

Velammal College of Engineering and Technology

Minutes of the Meeting of 2020-2021 held on 27th December 2020

Venue: Principal Room

Date: 27/12/2020 Time: 11:00am ~ 12:30pm

Chairman and Members present:

HODs

1. Dr. P. Alli Dean Planning and Development & HoD - CSE
2. Dr. L. Andal HOD - CIVIL
3. Dr. S. Vasuki HOD - ECE
4. Dr. A. Shunmugalatha HOD - EEE
5. Dr. R. Perumal Raja HOD - IT
6. Dr. G. Manikandan HOD - MECH
7. Dr. S. Velammal HOD - MATHS
8. Dr. S. John Ethilton HOD - PHYSICS
9. Mr. K.R. Surendran AP II - English
- 10 Dr. S. Karthikeyan Controller of Examinations
11. Dr. S. Gopalakrishnan Librarian & NSS Officer

Faulty members

12. Mrs. Sarala AP- CSE
13. Dr. T. Naveen Raj AP - CIVIL
14. Dr. K. Kavitha, AP - ECE
15. Ms. K. Sneha, AP - EEE
16. Mr. S. Jagadeesan, AP - IT
17. Mr. N. Dinesh Kumar, AP - MATHS
18. Mr. P. Rajesh , AP - PHYSICS

Agenda of the Meeting:

1. Review and confirm the agenda of previous meeting
 2. To discuss the Curricular Aspects of the Academic programs and suggest Improvements.
 3. To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation.
 4. To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution.
 5. To discuss the improvement in infrastructure facilities and library facilities as Learning Resources (Criteria IV - Infrastructure and Learning Resources)
 6. Any other point with permission of the chair
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- The Principal welcomed all the members and all the present members were requested to introduce themselves. Then he briefed about IQAC, its formation and its objectives and handed over the session to IQAC coordinator, Dr. Geetha Sivasubramanian.

- Dr. K. Kavitha asked the IQAC team members to circulate the minutes of the previous meeting held on 2nd April 2019. She further asked everyone to go through the same.

Review of minutes of the Earlier Meeting

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members. IQAC took a note of the following issues that followed from the last meeting.

- The College website was updated by respective departments
- The Principal felicitated the various awardees in staff meeting
- Activities regarding consultancy services reviewed.

Agenda No. 1: Curricular Aspects

- Dr. T. Naveen Raj discussed about the online courses like NPTEL, bridge courses, Technology-based Learning, Project-based Learning which are conducted as a part of added knowledge to curricular aspects of the Academic programs.
- He added that the students should be motivated towards doing these courses and the benefits and suggested if the institute gets autonomous status then this course can be considered for credit measurements being done which may benefit the students.
- Mr.P. Rajesh mentioned about the activities being planned for students through Clubs.
- Dr. G. Manikandan enquired about the internship facility for faculty and how its feedback is taken care of, to which the Principal answered that faculty members are sent to the industry to do internship and it will be considered in faculty performance appraisal in future.
- Principal further added all the departments should be vibrant in using the active MoUs for sending faculty and students to do internship and update their skills in latest technologies.
- Dr. R. Perumal Raja suggested about giving training to students about current trends in the industry by connecting with the alumni, where Dr. L. Andal suggested that the same can be done through Alumni Campus Connect programmes.

Agenda No. 2: Teaching - Learning and Evaluation

Principal asked the department heads to share the innovations in teaching learning process.

- Dr. P. Alli Dean Planning and Development & HoD - CSE, suggested that to improve the knowledge in both theory and practical courses, following practices can be followed
 - Online boards for explaining teaching mathematical formulas, derivations and diagrams.
 - Online quiz for understanding the concepts.
 - Online Multiple Choice Questions (MCQ) tests were conducted.
 - Videos prepared by the faculty shall be displayed through Google classroom
 - Online software tools are to be used to have the practice in program executions.
 - NPTEL videos to be shown in class rooms for better understanding by the students.
 - Software simulation and hardware demonstration are to be arranged to the students.
 - College library is stocked with text and reference books for improved teaching learning practices. It should be effectively utilized.

- Students' access to department library should be ensured.
- Students shall be assigned with mini projects which in turn improve the technical skills.
- Guest lectures are arranged regularly for improving the academic performance of the students.
- Dr. S. John Ethilton HOD - PHYSICS, highlighted about identifying the slow learners and working towards improving their performance.

Agenda No. 3: Research, Innovation and Extension

- Principal suggested the Mechanical Department HoD to coordinate in research and development activities and asked him to brief the plan, Dr. G. Manikandan briefed the plan of activities towards R&D.
- Principal added that local contacts needs to be established well by respective Departments. He informed of a small scale factory cum company near Madurai available to us could get us connected and contribute to Consultancy & Research activities.
- Principal also suggested more project proposals should be submitted to various funding agencies and different department faculty join together in submitting proposal on interdisciplinary areas.

Agenda No. 4: Infrastructure and Learning Resources

- Dr. S. Vasuki HOD - ECE suggested that Upgradation of basic infrastructure can be done by applying MODROP project in AICTE for getting the fund.
- Dr.P.Alli said that already available bandwidth is more than sufficient to give full-fledged internet connection throughout the campus.
- Class rooms has to be identified for equipping within built LCD projectors.

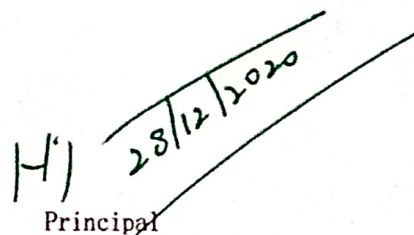
Under any other matter an open discussion on improving students- teachers relationship and a healthy work environment took place, pros and cons were discussed and in general a consensus on improving the human relations at the individual and at team levels was arrived at.

The meeting was adjourned with a vote of thanks



Coordinator- IQAC

(Dr. Geetha Sivasubramanian)



Principal

(Dr. N. Suresh Kumar)