

VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY, MADURAI

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING HELD ON 2.5.18 at 2.00 PM

Agenda:

1. Approval of minutes of the previous meeting and business arising from the minutes if any
2. Reconstitution of IQAC - new members list
3. Names of Alumni – new set of names – Dept. HODs may please bring names
4. AQAR report – 16 -17 and 17-18 – IQAC and NAAC members to follow up
5. Quality enhancement activities 17-18 – report and discussion
6. Quality enhancement activities – 18-19 – discussion- NAAC criteria wise
7. Quality enhancement activities – departments, exam cell and library
8. Invited talk/ seminar on CBCS and Quality enhancement for faculty
9. Automation and paperless communication
10. Any other relevant matter – with permission from the Chairperson

Members present – List appended

1. The minutes of the meeting held on 10.3.17 which were uploaded in the college website were recalled and approved by the members.
2. As the first item of discussion the IAQC constitution was taken up and as suggested by the Principal, all HODs were added as members of IQAC. The revised list of members is as follows:

LIST OF MEMBERS – 2017 – 2018 AND 2018- 2019

1. Member from Management Shri Ganesh Natarajan – Vice Chairman
2. Representation from Industry Dr. A. Selvaraj- Jeyarekha Industries, Madurai
3. Chairperson Dr. P. Alli – Principal
4. Coordinator Dr. Geetha Sivasubramanian Coordinator – NAAC

MEMBERS:

HODs

1.	Dr. S. Poonkuntran	HoD – CSE
2.	Dr.A.M. Vasumathy	HOD - CIVIL
3.	Dr. S. Vasuki	HOD - ECE
4.	Dr. A. Shunmugalatha	HOD – EEE
5.	Dr. R. Perumal Raja	HOD - IT
6.	DR. G. Manikandan	HOD – MECH
7.	Dr. S. Velammal	HOD - MATHS
8.	Dr. S. John Ethilton	HOD - PHYSICS
9.	Mr. K.R. Surendran	AP II - English
10.	Dr. S. Karthikeyan	Controller of Examinations
11.	Dr. S. Gopalakrishnan	Librarian & NSS Officer

Faulty members

12.	Mr. S. Kharthikeyan	AP- CSE
13.	Dr. T. Naveen Raj	AP – CIVIL

14.	Dr. K. Kavitha	AP – ECE
15.	Ms. K. Sneha,	AP - EEE
16.	Mr. S. Jagadeesan	AP IT
17.	Mr. N. Dinesh Kumar	AP - MECH
18.	Dr. M. Geetha Rani-	AP - MATHS

Students

19.	Ms. Sanmuga Priya.S	II CSE A
20.	Ms. B.R.Roshini	II CIVIL
21.	Ms. S. Sivadharshini	II ECE B
22.	Mr.M.Sabari Vignesh,	II EEE
23.	Aravind B.	II MECH

Regarding members from alumni, the departments would suggest new names as the current members were unable to actively participate in the meetings due to their work pressure and change of workplace.

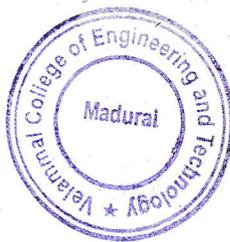
4. The members were informed about the submission of AQAR report for the year 16-17 and the members were requested to prepare details as per the same format for the academic year 17-18.
5. The quality enhancement activities for the academic year 17-18 were presented by the members as follows:
 - i) The readiness of Students' Information System for – the portal being created by the IT department was reported and in the coming academic year all entries with respect to attendance and marks could be uploaded in the portal and every faculty / student would be able to view the details in various modes such as daily postings, reports class wise, student wise etc. This was appreciated by the members and it was suggested that after ensuring the success of the SIS, the log books and the Academic Performance record maintained by the teachers and for the students could be made defunct in due course thus saving paper. SIS could include a provision for storing other details of each student such as project work, other academic achievements and extra and co-curricular activities.
 - ii) Use of more number of NPTEL videos for teaching – leaning process and also for self-study by students and teachers.
 - iii) The initiation and successful conduct of meetings of Toast Masters; Club for augmenting English language skills
 - iv) Preparation of question banks for all courses to improve the quality of the question papers.
 - v) Industry supported hands –on training for both faculty and students
 - vi) Faculty visit to industries and institutions for exploring the possibilities of placement, training and internships for students
 - vii) MoUs signed with Industries /companies related to projects and solutions
 - viii) Use of online courses designed by Industries for students
 - ix) Conduct of Interdisciplinary workshop by CSE, IT, ECE and EEE departments and intra disciplinary program by CSE for the students
 - x) The procedural change in the conduct of retest for Formative Assessment to ensure effective learning process
6. & 7. Under Quality enhancement activities for the approaching academic year, the following were discussed:

- a) Focus to be given on training the students progressing towards higher studies in appearing for and scoring in qualifying examinations like GATE
 - b) To enhance opportunities for employment in core companies/ industries and PSUs for EEE, Mechanical and Civil engineering students
 - c) Experts who are members in Governing Council of the college to be invited as expert members of DAC meetings of the Departments.
 - d) Real time projects to be planned for final year students
 - e) Projects in Industries monitored by the industry expert and evaluated by the expert with a faculty member as an Internal Guide
 - f) Video lectures of new courses offered by IITs and UGC to be used in teaching- learning process
 - g) Video recording of class lectures to be used by slow learners as and when required
 - h) Publications to be in SCI indexed journals
 - i) Seminars. Objective type questions and Tests of comprehension to be used as assessment tools
 - j) More on – line journals could be subscribed to for easy student access
 - k) A Student Activity Center to be planned for promoting literary, technical and fine arts activities
8. Invited lectures. Seminars would be planned on Quality enhancement in the institution in the academic year. Mr. Surendran offered help in identifying resource persons
9. Under Automation and paperless communication, the development of SIS was recognized as a eco-friendly move and it was also agreed upon by all the members that circulars and general information would be shared by e mail or Whats App and printing hard copies would be minimized.
10. Under any other matter an open discussion on improving students- teachers relationship and a healthy work environment was held, pros and cons were discussed and in general a consensus on improving the human relations at the individual and at team levels was arrived at.

The meeting was adjourned with a vote of thanks.

Dr. P. Alli
29/12/18

Principal
(Dr. P. Alli)



Geetha Sivasubramanian

Coordinator- IQAC
(Dr. Geetha Sivasubramanian)