INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vel Tech Multi Tech Dr.Rangarajan Dr.Sakunthala Engineering College
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Dr.A.Karthikeyan - Director IQAC **05.06.2019**
Mr.K.A.Harish - Academic Coordinator

Minutes of the Second IQAC Meeting – 2019

held on 05.06.2019 at 11.00AM in IQAC office,Vel Tech Multi Tech Campus.

The second meeting of IQAC of the current year was held on 05.06.2019 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.A.Karthikeyan	Director IQAC
Dr.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.Deepthi Joseph	Member(Senior Administrator)

NIRF Team

Mr.K.A. Harish	NIRF Coordinator
Dr.V.Prabhu	NIRF coordinating committee member
Dr.Deepthi Joseph	NIRF coordinating committee member

Dr.A.Karthikeyan, Director-IQAC welcomed the members to the second IQAC meeting of the year 2019 . He 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. Addition of quality initiatives in view of Autonomous Status of Institution

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

1.Audit Report and Key Issues

Prof. Dr.A.Karthikeyan informed the members that Academic and Administrative Audit of 2018-19 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. The college timing may be restricted to 2.45pm in the evening as students can attend value added courses/make use of library/project lab in the evening.
2. Instruct faculty members to initiate teaching through blended mode (projectors in class rooms are underused as per course delivery plan.
3. More activities to be conducted in the arias of innovation and entrepreneurship as the number of students winning in co-curricular activities is less.
4. Placement opportunities for circuit branched and non circuit branches to be improved
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.A.Karthikeyan,Director-IQAC appreciated the efforts of Department coordinators in planning and execution various curriculum enrichment activities in the year 2018-2019.

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

Dr. A.Karthikeyan prepared the list of all Department Documents to be prepared for ARIIA 2019 submission so that the details can be uploaded within the stipulated time.

3.IQAC feedback and Audit Forms Binding

Dr.A.Karthikeyan 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. A. Karthikeyan requested Dr. Deepthi Joseph to coordinate the Web related activities of IQAC. He requested her to coordinate the activities of Entrepreneurship and Higher Education.

Action to be taken by: Dr.Deepthi Joseph

5. Strategic Plan for the upcoming year

Dr.A.Karthikeyan informed the members that a strategic plan is being formulated in the upcomimg year in concurrence with the Institute Innovation Cell .
He requested Mr.K.A.Harish, Academic Coordinator to take necessary action to conduct all the events as per the Academic Calendar released by IIC and also write a proposal requesting the budget for the same to the management.

6.Addition of quality initiatives in view of Autonomous Status of Institution

Dr.A.Karthikeyan informed the members that the students admitted in 2019 will be under autonomous status and Internship for all the branches should be made compulsory as a part of curriculum. The awareness of curriculum formation and syllabi should be given to all the faculty for quality enhancement.He requested Mr.M Selvam and Ms.S.Akila to Coordinate the activities.

Action to be taken by: Mr.M.Selvam
Ms.S.Akila

6. Any other point with the permission of Chairman

Dr. A. Karthikeyan informed the members that with proper planning, it would be possible to complete the ARIIA 2019 Data Collection before 31.08.2019 so that the IQAC team could meet the Management representative with the report on 1st September 2019.
Dr. A. Karthikeyan 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.A.Karthikeyan
(Director-IQAC)

Dr.V.Rajamani
(Chairman-IQAC)