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

Academic Year 2022-2023

MINUTES OF IQAC MEETING

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

IQAC Meeting

Circular-001

Date: 02.09.2022

The IQAC meeting will be held on 05.09.2022 at 10.30AM at the IQAC ROOM.

AGENDA

The following points are lined up for discussion

- Overview of IQAC Activities and Future Plans for the year 2022-2023
- Academic Initiative
- NIRF & ARIIA participation
- Equipment Audit
- UGC Skill Hub Initiative

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: 05.09.2022**

SUGGESTIONS

IQAC and Academic Coordinator Dr. K.A.Harish, welcomed thegathering. He presented the overview of the activities of the previous year and stated the plans for the current academic year.

IQAC Action Plan for the year 2022-2023

- Submission of AQAR
- Feedback consolidation and Analysis
- Department and faculty appraisal
- Student Induction Programme
- Faculty Induction Programme
- FDP on Stress Management, Design Thinking, Open Book Exam in Research Methodology
- Awareness Programme on Intellectual Property Rights
- Two-day International Conference

Academic Initiative

Dr. K.A.Harish, IQAC and Academic Coordinator, informed about,

- The reconstitution of BOS and Academic Council as per the norms of autonomous status.
- Introduction of 24 new courses
- Acceptance of 60:40 pattern
- MoU signed with KNIMBUS - The license will be given to all UG students and Faculty members in clusters.

NIRF & ARIIA participation

Dr. K.A.Harish, IQAC and Academic Coordinator presented the following details

- Submission of data for NIRF 2022, 7th edition
- ARIIA Ranking
- Submission of data for AISHE ranking

Equipment Audit

Dr. K.A.Harish, IQAC and Academic Coordinator presented the following

- SOP should be written by Faculty using the equipment.
- Purchase of gas should be channelized.
- Most equipment's are well maintained, some to be serviced and replaced.
- Some new equipment's to be purchased for Biomedical, ECE, EEE and Mechanical Engg Departments.
- All Physics faculty have work stations because all have projects.
- Equipment audits will be conducted in all science departments.
- Old equipment's will be upgraded or replaced.
- ICT Audit to be conducted periodically

Secretary said that in the Physics and Chemistry and few engineering departments such as BME, Mechanical, the old equipment's to be upgraded and new equipment's to be bought in another 2 or 3 years. It is also proposed to procure equipment's through project funds.

ACTION TAKEN REPORT

- AQAR 2021-22 submitted, approved and accepted.
- Department appraisal and faculty appraisal completed for 2021-2022.
- NIRF 2022 was submitted on 24 May 2022
- 6th Academic Council meeting is held on 27.04.2022.
- 47th Governing Council meeting is held on 24.05.2022.
- Awareness Programme on Intellectual Property Rights conducted on 12.08.2022
- Student Induction Programme organized from 8 to 9 August 2022.
- Faculty Induction Programme conducted for two days on 17 & 1 8 August 2022.

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.A.Karthikeyan	Member(Senior Administrator) & COE	
5	Dr.G.Sasi	Member(Senior Administrator)	
6	Dr.R.Saravanan	Member(Senior Administrator)	
7	Dr.V.Prabhu	Member(Senior Administrator)	
8	Dr.Immanuvel Arokia James	Member(Senior Administrator)	
9	Mr.R.Prabhu	Member(Senior Administrator)	
10	Dr.M.Selvam	Member(Senior Administrator)	
11	Dr.Deepthi Joseph	Member(Senior Administrator)	
12	Dr.T.Thangeeswari	Member(Senior Administrator)	
IV Members Nominated from Senior Teachers			
13	Dr.Celine Kavida	Member(Senior Faculty)	
14	Dr Rajesh Khanna	Member(Senior Faculty)	
15	Dr V.Suresh Kumar	Member(Senior Faculty)	
16	Dr. S Muthukumar	Member(Senior Faculty)	
17	Dr S.Ashok	Member(Senior Faculty)	
V Members Coordinator			
18	Dr.K.A.Harish	NIRF & AISHE Coordinator	
19	Mr.R.Nandha Kumar	NIRF Asst Coordinator	
20	Dr.N.Ananthan	AISHE Asst Coordinator	
VI Advisory Board			
21	Dr. B. Ramamoorthy	Industry Advisor	
22	Dr. S.N.Upadhyay	Academic Advisor	
VII Coordinator IQAC			
23	Dr.K.A.Harish	Coordinator IQAC	

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

IQAC Meeting

Circular-002

Date: 02.12.2022

The IQAC meeting will be held on 07.12.2022 at 10.30AM at the IQAC ROOM.

AGENDA

The following points are lined up for discussion

- Department Review Meeting
- Board of Studies
- Academic Audit
- Programs to be organized by IQAC

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: 07.12.2022**

SUGGESTIONS

Department review meeting

- Review meeting with Secretary will be in the 3rdweek of October and the plan of action with respect to NAAC, NIRF, ARIIA, Research Project to be prepared and presented semester wise.
- Department review meeting with Chairperson - Important activities and achievements of the department for the academic year 2022-23 to be highlighted

Academic Audit

- The Academic Audit of all programmes was completed with the respective external subject experts this month.

Board of Studies

- Board of studies meeting for the 4th semester can be conducted by getting the approval through mail on or before 09.12.2022 (Scheme of LOCF and the courses with minor changes to be mailed to the BoS members).
- Departments with major changes in the syllabi and new departments that have to pass their syllabi can conduct the BoS in hybrid mode on 14.12.2022 and 15.12.2022
- Syllabus should be submitted to CoE on 19 December 2022. Heads of the Departments should check the internal marks split up, credits, practical's credits and hours in the syllabus carefully before submitting to the CoE

Academic Council Meeting

- 7th Academic Council Meeting is planned to be held in January.

Programmes to be organized

- FDPs on (i)Stress Management and (ii)Design Thinking (Two days)

ACTION TAKEN REPORT

- Submitted ARIIA Ranking – 2022 on 02 November 2022
- KNIMBUS application usage given for all UG students and Faculty members.
- Stakeholders (Alumni, Employers, Parents, Teachers, Students) feedback completed for 2021-2022.
- Review meeting for each department with Secretary and Chairperson to be conducted in the 3rd week of October
- The Academic Audit of all programmes was completed with the respective external subject experts from 10 to 18 October 2022
- IQAC to coordinate with all departments to collect the BOS Action taken report for upcoming 7th Academic Council meeting.
- FDP organized on Stress Management from 07.11.2022 to 12.11.2022
- Two Day Faculty Development Programme organized on Design Thinking on 23 and 24 November 2022 with our faculty members as trainers.
- A proposal was submitted to TANSCHE on 1 September 2022 requesting sponsorship for the International conference
- IQAC to coordinate with all departments and prepare data for NIRF 2022
- A proposal was submitted to NAAC on 15 September 2022 requesting sponsorship for the International conference - the proposal was sanctioned by NAAC for conducting the international conference on 4 October 2022

Committee Members

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I Member from Management			
1	Mrs. Rangarajan Mahalakshmi Kishore, Chairperson and Managing Trustee	Member (Management Representation)	
II Head of the Institution			
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VII Coordinator IQAC			
23	Dr.K.A.Harish	Coordinator IQAC	

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

IQAC Meeting

Circular-003

Date: 01.03.2023

The IQAC meeting will be held on 06.03.2023 at 10.30AM at the IQAC ROOM.

AGENDA

The following points are lined up for discussion

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

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: 06.03.2023**

SUGGESTIONS

ISO Audit

- ISO Surveillance Audit will be held in April.
- ISO Internal Audit for the odd semester 2022-2023 is planned on 9 & 10 January 2023. Departments are instructed to be ready with the ISO files.

AQAR Submission

- AQAR for the academic year 2021- 22 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.

BoS Meeting

- BoS meetings for even semester of the academic year 2022-23 are planned to be conducted in the 2nd week of December 2022. The programmes with minor changes can get the approval from the board members through mail.

Finance Council Meeting

- 7th Finance Council Meeting is planned to be held on 16.03.2023.

Academic Council Meeting

- 7th Academic Council Meeting is planned to be held in February.

Department Appraisal

- All are requested to submit the hard copy of the department appraisal with Principal's signature to Dean Academic on or before 10 February 2023

Academic and Administrative Audit (AAA)

- Academic and Administrative Audit shall be held on 5 and 6 December 2022 and departments to get ready with the evaluation report. Academic and Administrative Audit will be conducted for a period of three years from 2019-20 to 2021-22 on the basis of the ten parameters, Curriculum, Teaching, Learning, Evaluation, Research, Consultancy, Extension, Student Support Systems, Infrastructure and Governance
- Academic Audits of all the programmes were completed with the respective external subject experts from 10 to 18 October 2022 and the consolidated cluster reports were submitted to the Academic and Administrative Audit (AAA) team. The committee members were Dr. V. Manickavasagam, Dean-Faculty of Management (Former Registrar & CoE) & Senior Professor & Head (Retd.), School of Management, Alagappa University, as Chairman and Fr. Dr. Augustine George, Principal, Kristu Jayanti College, Bengaluru & Dr. Prashant R. Nair, Associate Professor, Amrita School of Computing, Amrita Vishwa Vidyapeetham, Coimbatore, as Members.

ACTION TAKEN REPORT

- The AQAR Report for 2021-22 which was submitted to NAAC on 22 Dec 2022 was placed before the Governing Body for approval.
- BoS meetings for the even semester of the academic year 2022-23 were conducted in the 14 December 2022 and 15 December 2022.
- 7th Academic Council Meeting was held on 20 January 2023
- The Academic and Administrative Audit (AAA) was conducted on 5 & 6 December 2022.
- NIRF 2023 was submitted on 18 January 2023

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