



VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI
(Autonomous)

Internal Quality Assurance Cell

Minutes of IQAC Meeting (2022-2023) held on 27.06.2023 at 2:00 PM in Seminar Hall 1

The IQAC Members are.

S. No	Name	Designation	Representative
1.	Dr. P. Alli	Principal	Chairperson
2.	Dr. N. Suresh Kumar	Senior Principal	Management Representative
3.	Dr. R. Perumalraja	Dean (P&D)	Coordinator of IQAC
4.	Dr.S.Ponmalar	Associate Professor/CSE	Additional Coordinator
5.	Dr. M.Ramakrishnan	Chairperson, Professor & Head, IT, MK University	External Academic Expert
6.	Mr. A.K.B. Nawas Babu	M.D of S.A.Knitweaves (Pvt) Ltd, President MAHIA Industrial Estate	Member from Industry and local Society
7.	Mrs. M. Karishma	Software Eng., COATS	Member from Alumni
8.	Dr. S. Vasuki	Dean (Student Affairs)	Audit Member
9.	Dr. A. Shunmugalatha	Dean (Academics)	Audit Member
10.	Dr. L. Andal	Dean (III)	Audit Member
11.	Dr. G. Manikandan	Dean (R&D)	Audit Member
12.	Mr. P. Srinivasaperumal	Placement Officer	Member
13.	Dr. S. Gopalakrishnan	Librarian	Member
14.	Dr. S. Karthikeyan	COE	Member
15.	Mrs. J.P. Annie Sweetlin Jebarani	HOD (CIVIL)	Member
16.	Dr. R. Deepalakshmi	HOD(CSE)	Member
17.	Dr. K. Kavitha	HOD (ECE)	Member
18.	Dr. R. Narmatha banu	HOD (EEE)	Member
19.	Dr. R. Kavitha	HOD (IT)	Member
20.	Dr. V. Anbumalar	HOD(MECH)	Member
21.	Dr. S. Rajkumar	HOD (Chemistry)	Member
22.	Dr. S. Gomathy	HOD (English)	Member
23.	Dr. A. P. Pushpalatha	HOD (Maths)	Member

24.	Dr. D. Ravindran	HOD (Physics)	Member
25.	Mr. M. Agheshwaran	Final Year Civil	Student Member
26.	Mr. B. Kannan	Final Year EEE	Student Member
27.	Mrs. B. Shakila Banu	Final Year Mech	Student Member

Agenda for IQAC Meeting:

1. Follow-up on previous meeting comments
2. National Ranking: NIRF ranking and ARIIA ranking
3. Core Company Placements, EEE, Civil, Mechanical
4. Review of Policies: Research Policy, IT Policy, HR Policy
5. Industry Institute interaction: MoU effectiveness, Internship, and consultancy
6. Company on Campus
7. Establishment of an Incubation centre
8. Career Guidance and Higher studies
9. Research Quality improvement and sustenance
10. Skill Development courses for local needs
11. Academic audit review: Circular, Minutes, Action taken report / Follow-up
12. FDP for teaching and non-teaching
13. Budget For 2023-24

Dr. R. Perumalraja, Dean (P&D) and IQAC Coordinator welcomed the gathering and started the session with a review of the previous meeting held on 23.11.2023 and its follow-up action.

Agenda No 1: Review of Previous Meeting Minutes and Follow up

In the previous IQAC meeting, various points were discussed for the improvement of the college. The follow-up (given in italics) done by the individual department/college were discussed. For some of the follow-ups, members suggest points for further improvement.

1. Follow-up on VCET SCI/Scopus indexed journals

Upon Continuous monitoring, journal publication in Scopus/WoS indexed publication, 123 papers published, 80 papers are in accepted stage and 83 papers are in submitted stage.

Suggestion:

Mr. A.K.B. Nawas Babu suggested conducting an orientation program for faculty and students on guidelines on publication in quality journals, awareness about Scopus/WoS journal lists, predatory journals, etc. A document should be made to

describe step by step guidelines, from journal search to publication for the new researchers.

2. Upload the appointment order of the placed students on the website

Offer letters and placement statistics of all departments are uploaded to the college website

Suggestion:

Mr. A.K.B. Nawas Babu suggested that scrolling the total number of placements from inception to now can be done on the college website.

3. Making the students visit international trade fairs and interact with the industry people

Industrial visits have been arranged for all department students to know about the technology related to their domain areas.

4. S&H faculty shall visit Government / other university research labs

S&H faculties have visited the R&D Centre of the leading institute and interacted with expert members over there.

5. Build an alumni network who has become an entrepreneur (create database)

All the departments have the details of alumni entrepreneur that was shown

6. Social media network for Alumni

Initiatives have been taken to connect Alumni through Almaconnect.

Suggestions:

Mr. A.K.B. Nawas Babu suggested to get feedback from Alumni on getting into the website through QR code scanning like, "QR code to review on Google".

Selfie stand during Alumni meetings will make more people share pictures taken with their college background leading to the visibility of our college to people connected with our Alumni.

7. College social media to be vibrant

Initiatives have been taken where social media networks like Facebook, LinkedIn, and Instagram to disseminate various events and showcase the achievements of faculty/student/department/college to all stakeholders and commoners.

8. Informative video shots shall be uploaded for better visibility of VCET

Innovative project works by the students have been shared on the college YouTube channel.

9. Invite companies to the college (like a business meet) and organize some fair-like event.

The company on Campus initiative has been taken. 6 companies have registered now.

10. Register Energy Auditing with local bodies for visiting (to be called by) industries

The Energy Auditor certificate was registered with local bodies

11. Project day / Pitch fest event shall be conducted & invite Mr. Sivaraja Ramanathan

Project exhibition/My Idea My India Pitch Fest events has been conducted

12. Villages shall be adopted for teaching about online payment and online issues

Anaichuthi village, Poovanthi was adopted.

13. Faculty and Students shall attend Kalam's DigitAll Sangamam

Students and Faculty will take part in Kalam's DigitAll Sangamam 2023.

14. Identify alumni with top positions in their careers, and interact with the first year

Elite alumni of various departments interacted with first-year students about their professional journey and skill set required to be placed in different job roles.

15. Student Profiling for the first year to identify their career options

Student profiling has been done for first-year students

Suggestions:

1. Mr. A.K.B. Nawas Babu suggested including Academician as an option. If anyone is interested to be an academician, we can inculcate the importance of research now itself.
2. Monitor and remind the students about their career choice and find out the change in behavior in career selection.
3. This sore behavior analysis could also be presented at a conference/journal
4. TN Govt. has released a career selection book, Vazhikatti and it can be used.

16. Purpose of MoU - uniqueness, shreds of evidence for progress

Student/ faculty internship in MoU Signed companies

Mr. A.K.B. Nawas Babu inquired about the change in the teaching-learning methodology of faculty who attended internship.

Dr. K. Kavitha mentioned that the outcome of a faculty internship is a practical approach to handling a course and submission of journal papers after attending an internship in Comtek Technologies, Bangalore.

17. Department nodal person for connecting industry

A nodal person from each department to connect with the industry is identified.

Suggestions:

Mr. A.K.B. Nawas Babu suggested creating a database of a nodal contact person in the MoU-signed companies and other companies interacted with.

He also suggested collecting data like company size, innovation level, learner attitude, Accessibility and women's safety, and feedback from students from the internship undergone in MoU signed company.

The Principal suggested that faculty can also go along with students during their internship.

18. Drone operator certification course shall be planned

*The Drone Pilot course has been planned to offer in the forthcoming semester. HoD/ECE,
Dr. K. Kavitha told that Avion Aero Space*

Mr. A.K.B. Nawas Babu appreciated the efforts taken by the college because all suggestions given in the previous meeting was taken in the right sense and the progress shown was appreciable.

Agenda 2: National Ranking: NIRF ranking and ARIIA ranking

Dr. R. Perumalraja briefed about the current status of VCET in NIRF and NIRF Innovation (ARIIA) ranking. He compared the NIRF and ARIIA metrics of VCET with other institutions who are in NIRF ranking and who are all in top 11 to 50 NIRF innovation ranking, like, Sri Krishna, Sairam, SSN, CIET, etc. He said that we have set a target to be within 200 in ranking in the forthcoming year and working towards it.

Mr. A.K.B. Nawas Babu suggested working on a micro level to achieve the goal and allocate responsibility to the faculty for each activity and monitor the activity every month. The continuous improvement in these activities will surely make the VCET to get a score to be in NIRF list within a period of 2 years.

Dr. R. Perumalraja showed the improvement in R&D and students' outcome of VCET and the follow-up of other areas also will improve in due course of time as it is a continuous improvement process only.

Mr. A.K.B. Nawas Babu suggested including the projection for the year 2024 with the previous year's ranking parameter.

Agenda 3: Core Company Placements, EEE, Civil, Mechanical

Dr. R. Perumalraja gave the statistics on core company placement in EEE, Civil, and Mechanical departments. He expected a healthy discussion from experts and all the members on improving core company placement. The suggestions given by the experts were:

Mr. A.K.B. Nawas Babu suggested that

- ✓ Conducting a career guidance week in which we can involve industry partners, internship partners, and alumni from all the domains can interact with the III year students to create awareness on each job role, skillset requirement, earnings they get, etc, and motivate them to prepare accordingly.

The senior Principal mentioned that

- ✓ Faculty has to do career counseling sessions and encourage the students for core placements.

Agenda 4: Review of Policies: HR Policy, R&D policy

Dr. R. Perumalraja discussed HR policy covering aspects like the Recruitment process, Orientation & Training, Promotion, Termination, Welfare measures, Leave rules, Performance Evaluation, and Promotion / Upgradation, guidelines. He also discussed the R&D policy.

Mr. A.K.B. Nawas Babu mentioned that

- ✓ All research should lead to a change in society. R&D policy must include the purpose of research, sustainability, socioeconomic status, etc.
- ✓ The outcome of the research should be measurable.

Agenda 5: MoU effectiveness, Internship, and consultancy

Dr. R. Perumalraja discussed the plans of III cells on the effectiveness of MoU. MoU should end up with Memorandum of Agreement (MoA) -

Mr. A.K.B. Nawas Babu suggested that

- ✓ There must be a common relationship Manager for VCET.
- ✓ Common templates have to be used for effective communication with industries.

Agenda 6: Company on Campus

Dr. R. Perumalraja discussed the initiative taken by the company on campus and mentioned that at present 6 companies have signed the company-on-campus agreement. An open discussion on attracting companies for this venture happened.

Agenda 7: Establishment of Incubation centre

Mr. A.K.B. Nawas Babu mentioned the role of the Incubation centre in creating opportunities for startups with relevant case studies. (Subscription-based tea/coffee selling, IppoPay-payment app, Weetgrass selling, Logistic IT company, etc). To cultivate this, the Incubator-startup ecosystem needs to be developed. It should start with Bootcamp sessions, PitchFests, etc. He suggested conducting workshops through "Aarambam". He discussed the effort of Pitchfest events and venture capital.

Agenda 8: Career Guidance and Higher Studies

Dr. R. Perumalraja discussed the plan of action for the students to pursue their higher studies in foreign universities.

Mr. A.K.B. Nawas Babu suggested to

- ✓ Create an international collaboration with foreign universities for student exchange programs.
- ✓ Identify the alumni who have pursued their higher studies in foreign universities and form a network.

Agenda 9: Research Quality improvement and sustenance

Dr. R. Perumalraja discussed the current status of R&D activities in each department and improvements compared to previous years.

Agenda 10: Skill Development courses for local needs

Dr. R. Perumalraja described the one-credit courses planned to cater to the need of the industry during the forthcoming year.

Mr. A.K.B. Nawas Babu suggested having a course on workmanship training including plumbing, electrical works, civil basic works, etc. There is a need for such people in FIXWHAT and HelloTamila App developers who will give all household-related services.

Agenda 11: Academic audit review: Circular, Minutes & Follow-up

Dr. R. Perumalraja discussed the Academic audit review held during the last academic year and its follow-up action taken,

Agenda 12: FDP for teaching and non-teaching

Dr. R. Perumalraja mentioned the FDP programs arranged for teaching and non-teaching faculty members.

Mr. A.K.B. Nawas Babu suggested having a

- ✓ Session on problems in the teaching-learning process and its solutions.
- ✓ Courses on how to use ChatGPT innovatively.
- ✓ AI club to introduce different AI tools
- ✓ Course on creating visually pleasing PPTs/Videos/Graphics. INFOGRAPHICS is giving such workshops on KIDDO s/w

Any other matters:

Based on the discussion on improving the self-learning capability of students, Mr. A.K.B. Nawas Babu suggested forming a faculty forum to discuss the problems related to different aspects of a student and share solutions among themselves to solve them.


IQAC CO-ORDINATOR


PRINCIPAL

Follow-up Points

1. R&D: Publication guidelines has to be prepared
2. Orientation program for faculty and students on publication in quality journals
3. Placement highlights / statistics shall be displayed in website
4. Implement QR code to review on Google
5. Selfie stand shall be introduced in Alumni meeting
6. Academic Career option shall be discussed and track the career choice of a student
7. More details of the MoU companies like size, innovation level, learner attitude, Accessibility and women's safety and feedback from students shall be prepared
8. Micro level analysis of NIRF ranking and Target for 2023-24 shall be fixed
9. Micro level analysis of NIRF Innovation ranking and Target for 2023-24
10. Conduct career guidance week for third year students
11. R&D policy must include the purpose of research, sustainability, socioeconomic status, etc.
12. Identify common relationship manager and common templates shall be prepared for communications
13. Boot camp and Pitch fest shall be conducted
14. Establish collaboration with foreign universities for student exchange program
15. Alumni database who pursued higher education in foreign
16. skill development courses on workmanship shall be planned and executed
17. FDP/workshop/discussions on "Problems in TLP", "how to use ChatGPT", "Creating visually pleasing PPTs/Videos" and AI Tools through AI club
18. Common forum to discuss problems related to different aspects of a student and share solutions

