



VALLIAMMAI ENGINEERING COLLEGE

SRM Nagar, Kattankulathur - 603 203

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Date: 16-02-2018

CIRCULAR


Sub: IQAC Meeting Notification – reg.

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 16-02-2018 at 01.00 p.m. in the Conference Hall, VEC.

Agenda

- i. Review of previous minutes of meeting
- ii. Anna University Results
- iii. Review of Academic Activities
- iv. Value Added Courses
- v. Events @ VEC
- vi. Any other points

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


IQAC Co-Ordinator


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: 20th Feb. 2018

The Minutes of Meeting held on 16-02-2018

The IQAC coordinator welcomed the members and initiated the proceedings.

The following points were discussed in the meeting:

1. The new IQAC Coordinator Mr. K. Guru was introduced to the members and was welcomed to the cell.
2. The IQAC coordinator welcomed all the members of the IQAC for the meeting and initiated the discussion.
3. The previous minutes of meeting were read and approved.
4. The members of the cell discussed the results produced by all the departments in Anna University exam (ODD semester). The overall pass percentage of the institute to be boosted up. The reasons for the poor results were analyzed and the HOD's were instructed to take corrective measures and ensure better results in the ongoing semester. Hence, it is informed to produce 85% result for the academic year 2018-19 and more efforts needs to be put forth by all to achieve this target.
5. It was discussed that the results of the Boys are less when compared to Girls. In this regard, proper counseling must be offered at the department level. Also, intensive steps are to be taken at all levels to ensure the best results.
6. It was further discussed to conduct special coaching classes for the students having attendance shortage to compensate the loss.
7. The classes are winding up after completion of syllabus as per the stipulated periods of each subject for the benefit of both the fast learners and the slow learners. The fast learners can opt for extra studies and the slow learners can spend more time for preparation.
8. In order to improve rank holders rate, The students are to be given special coaching by categorizing them into three categories A, B and C. (A – Good Performers, B – Average Performers, C – Slow Learners). The slow learners are to be provided necessary supports.

9. The following mechanism would be introduced for Lesson Plan: Each unit in lesson plan should be inclusive of test hours. Whereas additional hours are focused on giving coaching to C- Category students.
10. To impart external knowledge among students, Value Added Courses are being conducted in the college on new topics apart from their syllabus in this semester also, which was appreciated by all.
11. The HOD's were instructed to find out the lapses of their Staff and take steps for correcting them then and there.
12. Senior Professors should give training to Junior Staffs to enhance the team work towards department growth and improve quality in academic activities.
13. Press release should be sent to all newspapers immediately after the department/association activities, so as to improve the brand image to public.
14. The members of Research and Development were instructed to fetch more research funds.
15. In order to improve the professionalism and also to abreast the skill in the recent areas among the faculty, staffs are getting free online courses and certification, which was well received by the members.
16. The upcoming schedule of events to be conducted in VEC should be planned and submitted for approval.

The meeting was concluded with vote of thanks to the Chair and all the members.


Coordinator


Principal

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