



VALLIAMMAI ENGINEERING COLLEGE

SRM Nagar, Kattankulathur – 603 203

Internal Quality Assurance Cell (IQAC)



Date: 11-07-2018

CIRCULAR

Sub: IQAC Meeting Notification – reg.

All the Members of IQAC are hereby informed that the Internal Quality Assurance Cell (IQAC) meeting is arranged on 13-07-2018 at 12.30 p.m. in the Conference Hall, VEC.

Agenda

- i. Review of Previous Minutes Of Meeting
- ii. Academic Calendar for 2018-19
- iii. Anna University Results of April/May 2018
- iv. Value Added Courses
- v. AQAR for 2017-18
- vi. Various Events for 2018-19
- vii. Any other points with the permission of Chair

All the members are cordially invited to attend the meeting in order to improve the quality of education and to make our Institution as a 'Centre of Excellence'.


IQAC Coordinator


Principal

Copy to:

- i. The Director – for kind information
- ii. The Members of the IQAC
- iii. PA to Principal
- iv. IQAC File



VALLIAMMAI ENGINEERING COLLEGE
SRM NAGAR, KATTANKULATHUR – 603 203
INTERNAL QUALITY ASSURANCE CELL (IQAC)



Date: 23.07.18

Minutes of Meeting held on 13-07-2018

The IQAC coordinator welcomed the members and initiated the proceedings. The following points were discussed in the meeting:

1. The previous minutes of meeting were reviewed and its action taken.
2. The members discussed the Anna University results (Even semester).
3. Members expressed their concern on the recently declared results. Suggested that the student's counselors should give frequent counseling sessions to students. Also decided to take corrective measures and ensure better results in the ongoing semester.
4. The staffs are strictly instructed to regularly monitor absenteeism and reduce the absentees considerably.
5. The final year students should be instructed to commence the project work immediately and proper guidance to be given periodically for quality outcome.
6. It was informed by the Principal that the interested students from other institutions may also enroll in Value Added Courses to be conducted @VEC.
7. As per the new AU Regulation 2017, the Special coaching classes to be conducted for students having attendance shortage to compensate the loss in their academics.
8. The upgraded version of Academic Calendar of 2018 – 2019 has been worked out and softcopy was circulated to the official mail IDs, as given in the Academic Calendar.

9. Principal shared the achievement by the department of EIE that has been selected as a recipient of the International Society of Automation's (ISA) '**Celebrating Excellence Award for Section Excellence**' on 14.10.18 at Montreal, Quebec, Canada.
10. It was reported that from this academic year, the 'Bridge Course' has been conducted for the Second Year students also, for enhancing the performance of the students.
11. Students having shortage of attendance in NSS, NSO and YRC in the I year have to complete the shortage in their second year classes only.
12. It was suggested that all documentation should be neatly presented during the ISO external audit, which is to be scheduled on 31.08.18.
13. In case of any grievances related to the VEC Hostels, Concerned Dy. Warden-Warden-Senior Warden may be approached.
14. All departments shall start working on **AQAR** for 2017-18 and it was planned to complete it by August'18 as per the new format.
15. Suggestions regarding additional UG and PG courses were also invited from the HODs and Staff for the next academic year.

The meeting was concluded to improve the quality sustenance and to promote our institution as the 'Centre of Excellence'.


Coordinator


Principal

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