

VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY, MADURAI

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 12.7.16 Time 4.15 PM

Agenda:

1. Offering additional value added courses and creating opportunities for completing certificate / diploma courses –
2. Reviewing the internal Assessment processes
3. Enhancing research and consultancy – strategies
4. Paperless administration and attendance automation
5. College green audit
6. Any other relevant matter

MEMBERS PRESENT – List appended

Members absent – Mr. P. Om Prakash – ECE

Alumni members

INTRODUCTION & REVIEW of previous meeting minutes

1. Dr. Geetha Sivasubramanian, IQAC coordinator, welcomed the gathering for the second meeting of the IQAC. She outlined the importance of the Internal Quality Assurance Cell and the need to keep it active as a Post Accreditation Quality measure.
2. The focus of the meet is to enhance Teaching-Learning Process so as to make our Velammal College of Engineering & Technology to be known beyond geographical boundaries as a Quality Centre of Excellence.
3. The invited alumni couldn't turn up but would contribute to IQAC in-absentia.
4. Student members introduced themselves
5. With respect to the minutes of the meeting held on 26.2.16, student Amirtharaj clarified that the reference with respect to the syllabi being out of date was not made by him, as recorded. The Chairperson agreed to amend the minutes. With this amendment, the minutes of the meeting held on 26.2.16 were passed.

DISCUSSION

- I. Value Added Courses – The coordinator, emphasising the need to offer value added courses to augment the syllabus prescribed by the Anna University, requested the HODs to present their plans for the academic year 2016-17

1. Dr. G. Manikandan, HOD – MECH, updated that 100 students of Mechanical Engineering Department would undergo International Certification Program on Pro-e Solid Modelling with PTC.
2. Dr. P. Alli, HOD – CSE, informed that the department has planned to conduct IoT and Cyber Security Certificate courses for their students.
3. Dr. A. Shunmugalatha, HOD – EEE, informed that their students would be undergoing the following courses
 - Diploma in Industrial Safety Course for final year,
 - Certificate courses on Embedded Systems for III years
 - Certificate course on C and C++ for II years.
4. Ms. A. Praba, AP - Civil, informed that their students would be enrolling in Diploma courses in Industrial Safety (Common to Civil, Mechanical & EEE), Quality Management, Material Management & Quantity Surveying in their final year.
5. Student Madasamy , III IT, informed that completing International Certification Courses would add value to their academic record and would enhance placement.
6. Principal added that courses could be made economically viable when many number of students opt for a course as a single batch.
7. Dr. A. Selvaraj, enquired on the procedure for Diploma Courses and also on the preference of students to go for courses outside college.
8. Vice Chairman, Shri Ganesh Natarajan, clarified that it is up to the student's choice to opt for Value Added courses.
9. Students Mano Venkatesh, III ECE & Karthick Krishna, III Mech, discussed on the effectiveness of Mentor hours allotted this semester from 4:50 p.m. - 5:30 p.m. Invited guest Dr. A. Selvaraj encouraged the students to make effective use of Mentoring hours with peer interactions.

II. Internal Assessment processes

1. Dr. S. Karthikeyan, Controller of Examinations, outlined the process of Internal Assessment and also stressed on the importance of having a uniform format for Question Paper for all Departments.
2. Dr. Geetha Sivasubramanian, Coordinator, informed that in their Department, they follow a Blue Print (Table of Specification) based on Blooms Taxonomy for preparing a balanced question paper and if the other departments wished so, the format could be circulated to all Departments for reference.
3. Student Madasamy stated that Assignments are not done individually and students had a tendency to reproduce from the others. Dr. S. Karthikeyan, Controller of Examinations, Maths Department, stated that for Mathematics courses, it would not be possible to

assign individual topics/ set of problems, as the number of needed to be assigned would be very high) Ms. Praba, AP Civil suggested that Assignments could be brief presentations with PPT. Principal added that in all reputed Institutes assignments were given overnight to ensure originality. Vice Chairman, Shri Ganesh Natarajan, clarified that Assignments should be a means of Teaching Process and not a Testing Process.

4. Dr. S. Karthikeyan, Controller of Examinations, added that if possible, for Model exam we could consider including questions under Part- C based on application and other higher cognizant levels, , citing a reference to I year P.G. Programs.
5. Dr. S. Karthikeyan, Controller of Examinations, discussed on the effectiveness of Streamlined Internal Assessment. Student Madasamy was concerned about its negative impact in mental attitude of students. Invited guest Dr. A. Selvaraj encouraged him to motivate his friends to study and work hard to get good internal marks. Almost all members and Dr. S. Karthikeyan, Controller of Examinations were very optimistic on its effectiveness. Vice Chairman emphasized that a student should be given only due mark so as to distinguish the well deserving studious students from the others.
6. The need for opting to set Model Question Papers by experts from other Institutions for bringing in diversity in questions was also discussed.

III. Research and consultancy

1. Principal congratulated the Mechanical Department on their success in Consultancy Services and asked their HOD, Dr. G. Manikandan, for a briefing about their efforts. Dr. G. Manikandan, shared that the department had printed a small pamphlet on their innovations and it was being used to canvas to local Industries.
2. Principal added that local contacts needs to be established well by respective Departments. He informed of a small scale factory cum company near Madurai having undertaken an MoU with SRM University, Chennai, for Cement-less concrete. Such contacts locally available to us could get us connected and contribute to Consultancy & Research activities.

IV. Paperless administration and attendance automation

1. As a first step towards paperless administration, the college should move towards on line posting of hour-wise attendance – the coordinator mooted. The attendance information could be made available for the students and the parents to access on an everyday basis. The Principal suggested that the CSE and IT departments could coordinate this process and if necessary software could be bought to supplement the automation done by the CSE and IT departments. Vice Chairman consented for the same.

2. Dr. Geetha Sivasubramanian, Coordinator, informed that at their Department, online submission of Assignments is in progress to minimize use of paper. Mr.K.Padmanaban, AP - EEE, expressed his concern that students' observation note books are usually unfinished and almost half the number of pages are wasted. Opting to go for 2 numbers of 80 pages note books would be a better solution.

V. College green audit

1. The coordinator informed that the college should take up Green Audit which would cover energy audit to make the campus energy green and ecofriendly. The EEE department HOD agreed to take up a comprehensive energy audit and the Chemistry department would take up the Green Audit under the auspices of the ECO club. The audit reports would be ready by the end of the semesters and follow up action would be taken up.

VI. Any other matter

1. Dr. A. Selvaraj, informed that he would send across all his contacts with various sectors of Research so that our Institute could possibly enter into MoU with them and thereby enable Proactive student / staff contribution to research.
2. Dr. Geetha Sivasubramanian, Coordinator, suggested a novel approach of replacing 220 V electrical appliances with 110 V capacity so as to save on electric consumption and thereby go for "Green Power". Dr. A. Shunmugalatha, HOD – EEE, explained that 110 V motors need to be imported but some academic institutes are evolving their own motors for specific utilities using MODROB finance facilities.
3. Principal suggested that the ECE department could service the available Bio - Metric Attendance machine in the reception and this would help give hands-on experience for students.
4. He also suggested Dr. A. Shunmugalatha, HOD – EEE, to monitor the working of college siren of our college for the benefit of all.

Dr. Geetha Sivasubramanian, Coordinator, thanked all the participating members for their valuable suggestions and the meeting was adjourned.

Sd/- Geetha Sivasubramanian
Coordinator - IQAC

Sd/- N. Suresh Kumar
Principal

15.7.16

