

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING HELD ON 10.3.17 at 3.00 PM

Agenda:

1. Submission of AQAR Report
2. New Challenges

MEMBERS PRESENT – List appended

Members absent – Dr. A. Selvaraj, Dr. S. Gopalakrishnan, Mr.P. Omprakash, Mr. A.P. Amritha raj, Alumni Members

Introduction & Review of Previous Minutes

1. Dr. Geetha Sivasubramanian, IQAC Coordinator, welcomed the gathering and conveyed the message that it is almost a year after NAAC visit. According to norms, the Internal Quality Assurance Cell has been formed and kept active as a Post Accreditation Quality measure. IQAC has been functional from then with a team of students, Junior & Senior faculty, Librarian & NSS Co-coordinator, Principal as the Chair Person, Vice - Chairman as a member of Management, Dr. A. Selvaraj, as a member from society and representing the Jeyarekha Industry and a few Alumni of our Institution.
2. The coordinator with a Power Point Presentation, highlighted the minutes of previous discussions and initiated the discussion for the preparation and submission of the AQAR

DISCUSSIONS

1. Value Added Courses

The coordinator, requested the HODs to present the details of courses conducted for the academic year 2016-17.

- i. Details of International Certification Program on Pro-e Solid Modelling with PTC, are requested from Dr. G. Manikandan, HOD – MECH.
- ii. Details of Diploma in Industrial Safety Course for final year students of Mechanical, Civil & EEE conducted by Annamalai University, as Distance Education Program are requested.

2. Internal Assessment processes

Dr. S. Karthikeyan, Controller of Examinations, outlined that a uniform format for Internal Tests is followed. He also added that after the inclusion of Part C students find it difficult to score marks. He also suggested that having 2 Internals (two units each) and final Model exam is sufficient for the Internal Assessment. Dr. G. Manikandan, HOD – MECH, explained that CO attainment calculations would be easier if number of tests are conducted as suggested. Principal added that expert committee also remarked that we conduct too many tests. Student Madasamy, III IT, requested that Unit Tests be conducted regularly between the Internal Tests.

3. Research and consultancy The co-coordinator requested for updates of Research works & consultancy undertaken by the various departments.

4. Paperless administration and attendance automation

As a first step towards paperless administration, the college will move towards Attendance Automation. The attendance information could be made available for the students and the parents to access on an everyday basis. Dr. Smiles, HOD, English, added that scanning of ID cards of late comers will automate the identification of late comers. Dr. Manikandan added that it will also motivate students to wear ID cards.

Dr. Geetha Sivasubramanian, Coordinator, informed that online submission of Assignments should be encouraged to minimize use of paper.

5. College green audit

The coordinator informed that she has made enquiries of Green Audit which would cover energy audit to make the campus energy green and ecofriendly. Availability of Resource person at Madurai is remote, so alternate solution needs to be taken. She also added that the practice of treading of college garden to the parking area has made a visible pathway, and steps should be taken to discourage students and staff from taking a shortcut through the lawn.

Principal Sir added that the Sewage Treatment Plant (STP) is under operation which contributes to effective management of Sewage water by recycling & reusing it for garden purposes.

Measurable Quality Improvement done during 2016 - 2017.

- i. Change of college timings
 - a. Closing time for regular students - 5:00 p.m.
 - b. Coaching classes conducted from 5:00 p.m. to 6:00 p.m. for weak students.
 - c. Break Timings have been extended for the afternoon (3:00 p.m. to 3:20 p.m.)
- ii. Segregation of slow learners to give intensive coaching.
- iii. NBA Accreditation achieved
- iv. Entrepreneurship Programs conducted (Details are requested from EEE Department)
- v. Language Classes are conducted (Details are requested from English Department)
- vi. INVENT Model display event conducted successfully.
- vii. 3-IDIOTS has become a National Event.
- viii. Infrastructure Development - STP Plant under operation.
- ix. Low-cost Toilet by Civil Department to contribute to Swacchh Bharat Mission
- x. Certificate Programs have been improved by each Department
- xi. Placement Cell has been conducting special programs (Details are requested)
- xii. BEC exam details are requested.
- xiii. GATE Exam details also requested.

6. Submission of AQAR for the year 2016-2017

- i. Format of AQAR form was shown by Mrs. Geetha, Coordinator, IQAC, and she explained that details of NPTEL Course Registration, Library Updates, Placement and GATE exams will be collected and included.
- ii. Entrepreneurship details will be included
- iii. Research & Innovations contributed by respective Departments will be included.

7. Fixing of dates for submission of AQAR

- i. NAAC coordinators' meeting is scheduled for 14-03-2017
- ii. Each Department will submit their completed AQAR report by March 31 2017
- iii. Integration and Uploading of AQAR Report is scheduled tentatively for April 10, 2017

8. Open Discussion Session

- i. Content beyond syllabus
 - a. Dr. A. Shunmugalatha, HOD – EEE, informed that their students are given Assignments on advanced topics
 - b. Student member Madasamy(III IT) suggested that at their Department, they conduct seminars on Advanced topics
 - c. Student Karthik Krishna (III MECH) suggested that Case Studies can be given for Seminar
- ii. INVENT Models
 - a. Exhibition of Innovative Models by various Departments proved to be a successful platform for students to explore their contributions in their respective fields.
 - b. Continuing this every year would be a great opportunity for students to contribute significantly.

- iii. Summer Internship
 - a. Student member Madasamy (III IT) suggested that TCE students undertake Internship at Honeywell for which signing of MoU is essential
 - b. Principal added that NUS, IIT's are conducting numerous Summer Internship programs which should be encouraged among students & staff.
 - c. Dr. P. Alli, HOD – CSE, insisted that the Faculty be encouraged to undertake Internships and enhance their Industrial Exposure so that they can motivate students accordingly.
- iv. Quality Improvement Program

Coordinator informed that VCET is working towards Autonomy and subsequently requests with UGC will be made shortly and by Academic year 2018, we can aim to become Autonomous.
- v. Infrastructure Improvement
 - a. Parking Facility needs improvement
 - b. Mano Venkatesh, III ECE suggested for Speed Breakers before our college. VC Sir informed that our lane being a National highway, Speed Breakers are not permissible.
 - c. Coordinator suggested that "School Zone" marking can be undertaken for safety.
 - d. Urban Medical Centre facility has to be improved.
 - e. WiFi for Hostels was requested by students.

The next meeting of IQAC was scheduled by the Coordinator for July first week and the meeting was adjourned.

Sd/- Geetha Sivasubramanian
Coordinator - IQAC

sd/- Dr. P. Alli
Principal

15.6.17