

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

IQAC Meeting

Circular-001

Date: 07.09.2023

The IQAC meeting will be held on 11.09.2023 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 2023-2024.
- Academic Initiatives
- Submission of AQAR for 2022-23
- Preparation of NBA for the Departments of BME, EEE, IT & MECHANICAL
- NIRF & ARIIA participation
- IIC Event initiatives
- ISO Audit
- Equipment Audit
- Library Audit
- CMC Audit


Chairperson

Copy to: All Committee Members

**VEL TECH MULTI TECH Dr.RANGARAJAN Dr.SAKUNTHALA ENGINEERING
COLLEGE
IQAC Meeting
MINUTES OF THE MEETING**

SUGGESTIONS

IQAC and Academic Coordinator Dr. K.A.Harish, welcomed the gathering. 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 2023-2024

- Submission of AQAR
- Feedback consolidation and Analysis
- Department and faculty appraisal
- Student Induction Programme
- Faculty Induction Programme
- FDP on collaboration with IEEE
- Awareness Programme on SPARSH

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.
- MoU signed with Industry expert to conduct Value Added courses
- MoU signed with Industry to conduct Industrial visit for students to gain technical knowledge.

Department review meeting

- ❖ Review meeting with Secretary will be in the 3rd week 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 all the academic year preparation of NBA
- ❖ The Academic Audit of all programmes was completed with the respective external subject experts this month.

ISO Audit

- ISO Internal Audit for the Even semester 2022-2023 is planned on October.
Departments are instructed to be ready with the ISO files.

AQAR Submission

- AQAR for the academic year 2022- 2023 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 2024.

Academic Council Meeting

- 8th Academic Council Meeting is planned to be conducted in the 3rd week of April 2022.

Board of Studies

- Board of studies meeting is held on 30 August 2023
- Departments with major changes in the syllabi and new departments should be submitted to IQAC the status of Implementation as suggested in the BoS

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 SEED Money Proposal
- All Doctorates 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

- ❖ The AQAR Report for 2022-23 which was submitted to NAAC was placed before the Governing Body for approval.
- ❖ Review meeting for each department with Secretary and Chairperson to be conducted in the 3rd week of October
- ❖ IQAC to coordinate with all departments to collect the BOS Action taken report for upcoming 8th Academic Council meeting.
- ❖ Stakeholders (Alumni, Employers, Parents, Teachers, Students) feedback completed for 2021-2022.
- ❖ IQAC to coordinate with all departments and prepare data for NIRF 2023

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	