



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



**Ref: VEC/IQAC/Circ/2015-16/1**

**25-09-2015**

**CIRCULAR**

**Sub: IQAC Meeting notification – reg.**

The first meeting of Internal Quality Assurance Cell (IQAC) as post-accreditation will be held on 25-09-2015 at 12 Noon in the Conference Hall, VEC. The members of the cell are requested to attend.

**Agenda**

- i. Frequency of meeting
- ii. Re-constitution of IQAC
- iii. Plan of action for the academic year 2014-15
- iv. Question bank preparation in accordance with Bloom's taxonomy
- v. Online certification by faculty members
- vi. Department-wise attendance maintenance
- vii. Any other points

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

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**IQAC Co-Ordinator**

*[Handwritten signature]*

**PRINCIPAL**

**Copy to:**

- i. The Members of the cell
- ii. PA to Principal
- iii. IQAC File



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



Ref: VEC/IQAC/Circ/2015-16/1

Date: 28-09-2015

**Minutes of Meeting held on 25<sup>th</sup> September 2015**

**Members Present:** The Principal, The Vice Principal, Prof. G. Augustine Maniraj Pandian – SRM University, IQAC Coordinator-VEC, Heads of the departments of Civil, CSE, EEE, ECE, EIE, Mechanical, IT, MBA, Mathematics, Physics, Chemistry, English, Office Manager, ISO-MR.

The IQAC has conducted its first post-accreditation meeting on 25<sup>th</sup> September 2015 at 12 noon in the conference hall. The Principal, Vice Principal and the IQAC coordinator welcomed the members. The coordinator of IQAC initiated the discussion. The following points were discussed during the meeting:

1. The Vice Principal thanked the IQAC external member, Prof. G. Augustine Maniraj Pandian, SRM University for his valuable and timely help and suggestions rendered by him for the successful accreditation process at VEC.
2. With reference to the revised guidelines, as prescribed by the NAAC, it has been decided that IQAC members will have four meetings per academic year.
3. It is recommended by the IQAC external member to include the students, alumni, local authority, and employer as members of the cell. This will be carried out as early as possible and the cell will be re-constituted with approval by the chairman.
4. As it is required to submit the cycle-1 of Annual Quality Assurance Report (AQAR) to the NAAC, the members are informed to submit the data from all the departments in the prescribed format on or before 10<sup>th</sup> October 2015. This will enable for timely submission to NAAC. The members are also informed to submit the plan of action and execution in the prescribed format.
5. The IQAC coordinator given a power point presentation about Bloom's taxonomy, as it would be helpful to enhance the teaching-learning process. The following points were discussed in this regard:
  - A workshop / seminar can be conducted about Bloom's taxonomy to all the faculty members, which will provide necessary and sufficient input to them.
  - The IQAC coordinator has been informed to find out a suitable external expert who would be invited to conduct the workshop in an effective manner. The external member also suggested two such experts are available in IIT, Madras.
  - The question banks will be revised by including all the levels of Bloom's taxonomy. When a faculty member fits the question with any level of the taxonomy, he/she can also make a remark as BTL-X (where BTL represents Bloom's Taxonomy Level and X represents the various levels range from 1 to 6).
  - The inclusion of any questions in the existing question banks in accordance with Bloom's taxonomy, the faculty member can highlight the same with green color.

- The revised question banks with the inclusion of the taxonomy levels should also be updated in our college website.
  - The faculty members are informed to prepare the internal assessment test question papers, in accordance with the Bloom's taxonomy. The distribution of questions to all the levels in both the parts are as prescribed below: For level-1: 30%, level-2: 20% each, for level-3 and level-4: 15% each, for level-5 and level-6: 10% each.
6. It is also informed that the presentation regarding the Bloom's taxonomy can also be shared with the faculty members of the department by the Head of the department concerned.
  7. The IQAC proposed that the faculty members can undergo one certification in their own area of interest/specialization, through Massive Open Online Course (MOOC) in this academic year. The certificate can be produced in the month of April 2016.
    - In this regard, the faculty members who wish to register for MOOC in premier institutions of the world (like Berkley University, Stanford University, etc.,) would be provided with partial financial support.
    - It was also discussed that the faculty members can also undergo certification by NPTEL of our college.
  8. The IQAC coordinator informed the members to keep track of the attendance percentage of their own department. This will facilitate us to submit the AQAR with necessary attendance details of the students of the institution.
  9. The vice principal and the coordinator thanked the members, especially the external member for their constructive suggestions during the discussion of various points of this meeting.
  10. The meeting concluded with necessary support is expected to uplift the quality of our institution to become "center of excellence".

  
IQAC COORDINATOR

  
PRINCIPAL

*Copy to:*

1. *The Director, VEC for kind information*
2. *The Vice Principal*
3. *All the HODs for circulation among the faculty members*
4. *PA to Principal*
5. *IQAC file*