

**VELAMMAL ENGINEERING COLLEGE**  
**CHENNAI – 66**  
**INTERNAL QUALITY ASSURANCE CELL**

Date :18-12-2020

**CIRCULAR**

**From**  
**Coordinator – IQAC**

**To**  
**Members concerned - IQAC**

**Forwarded through Principal**

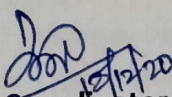
**Sub.:** Conduction of IQAC meeting @ VEC – reg.

**Ref. :** Constitution of IQAC @ VEC – Orders issued – 09.12.2020 – reg.

In connection with the above cited reference, I would like to thank all the members for continuing their acceptance to be the members of IQAC @ VEC. In that connection it is hereby proposed to conduct the IQAC meeting on 05-01-2021 to discuss on the quality sustenance including the following agenda. The members are hereby requested to kindly attend the meeting and give their valuable suggestions for quality improvement.

**Agenda :**

- Review of previous IQAC meeting
- Academic plan for even semester of 2020-2021
- Industry institute interaction
- Funded projects should reach a target of 50 Lakhs minimum
- NPTEL online courses
- Plan for placement activities
- Direct study – Add on course
- Organizing department events (plan) and symposiums and conference
- ISO
- AICTE and Anna University affiliation
- NIRF
- Academic curriculum Design and Finalization

  
**IQAC Coordinator**

**MINUTES OF THE IQAC MEETING**  
**HELD ON 05-01-2021 at 2.00 p.m. in through Online Mode**

The following members of the Internal Quality Assurance Cell (IQAC) were present in the meeting.

Dr. N. Duraipandian	-	Convener / Principal	
Dr. P. Visu	-	Coordinator – IQAC	
Mr. AbdulMuthalif	-	Senior Director, CTS	- Member
Dr. B. Venkatalakshmi	-	Professor & VP	- Member
Dr. S. Srinath	-	Professor & Head/EEE	- Member
Dr. S. Satish Kumar	-	Professor & Head / Mech.	- Member
Dr. S. Chakaravarthy	-	Professor /CSE	- Member
Dr. S. Shahil Kirupavathy	-	Prof. & Head /Physics	- Member
Dr. A. Mohamed Sikkander	-	Professor & Head/Chemistry	- Member
Dr. S. Mary Joans	-	Professor & Head /ECE	- Member
Mr. M. Karthick	-	Assistant Professor/Mech.	- Member
Mrs. A. Prema	-	Assistant Professor/IT	- Member
Ms P.S. Smitha	-	Assistant Professor/CSE	- Member
Mrs. Lakshmi Sangeetha	-	Assistant Professor/E&I	- Member
Mrs. R.S. Lekshmi	-	Assistant Professor/MBA	- Member
Dr. V. Chandran	-	Assistant Professor/Auto	- Member
Mr. Arun Ramasamy	-	Senior Placement Officer	- Member
Ms. R. Latha	-	PA to Principal	- Tech. Asst.
Mr. Vinod Senthil	-	Infysec	- Alumni
Mr. Mohammed Dhuruvesh	-	CSE	- Student
Ms. Pratheepa	-	CSE	- Student

The Convener of the Internal Quality Assurance Cell welcomed the members and thanked the external experts to share their valuable time and participating in the meeting in spite of their busy schedule. The coordinator followed the Convener in welcoming the members and proceeded with the following resolutions for the discussion.

- Review of previous IQAC meeting
- Academic plan for even semester of 2020-2021
- Industry institute interaction



- Funded projects should reach a target of 50Lakhs minimum
- NPTEL online courses
- Plan for placement activities
- Direct study – Add on course
- Organizing department events (plan) and symposiums and conference
- ISO
- AICTE and Anna University affiliation
- NIRF
- Academic curriculum Design and Finalization

S. No.	Subject / Action	Discussion & Responsibility	Target Date	Remarks
1	Review of previous MOM	IQAC Coordinator	Continuous	The previous IQAC-MOM was discussed and the activity carried out in the previous semester was briefed to the members in a nut shell.
2	Academic plan for 2020-2021 even Sem	<p>Dates for the commencement of online classes for UG and PG to be finalized based on completion of Anna university exams.</p> <p>Academic plan for tests to be finalized in consultation with all HODs during HOD's meeting. Tentatively</p>	Based on University examinations will be decided.	<p>HOD's to monitor the regular classes and learning materials from faculty to be checked before the reopening.</p> <p>Learning materials to be circulated to all students within the first week.</p> <p>MOM – Course committee to be sent to Principal before one week of commencement of classes and Class committee MOM before Unit Test 1</p> <p>Department updates to be carried</p>

		<p>UT1: 1<sup>st</sup> week of January 2021</p> <p>CT1: 4<sup>th</sup> week of January 2020</p> <p>UT2: 2<sup>nd</sup> week of Feb 2020</p> <p>CT2: 4<sup>th</sup> week of Feb 2020</p> <p>Model exam: 4<sup>rd</sup> week of March 2020</p>		<p>out in handbook</p> <p>Tentatively, Based on re-opening date Formative assessment schedule will be decided.</p>
3	Industry Institute Interaction	All HODs / Faculty	Continuous	<p>Members insisted to find out as many Industries as possible based on the department students strength and sign MoU with them for Internship, consultancy works, Faculty training and project support if possible placement etc. Faculty (Mentors) can visit industries where students are undergoing Internship and get feedback.</p>
4	Accreditation	All HODs / Faculty	Continuous	<p>HODs are requested to complete the Pre Qualifier report and send it before deadline given by NBA.</p> <p>IQAR report should be submitted by NAAC Coordinator Dr.Visu,</p>



				Professor / CSE Dept.
5	Funded research projects	All HODs / Faculty	Continuous	<p>Members insisted to have research proposal to the amount of 50L per year and one indexed journal from each faculty.</p> <p>HoDs informed that they have started conducting the Dept meetings on Research, based on the domain. Funding agencies and their thrust areas are identified and shared with all staff.</p> <p>Principal informed that one faculty may be given the responsibility of finding the differentInnovation competitions conducted in different places and it should be discussed in the staff meeting. This information can be shared to students for taking part in those competitions.</p> <p>Dr.A.Balaji Ganesh requested HoDs to monitor the IEDC projects of their dept. Principal requested him to include HoDs names in the Whatsapp group of NewGenIEDC. Also he requested HoDs to conduct weekly follow</p>

				up meetings with the mentors and students of those IEDC projects in their department regularly and send the minutes to Dr.Jeevaa, IEDC Coordinator.
6	NPTEL Online Courses	All HODs / Faculty	During the Semester	<p>NPTEL (National Programme on Technology Enhanced Learning).It is a joint initiative of IITs and IISc.</p> <p>Created awareness among students and faculty about 900 NPTEL Lectures in the institution. Students / faculty are using these resources for their knowledge updation.</p>
7	Placement activities & Higher studies	Placement officer	Continuopus	<p>Members insisted to help the students who are still unplaced with Technical and aptitude training by students who are already placed (Peer Training). If needed, motivation sessions can be arranged to the unplaced students.</p> <p>Members insisted to find out the placement eligibility number among third year students. Those identified students should be given training by placed final year students. Focus should be on</p>



				<p>Product and core company placement.</p> <p>Students are informed about the placement parameters and they should try to achieve those requirements in the current semester. Second and third year students should be advised to prepare their resume. In the class, one of the best resume of current placed final year student in a company with high package should be shown and juniors are asked to compare their resume with that which will give them high motivation.</p> <p>Members insisted to conduct an event regarding higher studies</p> <p>Principal requested HoDs to discuss with Dr.Arunbaskar of EEE Dept before conducting any such events.</p> <p>They are also requested to identify students who are interested to go for Higher Studies and form a group. Regular meetings need to be conducted with them (minimum one meeting in fortnight).</p>
8	Direct study / Add on course	All HODs	Immediately	<p>The members insisted to have either direct study / add on course for the students in addition to their regular curriculum. All the head of the departments were</p>

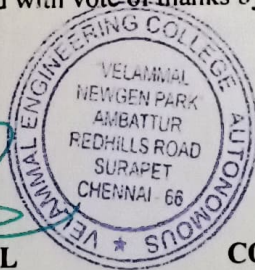
				requested to take initiatives and to implement the same with the help of senior faculty in the department
9	Organizing department events (plan) and symposiums and conference	All HODs	During the semester	<p>FDP and workshop can be organized online to share knowledge and entertain multidisciplinary projects.</p> <p>National Conference can be organized online during Even semester.</p> <p>Code Talentia and Online CSI Quiz can be organized for enhancing Software skills</p> <p>Ecell Activity to be organized to impart Entrepreneurship skills</p>
10	ISO	All HODs & ISO Coordinator (MR)	Immediately	<p>Documentation procedures need to be updated for renewal of ISO quality certification to be done from the beginning of the semester</p> <p>All documents pertaining to ISO can be maintained online due to pandemic</p>
11	AICTE and Anna University Affiliation	All HODs/Faculty	Immediately	<p>Instruction was given to enter department coordinators for the entry of data on the AICTE web portal, as soon as the web portal</p>



				gets activated. This will help the departments to be ready for the Anna university affiliation visit which will happen next semester.
12	NIRF	All HODs	Immediately	<p>All documents pertaining to NIRF need to be collected from the month of November 2020</p> <p>More emphasis need to be done for collecting Placement, supervisor and Patent Details</p> <p>All faculty who have completed PhD should apply for supervisor</p> <p>More SCI journals to be applied</p>
13	Academic curriculum Design and Finalization	All HODs / Faculty	During the semester	<p><b>BOS Meetings</b>– MBA, Basic Science &amp; Engineering HoDs are requested to plan for the BoS meetings from 16.06.2020 onwards. On a particular day, only one meeting need to be scheduled. All the meetings should be completed before 08.07.2020.</p> <p>If possible, HoDs are requested to include one mandatory paper on Introduction to Research in III sem and Research Methodologies on IV semester as UG students are expected to develop</p>

				innovative thinking which will be helpful for the students to do innovative mini projects This will be helpful in students becoming entrepreneurs after completing the course.
14	Entrepreneurship	HOD's and Ecell Co-ordinator	Continuous	<p>An event regarding entrepreneurship is conducted by departments.</p> <p>Principal requested HoDs to identify the students who are interested to become an Entrepreneur and form a group. Regular meetings need to be conducted with them (minimum one meeting ).</p>

The meeting was concluded with vote of thanks by Dr.P.Visu



*N. 78*  
**PRINCIPAL**  
 PRINCIPAL

*5/11/21*  
**COORDINATOR - IQAC**

**VELAMMAL ENGINEERING COLLEGE**  
 (AN AUTONOMOUS INSTITUTION)

S.No	Name of the member	Signature
1	Dr. N. Duraipandian	<i>N. 78</i>
2	Dr. P.Visu	<i>P. Visu</i>
3	Mr.AbdulMuthalif	<i>Abdul Muthalif</i>
5	Dr.B. Venkatalakshmi	<i>B. Venkatalakshmi</i>



6	Dr.S.Srinath	S. Srinath
7	Dr.S.Satish Kumar	S. Satish Kumar
8	Dr.S.Chakaravarthi	S. Chakaravarthi
9	Dr. S.ShahilKirupavathy	S. Shahil Kirupavathy
10	Dr. A.MohamedSikkander	A. Mohamed Sikkander
11	Dr. S.MaryJoans	S. MaryJoans
12	Mr. M. Karthick	M. Karthick
13	Mrs. A. Prema	A. Prema
14	Ms.P.S. Smitha	P.S. Smitha
15	Mrs.LakshmiSangeetha	Lakshmi Sangeetha
16	Mrs. R.S. Lekshmi	R.S. Lekshmi
17	Dr.V.Chandran	V. Chandran
18	Mr. ArunRamasamy	Arun Ramasamy
19	Ms. R.Latha	R. Latha
20	Mr. VinodSenthil	Vinod Senthil
21	Mr.MohammedDhuruvesh	Mohammed Dhuruvesh
22	Ms. Pratheepa	Pratheepa