Vel Tech Multi Tech
Dr.Rangarajan Dr.Sakunthala Engineering College
An Autonomous Institution

Academic Year 2021-2022

MINUTES OF IQAC MEETING

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vel Tech Multi Tech Dr.Rangarajan Dr.Sakunthala Engineering College
e-mail: iqac@veltechmultitech.org

Dr.Deepthi Joseph - coordinator IQAC **17.08.2021**
Mr.K.A.Harish - Academic Coordinator

Minutes of the Second IQAC Meeting – 2021

held on 17.08.2021 at 11.00AM in IQAC office,Vel Tech Multi Tech Campus.

The second meeting of IQAC of the current year was held on 17.08.2021 at 11.00AM in the IQAC office, Vel Tech Multi Tech to discuss the status of IQAC activities and the audit report analysis of the Institution. The following members attended the meeting:

IQAC Team

Dr.V.Rajamani	Chairman IQAC
Dr.Deepthi Joseph	IQAC Coordinator
Mr.K.A.Harish	Academic Coordinator IQAC
Dr.V.Prabhu	Member(Senior Administrator)
Mr.S.Ramkumar	Member(Senior Administrator)
Mr.Immanual Arokia James	Member(Senior Administrator)
Ms.Akila S.	Member(Senior Administrator)
Mr.R.Prabhu	Member(Senior Administrator)
Mr.M.Selvam	Member(Senior Administrator)
Dr.A.Karthikeyan	Controller of Examination

NIRF Team

Mr.K.A. Harish	NIRF Coordinator
Dr.V.Prabhu	NIRF coordinating committee member
Mr.D.Yuvaraj	NIRF coordinating committee member

Dr.Deepthi Joseph,Coordinator-IQAC welcomed the members to the second IQAC meeting of the year 2021 . she discussed the following agenda points:

1. Audit Report and the key issues

2. Performance of the Institution in different verticals

3. IQAC feedback and Audit Forms Binding

4. IQAC Website updation

5. Strategic Plan for the upcoming year

6. Any other point, with the permission of the chairman

1.Audit Report and Key Issues

Dr.Deepthi Joseph informed the members that Academic and Administrative Audit of 2020-21 is completed and the following key issues were found relevant and is put forth to the IQAC committee members for further action of improvement.

1. Extra offline class hours to be conducted for practical classes
2. Internship of students to be reactivated post pandemic.
3. A deep cleaning schedule to be prepared for Canteen and Hostel
4. A ceiling tile issue cited in the department of Information Technology and the same to be rectified soon.
5. A Few water dripping from the AC units in first floor to be cleared.(Detailed information should be given to the concerned in charge)

Action to be taken by: Mr.K.A.Harish
Department coordinators/HoDs

2.Performance of Institution in different verticals

Mr.K.A.Harish, Academic coordinator and Dr.Deepthi Joseph,Coordinator-IQAC appreciated the efforts of Department coordinators in planning and execution various curriculum enrichment activities in the year 2020-2021 and also for the seamless effort towards uploading the SSR to NAAC.

The details of students who got admitted for higher education to foreign universities and to Premier Institutions (2021 passed outs) to be collected for IQAC data updation.

Dr.Deepthi Joseph prepared the list of all Department Documents to be prepared for ARIIA 2021 submission so that the details can be uploaded within the stipulated time.

3.IQAC feedback and Audit Forms Binding

Dr.Deepthi Joseph requested Dr.V.Prabhu to coordinate the work of binding feedback forms and audit forms.

Action to be taken by: Dr.V.Prabhu

4.IQAC Website updation

Dr.Deepthi Joseph requested Ms.Rajalakshmi to coordinate the Web related activities of IQAC.

Action to be taken by: Ms.Rajalakshmi,Web Admin

5. Strategic Plan for the upcoming year

Dr.Deepthi Joseph informed the members that a strategic plan is being formulated in the upcomimg year to enhance the quality initiatives of the Institution.

6. Any other point with the permission of Chairman

Dr.Deepthi Joseph informed the members that with proper planning, it would be possible to complete the ARIIA 2022 Data Collection before 31.12.2021 so that the IQAC team could meet the Management representative with the report on 1st January 2022.
Dr.Deepthi Joseph thanked all the members for their sustained efforts and cooperation in the activities of IQAC. Mr.K.A.Harish proposed the vote of thanks. The meeting was concluded at 1.00 PM.

Dr.Deepthi Joseph
(Coordinator-IQAC)

Dr.V.Rajamani
(Chairman-IQAC)

VEL TECH MULTI TECH Dr. RANGARAJAN Dr. SAKUNTHALA ENGINEERING COLLEGE

IQAC Meeting

Circular-002

Date: 01.03.2022

The IQAC meeting will be held on 06.03.2022 at 10.30AM at the IQAC ROOM.

AGENDA

The following points are lined up for discussion

- ISO Audit
- Academic Council Meeting
- Governing Council Meeting
- AQAR to be submitted
- NIRF Submission
- Academic and Administrative Audit
- Programmes to be organized

Chairperson

Copy to: All Committee Members

VEL TECH MULTI TECH Dr. RANGARAJAN Dr. SAKUNTHALA ENGINEERING COLLEGE

IQAC Meeting

MINUTES OF THE MEETING

Time: 10:30 am **Venue: IQAC** **Date: 06.03.2022**

SUGGESTIONS

ISO Audit

- ISO Surveillance Audit will be held in April.
- ISO Internal Audit for the odd semester 2021-2022 is planned on 14 & 15 March 2023. Departments are instructed to be ready with the ISO files.

AQAR Submission

- AQAR for the academic year 2020- 2021 is planned to be submitted in the NAAC portal in December.
- The criteria heads are requested to upload the details in the portal in the first week of December. IQAC team has to check the details and proceed with the submission this month.

NIRF Submission

- NIRF for the academic year to be submitted in January 2023.

Academic Council Meeting

- 6th Academic Council Meeting is planned to be conductedin the 3rd week of April 2022.

Governing Council Meeting

- 47th Governing Council meetings for the academic year 2021-22 are planned to be conductedin the 3rd week of May 2022.

Department Appraisal

- All are requested to submit the hard copy of the department appraisal with Principal's signature to Dean Academic on or before 21 March 2023

Academic and Administrative Audit (AAA)

Academic and Administrative Audit of 2021-22 is completed and the following keys issues were found relevant and is put forth to the IQAC committee members for further action of improvement

- Placement Training Activities for circuit branched and non-circuit branches to be improved.
- Instruct Faculty Members to attend the Faculty Development Programs & NPTEL Exams.
- Students to participate in Technical & co-curricular activities.

ACTION TAKEN REPORT

- AAA Report on the initiative the students are doing Internship in this semester
- The AQAR Report for 2020-21 which was submitted to NAAC was placed before the Governing Body for approval.
- 5th Finance Meeting was held on 30 September 2022.
- BoS meetings for the even semester of the academic year 2021-22 were conducted in the 7 February 2022 and 11 February 2022.
- 5th Academic Council Meeting was held on 17 September 2021

Committee Members

S.no.	Name of the Member	Role	Signature
I Member from Management			
1	Mrs. Rangarajan Mahalakshmi Kishore, Chairperson and Managing Trustee	Member (Management Representation)	
II Head of the Institution			
2	Dr V.Rajamani	Chairman	
III Administrative Officers			
3	Dr.K.A.Harish	Academic Coordinator	
4	Dr.G.Sasi	Member(Senior Administrator)	
5	Dr.R.Saravanan	Member(Senior Administrator)	
6	Dr.V.Prabhu	Member(Senior Administrator)	
7	Dr.Immanuvel Arokia James	Member(Senior Administrator)	
8	Mr.R.Prabhu	Member(Senior Administrator)	
9	Dr.M.Selvam	Member(Senior Administrator)	
10	Dr.T.Thangeeswari	Member(Senior Administrator)	
11	Dr A.Karthikeyan	Member(Senior Administrator)	
IV Members Nominated from Senior Teachers			
12	Dr.Celine Kavida	Member(Senior Faculty)	
13	Dr Rajesh Khanna	Member(Senior Faculty)	
14	Dr V.Suresh Kumar	Member(Senior Faculty)	
15	Dr S.Ashok	Member(Senior Faculty)	
16	Dr N.Pragadish	Member(Senior Faculty)	
V Members Coordinator			
17	Dr.K.A.Harish	NIRF Coordinator	
18	Dr.K.A.Harish	AISHE Coordinator	
VI Advisory Board			
19	Dr. B. Ramamoorthy	Industry Advisor	
20	Dr. S.N.Upadhyay	Academic Advisor	
VII Coordinator IQAC			
21	Dr.Deepthi Joseph	Coordinator IQAC	