



VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI
(Autonomous)

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. Venkada 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

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

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Principal 14/3/24