

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY (Autonomous)Madurai
Minutes of the IQAC Meeting

Time:02:30 p.m.

Date:24.01.2024 (Wednesday)

Venue: Seminar Hall - I

Management Representative: Dr. N. Suresh Kumar, Senior Principal & Coordinator, Velammal Group of Institutions (Madurai Region).

Chairperson: Dr. P. Alli, Principal/V CET.

IQAC Coordinator: Dr. R. Perumalraja, Dean (Planning and Development).

Additional IQAC Coordinator: Dr. S. Ponmalar, Associate Professor/CSE

External Academic Expert: Dr. M. Ramakrishnan, Chairperson, Professor & Head/IT, MK University.

Member from Industry and Local Society: Mr. A. K. B. Nawas Babu, Managing Director, S.A. Knitwears (Pvt) Ltd, Madurai, President MAHIA Industrial Estate.

Member from Alumni: Ms. M. Karishma, Software Engg., COATS.

Members Present:

1. Dr. S. Vasuki, Professor & Dean (Student Affairs)
2. Dr. A. Shunmugalatha, Professor & Dean (Academics)
3. Dr. L. Andai, Professor & Dean (Industry Institute Interaction)
4. Dr. G. Manikandan, Professor & Dean (Research and Development)
5. Dr. S. Sasikala, Professor & HoD/AIDS
6. Dr. J. P. Annie SweetlinJebarani, Professor & HoD/Civil
7. Dr. R. Deepalakshmi, Professor & HoD/CSE
8. Dr. K. Kavitha, Professor & HoD/ECE
9. Dr. R. Narmatha Banu, Professor & HoD/EEE
10. Dr. R. Kavitha, Professor & HoD/IT
11. Dr. V. Anbumalar, Professor & HoD/Mech
12. Dr. C. Sankar, Associate Professor & HoD/Chemistry
13. Dr. S. Gomathy, Professor & HoD/English
14. Dr. A. P. Pushpalatha, Professor & HoD/Maths

15. Dr. R. Rajesh, Associate Professor & HoD/Physics

S.No	Subject	Action	Responsibility
1.	Review of the previous meeting's discussion	Dr. R. Perumalraja, Dean (Planning and Development) welcomed the Management representative, External Academic Expert, Member from Industry and Society, Member from Alumni, along with the Audit members and members from the various departments to the meeting. To commence the meeting, Dr. R. Perumalraja, Dean of Planning and Development, delivered a comprehensive presentation on the follow-up activities after from the previous meeting. The key points discussed are as follows: • R&D policy was framed and was made available on the website for easy access and reference. • Orientations were given to the faculty members regarding the publication in quality journals through FDP & Seminars. • The website has been updated to include detailed information about the students who have been successfully placed within the entire batch. • Mr. A. K. B. Nawas Babu suggested displaying the cumulative numbers of the offers and the details of the placed students in the dashboard style as the homepage to create a better impression. • The Career Guidance Cell, in collaboration with individual departments, has been actively discussing academic career options with our alumni. Career choices are being tracked diligently. • Mr. A. K. B. Nawas Babu asked to maintain records of the career choice of the students. He emphasized the importance of maintaining comprehensive records in this regard. • Details of MoU companies such as Avian aerospace, Tekknow Technologies, Dewas Technology, Tesla Minds India etc have been shared through PPT by mentioning the size, innovation level, learner attitude, Accessibility and women safety and feedback from the students. • The micro-level NIRF ranking has been analyzed based on five different parameters, with a decided weightage of 30% for Teaching, Learning & Resources, 30% for Research and Professional Practice, 20% for Graduation Outcomes, 10% for Outreach	

	and Inclusivity, and 10% for Peer Perception. Our target is to achieve a ranking of 40 by 2025, 45 by 2026, and ultimately secure a position in the Top 100 by 2027. This ranking serves as a roadmap to guide our efforts towards improvement. • To enhance our NIRF score, we have implemented several measures, including: ◦ Increasing number of PhDs ◦ Increasing FU by establishing CoEs ◦ Increasing the Publication - On track ◦ Increasing IPR & Patent - On track ◦ Increase Project and Funding ◦ Steps taken to increase internal citations ◦ Institute level research centers is in progress to increase PhD admissions & PhDs ◦ Steps taken to increase product company placements & median salary. • Career Guidance is being conducted for the third year students by their respective departments as expert talks, seminars, soft skills training or lecture series either through the resource person from various reputed organizations or through alumni. • Displayed the research policy, its vision and mission and the publication-norms. Dr. M. Ramakrishnan enquired about the contribution of the research to the management and suggested to reflect the same in the research policy through proper channels. In addition suggested removing the vision and mission statements and seeking approval from the Governing Body Council. • Mr. A. K. B. Nawas Babu proposed encouraging the students to engage in projects that involve societal benefit. To foster problem-solving skills and research and development, each department will organize a hackathon to generate innovative ideas for a specific project. This initiative will also provide opportunities for individual paper presentation. • Dr. M. Ramakrishnan has suggested the inclusion of collaborative projects, both local and international, with proper authorization from the relevant authorities. This will enable us to broaden our research scope. • Mr. A. K. B. Nawas Babu proposed the idea of focusing on a specific area each year in order to achieve our goals of attaining NIRF ranking. In simpler terms, Year-wise focus has to be fixed. • Dr. R. Perumalraja, Dean (Planning and Development) mentioned that our initial
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	focus has been on Research and Development (R&D), and the progress is regularly monitored once in the fortnight by Dr. G. Manikandan, Professor & Dean (Research and Development) • Mr. A. K. B. Nawas Babu suggested setting department-wise targets and ensuring that the achievements are updated within each department. This will serve as motivation for the faculty members to strive towards reaching their goals. Dr. R. Perumalraja confirmed that this practice is already in place and is currently being implemented. • Requests were made to provide suggestions for getting more PhD admissions. Mr. A. K. B. Nawas Babu suggested visiting the Incubators of IITs to learn from their best practices. He also suggested signing a Memorandum of Understanding (MoU) with these institutions. He further emphasized the importance of sending our students as interns to these institutions, as it would allow us to incorporate their culture into our own institution. • Dr. M. Ramakrishnan suggested gathering feedback from alumni, employers, and faculty members to improve our NIRF ranking. • In order to connect with the alumni Mr. A. K. B. Nawas Babu suggested an application in which the institution name has to be included. This would enable us to reach a wider network of employers and foster stronger alumni relationships. He assured us that he would share the name of this application at the earliest. Dr. R. Perumalraja, Dean (Planning and Development) referred to an application called AlmaConnect which is being used by SSN College, Chennai for their alumni connections. • The faculty members Dr. S. Senthilrani, Associate Professor/EEE and Mr. B. Jegan, Assistant Professor/Mech are acting as SPoC to facilitate communication with industries and identify a common relationship manager. However, Mr. A. K. B. Nawas Babu stated that he did not receive from them and also suggested the need for consistent communication through simple messages to foster a strong relationship. • Unfortunately, the Pitch Fest could not be conducted in the last semester. Hence it is planned to be conducted this semester. Despite this, the students have actively participated in various start-ups and boot camps, including "StartUp TN Madurai Regional Hub" and "AUROiTECH @ Aravind Eye Hospital," representing different departments.	
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	• In order to establish the collaboration with Foreign Universities for students exchange program, students from various departments have attended summer internships at universities in countries such as Poland, Malaya, and Ilorin. Memorandums of Understanding (MoUs) have also been signed with these universities to solidify our partnerships. • Alumni database of those who pursue their higher studies in Abroad has been updated in order to kindle the interest of the students. • The Department of Electronics and Communication Engineering has planned to conduct a Skill Development Course, specifically the Drone Operator Certification course, from 19.02.2024 to 23.02.2024. Mr. A. K. B. Nawas Babu inquired about the target audience. Dr. K. Kavitha, Professor & HoD/ECE replied that as it is the first time, it can be checked with the Internal audience. Mr. A. K. B. Nawas Babu suggested utilizing our internal faculty members to master the technology and deliver the course. He emphasized the vast range of Drone Technology Applications and recommended offering the course as a three-month certificate program through our Consultancy Center. This would ensure comprehensive coverage of the subject matter. Dr. R. Perumalraja, Dean (Planning and Development) requested to suggest any Government or Private Companies which offer such courses. Mr. A. K. B. Nawas Babu assured to share the contacts of the companies which offer the same. • The Department of AI&DS and CSE has organized a series of workshops, faculty development programs (FDPs), and discussions on various topics. These include "Problems in TLP," "How to use ChatGPT," and "Creating visually appealing PPTs/Videos and AI Tools through AI Club." • Mr. A. K. B. Nawas Babu inquired about the dissemination of career planning for students. In response, Dr. R. Perumalraja, Dean (Planning and Development) explained that the career planning options have been suggested, such as pursuing higher studies abroad, exploring opportunities in government organizations, and considering engineering service exams. The Career Guidance Cell is responsible for maintaining records of student interests in these areas. Mr. A. K. B. Nawas Babu questioned the number of participants attending the career planning seminars and the count of students interested in Civil Service examinations. He also proposed setting a target for student qualification in exams like GATE and other civil service examinations. The target has to be fixed in such a way that at least one student has to	
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	be qualified to study in the IITS, one for IIMs, and one for studying in Foreign University. It has to be target based. • Dr. M. Ramakrishnan suggested the collection of proof, such as hall tickets, ID cards, and college IDs, to verify the training and qualification of students who have successfully passed exams like GATE or other civil service examinations. To ensure proper oversight, a committee should be formed, and regular meetings should be conducted. The approval of the governing body is necessary for the implementation of these measures. • Mr. A. K. B. Nawas Babu inquired about the various options and preferences of students when it comes to their career choices. In response, Dr. L. Andal, Professor & Dean (Industry Institute Interaction), stated that the majority of students are inclined towards securing placements. Approximately 70% of students express a strong interest in placements, while 15% show a preference for pursuing higher studies or entrepreneurship. Dr. R. Perumalraja, Dean (Planning and Development) provided the current year's data ratio, revealing that 72.08% of students have opted for placements, with 4.4% choosing higher studies. Unfortunately, the remaining 20% of students find themselves without a clear direction. Mr. A. K. B. Nawas Babu suggested implementing a Teaching Learning Process or fostering classroom interactions to reduce the number of students who feel uncertain about their future.	
2. Introduction of new courses	Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points: • New Courses such as AI & DS and MBA have been introduced in the year 2023-24. • Other courses such as Cyber Security and VLSI are planned to be introduced in the upcoming academic year. Principal visited AICTE regarding the same. As it is the emerging course, it got approved. • Requested the external experts to provide suggestions on emerging areas where we can introduce similar courses in the future. • Ms. M. Karishma expressed her appreciation for the introduction of high demand courses like AI & DS and suggested dedicating a portion of a semester to be completely utilized for the internship. As the industry is highly dependent on AI projects, the students need real time hands on practice. This practical exposure will equip the students to handle real-world projects in their future careers. Dr. A. Shunmugalatha, Professor & Dean (Academics) stated that, already dropping of	

		the courses is accepted but the awareness has to be created among the first year students. • Mr. A. K. B. Nawas Babu highlighted the industry's expectation for a greater number of AI interns, particularly for programs like Graphic Design AI and Advertising AI. To meet this demand, students must be exposed to real-time situations and challenges. This will enhance their skills and make them more attractive to potential employers. • Dr. M. Ramakrishnan inquired about the availability of lab facilities for the Cyber Security course and suggested to ensure meeting the requirements of the program. Dr. A. Shunmugalatha, Professor & Dean (Academics) replied that she has visited 2 to 3 well equipped colleges and the labs are designed accordingly, ensuring that they meet the necessary standards.
3.	Pedagogical initiatives	Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points: • As the pedagogical initiatives, Micro Teaching is being conducted for the faculty members before the beginning of the semester to know the different teaching methodologies. • New faculty members were given a Faculty Development Program for two days to get introduced to the culture of Velammal, opportunities were given to take classes for ten to fifteen minutes and the best teacher was awarded. • From this semester, in order to appreciate the contents of the course file and preparation of the course file and also to induce a healthy competition among the departments, the Best Course file is planned to be identified among all the departments.
4.	Industry supported courses	• Mr. A. K. B. Nawas Babu inquired about the methods for identifying industry-supported courses and proposed the implementation of Standard Operating Procedures (SoPs) or policies to facilitate this identification process.
5.	New initiatives on regulations and TLP.	Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points: • Other than CSE & IT, the other department students learn more interdisciplinary courses and are suggested to incorporate more core related courses. • Dr. M. Ramakrishnan suggested dividing the courses as three different categories such as: Skill Based, Application Based and Core related for all the courses. Courses based on Environmental Science, Professional Ethics and Women Empowerment have to be included.

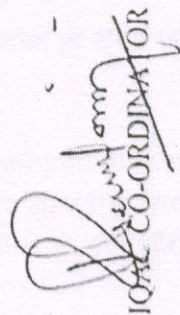
		• Learning another language other than English has been planned to be made compulsory.	
6.	Motivating students towards self-learning	• Dr. M. Ramakrishnan enquired the count of the registered students in MooC and NPTEL. Dr. A. Shunmugalatha, Professor & Dean (Academics) replied that in 2021, the registered students for the MooC courses is around 200 but it gradually increased. In the last year it was 1006 and for the current year, more than 600 students have registered in one semester itself. In addition, 460 students have enrolled in NPTEL.	
7.	Discussion on Incorporating NEP	Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points: • Shifting of the focus from exam centric to holistic development has to be done by modifying the curriculum and syllabus accordingly. • Mr. A. K. B. Nawas Babu suggested attending Global Investor Meet to know the road map for the next 3 to 4 years. It helps to improve our productivity by moving towards futuristic approaches. Analyze the data of the Global Investor Meet, and check the requirements or the opportunities and make the students reach the level of their requirements. Students have to be equipped to meet the requirements of the industry. Attending these Meets enables us to have more ideas on startup opportunities. Look for the investment, industries and opportunities and align the students accordingly. • Ms. M. Karishma suggested having the Interdepartmental Course related to the domain knowledge which can be included as a part of their curriculum. It helps them in their future. Automation and Mechatronics projects are more welcomed by the industries. • Mr. A. K. B. Nawas Babu suggested visiting the contact lens factory in Madurai as they use more than 1000 micro robots.	
8.	Converting Projects into startup	Dr. L. Andral, Professor & Dean (Industry Institute Interaction) stated the following points: • Students are doing their projects in their 8th semester but they're finding it difficult to convert them as startups. They're able to complete the process till Publication but unable to turn it into a product. Requested for the suggestions to improve it. Mr. A. K. B. Nawas Babu suggested the following: • To join as a member in the whatsapp groups like Padhiyam startups and Iyam startups to know the startup ideas and encourage the students to attend the meetings conducted by them and involve them in their ecosystem to inherit the culture of converting the	

		ideas into startups. It's a vibrant startup committee. The incubator from Pandian Saraswathy and Kalasalingam was so vibrant and they provided good funds. Send the students for such kinds of meetings and get reports from them. • Create a startup task force with 4 to 5 faculty members and attend the event. He assured us to provide the connections with various international collaborations. It helps to build the community. • Dr. M. Ramakrishnan enquired about AICTE & IIC collaborative projects and it can be gained through these startups.	
9.	Strengthening of technical clubs to equip students for current industrial need	Dr. S. Vasuki, Professor & Dean (Student Affairs) requested for the suggestions to strengthen the technical clubs to equip students for the current industrial needs: Mr. A. K. B. Nawas Babu suggested the following: • Creating a channel in social media to educate the customer. Allotting a moderator and uploading only the approved contents. Making the students explain their projects or lessons and convert it as a video and upload it in the channel. • Each club is advised to create a channel in Social media. • Convert the teachings and contents as SEO contents. Fix a target as 2 lakhs followers and create the contents accordingly. Suggested to work on it seriously and to produce interesting contents. Very good moderator has to be appointed and the ownership has to be given for a group of people.	
10.	Attracting other state students for admission	Dr. S. Vasuki, Professor & Dean (Student Affairs) requested the external experts to suggest ways to attract other state students for the admissions: • Dr. M. Ramakrishnan suggested upgrading the facilities of hostels and foods to international standards and also suggested keeping a banner near the airport. • Mr. A. K. B. Nawas Babu questioned on measures taken to highlight the college facilities in the Rameshwaram High Road. Suggested to build an image by making publicity. • Dr. M. Ramakrishnan suggested giving advertisements in Televisions.	
11.	Preparations for NIRF, ARIIA Rankings	Dr. R. Perumalraja, Dean (Planning and Development) stated the following points: • The data entry and the verification for the NIRF ranking has been completed and the last date for entering the details is said to be 31.01.2024. • The data will be submitted by 25.01.2024. • The NIRF Innovation details: IIC events conducted during the academic year 2019 - 20 was 24, 2020 -21 was 52 and last year it was 351 and at present it is 82. For the	

		- previous year and the current year four star ranking was bagged. - On 24.01.2024, the faculty members are attending the regional meet at Francis Xavier College.	
12.	Progress on NBA Accreditation	Dr. R. Perumalraja, Dean (Planning and Development) stated the following points: - In December 2023, the NBA accreditation for the Civil Department was received. - As of now except AI & DS, all the UG departments are accredited with the NBA. - Since it is autonomous, it comes under the Tier_I category. The curriculum and design was new and hence the common process chart related to Curriculum and Design is in progress. - By the end of the current semester, the first audit for Tier - I SAR report and files will be audited.	
13.	IQAC report on internal Audit and progress on NAAC accreditation	Dr. R. Perumalraja, Dean (Planning and Development) stated the following points: - For the Annual Quality Assessment report, the data has been collected. - As per the instructions from the honorable Chairman, the audit was conducted in each department and compared the process of each department. - Out of 1000, 593 are Quantitative and 407 are Qualitative analysis were done and marks were awarded accordingly. - Strength and Weakness analysis has been done by each department and disseminated the same by their moderators and improvements are discussed.	
14.	Faculty Awards and Appreciation for quality improvement	Dr. R. Perumalraja, Dean (Planning and Development) stated the following points: - Suggestions are requested to formulate the internal parameters for awarding and encouraging the internal faculty members Dr. M. Ramakrishnan suggested analyzing based on the results produced, publications, patents, projects, excellence etc. Also suggest the faculty members to apply for Government rewards and also from Government agencies. Mr. A. K. B. Nawas Babu suggested to give non academic awards such as Best Performing Club Incharge, Based on the feedbacks from the students, Innovative Project Guide, Industry Friendly, Startup Friendly etc., Also suggested to get results from ChatGPT	
15.	Data submission for AQAR 2022-23	Dr. R. Perumalraja, Dean (Planning and Development) stated the following points: - Internal audit was done and verified the data and it was analyzed. Suggestions were also given. - AQAC report of other A++ accredited colleges were compared with our data and	

	suggestions were given based on the same. The suggestions were also carried out and the data are about to be uploaded. • Before uploading, seeking for the suggestions from the external experts. • Dr. M. Ramakrishnan suggested having separate meetings for NAAC - criteria wise. • Mr. A. K. B. Nawas Babu suggested visiting brother NAAC institutions and identifying their benchmark/best practices and delegate the details, so that the process will be simple. Ms. M. Karishma summed up stating few points such as: • Basic courses like e-commerce, supply chain and basic fine arts can be introduced to any department. • Projects converting into Industry Institute and Interaction - if the students have interesting PoCs, COATS is welcoming on AI, Machine Learning, Mechatronics projects, Automation projects. • The AI club seems to be very interesting. Hence teach the students to make the use of AI tools, reporting tools, Power BI etc. Also help them to have hands-on training. • Google is providing free courses on Gen AI and hence to make use of the same. • Ask the students to do their project presentations using AI. Encourage them to get to know about its usage. • In terms of Placement, Resume Building has to be very strong in words, trending topics, at least 2 mini projects, team projects etc. Most of the recruiters look for the above mentioned titles and also look for the point of exposing the student as the Quick Learner.	
16. Any other matters		

Minutes Recorded by: Ms. V. Praveena, AP/ENG


IQAC CO-ORDINATOR

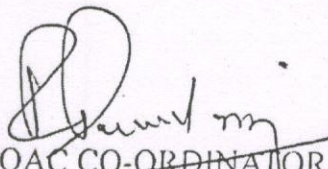

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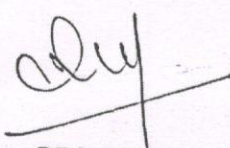
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IQAC meeting follow-up point from meeting conducted on 24.01.2024

1. Placement page shall have a dashboard that shows cumulative numbers of the offers and the details of the placed students shall be displayed after clicking further details
2. Maintain records of the career choice of the students and tracking
3. Vision and mission statements to be removed from Research Policy and Policies has to be approved by the governing council body.
4. Department shall organize a hackathon to encourage the students to engage in projects that involve societal benefit and generate innovative ideas for a specific project.
5. Collaborative project proposal with national/international researchers in various domains
6. Focus on each criteria year wise to improve in NIRF ranking
7. Visit the Incubators of IITs/any premier institutions and take steps to sign MoUs with these institutions. Send Students' as interns to these institutions.
8. Feedback from alumni, employers, and faculty members to improve NIRF ranking.
9. Common Relationship Manager to interact with industries frequently
10. Drone Technology course can be offered as certificate course to external participants.
11. Fix Target for the exams like GATE and civil service examinations.
12. Real-time hands-on projects in AI for students
13. Visit premier Institutions having Cyber Security course and set up of lab based on the input received from the experts.
14. Standard Operating Procedures (SoPs) or policies to facilitate identification of industry support courses.
15. Participate in Global Investor Meet to know about the Industry requirement and create a roadmap to improve the skills of the students to industry needs,
16. Visit Contact lens factory (AuroLabs, Madurai) to know usage of robots in industry
17. Create a startup task force with 4 to 5 faculty members. Follow Padhiyam startup community and create ecosystem for converting the ideas into startups.
18. Creating channels for individual clubs and upload student projects or any activities conducted after the approval from the social media moderator.
19. Branding of college done through advertisement about Facilities of college and highlights in social media, hoarding at important places.
20. Faculty awards based on publications, patents, projects, performance in club activities, student feedback, industry friendly faculty awards etc.
21. Visit NAAC A++ accredited colleges and get the benchmark details from them.
22. AI tool usage workshops shall be conducted


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INTERNAL QUALITY ASSESMENT CELL

IQAC MEETING 2023-2024

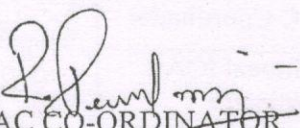
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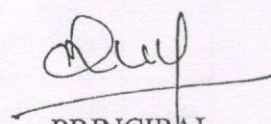
Time: 2.00 pm

Venue: Seminar Hall 1

S. No	Name	Designation	Representative	Signature
1.	Dr. P. Alli	Principal	Chairperson	
2.	Dr. N. Suresh kumar	Senior Principal	Management Representative	N. Suresh Kumar 24/01/24
3.	Dr. R. Perumalraja	Dean (Planning and Development)	IQAC Coordinator	
4.	Dr. S. Ponmalar	Associate Professor/CSE	Additional IQAC Coordinator	
5.	Dr. M. Ramakrishnan	Chairperson, Professor & Head/IT, MK University	External Academic Expert	
6.	Mr. A.K.B. Nawas Babu	Managing Director S.A.Knitweaves (Pvt) Ltd, Madurai. President MAHIA Industrial Estate	Member from Industry and local Society	A.K.B. Nawas Babu
7.	Mrs. M. Karishma	Software Eng., COATS	Member from Alumni	M. Karishma
8.	Dr. S. Vasuki	Dean (Student Affairs)	Audit Member	
9.	Dr. A. Shunmugalatha	Dean (Academics)	Audit Member	A. Shunmugalatha 24/01/24
10.	Dr. L. Andal	Dean (III)	Audit Member	
11.	Dr. G. Manikandan	Dean (R&D)	Audit Member	
12.	Dr. S. Sasikala	HOD (AIDS)	Member	
13.	Dr. J.P. Annie Sweetlin Jebarani	HOD (CIVIL)	Member	J.P. Annie Sweetlin Jebarani 24/01/24
14.	Dr. R. Deepalakshmi	HOD(CSE)	Member	—
15.	Dr. K. Kavitha	HOD (ECE)	Member	K. Kavitha 24/01/24
16.	Dr. R. Narmatha Banu	HOD (EEE)	Member	
17.	Dr. R. Kavitha	HOD (IT)	Member	
18.	Dr. V. Anbumalar	HOD (MECH)	Member	
19.	Dr. C. Sankar	HOD (Chemistry)	Member	
20.	Dr. S. Gomathy	HOD (English)	Member	For

21.	Dr. A. P. Pushpalatha	HOD (Maths)	Member	
22.	Dr. R. Rajesh	HOD (Physics)	Member	
23.	Dr. V. Selvalakshmi	HOD (MBA)	Member	
24.	Mr. P. Srinivasaperumal	Placement Officer	Member	
25.	Dr. S. Gopalakrishnan	Librarian	Member	
26.	Dr. S. Karthikeyan	CoE	Member	
27.	Ms, Nikhitha S V	III Year CSE	Student Member	
28.	Mr. R. Raghul	III Year ECE	Student Member	


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Minutes of the IQAC Meeting - 6th November 2024

1. Dissemination of Information:

- It was emphasized that information regarding events attended by faculty or students must be disseminated to all departments for better visibility and collaboration.

2. Career Choice Records:

- A record of student career choices should be maintained, focusing on options like government jobs, competitive exams, and international collaborations.

3. NIRF Roadmap:

- Discussion regarding the roadmap for achieving a NIRF ranking within the 200-300 band, targeting a score of 40. Strategies to be formulated and implemented.

4. GATE and Civil Services:

- Plans to increase the number of students appearing for GATE and Civil Services exams were discussed. The need for specialized coaching and awareness programs was highlighted by the HOD of EEE.
- The gap between professional coaching and in-house training was questioned, with the suggestion to bring in external trainers for effective coaching.
- The idea of empowering faculty by offering external training and certification, to then disseminate knowledge to students, was proposed as a win-win situation for both students and faculty.

5. Project Development:

- The importance of developing a project bank and conducting brainstorming sessions for project ideas and deliverables was discussed.
- The initiation of Standard Operating Procedures (SOP) for projects was proposed, along with the idea of creating an "Idea Factory" for innovation.

6. Credit Courses and Blogs:

- It was suggested that the institution publish one credit course on the website.
- Experts recommended focusing on future areas such as Cyber Security, and leveraging blogs, calendar preparation, department-based competitions, and MOOCs to further enhance learning and student engagement.

7. Visibility and Documentation:

- A suggestion was made to improve the visibility of workshops by capturing key moments via video summaries and posting them on various platforms. Editorial teams

should assist in documenting all events, which will help in NIRF ranking, placements, and overall institutional visibility.

8. Alumni Engagement:

- The importance of alumni engagement was discussed. Efforts should be made to maintain an active alumni network and increase participation in institutional activities. The proposal to organize alumni reunions and send regular updates via email was supported.
- It was recommended to send out mailers to alumni and visitors to gather contact information and engage with them further.

9. SWOC Analysis:

A SWOC analysis of the institution was conducted:

- **Strengths:** Faculty, infrastructure, management, and college location (semi-urban).
- **Opportunities:** Potential for increased outreach, marketing efforts, and benchmarking with diversified colleges.
- **Challenges:** External business environment and market climate.
- The need to involve external experts for a more effective action plan was emphasized.

10. International Collaboration and Visibility:

- There was a strong recommendation to improve international collaborations, with emphasis on faculty and student participation in international conferences.
- LinkedIn was identified as a strategic tool for building professional networks, with plans to organize workshops on using LinkedIn effectively.
- Visibility of the college could be enhanced through initiatives such as collaborations with foreign universities, foreign researchers, and projects.

11. Outreach Programs:

- An outreach program focusing on digital literacy for village adoption was proposed. The objective was to empower villagers with basic digital skills, such as booking tickets, banking transactions, and filing petitions.
- A suggestion was made to transform a nearby village (Ladanendal) by providing digital education and services.

12. Infrastructure Development:

- Discussions were held regarding the infrastructure aspects of the institution, including the adoption of green energy, solar energy, and water conservation practices (e.g., RO plants and rainwater harvesting).
- The college's library should be completely automated, and IT facilities (computing and Wi-Fi) should be updated regularly to ensure that they meet the current needs of students.

13. Faculty and Staff Support:

- It was agreed that faculty should be given adequate support, such as maternity leave, free transport, medical facilities, and access to student scholarships and chapters.

14. Curriculum and Best Practices:

- The need for modification in the curriculum to include more contemporary and industry-relevant content was discussed.
- Best practices to be focused on include:
 - Green campus initiatives (e.g., solar power and e-waste management)
 - NPTEL certification for all students
 - Engagement in projects related to social impact and sustainability.

15. Conclusion:

- The meeting concluded with the agreement that more brainstorming sessions, with external members and experts, will help in identifying strategies to improve the college's overall performance and rankings in NIRF and NAAC.

Resolutions

It is resolved to,

1. Establish a project bank and conduct regular brainstorming sessions for innovative project ideas and deliverables.
2. Formulate Standard Operating Procedures (SOPs) for projects and create an "Idea Factory" to foster innovation among faculty and students.
3. Revise the curriculum to include more contemporary and industry-relevant content.
4. Enhance international collaborations by increasing faculty and student participation in international conferences and initiating partnerships with foreign universities and researchers.
5. Establish SOPs for student projects and develop a centralized idea bank for research initiatives.
6. Promote student participation in GATE and Civil Engineering exams through in-house training programs.
7. Conduct external training programs for faculty to improve their effectiveness as trainers.
8. Organize a workshop titled "How to Use LinkedIn," with recognition for the best participant engagement.
9. Publish a one-credit course on the institutional website to enhance academic visibility and attract industry attention.
10. Launch an outreach program on digital literacy as part of a village adoption initiative, focusing on empowering villagers with skills such as online transactions and petition filing.
11. Transform Ladanendal village through digital education and service provision.

12. Improve campus infrastructure by adopting green energy solutions, such as solar power, and implementing water conservation measures, including RO plants and rainwater harvesting.
13. Automate the college library and regularly update IT facilities to meet current student requirements.
14. Organize visits to diversified colleges for benchmarking and learning best practices.
15. Send emails to the experts/ visitors about college achievements to enhance the institution's NIRF rankings.
16. Maintain a comprehensive record of student career choices and achievements, including those securing government jobs.
17. Establish a grievance redressal help desk for students.
18. Invite industry experts from less-accessible sectors for program organization to broaden the institution's placement opportunities.
19. Strengthen the alumni network by organizing reunions and sending regular updates through email.
20. Ensure better visibility and collaboration by sharing information on events attended by faculty and students with all departments.
21. Publish a one-credit course and encourage faculty to create and share blogs on emerging topics.
22. Improve visibility by documenting and sharing institutional events through YouTube and other social media channels.
23. Develop a strategic roadmap to achieve an NIRF ranking within the 200-300 range, with a target score of 40.
24. Continue implementing welfare programs for faculty and staff to ensure their professional growth and well-being.

K-Kavitha
Dean (QA) 7/11/24

Principal



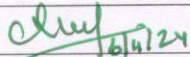
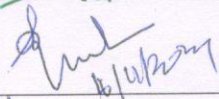
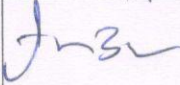
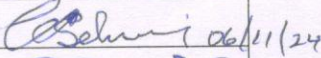
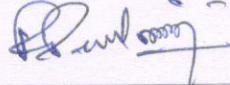
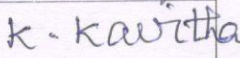
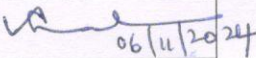
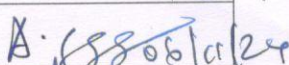
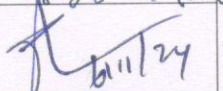
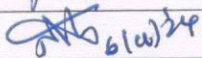
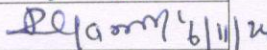
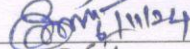
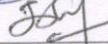
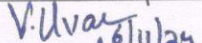
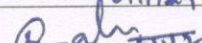
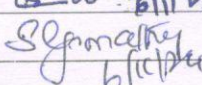
**Velammal College of Engineering and Technology, Madurai
(Autonomous)**

Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 06-11-2024

Internal Quality Assurance Cell (IQAC) meeting has been conducted to improve the quality of education and administration at Velammal College of Engineering and Technology (Autonomous), Madurai on 06.11.2024. The details of members present in IQAC meeting are,

S. No.	Name	Designation	Representative	Signature
1.	Dr. P. Alli	Principal	Chairperson	
2.	Dr. M. Ramakrishnan	Chairperson, Professor & Head, IT, MK University	External Audit Expert	
3.	Mr. A.K.B. Nawas Babu	M.D of S. A. Knitwears (Pvt) Ltd, President MAHIA Industrial Estate	Member from Industry and Local Society	
4.	Mrs. M. Karishma	Software Eng., COATS	Member- Alumni	- Ab -
5.	Dr. C. Selvaraj	Advisor/MBA	Member	
6.	Dr. R. Perumalraja	Vice Principal & Dean(P & D) HoD/CSE	Member	
7.	Dr. K. Kavitha	Professor & Head (VLSI)	Dean (QA)	
8.	Dr. S. Vasuki	Dean (R & D) & HoD (ECE)	Audit Member	
9.	Dr. A. Shyamugala	Dean (Academics) & HoD (EEE)	Audit Member	
10.	Dr. G. Manikandan	Dean (Industry Institute Interaction) & HoD (Mech)	Audit Member	
11.	Dr. R. Narmatha Banu	Dean (Student Affairs)	Audit Member	
12.	Dr. R. Ganesan	HoD (CIVIL)	Member	
13.	Dr. R. Kavitha	HoD (IT)	Member	
14.	Dr. S. Sasikala	HoD (AI & DS)	Member	
15.	Dr. G. Vinoth Chakkaravarthy	HoD (Cyber Security)	Member	
16.	Dr. V. Selvalakshmi	HoD (MBA)	Member	
17.	Dr. C. Shankar	HoD (Chemistry)	Member	
18.	Dr. S. Gomathy	HoD (English)	Member	

19.	Dr. A. Puspallatha	HoD (Maths)	Member	<i>A. Puspallatha</i> 6/11/24
20.	Dr. R. Rajesh	HoD (Physics)	Member	<i>R. Rajesh</i> 6/11/24
21.	Dr. S. Karthikeyan	COE	Member	<i>S. Karthikeyan</i> 6/11/24
22.	Mr. P. Srinivasaperumal	Placement Officer	Member	<i>P. Srinivasaperumal</i> 6/11/24
23.	Dr. S. Gopalakrishnan	Librarian	Member	<i>S. Gopalakrishnan</i> 6/11/24
24.	Dr. M. Ponkumar	PED	Member	<i>M. Ponkumar</i> 6/11/24
25.	Dr. M. Raghini	Assistant Professor/ AI & DS	Coordinator	<i>M. Raghini</i> 6/11/24
26.	Ms. Naveena Sri	III Year IT	Student Member	<i>-AB-</i>
27.	Mr. Dinesh Kumar	III Year EEE	Student Member	<i>G. Dinesh Kumar</i> 6/11/24

k. kavitha
Dean (QA) 6/11/24

C. T. V. S. S. S.
Principal 6/11/24

Velammal College of Engineering and Technology (Autonomous)
Madurai – 09

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF MEETING

DATE: 18.07.2024

TIME: 2:00p.m

VENUE	IOT Lab
PRESENT	Dr. K. Kavitha, Dean (QA) and Prof. & Head (VLSI) Dr. S. Gandhimathi @ Usha(ECE) Mr.K.Azrudeen (CSE/CS) Dr.T.Chandrasekar (EEE) Dr.Senthil Kumar (CSE) Ms.S.Venkata Priya(CIVIL) Dr.A.Shymala(IT) Dr.Rajkumar (VLSI) Mr.R.Ezhilvananan(Mech) Mrs.N.Vishnu Devi (AI&DS) Dr.G.Venkateshwaran(MBA) Dr.M.Ismail Fathima(Phy) Mrs.R.Ramalakshmi(Maths) Mrs.S.Lavanya (Chem) Dr. Kavitha (Eng)
ON-DUTY	-
LEAVE	-

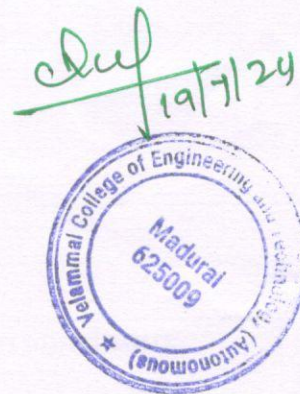
Agenda Details	Details of Discussion & Action Points	Responsibility	Target Date
Welcome address	Dean invited and greeted the faculty members of the concerned Department Coordinators for the first IQAC meeting held on 18.07.2024..	--	--
Agenda 1: Criteria In-charges	Dean asked to volunteer the criteria in-charges. Criteria I – Mr.Azarudeen & Ms.S.Venkata Priya Criteria 2 –Dr.S.Gandhimathi@ Usha& Mrs.S.Lavanya Criteria 3 - Mrs.N.Vishnu Devi & Dr. Kavitha Criteria 4 - Dr.Senthil Kumar & Dr.Rajkumar	All IQAC members	30.11.2024

	Criteria 5 - Dr.T.Chandrasekar & Mrs.R.Ramalakshmi Criteria 6 - Dr.A.Shymala & Dr.M.Ismail Fathima Criteria7- Mr.R.Ezhilvananan & Dr.G.Venkateshwaran		
Agenda 2: Quality Assurance Manual	Dean insisted that global excellence is required in our college and also Quality Assurance Manual has to be prepared	Dr.G.Venkateshwara n	Continuous Process
Agenda 3: Data Pool	Dean insisted us to create data pool which has to contain personal and official data of all Faculty and Students details (Enrollment to Exit survey). It should contain the following For Faculty 1. Personal details 2. Fellowship 3. Internship 4. Learning resources 5. R & D details 6. MOU For Student 1. Personal 2. Academic 3. Co-Curricular activity 4. Extra Curricular activity	All IQAC members	31.07.24
Agenda 4: IQAC Enclave	Dean asked some suggestion for the conduction of IQAC Enclave. All members unanimously accepted to conduct on February 2025.	All IQAC members	February 2025
Agenda 5: Best Practices	- Dean asked all the members to suggest some Best practices, Mrs. Vishnu Devi replied that file numbering will be the one of the best practices. This has to be for all the criteria for the 10 years maintenance. - Dean said that our IQAC is going to introduce the following things for Best practices. 1.Turn it in 2. College level Scopus institutional account 3.Learning resources	All IQAC members	Continuous Process
Agenda 6:	Dean circulated following SOP in the	All HoDs and IQAC	-

Standard Operating Procedure	printed format among all the IQAC members 1. II & A submission Process 2. SSR Submission Process 3. Online A&A process flow 4. HEI Registration Process 5. Inlibnet Bibliometric Data feed 6. Pre Qualification 7. DVV Process 8. Student Satisfactory Survey Process	Members	
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K. Kavi^otha
Dean (QA) 19/7/24

CC to:
Principal, File, Faculty Circulation



Velammal College of Engineering and Technology, Madurai – 09
(Autonomous)

Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

VCET/IQAC/2024-2025/ODD/MoM 2

DATE: 07.10.2024

An IQAC internal meeting was held on 04-10-2024(Friday) at 4.10 p.m. in T21.

Dean(QA), IQAC Coordinator and all department coordinators attended the meeting.

The following members were present during the meeting,

1. Dr. K. Kavitha, Dean (QA)
2. Dr. M. Raghini, AP/AI & DS & IQAC Coordinator
3. Dr. S. Gandhimathi @ Usha(ECE)
4. Mr.K.Azrudeen (CSE/CS)
5. Dr.T.Chandrasekar (EEE)
6. Dr.Senthil Kumar (CSE)
7. Ms.S.Venkata Priya(CIVIL)
8. Dr.R.Allen Joseph(IT)
9. Dr.Rajkumar (VLSI)
10. Mr.R.Ezhilvananan(Mech)
11. Mrs.N.Vishnu Devi (AI&DS)
12. Dr.G.Venkateshwaran(MBA)
13. Dr.M.Ismail Fathima(Phy)
14. Mrs.R.Ramalakshmi(Maths)
15. Mrs.S.Lavanya (Chem)
16. Dr. Kavitha (Eng)

Agenda Details	Details of Discussion & Action Points	Responsibility	Target Date
Welcome address	Dean invited and greeted the faculty members of the concerned Department Coordinators for the second IQAC meeting held on 04.10.2024.	--	--
Agenda 1: Preparatory Works - IQAC	The Dean(QA) has announced that the IQAC meeting is scheduled for the last week of October. In this regard, all necessary preparatory work should be completed.	All IQAC members	-
Agenda 2: Quality Assurance Manual	Dean(QA) insisted to work on Quality Assurance Manual. The existing manual should be expanded with additional informational content.	Dean(QA) Dr. M. Raghini Dr.G.Venkateshwaran	14-10-24

Agenda Details	Details of Discussion & Action Points	Responsibility	Target Date
Agenda 3: Best Practices and Distinctiveness of the Institution	Dean(QA) insisted to work on best practices of the institution and accordingly faculty in charges were assigned.	Best Practices - Dr. S. Gandhimathi @ Usha & Mrs.N.Vishnu Devi Distinctiveness - Mr.R.Ezhilvananan	10-10-24
Agenda 4: HR Policy	Dean(QA) suggested to refine HR policy document of VCET in concern with Dean(Academics)	Dr.T.Chandrasekar & Mr.K.Azrudeen	10-10-24
Agenda 5: Disabled Campus	A writeup of disabled campus ensuring accessible infrastructure should be prepared.	Ms.S.Venkata Priya	10-10-24
Agenda 6: Environmental Activity	Dean(QA) instructed to record about environmental activities conducted inside and outside the college.	Mrs.S.Lavanya Dr.M.Ismail Fathima	10-10-24
Agenda 7: Capacity Building & Skill Development	Dean(QA) instructed to record all capacity building programs and to collect data about skill development activities conducted in the college.	Dr.Rajkumar	10-10-24
Agenda 8: Academic and Administrative Audit	Dean(QA) suggested to refer criteria 8, 9 and 10 of NBA document.	Mrs.R.Ramalakshmi	10-10-24
Agenda 9: Website Updation	Dean(QA)instructed that all writeups discussed for IQAC should be drawn under single roof of IQAC. IQAC member list and minutes of meeting should be uploaded in college website.	Dr.Senthil Kumar Dr.R.Allen Joseph	10-10-24
Agenda 10: Standard Operating Procedure	Standard Operating Procedure (SOP) should be framed for effective functioning of IQAC.	Dr. M. Raghini	10-10-24

K. Kauritha
Dean (QA) 8/10/24

CC to:
Principal, file, IQAC Members circulation

Dr. M. Raghini
8/10/24

