

VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY, MADURAI

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING HELD ON 1.8.18 at 2.00 PM

Agenda:

1. Approval of minutes of the previous meeting and business arising from the minutes if any
2. AQAR report – 16 -17 and 17-18 – IQAC and NAAC members to follow up
3. Quality enhancement activities 17-18 – report and discussion
4. Quality enhancement activities – departments, exam cell and library
5. Automation and paperless communication
6. Any other relevant matter – with permission from the Chairperson

Members present – List appended

The minutes of the meeting held on 2.5.18 which approved by the members and would be uploaded in the college website

**MEMBERS present**

1. Member from Management                      Shri Ganesh Natarajan – Vice Chairman
2. Chairperson    Dr. P. Alli – Principal
3. Coordinator    Dr. Geetha Sivasubramanian Coordinator – NAAC

**MEMBERS:**

**HODs**

1.	Dr. S. Poonkuntran	HoD – CSE
2.	Dr.A.M. Vasumathy	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.	Mr. S. Kharthikeyen	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 - MECH
18.	Mr.V. Gopalakannan	AP - CHEM
19.	Mr.PrasannaVemkatesh	AP- PHY

**Students**

20.	Ms.SanmugaPriya.S	II CSE A
21.	Ms.B.R.Roshini	II CIVIL
22.	Ms. S. Sivadharshini	II ECE B
23.	Mr.M.SabariVignesh,	II EEE
24.	Aravind B.	II MECH

1. Regarding members from alumni, the departments the departments were of the opinion that although alumni were willing to be part of IQAC their participation in meetings was difficult as they were not able to come in person dueto their workand personal commitments. Hence it was agreed that alumni could be intimated through mail and allowed to contribute suggestions through mail.
4. The members were requested to prepare details for AQAR report as per the same format for the academic year17-18.
5. The AQAR report 17-18 was being prepared and will be sent to NAACIQAC at the ealiest.
6. The quality enhancement activities carried out for the academic year17-18 were presented by the members as follows:
  - i) The readiness of Students' Information System for – the portal being created by the IT department was reported and in the coming academic year all entries with respect to attendance and marks could be uploaded in the portal and every faculty/ student would be able to view the details in various modes such as daily postings, reports class wise, student wise etc. This was appreciated by the members and it was suggested that after ensuring the success of the SIS, the log books and the Academic Performance record maintained by the teachers and for the students could be made defunct in duecourse thus savingpaper. SIS could include a provision for storing other details of each student such as project work, other academic achievements and extra and co-curricular activities.
  - ii) Use of more number of NPTEL videos for teaching – leaning process and also for self-study by students and teachers.
  - iii) The initiation and successful conduct of meetings of Toast Masters; Club for augmenting English language skills
  - iv) Preparation of question banks for all courses to improve the quality of the question papers.
  - v) Industry supported hands –on training for both faculty and students
  - vi) Faculty visit to industries and institutions for exploring the possibilities of placement, training and internships for students
  - vii) MoUs signed with Industries /companies related to projects and solutions
  - viii) Use of online courses designed by Industries for students
  - ix) Conduct of Interdisciplinary workshop by CSE, IT, ECE and EEE departments and intra disciplinary program by CSE for the students
  - x) The procedural change in the conduct of retest for Formative Assessment to ensure effective learning process
7. Under Quality enhancement activities for the current year , the following were discussed: as follow up of the previous meeting held on 2.5.18
  - a) Focus to be given ontraining the students progressing towards higher studies in appearing for and scoring in qualifying examinations like GATE

- b) To enhance opportunities for employment in core companies/ industries and PSUs for EEE, Mechanical and Civil engineering students
  - c) Projects in Industries monitored by the industry expert and evaluated by the expert with a faculty member as an Internal Guide
  - d) Video lectures of new courses offered by IITs and UGC to be used in teaching- learning process this year also
  - e) Video recording of class lectures to be used by slow learners as and when required
  - f) A Student Activity Center (as planned in the previous meeting) for promoting literary, technical and fine arts activities
8. Invited lectures, Seminars would be planned on Quality enhancement in the institution in this academic year. Some departments have already started Guestlectures for students
9. Under Automation and paperless communication, the development of SIS was recognized as a eco-friendly move and it was also agreed upon by all the members that more automation procedures could be developed

The meeting was adjourned with a vote of thanks.

Principal  
(Dr. P. Alli)

Coordinator- IQAC  
(Dr. Geetha Sivasubramanian)