



# VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of HRD Initiative)

Ref No.: VelammalItech/IQAC/2022-23/002

Date: 01/04/2023

## INTERNAL QUALITY ASSURANCE CELL CIRCULAR

CHAIRPERSON : Dr.N.BALAJI (PRINCIPAL)

IQAC COORDINATOR: Dr.B.MADHU

The second meeting of the IQAC for the academic year 2022-2023 will be held on Tuesday, 10<sup>th</sup> April 2023 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.S.SOUNDARARAJAN	Vice Principal	Academics-Professor Senior	Member Secretary of IQAC
4	Dr. B.SRIDEVI	HOD / ECE	Professor and Head	Member
5	Dr.V.P.GLADIS PUSHPARATHI	HOD / CSE	Professor and Head	Member
6	Dr.S.M. UDHAYA SANKAR	HOD / IT	Professor and Head	Member
7	Dr.D.MAGESH BABU	HOD/MTS	Professor and Head	Member
8	Dr. S.MUTHUKARUPPASAMY	HOD / EEE	Associate Professor and Head	Member
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12	Dr.P.DEIVENDRAN	Associate Professor/IT	Senior Faculty	Member
13	Dr.M.SIVARATHINABALA	Associate Professor/ECE	Senior Faculty	Member



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17	Ms. SRIMATHI	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	Ms.MANJU	PARENT		Member
23	Mr. M. PONNUSWAMI	Founder & MD, Pure Chemicals	Industrialist	Member
24	Ms.BAPITHA	MSC Technologies	Employer	Member



  
 Dr. N. BALAJI, M. Phil, Ph.D.,  
 PRINCIPAL  
 VELAMMAL INSTITUTE OF TECHNOLOGY  
 PANCHETTI, TIRUVALLUR (D.T.),  
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**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(A. Y. 2022-23)**

**Date: 10.04.2023, Time: 10:00 A.M. to 12:00 PM, Venue: Board Room**

**AGENDA-MEETING 2**

The outlined items constitute the agenda for the upcoming IQAC meeting set to occur on Tuesday, 26<sup>th</sup> July 2022 within our college premises.

**Agenda**

1. **Review of the minutes** of 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.
2. **Academic Performance:** Discussion on the academic performance of students including assessment results, trends, challenges, and improvement strategies.
3. **Placement, Internships, and Training:** Updates and discussions related to the committee responsible for facilitating student placement, internships, and training opportunities, including partnerships with industries.
4. **Review of Academic committee activities**
5. **Research and Development Activities:** Review and discussion of ongoing research projects, initiatives, funding opportunities, and collaborations within the institution.
6. **MOU's:** Review and potential signing of agreements with other institutions, organizations, or industry partners for collaborations, exchange programs, research partnerships, etc.
7. **Admission Strategy:** Discussion and planning regarding admissions policies, procedures, targets, outreach efforts, and enrolment management strategies.
8. **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.
9. **FDP:** Planning, evaluation, and implementation of faculty development programs aimed at enhancing teaching skills, research capabilities, and professional growth.
10. **Infrastructural Details:** Updates and discussions related to infrastructure development, maintenance, renovations, and expansion projects within the institution.
11. **Student Mentoring:** Discussion on programs, initiatives, and strategies for providing mentoring and support to students, including academic, career, and personal guidance.
12. **Accreditation:** Updates and preparations related to institutional accreditation processes and requirements set by accrediting bodies or agencies.



13. **Alumini Engagement:** Strategies and initiatives to engage alumni in the activities and development of the institution, including networking events, mentorship programs, and fundraising efforts.
14. **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/2022-23/002

Date: 10/04/2023

## Internal Quality Assurance Cell(IQAC)

### Minutes of IQAC Meeting -2

#### Meeting 2 – 10.04.2023

The 2<sup>nd</sup> IQAC meeting for Academic Session 2022-23 was held on 10<sup>th</sup> APRIL 2023. The following members were attended the meeting.

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Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
1	<b>Review of Minutes of Previous meeting (IQAC Meeting 1)</b>	The Principal and the Head of IQAC presented the minutes from the previous year's IQAC meeting to the IQAC members for their approval and review.	The IQAC team members examined the minutes from the previous year to assess the implementation of suggestions, and they reviewed the various parameters discussed in the previous meeting.
2	<b>Academic Performance</b>	Achieving a perfect 100% pass rate in the last year is commendable, showcasing students' dedication and proficiency. However, the 90% result in the current year (2022-2023 ODD SEM) prompts consideration of potential challenges or variations in academic performance.	To maintain or improve academic standards, the members suggested to analyze the causes behind the variation and implement targeted strategies for consistent success in subsequent semesters.
3A	<b>Placement</b>	The analysis of placement trends between 2021-22 and 2022-23 were discussed. Despite a reduction in the number of companies and students placed, the significant jump in the highest salary from ₹6.75 Lakhs/Annum to ₹10.7 Lakhs/Annum, coupled with the rise in average (from ₹4.15 Lakhs/Annum to ₹4.512 Lakhs/Annum) and median salaries (from ₹4.365 Lakhs/Annum to ₹5.85 Lakhs/Annum), signifies a strategic emphasis on quality placements and competitive compensation.	To elevate future placement success, it's imperative to diversify the pool of participating companies, ensuring representation across various industries. Strategies to optimize student placement percentages should be devised, focusing on personalized career guidance and industry-specific training.



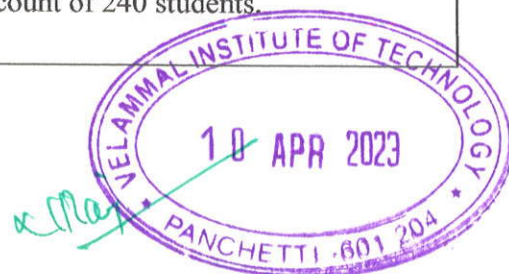


Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
3B	<b>Internship &amp; Training</b>	The internship program expanded significantly, with 45 organizations offering internships to 103 students. This growth reflects a strong commitment to student development and successful collaboration between academia and industry.	To enhance the internship initiative, introduce diverse opportunities like remote or specialized projects, incorporate mentorship, strengthen organizational partnerships for long-term collaboration, and gather feedback to continually improve the program.
4	<b>Review of Academic Committees</b>	The Principal briefed the members on the assessment of the academic committees across all departments and their activities for the current academic year	The Principal instructed all Department Heads to review the Program Outcomes (PO) and Program Specific Outcomes (PSO) achievements of all programs. If there's a decline in value compared to previous years, the respective heads must implement new strategies to enhance the specific PO attainment. This can involve initiatives such as organizing guest lectures and promoting project-based learning activities.
5	<b>Implementation of Research and Development Activities</b>	In January 2023, <b>Dr.B.Sridevi implemented a Research and Development (R&amp;D) System of Policy</b> , establishing an R&D cell with the approval from the management. Department Heads (HoDs) delivered monthly progress presentations, encompassing Scopus Indexed publications, patents, seminars, workshops, and various research activities. The institution achieved its goal of nearly 150 publications, anticipating further success by promoting faculty involvement in research. Substantial grants were secured	The emphasis on interdisciplinary collaborations, both institutionally and internationally, was highlighted to enrich R&D endeavors.  Incentives were introduced, linked to the total research grant sanctioned, with faculty rewarded for notable publications and successful patent applications. The institution acknowledged faculty contributions to books and chapters in national or international publishers. Full registration fees for faculty attending and presenting at international conferences abroad were covered. Plans include

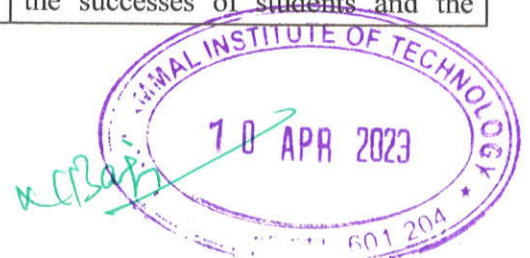




Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
		from entities like MSME and MEITY's Quantum Computing Lab, with ongoing efforts to explore additional funding opportunities.	establishing an authorized Research and Development Center, allocating resources for development programs, and enhancing Intellectual Property Rights (IPR) practices. The institution conducts orientation sessions on manuscript preparation and presentation techniques, underscoring its commitment to fostering a research-centric culture.
6	<b>Execution of MOU's</b>	All the HoD's are informed to enter into MOU's so that our students can go internship training and complete the projects in the industry. We have entered into 15 MOUs with a diverse range of esteemed companies and industries. Our enthusiasm and determination are driving us to actively and excitedly pursue numerous additional MOUs with highly regarded premium companies.	Our upcoming milestone involves securing an international Memorandum of Understanding (MOU), particularly in the realm of educational collaborations. Through the MOU, we have outlined a plethora of opportunities for our students, including internships, value-added courses, workshops, placement guidance, support for mini-projects, technical knowledge enhancement, guest lectures, training programs, campus drives, and seminars.
7	<b>Admission strategy</b>	<p>During the IQAC meeting held in July 2022, several key points were discussed regarding admissions, departmental intake, and strategic initiatives for Velammal Institute of Technology. The meeting outcomes are summarized as follows:</p> <p>Admissions Achievement:</p> <p>It was reported that Velammal Institute of Technology successfully achieved an 85%</p>	<p>Planned Increase in Departmental Intake:</p> <p>Looking ahead to the next academic year (2023-2024), there are plans to increase the intake for specific departments to meet growing demand and align with educational trends.</p> <p>The Computer Science and Engineering department is slated for a significant increase, with a target count of 240 students.</p>

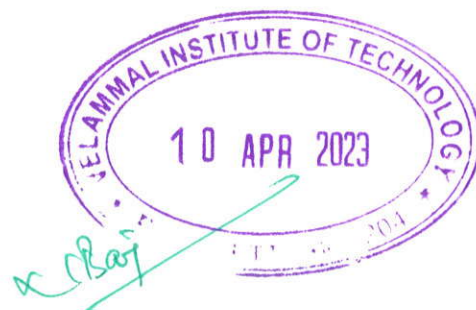


Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
		<p>student admission rate for the academic year.</p> <p>This accomplishment reflects the institute's effective admissions strategies and efforts to attract and enroll students.</p>	<p>Additionally, the Information Technology department will see an increment to 90 students, indicating a strategic response to the evolving needs of the technology industry.</p> <p>In accordance with the governing council's suggestion, there is a concerted effort to enhance public outreach through strategic branding initiatives</p>
8	<p><b>Stakeholders feedback</b></p>	<p>In the IQAC meeting, Agenda Item 8 centered on examining stakeholder input, with a specific emphasis on placement activities and results. The Principal presented feedback gathered from various stakeholders of Velammal Institute of Technology during the previous year. Parents, students, employers, and alumni conveyed their full satisfaction.</p> <p>During the meeting IQAC Head suggested that many parents and students expected the institute to conduct placement day to handover the offer letters for all the students who were placed in the campus during the academic year</p>	<p>During the IQAC meeting, several important points were discussed, focusing on initiatives aimed at enhancing students' skills, highlighting placement reports, and recognising student achievements. The key points are outlined below:</p> <p><b>1. Skill Rack Training Sessions:</b></p> <ul style="list-style-type: none"> <li>- It was proposed to organize skill rack training sessions conducted by Mr. Eldo Ranjith.</li> <li>- These sessions are intended to enhance students' skills and competencies in various areas, likely including technical skills, soft skills, and professional development.</li> </ul> <p><b>2. Highlighting Placement Reports:</b></p> <ul style="list-style-type: none"> <li>- Plans were made to highlight placement reports throughout the academic year 2022-2023.</li> <li>- This initiative aims to provide transparency and visibility into placement outcomes, showcasing the successes of students and the</li> </ul>





Item No.	AGENDA	DISCUSSION	REVIEW / REMARKS
			<p>effectiveness of the institute's placement efforts.</p> <p><b>3. Organization of Success Meet on Placement Day:</b></p> <ul style="list-style-type: none"> <li>- Discussions were held regarding the organization of a success meet on Placement Day.</li> <li>- This event would serve as an opportunity to celebrate the achievements of students who secured placements and to recognize the efforts of faculty, staff, and industry partners involved in the placement process.</li> </ul> <p><b>4. Considerations for Celebration:</b></p> <ul style="list-style-type: none"> <li>- Considerations were made for a celebration to mark significant achievements or milestones within the institute.</li> <li>- This could include celebrating academic achievements, extracurricular successes, or institutional milestones, fostering a sense of pride and community among students, faculty, and staff.</li> </ul>



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9	<b>Implementation of FDP Activities</b>	The FDP was implemented in January 2023 and was overseen by all HODs. With the effective completion of over 73 FDP attended by our staff members alongwith seminars, and conferences, we have accomplished our goal. We are hoping for even greater numbers by urging our faculty members to be very interested in participating. Providing funding to support the organization of seminars, workshops, faculty development programs (FDPs), short-term training programs (STTPs), and other relevant projects	

#### 10. Infrastructure details

1. **Principal in his presentation informed all the members that** we received approval to establish a centralized computing facility, comprising **103 latest HP computers with 11th generation i7 processors, 16 GB memory, and 512 GB SSD HD**, with an estimated cost of **INR 1.09 Crores**.
2. Additionally, eight extra classrooms will be added to the Academic Block to accommodate the classroom requirements for our growing student population, with an estimated expenditure of **INR 2.2 Crores**.
3. Due to the overwhelming response from students in other states and districts, the construction of new hostels for both girls and boys has been initiated.
4. The Girls Hostel, covering an area of **45,167 sq. ft**, is estimated at **INR 7.38 Crores**, and the Boys Hostel, covering an area of **32,211 sq. ft**, is estimated at **INR 5.28 Crores**. The total allocation for the construction of both hostels is **INR 12.6 Crores**.
5. An allocation of **INR 20 lakhs** was made for the establishment of a Robotics lab, with an additional allocation of **INR 16 lakhs** for supporting computing machines. A total of **INR 36 lakhs** was allocated to meet the requirements of the **Mechatronics and AI&DS laboratories**.
6. A new lift is proposed to be installed within the college premises at a cost of **INR 22 lakhs**.

#### 11. Mentoring:

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

**Plan of Action:**

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.

**12. Accreditation:**

NBA accreditation has been granted for the CSE, IT, and ECE programs. However, a recent compliance visit revealed that the MECH and EEE programs did not meet NBA accreditation standards due to lower admissions during the assessment period, as outlined in the Mechanical Engineering (MECH) and Electrical and Electronics Engineering (EEE) report. Consequently, strategies need to be devised to ensure accreditation for these two programs. Additionally, the NAAC accreditation expired in February 2022, requiring the implementation of NAAC's recommendations. Steps should also be taken to complete the Annual Quality Assurance Report (AQAR) for the current year (2022-2023).

**Plan of Action:**

The audit activities for NBA cycle 2 and NAAC audit should be conducted in the CSE, ECE, and IT programs. Meanwhile, the MECH and MTS programs should strive for full admissions in the current academic year and meet the prerequisites for pre-qualifiers in NBA. The EEE department is eligible to apply for pre-qualifiers in NBA and should prioritize this. Additionally, appointments need to be made for NIRF rankings and for individuals overseeing IIC, ARIAA, KAPILA, NISP, and YUKTI.

**13. Discuss on innovative teaching methodologies and best practices:**

After the discussions in previous meeting, work collaboratively to develop an action plan for each methodology. This plan should include:

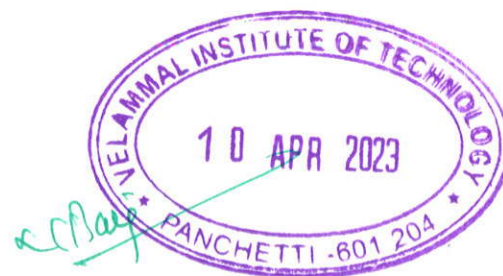
**Action Plan:**

**Innovative Teaching Methodologies:**

**Flipped Classroom:** Discuss the concept, implementation strategies, and tools. Share success stories or case studies.

**Project-Based Learning (PBL):** Outline the steps to design PBL experiences, including the selection of real-world problems and assessment methods.

**Peer Teaching:** Share methodologies for organizing peer teaching sessions and discuss how to train students for these roles.



**Microlearning:** Explore platforms and content creation tools for microlearning, and discuss how to integrate microlearning into existing courses.

### **Best Practices for Implementation:**

#### **1. Continuous Training for Faculty**

**Implementation Strategy:** Develop an annual training calendar that includes workshops, seminars, and webinars focused on new pedagogical strategies, technology tools, and educational trends.

**Mentorship Programs:** Pair less experienced faculty with mentors who have successfully integrated innovative teaching methodologies into their classrooms.

**Evaluation and Improvement:** Solicit feedback after each training session to continuously improve the training programs.

#### **2. Feedback Mechanisms**

**Digital Platforms:** Utilize digital platforms like online surveys, forums, and feedback apps to gather feedback efficiently from students, faculty, and stakeholders.

**Feedback Integration:** Establish a committee to regularly review feedback and identify actionable insights that can lead to the enhancement of teaching methodologies.

**Transparency and Response:** Share feedback outcomes with the community and outline steps taken to address concerns or suggestions.

#### **3. Collaborative Learning Spaces**

**Infrastructure Investment:** Invest in the redesign of learning spaces to accommodate collaborative and flexible teaching methods. This includes modular furniture, smart boards, and Wi-Fi connectivity.

**Usage Policy:** Develop a policy for the effective use of collaborative spaces, ensuring they are accessible to all faculty and students engaged in group projects or interactive learning.

**Technology Integration:** Equip learning spaces with the necessary technology to support blended learning, virtual collaboration, and access to digital resources.

#### **4. Assessment Reforms**

**Diverse Assessment Methods:** Implement a variety of assessment methods tailored to different learning styles and objectives. This includes project-based assessments, presentations, and reflective journals, in addition to traditional exams and quizzes.

**Faculty Training:** Train faculty on designing and implementing diverse assessment methods and using the results to inform teaching practices.





**Continuous Monitoring:** Monitor the effectiveness of new assessment strategies in accurately measuring student learning and adjust as necessary.

### 5. Inclusive Education

**Accessibility Audits:** Conduct regular academic audits to ensure that all learning materials and technologies are accessible to students with disabilities.

**Support Services:** Enhance support services for students with tutoring, assistive technologies, and counselling services.

The strategies discussed in IQAC meeting 2 will be promptly implemented. These strategies encompass a range of best practices aimed at enhancing the quality of education within our institution.

*M*  
10/4/2023

**IQAC COORDINATOR**

Dr. B. MADHU M.E., Ph.D.,  
IQAC HEAD  
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*S. O. A.*  
10/4/2023

**VICE PRINCIPAL**

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*N. Balaji*  
10/4/2023

**PRINCIPAL**

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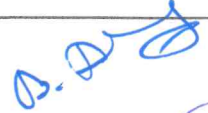
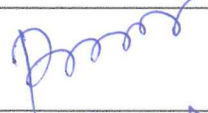

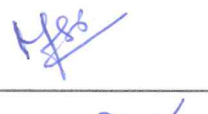




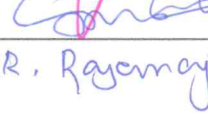
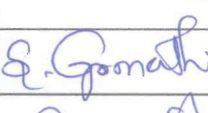

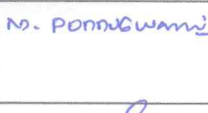


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Minutes of IQAC Meeting -2**

**Meeting 2 – 10.04.2023**

The 2<sup>nd</sup> IQAC meeting for Academic Session 2022-23 was held on 10<sup>th</sup> APRIL 2023. The following members were attended the meeting.

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