



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.Knitwears (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.

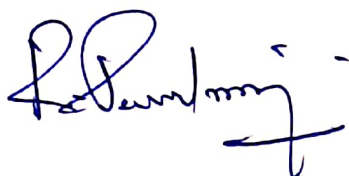
Agenda 10: Skill Development courses for local needs

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.

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



VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY (Autonomous)Madurai
Minutes of the IQAC Meeting

Time:02:30 p.m.

Date:24.01.2024 (Wednesday)

Venue: Seminar Hall - I

Management Representative: Dr. N. Suresh Kumar, Senior Principal & Coordinator, Velammal Group of Institutions (Madurai Region).

Chairperson: Dr. P. Alli, Principal/V CET.

IQAC Coordinator: Dr. R. Perumalraja, Dean (Planning and Development).

Additional IQAC Coordinator: Dr. S. Ponmalar, Associate Professor/CSE

External Academic Expert: Dr. M. Ramakrishnan, Chairperson, Professor & Head/IT, MK University.

Member from Industry and Local Society: Mr. A. K. B. Nawas Babu, Managing Director, S.A. Knitwears (Pvt) Ltd, Madurai, President MAHIA Industrial Estate.

Member from Alumni: Ms. M. Karishma, Software Engg., COATS.

Members Present:

1. Dr. S. Vasuki, Professor & Dean (Student Affairs)
2. Dr. A. Shunmugalatha, Professor & Dean (Academics)
3. Dr. L. Andal, Professor & Dean (Industry Institute Interaction)
4. Dr. G. Manikandan, Professor & Dean (Research and Development)
5. Dr. S. Sasikala, Professor &HoD/AIDS
6. Dr. J. P. Annie SweetlinJebarani, Professor &HoD/Civil
7. Dr. R. Deepalakshmi, Professor &HoD/CSE
8. Dr. K. Kavitha, Professor &HoD/ECE
9. Dr. R. Narmatha Banu, Professor &HoD/EEE
10. Dr. R. Kavitha, Professor &HoD/IT
11. Dr. V. Anbumalar, Professor &HoD/Mech
12. Dr. C. Sankar, Associate Professor &HoD/Chemistry
13. Dr. S. Gomathy, Professor &HoD/English
14. Dr. A. P. Pushpalatha, Professor &HoD/Maths

15. Dr. R. Rajesh, Associate Professor & HoD/Physics

S.No	Subject	Action	Responsibility
1.	Review of the previous meeting's discussion	<p>Dr. R. Perumalraja, Dean (Planning and Development) welcomed the Management representative, External Academic Expert, Member from Industry and Society, Member from Alumni, along with the Audit members and members from the various departments to the meeting.</p> <p>To commence the meeting, Dr. R. Perumalraja, Dean of Planning and Development, delivered a comprehensive presentation on the follow-up activities after from the previous meeting. The key points discussed are as follows:</p> <ul style="list-style-type: none"> • R&D policy was framed and was made available on the website for easy access and reference. • Orientations were given to the faculty members regarding the publication in quality journals through FDP & Seminars. • The website has been updated to include detailed information about the students who have been successfully placed within the entire batch. • Mr. A. K. B. Nawas Babu suggested displaying the cumulative numbers of the offers and the details of the placed students in the dashboard style as the homepage to create a better impression. • The Career Guidance Cell, in collaboration with individual departments, has been actively discussing academic career options with our alumni. Career choices are being tracked diligently. • Mr. A. K. B. Nawas Babu asked to maintain records of the career choice of the students. He emphasized the importance of maintaining comprehensive records in this regard. • Details of MoU companies such as Avian aerospace, Tekknow Technologies, Dewas Technology, Tesla Minds India etc have been shared through PPT by mentioning the size, innovation level, learner attitude, Accessibility and women safety and feedback from the students. • The micro-level NIRF ranking has been analyzed based on five different parameters, with a decided weightage of 30% for Teaching, Learning & Resources, 30% for Research and Professional Practice, 20% for Graduation Outcomes, 10% for Outreach 	

	<p>and Inclusivity, and 10% for Peer Perception. Our target is to achieve a ranking of 40 by 2025, 45 by 2026, and ultimately secure a position in the Top 100 by 2027. This ranking serves as a roadmap to guide our efforts towards improvement.</p> <ul style="list-style-type: none"> ● To enhance our NIRF score, we have implemented several measures, including: <ul style="list-style-type: none"> ○ Increasing number of PhDs ○ Increasing FU by establishing CoEs ○ Increasing the Publication - On track ○ Increasing IPR & Patent - On track ○ Increase Project and Funding ○ Steps taken to increase internal citations ○ Institute level research centers is in progress to increase PhD admissions & PhDs ○ Steps taken to increase product company placements & median salary. ● Career Guidance is being conducted for the third year students by their respective departments as expert talks, seminars, soft skills training or lecture series either through the resource person from various reputed organizations or through alumni. ● Displayed the research policy, its vision and mission and the publication-norms. Dr. M. Ramakrishnan enquired about the contribution of the research to the management and suggested to reflect the same in the research policy through proper channels. In addition suggested removing the vision and mission statements and seeking approval from the Governing Body Council. ● Mr. A. K. B. Nawas Babu proposed encouraging the students to engage in projects that involve societal benefit. To foster problem-solving skills and research and development, each department will organize a hackathon to generate innovative ideas for a specific project. This initiative will also provide opportunities for individual paper presentation. ● Dr. M. Ramakrishnan has suggested the inclusion of collaborative projects, both local and international, with proper authorization from the relevant authorities. This will enable us to broaden our research scope. ● Mr. A. K. B. Nawas Babu proposed the idea of focusing on a specific area each year in order to achieve our goals of attaining NIRF ranking. In simpler terms, Year-wise focus has to be fixed. ● Dr. R. Perumalraja, Dean (Planning and Development) mentioned that our initial 	
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focus has been on Research and Development (R&D), and the progress is regularly monitored once in the fortnight by Dr. G. Manikandan, Professor & Dean (Research and Development)

- **Mr. A. K. B. Nawas Babu** suggested setting department-wise targets and ensuring that the achievements are updated within each department. This will serve as motivation for the faculty members to strive towards reaching their goals. **Dr. R. Perumalraja** confirmed that this practice is already in place and is currently being implemented.
- Requests were made to provide suggestions for getting more PhD admissions. **Mr. A. K. B. Nawas Babu** suggested visiting the Incubators of IITs to learn from their best practices. He also suggested signing a Memorandum of Understanding (MoU) with these institutions. He further emphasized the importance of sending our students as interns to these institutions, as it would allow us to incorporate their culture into our own institution.
- **Dr. M. Ramakrishnan** suggested gathering feedback from alumni, employers, and faculty members to improve our NIRF ranking.
- In order to connect with the alumni **Mr. A. K. B. Nawas Babu** suggested an application in which the institution name has to be included. This would enable us to reach a wider network of employers and foster stronger alumni relationships. He assured us that he would share the name of this application at the earliest. **Dr. R. Perumalraja, Dean (Planning and Development)** referred to an application called AlmaConnect which is being used by SSN College, Chennai for their alumni connections.
- The faculty members **Dr. S. Senthilrani, Associate Professor/EEE** and **Mr. B. Jegan, Assistant Professor/Mech** are acting as SPoC to facilitate communication with industries and identify a common relationship manager. However, **Mr. A. K. B. Nawas Babu** stated that he did not receive from them and also suggested the need for consistent communication through simple messages to foster a strong relationship.
- Unfortunately, the Pitch Fest could not be conducted in the last semester. Hence it is planned to be conducted this semester. Despite this, the students have actively participated in various start-ups and boot camps, including "StartUp TN Madurai Regional Hub" and "AUROiTECH @ Aravind Eye Hospital," representing different departments.

- In order to establish the collaboration with Foreign Universities for students exchange program, students from various departments have attended summer internships at universities in countries such as Poland, Malaya, and Ilorin. Memorandums of Understanding (MoUs) have also been signed with these universities to solidify our partnerships.
- Alumni database of those who pursue their higher studies in Abroad has been updated in order to kindle the interest of the students.
- The Department of Electronics and Communication Engineering has planned to conduct a Skill Development Course, specifically the Drone Operator Certification course, from 19.02.2024 to 23.02.2024. Mr. A. K. B. Nawas Babu inquired about the target audience. Dr. K. Kavitha, Professor & HoD/ECE replied that as it is the first time, it can be checked with the Internal audience. Mr. A. K. B. Nawas Babu suggested utilizing our internal faculty members to master the technology and deliver the course. He emphasized the vast range of Drone Technology Applications and recommended offering the course as a three-month certificate program through our Consultancy Center. This would ensure comprehensive coverage of the subject matter. Dr. R. Perumalraja, Dean (Planning and Development) requested to suggest any Government or Private Companies which offer such courses. Mr. A. K. B. Nawas Babu assured to share the contacts of the companies which offer the same.
- The Department of AI&DS and CSE has organized a series of workshops, faculty development programs (FDPs), and discussions on various topics. These include "Problems in TLP," "How to use ChatGPT," and "Creating visually appealing PPTs/Videos and AI Tools through AI Club."
- Mr. A. K. B. Nawas Babu inquired about the dissemination of career planning for students. In response, Dr. R. Perumalraja, Dean (Planning and Development) explained that the career planning options have been suggested, such as pursuing higher studies abroad, exploring opportunities in government organizations, and considering engineering service exams. The Career Guidance Cell is responsible for maintaining records of student interests in these areas. Mr. A. K. B. Nawas Babu questioned the number of participants attending the career planning seminars and the count of students interested in Civil Service examinations. He also proposed setting a target for student qualification in exams like GATE and other civil service examinations. The target has to be fixed in such a way that at least one student has to

		<p>be qualified to study in the IITS, one for IIMs, and one for studying in Foreign University. It has to be target based.</p> <ul style="list-style-type: none"> • Dr. M. Ramakrishnan suggested the collection of proof, such as hall tickets, ID cards, and college IDs, to verify the training and qualification of students who have successfully passed exams like GATE or other civil service examinations. To ensure proper oversight, a committee should be formed, and regular meetings should be conducted. The approval of the governing body is necessary for the implementation of these measures. • Mr. A. K. B. Nawas Babu inquired about the various options and preferences of students when it comes to their career choices. In response, Dr. L. Andral, Professor & Dean (Industry Institute Interaction), stated that the majority of students are inclined towards securing placements. Approximately 70% of students express a strong interest in placements, while 15% show a preference for pursuing higher studies or entrepreneurship. Dr. R. Perumalraja, Dean (Planning and Development) provided the current year's data ratio, revealing that 72.08% of students have opted for placements, with 4.4% choosing higher studies. Unfortunately, the remaining 20% of students find themselves without a clear direction. Mr. A. K. B. Nawas Babu suggested implementing a Teaching Learning Process or fostering classroom interactions to reduce the number of students who feel uncertain about their future. 	
<p>2. Introduction of new courses</p>		<p>Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points:</p> <ul style="list-style-type: none"> • New Courses such as AI & DS and MBA have been introduced in the year 2023-24. • Other courses such as Cyber Security and VLSI are planned to be introduced in the upcoming academic year. Principal visited AICTE regarding the same. As it is the emerging course, it got approved. • Requested the external experts to provide suggestions on emerging areas where we can introduce similar courses in the future. • Ms. M. Karishma expressed her appreciation for the introduction of high demand courses like AI & DS and suggested dedicating a portion of a semester to be completely utilized for the internship. As the industry is highly dependent on AI projects, the students need real time hands on practice. This practical exposure will equip the students to handle real-world projects in their future careers. Dr. A. Shunmugalatha, Professor & Dean (Academics) stated that, already dropping of 	

	<p>the courses is accepted but the awareness has to be created among the first year students.</p> <ul style="list-style-type: none"> • Mr. A. K. B. Nawas Babu highlighted the industry's expectation for a greater number of AI interns, particularly for programs like Graphic Design AI and Advertising AI. To meet this demand, students must be exposed to real-time situations and challenges. This will enhance their skills and make them more attractive to potential employers. • Dr. M. Ramakrishnan inquired about the availability of lab facilities for the Cyber Security course and suggested to ensure meeting the requirements of the program. Dr. A. Shunmugalatha, Professor & Dean (Academics) replied that she has visited 2 to 3 well equipped colleges and the labs are designed accordingly, ensuring that they meet the necessary standards. 	
3.	<p>Pedagogical initiatives</p> <p>Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points:</p> <ul style="list-style-type: none"> • As the pedagogical initiatives, Micro Teaching is being conducted for the faculty members before the beginning of the semester to know the different teaching methodologies. • New faculty members were given a Faculty Development Program for two days to get introduced to the culture of Velammal, opportunities were given to take classes for ten to fifteen minutes and the best teacher was awarded. • From this semester, in order to appreciate the contents of the course file and preparation of the course file and also to induce a healthy competition among the departments, the Best Course file is planned to be identified among all the departments. 	
4.	<p>Industry supported courses</p> <ul style="list-style-type: none"> • Mr. A. K. B. Nawas Babu inquired about the methods for identifying industry-supported courses and proposed the implementation of Standard Operating Procedures (SoPs) or policies to facilitate this identification process. 	
5.	<p>New initiatives on regulations and TLP.</p> <p>Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points:</p> <ul style="list-style-type: none"> • Other than CSE & IT, the other department students learn more interdisciplinary courses and are suggested to incorporate more core related courses. • Dr. M. Ramakrishnan suggested dividing the courses as three different categories such as: Skill Based, Application Based and Core related for all the courses. Courses based on Environmental Science, Professional Ethics and Women Empowerment have to be included. 	

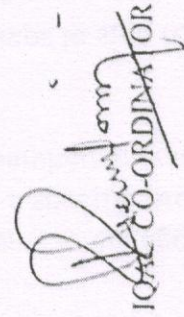
		<ul style="list-style-type: none"> Learning another language other than English has been planned to be made compulsory. 	
6.	Motivating students towards self-learning	<ul style="list-style-type: none"> Dr. M. Ramakrishnan enquired the count of the registered students in MooC and NPTEL. Dr. A. Shunmugalatha, Professor & Dean (Academics) replied that in 2021, the registered students for the MooC courses is around 200 but it gradually increased. In the last year it was 1006 and for the current year, more than 600 students have registered in one semester itself. In addition, 460 students have enrolled in NPTEL. 	
7.	Discussion on Incorporating NEP	<p>Dr. A. Shunmugalatha, Professor & Dean (Academics) delivered the following points:</p> <ul style="list-style-type: none"> Shifting of the focus from exam centric to holistic development has to be done by modifying the curriculum and syllabus accordingly. Mr. A. K. B. Nawas Babu suggested attending Global Investor Meet to know the road map for the next 3 to 4 years. It helps to improve our productivity by moving towards futuristic approaches. Analyze the data of the Global Investor Meet, and check the requirements or the opportunities and make the students reach the level of their requirements. Students have to be equipped to meet the requirements of the industry. Attending these Meets enables us to have more ideas on startup opportunities. Look for the investment, industries and opportunities and align the students accordingly. Ms. M. Karishma suggested having the Interdepartmental Course related to the domain knowledge which can be included as a part of their curriculum. It helps them in their future. Automation and Mechatronics projects are more welcomed by the industries. Mr. A. K. B. Nawas Babu suggested visiting the contact lens factory in Madurai as they use more than 1000 micro robots. 	
8.	Converting Projects into startup	<p>Dr. L. Andai, Professor & Dean (Industry Institute Interaction) stated the following points:</p> <ul style="list-style-type: none"> Students are doing their projects in their 8th semester but they're finding it difficult to convert them as startups. They're able to complete the process till Publication but unable to turn it into a product. Requested for the suggestions to improve it. <p>Mr. A. K. B. Nawas Babu suggested the following:</p> <ul style="list-style-type: none"> To join as a member in the whatsapp groups like Padhiyam startups and Iyam startups to know the startup ideas and encourage the students to attend the meetings conducted by them and involve them in their ecosystem to inherit the culture of converting the 	

		<p>ideas into startups. It's a vibrant startup committee. The incubator from Pandian Saraswathy and Kalasalingam was so vibrant and they provided good funds. Send the students for such kinds of meetings and get reports from them.</p> <ul style="list-style-type: none"> • Create a startup task force with 4 to 5 faculty members and attend the event. He assured us to provide the connections with various international collaborations. It helps to build the community. • Dr. M. Ramakrishnan enquired about AICTE & IIC collaborative projects and it can be gained through these startups. 	
9.	Strengthening of technical clubs to equip students for current industrial need	<p>Dr. S. Vasuki, Professor & Dean (Student Affairs) requested for the suggestions to strengthen the technical clubs to equip students for the current industrial needs:</p> <p>Mr. A. K. B. Nawas Babu suggested the following:</p> <ul style="list-style-type: none"> • Creating a channel in social media to educate the customer. Allotting a moderator and uploading only the approved contents. Making the students explain their projects or lessons and convert it as a video and upload it in the channel. • Each club is advised to create a channel in Social media. • Convert the teachings and contents as SEO contents. Fix a target as 2 lakhs followers and create the contents accordingly. Suggested to work on it seriously and to produce interesting contents. Very good moderator has to be appointed and the ownership has to be given for a group of people. 	
10.	Attracting other state students for admission	<p>Dr. S. Vasuki, Professor & Dean (Student Affairs) requested the external experts to suggest ways to attract other state students for the admissions:</p> <ul style="list-style-type: none"> • Dr. M. Ramakrishnan suggested upgrading the facilities of hostels and foods to international standards and also suggested keeping a banner near the airport. • Mr. A. K. B. Nawas Babu questioned on measures taken to highlight the college facilities in the Rameshwaram High Road. Suggested to build an image by making publicity. • Dr. M. Ramakrishnan suggested giving advertisements in Televisions. 	
11.	Preparations for NIRF, ARIIA Rankings	<p>Dr. R. Perumalraja, Dean (Planning and Development) stated the following points:</p> <ul style="list-style-type: none"> • The data entry and the verification for the NIRF ranking has been completed and the last date for entering the details is said to be 31.01.2024. • The data will be submitted by 25.01.2024. • The NIRF Innovation details: IIC events conducted during the academic year 2019 - 20 was 24, 2020 -21 was 52 and last year it was 351 and at present it is 82. For the 	

		<ul style="list-style-type: none"> previous year and the current year four star ranking was bagged. On 24.01.2024, the faculty members are attending the regional meet at Francis Xavier College. 	
12.	Progress on NBA Accreditation	<p>Dr. R. Perumalraja, Dean (Planning and Development) stated the following points:</p> <ul style="list-style-type: none"> In December 2023, the NBA accreditation for the Civil Department was received. As of now except AI & DS, all the UG departments are accredited with the NBA. Since it is autonomous, it comes under the Tier_I category. The curriculum and design was new and hence the common process chart related to Curriculum and Design is in progress. By the end of the current semester, the first audit for Tier - I SAR report and files will be audited. 	
13.	IQAC report on internal Audit and progress on NAAC accreditation	<p>Dr. R. Perumalraja, Dean (Planning and Development) stated the following points:</p> <ul style="list-style-type: none"> For the Annual Quality Assessment report, the data has been collected. As per the instructions from the honorable Chairman, the audit was conducted in each department and compared the process of each department. Out of 1000, 593 are Quantitative and 407 are Qualitative analysis were done and marks were awarded accordingly. Strength and Weakness analysis has been done by each department and disseminated the same by their moderators and improvements are discussed. 	
14.	Faculty Awards and Appreciation for quality improvement	<p>Dr. R. Perumalraja, Dean (Planning and Development) stated the following points:</p> <ul style="list-style-type: none"> Suggestions are requested to formulate the internal parameters for awarding and encouraging the internal faculty members Dr. M. Ramakrishnan suggested analyzing based on the results produced, publications, patents, projects, excellence etc. Also suggest the faculty members to apply for Government rewards and also from Government agencies. Mr. A. K. B. Nawas Babu suggested to give non academic awards such as Best Performing Club Incharge, Based on the feedbacks from the students, Innovative Project Guide, Industry Friendly, Startup Friendly etc., Also suggested to get results from ChatGPT 	
15.	Data submission for AQAR 2022-23	<p>Dr. R. Perumalraja, Dean (Planning and Development) stated the following points:</p> <ul style="list-style-type: none"> Internal audit was done and verified the data and it was analyzed. Suggestions were also given. AQAC report of other A++ accredited colleges were compared with our data and 	

	<p>suggestions were given based on the same. The suggestions were also carried out and the data are about to be uploaded.</p> <ul style="list-style-type: none"> • Before uploading, seeking for the suggestions from the external experts. • Dr. M. Ramakrishnan suggested having separate meetings for NAAC - criteria wise. • Mr. A. K. B. Nawas Babu suggested visiting brother NAAC institutions and identifying their benchmark/best practices and delegate the details, so that the process will be simple. <p>Ms. M. Karishma summed up stating few points such as:</p> <ul style="list-style-type: none"> • Basic courses like e-commerce, supply chain and basic fine arts can be introduced to any department. • Projects converting into Industry Institute and Interaction - if the students have interesting PoCs, COATS is welcoming on AI, Machine Learning, Mechatronics projects, Automation projects. • The AI club seems to be very interesting. Hence teach the students to make the use of AI tools, reporting tools, Power BI etc. Also help them to have hands-on training. • Google is providing free courses on Gen AI and hence to make use of the same. • Ask the students to do their project presentations using AI. Encourage them to get to know about its usage. • In terms of Placement, Resume Building has to be very strong in words, trending topics, at least 2 mini projects, team projects etc. Most of the recruiters look for the above mentioned titles and also look for the point of exposing the student as the Quick Learner.
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Minutes Recorded by: Ms. V. Praveena, AP/ENG


COORDINATOR

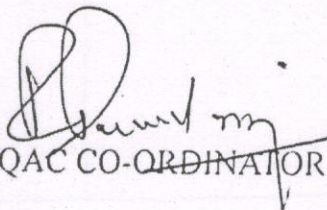

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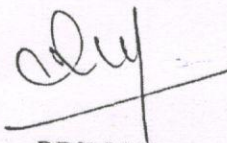
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 (Autonomous)
 Madurai - 625009

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Madurai - 625 009

IQAC meeting follow-up point from meeting conducted on 24.01.2024

1. Placement page shall have a dashboard that shows cumulative numbers of the offers and the details of the placed students shall be displayed after clicking further details
2. Maintain records of the career choice of the students and tracking
3. Vision and mission statements to be removed from Research Policy and Policies has to be approved by the governing council body.
4. Department shall organize a hackathon to encourage the students to engage in projects that involve societal benefit and generate innovative ideas for a specific project.
5. Collaborative project proposal with national/international researchers in various domains
6. Focus on each criteria year wise to improve in NIRF ranking
7. Visit the Incubators of IITs/any premier institutions and take steps to sign MoUs with these institutions. Send Students' as interns to these institutions.
8. Feedback from alumni, employers, and faculty members to improve NIRF ranking.
9. Common Relationship Manager to interact with industries frequently
10. Drone Technology course can be offered as certificate course to external participants.
11. Fix Target for the exams like GATE and civil service examinations.
12. Real-time hands-on projects in AI for students
13. Visit premier Institutions having Cyber Security course and set up of lab based on the input received from the experts.
14. Standard Operating Procedures (SoPs) or policies to facilitate identification of industry support courses.
15. Participate in Global Investor Meet to know about the Industry requirement and create a roadmap to improve the skills of the students to industry needs,
16. Visit Contact lens factory (AuroLabs, Madurai) to know usage of robots in industry
17. Create a startup task force with 4 to 5 faculty members. Follow Padhiyam startup community and create ecosystem for converting the ideas into startups.
18. Creating channels for individual clubs and upload student projects or any activities conducted after the approval from the social media moderator.
19. Branding of college done through advertisement about Facilities of college and highlights in social media, hoarding at important places.
20. Faculty awards based on publications, patents, projects, performance in club activities, student feedback, industry friendly faculty awards etc.
21. Visit NAAC A++ accredited colleges and get the benchmark details from them.
22. AI tool usage workshops shall be conducted


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INTERNAL QUALITY ASSESMENT CELL

IQAC MEETING 2023-2024

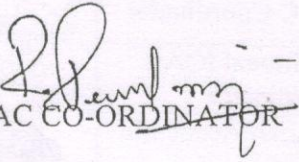
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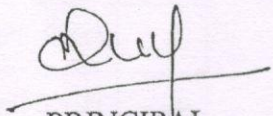
Time: 2.00 pm

Venue: Seminar Hall 1

S. No	Name	Designation	Representative	Signature
1.	Dr. P. Alli	Principal	Chairperson	
2.	Dr. N. Suresh kumar	Senior Principal	Management Representative	N. Suresh Kumar 24/01/24
3.	Dr. R. Perumalraja	Dean (Planning and Development)	IQAC Coordinator	
4.	Dr. S. Ponmalar	Associate Professor/CSE	Additional IQAC Coordinator	
5.	Dr. M. Ramakrishnan	Chairperson, Professor & Head/IT, MK University	External Academic Expert	
6.	Mr. A.K.B. Nawas Babu	Managing Director S.A.Knitweaves (Pvt) Ltd, Madurai. 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.	Dr. S. Sasikala	HOD (AIDS)	Member	
13.	Dr. J.P. Annie Sweetlin Jebarani	HOD (CIVIL)	Member	
14.	Dr. R. Deepalakshmi	HOD(CSE)	Member	—
15.	Dr. K. Kavitha	HOD (ECE)	Member	
16.	Dr. R. Narmatha Banu	HOD (EEE)	Member	
17.	Dr. R. Kavitha	HOD (IT)	Member	
18.	Dr. V. Anbumalar	HOD (MECH)	Member	
19.	Dr. C. Sankar	HOD (Chemistry)	Member	
20.	Dr. S. Gomathy	HOD (English)	Member	

21.	Dr. A. P. Pushpalatha	HOD (Maths)	Member	
22.	Dr. R. Rajesh	HOD (Physics)	Member	
23.	Dr. V. Selvalakshmi	HOD (MBA)	Member	
24.	Mr. P. Srinivasaperumal	Placement Officer	Member	
25.	Dr. S. Gopalakrishnan	Librarian	Member	
26.	Dr. S. Karthikeyan	CoE	Member	
27.	Ms, Nikhitha S V	III Year CSE	Student Member	
28.	Mr. R. Raghul	III Year ECE	Student Member	


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VCET/IQAC/NAAC/2023-2024/MOM/

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Internal IQAC Meeting was held on 13.03.2024 at 3.00 pm to review the status of submission of AQAR 2022-2023 by Dean (P&D) and NAAC coordinator and preparation for NAAC Audit for the year 2023-2024.

Agenda	Discussion	Target Date
AQAR Submission for the year 2022-2023	Data submission in NAAC HEI portal	22.03.2024
	Criteria	Faculty Incharge
	Criterion 1- Curricular Aspects	Mrs. S. Venkata Priya Assistant Professor/CIVIL
	Criterion 2- Teaching, Learning, and Evaluation	Dr.S.Gandhimathi@Usha, Associate Professor/ECE
	Criterion 3- Research, Innovation, and Extensions	Mr.R.Ezhilvannan, Assistant Professor/MECH
	Criterion 4- Infrastructure and Learning Resources	Mrs. R. Sarala , Assistant Professor/CSE
	Criterion 5- Student Support and Progression	Dr.T. Chandrasekar Associate Professor/EEE
	Criterion 6- Governance, Leadership, and Management	Dr.M. Raghini Assistant Professor/AIDS
	Criterion 7- Institutional Values & Best Practices	Mrs. C.Manjula Devi, Assistant Professor/IT
		Data verification by NAAC Coordinator Dr.S.Ponmalar
	Audit by Dr. R.Perumalraja, IQAC Coordinator	26.03.2024
	Submission of AQAR 2022-2023 in HEI Portal	29.03.2024
Submission of previous year AQAR 2018-2019, AQAR 2019-2020	<ul style="list-style-type: none"> Modify the AQAR 2018-2019, AQAR 2019-2020 as per the review given by NAAC . Corrections in each criteria has to be addressed 	05.04.2024
	Verification and resubmission by NAAC Coordinator Dr.S.Ponmalar	08.04.2024
Preparation of Qualitative Key Aspects	<ul style="list-style-type: none"> Preparation of Qualitative Key Aspects for all criteria Discussion on unaddressed parameter and action taken in each criteria based on the evaluation of 3 year data(2020-2023) and observation from other Tier 1 Autonomous Institution/ University with grade of A++. 	15.04.2024 & 16.04.2024
Data Collection for the year 2023 - 2024	Data Collection with proof for all criteria to be completed for Internal Audit. <ul style="list-style-type: none"> Each department will have member for all the criteria. College level Criteria incharges works together with this team . 	May 2024
Internal NAAC Audit	<ul style="list-style-type: none"> Verification of data and proofs for all criteria (C1 – C7) 	June 2024
External Audit	External NAAC Audit : Dr.R. Ranjit Kumar, Associate Professor, Central University of Tamilnadu, Tiruvarur	July/August 2024

S. Ponmalar
NAAC coordinator 14/03/24

[Signature]
IQAC Co-ordinator & Dean (P&D)
14/3/24

[Signature]
Principal 14/3/24

**Velammal College of Engineering and Technology (Autonomous)
Madurai - 09**

**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF MEETING**

DATE: 18.07.2024

TIME: 2:00p.m

VENUE	IOT Lab
PRESENT	Dr. K. Kavitha, Dean (QA) and Prof. & Head (VLSI) Dr. S. Gandhimathi @ Usha(ECE) Mr.K.Azrudeen (CSE/CS) Dr.T.Chandrasekar (EEE) Dr.Senthil Kumar (CSE) Ms.S.Venkata Priya(CIVIL) Dr.A.Shymala(IT) Dr.Rajkumar (VLSI) Mr.R.Ezhilvananan(Mech) Mrs.N.Vishnu Devi (AI&DS) Dr.G.Venkateshwaran(MBA) Dr.M.Ismail Fathima(Phy) Mrs.R.Ramalakshmi(Maths) Mrs.S.Lavanya (Chem) Dr. Kavitha (Eng)
ON-DUTY	-
LEAVE	-

Agenda Details	Details of Discussion & Action Points	Responsibility	Target Date
Welcome address	Dean invited and greeted the faculty members of the concerned Department Coordinators for the first IQAC meeting held on 18.07.2024..	--	--
Agenda 1: Criteria In-charges	Dean asked to volunteer the criteria in-charges. Criteria I - Mr.Azarudeen & Ms.S.Venkata Priya Criteria 2 -Dr.S.Gandhimathi@ Usha& Mrs.S.Lavanya Criteria 3 - Mrs.N.Vishnu Devi & Dr. Kavitha Criteria 4 - Dr.Senthil Kumar & Dr.Rajkumar	All IQAC members	30.11.2024

	Criteria 5 - Dr.T.Chandrasekar & Mrs.R.Ramalakshmi Criteria 6 - Dr.A.Shymala & Dr.M.Ismail Fathima Criteria7- Mr.R.Ezhilvananan & Dr.G.Venkateshwaran		
Agenda 2: Quality Assurance Manual	Dean insisted that global excellence is required in our college and also Quality Assurance Manual has to be prepared	Dr.G.Venkateshwaran	Continuous Process
Agenda 3: Data Pool	Dean insisted us to create data pool which has to contain personal and official data of all Faculty and Students details (Enrollment to Exit survey). It should contain the following For Faculty 1. Personal details 2. Fellowship 3. Internship 4. Learning resources 5. R & D details 6. MOU For Student 1. Personal 2. Academic 3. Co-Curricular activity 4. Extra Curricular activity	All IQAC members	31.07.24
Agenda 4: IQAC Enclave	• Dean asked some suggestion for the conduction of IQAC Enclave. All members unanimously accepted to conduct on February 2025.	All IQAC members	February 2025
Agenda 5: Best Practices	• Dean asked all the members to suggest some Best practices, Mrs. Vishnu Devi replied that file numbering will be the one of the best practices. This has to be for all the criteria for the 10 years maintenance. • Dean said that our IQAC is going to introduce the following things for Best practices. 1.Turn it in 2. College level Scopus institutional account 3.Learning resources	All IQAC members	Continuous Process
Agenda 6:	Dean circulated following SOP in the	All HoDs and IQAC	-

Standard Operating Procedure	printed format among all the IQAC members 1. II & A submission Process 2. SSR Submission Process 3. Online A&A process flow 4. HEI Registration Process 5. Inlibnet Bibliometric Data feed 6. Pre Qualification 7. DVV Process 8. Student Satisfactory Survey Process	Members	
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K. Kavi^otha
 Dean (QA) 19/7/24

CC to:
 Principal, File, Faculty Circulation

