1. Review and **approval of the minutes** from the previous meeting to ensure accuracy and completeness.
2. **Agenda Review:** Briefly reviewing the items on the agenda to ensure all topics are covered and any necessary adjustments are made.
3. **Academic Performance:** Discussion on the academic performance of students including assessment results, trends, challenges, and improvement strategies.
4. **Placement, Internships, and Training:** Updates and discussions related to the committee responsible for facilitating student placement, internships, and training opportunities, including partnerships with industries.
5. **Committee**
6. **Research and Development Activities:** Review and discussion of ongoing research projects, initiatives, funding opportunities, and collaborations within the institution.
7. **MOU's:** Review and potential signing of agreements with other institutions, organizations, or industry partners for collaborations, exchange programs, research partnerships, etc.
8. **Admission Strategy:** Discussion and planning regarding admissions policies, procedures, targets, outreach efforts, and enrollment management strategies.
9. **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.
10. **FDP:** Planning, evaluation, and implementation of faculty development programs aimed at enhancing teaching skills, research capabilities, and professional growth.
11. **Infrastructural Details:** Updates and discussions related to infrastructure development, maintenance, renovations, and expansion projects within the institution.
12. **Student Mentoring:** Discussion on programs, initiatives, and strategies for providing mentoring and support to students, including academic, career, and personal guidance.
13. **Accreditation:** Updates and preparations related to institutional accreditation processes and requirements set by accrediting bodies or agencies.
14. **Alumni Engagement:** Strategies and initiatives to engage alumni in the activities and development of the institution, including networking events, mentorship programs, and fundraising efforts.
15. **Teaching Methodologies and Best Practices:** Sharing and discussion of effective teaching methodologies, innovative approaches, pedagogical trends, and best practices in education.



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Ref No.: VIT/IQAC/2021-22/001

Date: 04/03/2022

**Internal Quality Assurance Cell(IQAC)
Minutes of IQAC Meeting -II**

Meeting 2 – 04.03.2022

The 2nd IQAC meeting for Academic Session 2021-22 was held on 4th March 2022. The following members attended the meeting.

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Welcome Address

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

Item No.	AGENDA	DISCUSSION	PLAN OF ACTION / REMARKS
1	Admission Strategy	<p>The outcomes of the July 2021 IQAC meeting at Velammal Institute of Technology highlight the institute's proactive approach to addressing various aspects of its operations, particularly in response to the challenges posed by the pandemic. Here's a breakdown of the key points:</p> <ol style="list-style-type: none">1. Velammal Institute of Technology achieved a 65% student admission rate for the 2020-21 academic year, showcasing effective admissions strategies despite pandemic uncertainties. This success underscores the institution's ability to attract and enroll students even during challenging times.2. Velammal Institute of Technology is establishing new departments in mechatronics and artificial intelligence, showing responsiveness to demand and educational trends. This expansion underscores the institute's dedication to providing modern programs aligned with student and industry needs.3. Velammal Institute of Technology is prioritizing public outreach through strategic branding to boost awareness of its strengths and offerings. By enhancing visibility and forming partnerships, the institute seeks to attract top talent and improve its competitiveness in education.4. Velammal Institute of Technology's strategic planning focuses on aligning with industry demands and educational trends, indicating a forward-thinking approach. By expanding departmental intake and enhancing public outreach, the institute aims for sustained success and impact in the face of pandemic challenges.	<p>Velammal Institute of Technology's proactive stance following the July 2021 IQAC meeting is indeed commendable. By taking proactive actions aimed at promoting academic excellence, enhancing student engagement, and strategically positioning itself in the education sector, the institute is demonstrating its commitment to continuous improvement and innovation in education delivery, especially amidst the challenges posed by the pandemic.</p> <p>Through these actions, Velammal Institute of Technology is not only fulfilling its mission of providing quality education but also fostering the holistic development and success of its students. By remaining adaptable and responsive to changing circumstances, the institute is positioning itself as a leader in the education sector, ensuring that its students are well-prepared to thrive in the current dynamic environment.</p> <p>Overall, Velammal Institute of Technology's proactive approach reflects its dedication to student success and its willingness to embrace innovation and change for the betterment of its educational programs and services.</p>



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2	<p align="center">Placement, Internships-and Training</p>	<p>There is a solid level of engagement, with 95 visiting companies and 227 students placed, suggesting active participation from both recruiters and students. The highest salary offered at 6.75 Lakhs/Annum is respectable, reflecting competitive opportunities available to graduates. The average salary of 4.15 Lakhs/Annum and median salary of 4.365 Lakhs/Annum suggest a balanced distribution of salary offers within the cohort. Overall, while the data reflects positive aspects of the placement activities, there may be opportunities to enhance the overall average salary and explore avenues for securing higher-paying positions for students in future placement drives.</p> <p>In the academic year 2021-22, there was a significant increase in internship activities, with 63 organizations offering placements. This resulted in 192 internships being carried out by 189 students. The surplus of internships compared to students indicates a well-utilized opportunity pool. The substantial rise in both organizational participation and student engagement highlights the program's success in providing valuable practical experiences. Overall, it demonstrates the continued growth and effectiveness of the internship program in preparing students for their future careers.</p>	<p>To enhance placement results, prioritize expanding industry partnerships to attract more visiting companies. Enhance student readiness through targeted career development workshops and resume clinics. Provide specialized training in negotiation skills and conduct regular salary benchmarking studies to ensure competitive offers. Continuously refine placement strategies based on feedback and industry trends for ongoing enhancement.</p> <p>The significant increase in internship activities in the academic year 2021-22 is commendable, with 63 organizations offering 192 internships to 189 students. To further enhance the program, efforts could focus on diversifying the types of organizations involved, optimizing the matching process, and implementing regular feedback mechanisms for continuous improvement. These initiatives aim to provide students with a broader range of experiences and ensure the program's effectiveness in preparing them for their future careers.</p>
3	<p align="center">Committee</p>	<p>The Department Advisory Committee convenes initially to offer guidance and insights on departmental affairs. Subsequently, the Programme Assessment/Quality Improvement Committee assumes responsibility, conducting assessments and implementing strategies to enhance program quality. Meanwhile, the Course Expert/Module Coordinator Allotment committee strategically assigns experts to courses and modules. The Common Course Committee collaborates on designing and reviewing shared courses, ensuring a unified academic approach. Lastly, the sequence concludes with the convening of Class Committee Meetings, where class-specific issues are addressed and resolved. This seamless progression of activities highlights a thorough and coordinated approach to both academic and administrative duties within the institution.</p>	

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4	<p align="center">Research and Development Activities</p>	<p>The Department Heads (HoDs) submitted monthly reports detailing research achievements including Scopus Indexed publications, patents, seminars, workshops, and various research initiatives. The institution achieved its goal of around 90 publications, 130 conference proceedings and plans to sustain this success by promoting faculty involvement in research. They secured substantial funding from organizations like DST, and MSME, with ongoing efforts to seek additional funding opportunities.</p>	<p>The focus on fostering interdisciplinary collaborations, both within the institution and internationally, was emphasized to enhance research and development efforts.</p> <p>Four significant grants have been obtained to support initiatives such as workshops, student projects, and Faculty Development Programs (FDPs). Notably, the Departments of Mechanical and Electronics & Communication Engineering (ECE) secured INR 39.29 Lakhs from the Ministry of Micro, Small & Medium Enterprises (MSME). Financial and infrastructural resources will be allocated to support research efforts and provide access to essential databases, journals, and facilities.</p> <p>The institution recognized faculty contributions to books and chapters published by national or international publishers. incentives will be provided to faculty members who publish books or book chapters, with an objective of achieving around 150 publications for the current academic year.</p>
5	<p align="center">FDP</p>	<p>The Faculty Development Program is designed to equip teachers with modern teaching methods through diverse events like workshops, conferences, seminars, and instructional sessions. These initiatives are vital for fostering an intellectual and scholarly environment in educational institutions. The key objectives include skill development and enabling students to apply their learned skills effectively in laboratory settings.</p> <p>Furthermore, the FDP aims to offer financial assistance and introductory training sessions to support instructors' skills in the engineering and technology sectors. Faculty members are encouraged to engage in development activities and online lectures to enhance their professional growth.</p>	<p>The Faculty Development Program aims to offer financial assistance and introductory training sessions for instructors, enhancing their expertise in the engineering and technology fields. Faculty members are encouraged to participate in development activities and online lectures to further their professional growth.</p>



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6	<p>Academic Performance</p>	<p>The pass percentage data for the academic year 2021-22 reveals nuanced departmental performance. Across Mechatronics, Mechanical, Information Technology, and Computer Science, fluctuations in pass rates reflect both resilience and areas needing attention. Mechatronics and Mechanical departments demonstrate stability, with occasional improvements suggesting adaptive teaching strategies. Information Technology displays mixed trends, with sporadic enhancements indicating effective interventions. Computer Science shows varied success, highlighting both strengths and areas requiring targeted support.</p> <p>In the context of COVID-19, the 2021-22 odd semester exams were conducted online except for 1st semester examinations. Remarkably, 1st-year students achieved a remarkable 97% pass percentage in university examinations, showcasing exceptional dedication and adaptability. This achievement deserves commendation.</p> <p>Despite challenges, each department exhibits resilience and pockets of success, illustrating a commitment to academic excellence amidst evolving educational landscapes. This data serves as a roadmap for targeted improvements and underscores the dynamic nature of academic performance.</p>	<p>To address pass rate fluctuations in 2021-22, departments will review curriculum and teaching methods, enhance faculty development, prioritize student support services, use data-driven decision-making, and foster collaboration among faculty, students, and administrators. By aligning with industry standards, providing student support, and using data to guide interventions, departments aim to ensure sustained academic success. Through these measures, they create a supportive learning environment, promote student success, and foster continuous improvement in the academic year.</p>
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7	<p style="text-align: center;">Student Mentoring</p>	<ul style="list-style-type: none"> ● The primary purpose of online student mentor meetings is to provide personalized support and guidance to students. ● Mentors help students navigate academic challenges, set goals, develop study skills, and address any concerns they may have regarding their courses or academic progress. ● Online mentor meetings offer flexibility in scheduling, allowing students to connect with mentors at convenient times. This flexibility is particularly beneficial for students with busy schedules or those in different time zones. ● Online mentor meetings allow for individualized attention, where mentors can tailor their guidance to meet each student's specific needs and learning styles. This personalized support fosters a deeper understanding of course materials and promotes academic success. ● Beyond academic support, online mentor meetings also contribute to building a sense of community among students. ● Mentors can create opportunities for peer interaction, collaboration, and networking, fostering a supportive learning environment. ● Overall, online student mentor meetings play a crucial role in supporting student success in virtual learning environments by offering personalized guidance, fostering a sense of community, and promoting academic engagement and achievement. 	<ul style="list-style-type: none"> ● Begin the meeting by establishing rapport and creating a comfortable atmosphere for open communication. ● Take the time to check in with the student, inquire about their well-being, and address any immediate concerns or questions they may have. ● Review the student's academic progress since the last meeting, discussing achievements, challenges, and any areas needing improvement. ● Provide constructive feedback on completed assignments, assessments, or projects, highlighting strengths and areas for growth.
8	<p style="text-align: center;">Discussion on MOU's</p>	<p>All department heads are encouraged to establish Memorandums of Understanding (MOUs) to facilitate student internships and project collaborations with industries. Our commitment and enthusiasm drive us to actively pursue further MOUs with leading companies.</p>	<p>All department heads are encouraged to establish Memorandums of Understanding (MOUs) to facilitate student internships and project collaborations with industries. Our next goal is to secure an international MOU, particularly emphasizing educational partnerships. This MOU outlines various 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>



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9	<p style="text-align: center;">Alumini Engagement</p>	<ul style="list-style-type: none"> ● Identify the purpose and goals of the online meeting, whether it's to update alumni on recent developments, seek their input on initiatives, or provide networking opportunities. ● Compile a list of alumni to invite, ensuring representation from different graduating classes, geographic locations, and areas of expertise. ● Select an appropriate online meeting platform and test it beforehand to ensure smooth functionality. ● Send personalized invitations to alumni via email, social media, or alumni association platforms, clearly stating the date, time, agenda, and instructions for joining the online meeting. ● Follow up with reminder emails or messages closer to the meeting date to maximize attendance. ● Begin the meeting by warmly welcoming attendees and expressing gratitude for their participation. ● Introduce the host(s), moderators, and any guest speakers or presenters. ● Provide a brief overview of the agenda and objectives for the meeting. ● Send follow-up emails or messages to all participants, thanking them for their attendance and providing a summary of the meeting highlights. ● Share resources, recordings, or presentation materials from the meeting for those who were unable to attend. ● Maintain regular communication with alumni through newsletters, social media updates, and targeted engagement initiatives to sustain connections and involvement over time. 	<ul style="list-style-type: none"> ● Develop a structured agenda for the meeting, including key discussion topics, presentations, and interactive segments. ● Incorporate opportunities for alumni to share updates, successes, and experiences since graduation. ● Allocate time for networking, Q&A sessions, and feedback gathering to encourage participation and engagement. ● Conclude the meeting with a call to action, encouraging alumni to stay connected, get involved, and contribute to future initiatives. ● Provide information on ways to stay engaged, such as joining alumni associations, volunteering, mentoring students, or making philanthropic contributions. ● Encourage feedback and suggestions for future alumni engagement activities and events.
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10	<p>Stakeholders Feedback</p>	<p>The initiatives discussed during the IQAC meeting at Velammal Institute of Technology reflect a strong commitment to enhancing students' experiences and promoting a positive learning environment. Here's a breakdown of the key points:</p> <ol style="list-style-type: none"> 1. Skill Rack Training Sessions: The proposal for skill rack training sessions, led by Mr. Eldo Ranjith through online platforms, demonstrates a proactive approach to bolstering students' skills and competencies. By offering training across various areas, including technical skills, soft skills, and professional development, the institute aims to better prepare students for success in their academic and professional pursuits. 2. Highlighting Placement Reports: Plans to showcase placement reports throughout the academic year 2021-2022 emphasize transparency and visibility into placement outcomes. By showcasing student successes and the effectiveness of the institute's placement efforts, the initiative aims to inspire confidence among students and stakeholders while providing valuable insights into the institute's performance. 3. Organization of Success Meet on Placement Day: The discussion on arranging a success meet on Placement Day is an opportunity to celebrate the achievements of students who secured placements. Additionally, it acknowledges the contributions of faculty, staff, and industry partners involved in the placement process, fostering a sense of recognition and appreciation within the institute community. <p>Overall, these initiatives underscore Velammal Institute of Technology's dedication to excellence in education and student outcomes. By prioritizing skills development, celebrating achievements, and fostering a supportive learning environment, the institute aims to empower students for success in the pandemic situation and beyond.</p>	<p>It's wonderful to hear that Velammal Institute of Technology took proactive steps to organize and execute a celebration commemorating significant achievements and milestones within the institute. Establishing a planning committee to explore various ideas and options demonstrates a commitment to thoroughness and inclusivity, ensuring that the celebration resonated with the preferences and interests of the entire institute community.</p> <p>By providing an opportunity for students, faculty, and staff to come together and celebrate their collective achievements, the event not only fostered a sense of recognition but also promoted camaraderie, pride, and a strong sense of belonging. Such initiatives play a crucial role in nurturing a positive and supportive learning environment, which is essential for the holistic development and success of everyone involved.</p> <p>Velammal Institute of Technology's successful execution of this celebration reaffirms its dedication to recognizing and celebrating accomplishments that contribute to its ongoing success and growth, particularly amidst the challenges posed by the pandemic. It reflects the institute's commitment to fostering a vibrant and thriving community where achievements are valued, celebrated, and shared by all.</p>
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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 program 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.</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 YUKTI need to be made.</p>
12	Infrastructural Details	<p>In our second meeting, we discussed the institute's efforts to provide ample space for sports events, boasting contemporary indoor and outdoor facilities that foster both cultural and sporting activities. Over the years, the college has nurtured talented athletes in various disciplines, including table tennis, basketball, volleyball, hockey, cricket, and athletics, with emphasis placed on team sports. The sports facilities include a well-equipped sports field and a state-of-the-art gym. Faculty members at the College's Physical Education Department actively promote and organize sports events for students, offering a range of indoor sports such as ball badminton, chess, table tennis, and croquet boards.</p> <p>Additionally, students are encouraged to participate in cultural events, including annual celebrations, with choreographers hired to guide them. Various campus clubs also organize diverse cultural events. The institution places importance on yoga as a means to alleviate stress and enhance academic focus, commemorating International Yoga Day annually. Plans are underway to expand the number of laboratories and classrooms, as well as to increase hostel accommodation capacity.</p>	

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Teaching Methodologies and Best Practices

In our IQAC meetings, the discourse on Teaching Methodologies and Best Practices is both comprehensive and dynamic, reflecting our institution's dedication to enhancing the quality of education. We recognize that effective teaching methodologies and best practices are integral to fostering engaging, inclusive, and impactful learning experiences for our students. One key concept that garners significant attention in our discussions is the flipped classroom model. This approach involves reversing the traditional lecture-based teaching format, where students are introduced to new concepts and materials outside of class through pre-recorded lectures or readings, allowing for more interactive and application-focused activities during class time. By engaging in discussions, problem-solving exercises, and group projects during face-to-face sessions, students can actively apply their knowledge, receive immediate feedback, and collaborate with peers, leading to deeper understanding and mastery of course content.

Furthermore, technology integration is a central theme in our discussions on teaching methodologies. We explore how digital tools and platforms can be leveraged to enhance teaching and learning experiences, promote active student engagement, and facilitate personalized learning pathways. From online learning management systems to interactive multimedia resources and virtual simulations, technology offers a wide range of opportunities to enrich the educational experience and cater to diverse learning styles and preferences.

Our plan of action for enhancing Teaching Methodologies and Best Practices is designed to foster a culture of continuous improvement and academic excellence within our institution. We will commence by conducting a comprehensive assessment of current teaching methods and practices, seeking feedback from both faculty members and students through various means such as surveys, focus groups, and classroom observations. By identifying strengths and weaknesses in our current approaches, we can pinpoint areas for enhancement and prioritize our efforts accordingly. Drawing upon the latest research and best practices in education, we will develop a range of training programs and resources tailored to equip faculty members with innovative teaching methodologies. These initiatives will cover diverse topics including active learning strategies, flipped classroom models, technology integration, and learner-centered approaches. Through workshops, seminars, and online modules, faculty will have the opportunity to engage with these resources based on their preferences and schedules. Additionally, we will curate instructional materials, digital tools, and other resources to provide ongoing support for faculty members as they implement these methodologies effectively.

Our plan prioritizes faculty support and development through training opportunities, mentoring programs, and peer collaboration initiatives. Experienced faculty members will mentor colleagues, sharing best practices and offering guidance, while collaborative learning communities will encourage the exchange of ideas and exploration of new teaching strategies.

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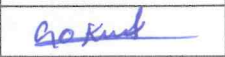
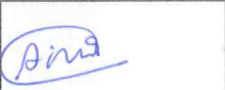
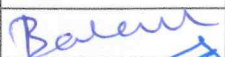

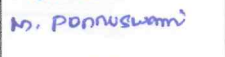
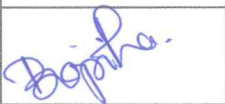
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