VELAMMAL ENGINEERING COLLEGE
CHENNAI – 66
INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

From
Coordinator – IQAC

To
Members concerned - IQAC
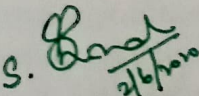
Forwarded through Principal

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

Ref. : Constitution of IQAC @ VEC – Orders issued – 27.05.2020 – 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 08-06-2020 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 odd 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

IQAC Coordinator

MINUTES OF THE IQAC MEETING
HELD ON   08-06-2020 at 2.00 p.m. through Online Mode

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

Dr. N. Duraipandian	-	Convener / Principal		
Dr. S.Srinath	-	Coordinator – IQAC		
Mr.AbdulMuthalif	-	Senior Director, CTS	-	Member
Dr.B. Venkatalakshmi	-	Professor&VP	-	Member
Dr.P.Visu	-	Professor /CSE	-	Member
Dr.S.Satish Kumar	-	Professor& Head / Mech.	-	Member
Dr. S.Chakaravarthi	-	Professor & Head/CSE	-	Member
Dr. S.ShahilKirupavathy	-	Prof. & Head /Physics	-	Member
Dr. A.MohamedSikkander	-	Professor & Head/Chemistry	-	Member
Dr. S.MaryJoans	-	Professor& Head /ECE	-	Member
Mr. M. Karthick	-	Assistant Professor/Mech.	-	Member
Mrs. A. Prema	-	Assistant Professor/IT	-	Member
Ms.Jena Catherine Bel	-	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. VinodSenthil	-	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 odd semester of 2020-2021
- Industry institute interaction

- Funded projects should reach a target of 50Lakhs minimum
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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 OddSem	Dates for the commencement of online classes for UG and PG to be finalized based on completion of Anna university exams. Academic plan for tests to be finalized in consultation with all HODs during HOD's meeting. Tentatively	Based on University examinations will be decided.	HOD's to monitor the regular classes and learning materials from faculty to be checked before the reopening. Learning materials to be circulated to all students within the first week. MOM – Course committee to be sent to Principal before one week of commencement of classes and Class committee MOM before Unit Test 1 Department updates to be carried out in handbook

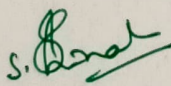|				
		UT1: 1st week of July 2020 CT1: 4th week of July 2020 UT2: 2nd week of Aug 2020 CT2: 4th week of Aug 2020 Model exam: 4rd week of Sep 2020		Tentatively, Based on re-opening date Formative assessment schedule will be decided.
3	Industry Institute Interaction	All HODs / Faculty	Continuous	Members 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.
4	Accreditation	All HODs / Faculty	Continuous	HODs are requested to complete the Pre Qualifier report and send it before deadline given by NBA. IQAR report should be submitted by NAAC Coordinator Dr.Visu, Professor / CSE Dept.

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5	Funded research projects	All HODs / Faculty	Continuous	Members insisted to have research proposal to the amount of 50L per year and one indexed journal from each faculty Members insisted to send FDP proposal to AICTE regarding Application for AICTE Training Learning (ATAL) Academy on emerging areas. Also they are requested to go through the details given by AICTE regarding Virtual labs (Mail forwarded by Principal).
6	NPTEL Online Courses	All HODs / Faculty	During the Semester	NPTEL (National Programme on Technology Enhanced Learning).It is a joint initiative of IITs and IISc. Created awareness among students and faculty about 900 NPTEL Lectures in the institution. Students / faculty are using these resources for their knowledge updation.
7	Placement activities & Higher studies	Placement officer	Continuous	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

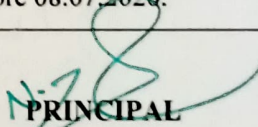|				to the unplaced students.
				Members insisted to find out the placement eligibility number among third year students. Those identified students should be given training by placed final year students. Focus should be on Product and core company placement.
				Name of Students who have got selected in examinations like GATE, GRE, TOEFL, CAT should be displayed in the Notice Board
8	Direct study / Add on course	All HODs	Immediately	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 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	FDP and workshop can be organized online to share knowledge and entertain multidisciplinary projects. National Conference can be organized online during Even semester.

				Code Talentia and Online CSI Quiz can be organized for enhancing Software skills
				Ecell Activity to be organized to impart Entrepreneurship skills
10	ISO	All HODs & ISO Coordinator (MR)	Immediately	Documentation procedures need to be updated for renewal of ISO quality certification to be done from the beginning of the semester
				All documents pertaining to ISO can be maintained online due to pandemic
11	AICTE and Anna University Affiliation	All HODs/Faculty	Immediately	Instruction was given to enter department coordinators for the entry of data on the AICTE web portal, as soon as the web portal 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	All documents pertaining to NIRF need to be collected from the month of November 2020
				More emphasis need to be done for collecting Placement, supervisor and Patent Details
				All faculty who have completed
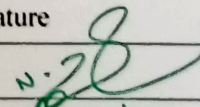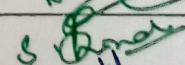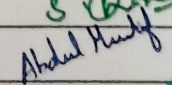
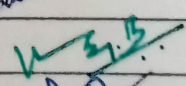| | | | | PhD should apply for supervisor |
| | | | | More SCI journals to be applied |
| 13 | Academic curriculum Design and Finalization | All HODs / Faculty | During the semester | **BOS Meetings–** MBA,Basic Science&EngineeringHoDs are requested to plan for the BoS meetings from 16.06.2020 onwards. On a particular day, only one meeting need to be scheduled. All the meetings should be completed before 08.07.2020. |

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

COORDINATOR – IQAC
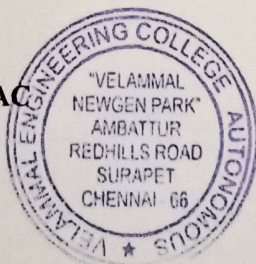
PRINCIPAL

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VELAMMAL ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)
"VELAMMAL NEWGEN PARK"
AMBATTUR REDHILLS ROAD, CHENNAI-66

S.No.	Name of the member	Signature
1	Dr. N. Duraipandian	
2	Dr. S.Srinath	
3	Mr.AbdulMuthalif	
5	Dr.B. Venkatalakshmi	
6	Dr.P.Visu	
7	Dr.S.Satish Kumar	

8	Dr.S.Chakaravarthi	
9	Dr. S.ShahilKirupavathy	
10	Dr. A.MohamedSikkander	
11	Dr. S.MaryJoans	
12	Mr. M. Karthick	
13	Mrs. A. Prema	
14	Ms.Jena Catherine Be!	
15	Mrs.LakshmiSangeetha	
16	Mrs. R.S. Lekshmi	
17	Dr.V.Chandran	
18	Mr. ArunRamasamy	
19	Ms. R.Latha	
20	Mr. VinodSenthil	
21	Mr.MohammedDhuruvesh	
22	Ms. Pratheepa	