



Internal Quality Assurance Cell (IQAC)

Standard Operating Procedure

Vision:

To develop quality systems with conscious, reliable and transparent action for attaining best results for the academic and administrative performance of Velammal College of Engineering and Technology, Madurai and to build and ensure a quality culture aimed at all round excellence through institutionalizing and internalizing all the initiatives taken with internal and external support.

Mission:

1. Working towards realization of the goals of quality enhancement and sustenance by developing a system for conscious, consistent and catalytic improvement in the overall performance of VCET.
2. Ensuring timely, efficient and progressive performance of academic and administrative tasks.
3. To provide student centric learning environment and to establish platform for inclusive research leading to the development of creative thought process amongst research scholars keeping in mind societal needs.
4. Nurturing innovative ideas shaping into products facilitating the spinoff and creating awareness to protect academic integrity.
5. To adopt a perennial process for bringing in excellence in teaching pedagogy by providing ICT based state-of-the-art infrastructural facilitation.

The IQAC shall evolve mechanisms and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services.
7. Sharing of research findings and networking with other institutions in India and abroad.

Specific functions of IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality and engaging in Data Verification and Validation (DVV).
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Composition of IQAC (as per the NAAC guidelines)

Sl. No.	Name	Designation	IQAC Representative
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. Knitweaves (Pvt) Ltd, President MAHIA Industrial Estate	Member from Industry and Local Society
4.	Mrs. M. Karishma	Software Eng., COATS	Member- Alumni
5.	Dr. R. Perumalraja	Vice Principal & HoD/CSE	Member
6.	Dr. K. Kavitha	Dean (QA) & HoD [EE (VLSI)]	Member
7.	Dr. S. Vasuki	HoD (ECE) & Dean (R &D)	Member
8.	Dr. A. Shanmugalatha	HoD (EEE) & Dean (Academics)	Member

9.	Dr. G. Manikandan	HoD (Mech) & Dean (Industry Institute Interaction)	Member
10.	Dr. R. Ganesan	HoD (CIVIL)	Member
11.	Dr. R. Kavitha	HoD (IT)	Member
12.	Dr. S. Sasikala	HoD (AI & DS)	Member
13.	Dr.G.VinothChakkaravarthy	HoD (Cyber Security)	Member
14.	Dr. V. Selvalakshmi	HoD (MBA)	Master of Business Administration
15.	Dr. R. Narmatha Banu	Dean (Student Affairs)	Audit Member
16.	Dr. C. Shankar	HoD (Chemistry)	Member
17.	Dr. S. Gomathy	HoD (English)	Member
18.	Dr. A. Puspallatha	HoD (Maths)	Member
19.	Dr. R. Rajesh	HoD (Physics)	Member
20.	Dr. S. Karthikeyan	COE	Member
21.	Mr. P. Srinivasaperumal	Placement Officer	Member
22.	Dr. S. Gopalakrishnan	Librarian	Member
23.	Dr.M.Ponkumar	PED	Member
24.	Dr. M. Raghini	Assistant Professor/ AI & DS	Coordinator
25.	Ms.Naveena Sri	III Year IT	Student Member
26.	Mr. Dinesh Kumar	III Year EEE	Student Member

Functioning:

i. List of activities

- a. Calling meetings
- b. Preparation of agenda for the meeting
- c. To decide the action plan
- d. Minutes of meetings
- e. Action Taken Report (To submit to IQAC three weeks before the next meeting along with the agenda for the next meeting)
- f. Submission of AQAR and other NAAC related activities

ii. Job responsibilities of each member including the Secretary in detail (Table)

Sl. No.	Designation	Roles & Responsibilities
1.	Chairperson	1. Overseeing of all the IQAC related initiatives 2. To supervise the annual perspective plan preparation 3. To approve the minutes of meetings 4. To communicate the decisions taken during IQAC meetings to the management. 5. To act as an approving and circulating authority for SOPs. 6. To execute the decisions of IQAC committee in timely and efficient manner. 7. To reform the SOPs of IQAC as and when required.
2.	Coordinator	1. To assist the chairperson in matters related to IQAC 2. To prepare the SOPs of IQAC 3. To organize the meetings and prepare the agenda for meetings. 4. To coordinate the dissemination of information on various quality parameters of the institution. 5. To coordinate the documentation of the various programmes / activities leading to quality improvement 6. To coordinate the quality-related activities of the institution 7. To coordinate for preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. 8. To coordinate the timely and efficient execution of the decisions of IQAC committee with chairperson. 9. To motivate all members to contribute actively in meetings/deliberations.
3.	Members	1. To attend the meetings of IQAC regularly. 2. To disseminate the information on various quality parameters of the institution. 3. To organize and document various programmes / activities leading to quality improvement as per IQAC committee decisions. 4. To implement the quality-related activities of the institution planned by IQAC committee. 5. To assist the IQAC director/coordinator to prepare the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. 6. To execute the decisions of IQAC committee in timely and efficient manner.

k. kaurtha
2/12/24

chul
2/12/24