



# V.S.B. College of Engineering Technical Campus

Approved by AICTE, New Delhi & Affiliated to Anna University  
Coimbatore to pollachi Road NH - 209, Ealur Privu, Kinathukadavu Taluk,  
Coimbatore - 642109, Tamilnadu, India. Email: office@vsbcetc.com Website : www.vsbcetc.com

Ref: VSBCETC/IQAC/2023-24/01


01.07.2023

## Circular

The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-2024 is convened on 07.07.2023 at 10.00 am in seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

### Agenda for the meeting is as follows:

1. Review of previous minutes of meeting
2. NAAC AQAR work progress
3. Students Activities
4. Internship and Industrial Visit Progress
5. Academic Audit — Feedback — Appreciations and Areas to improve
6. Innovation in Teaching and Learning methods
7. Placement and Training Activities
8. Activities of Clubs
9. Institution Innovation Council (IIC) activities.
10. Suggestions from the IQAC Members for Quality Enhancement
11. Other related activities.


  
01/07/2023  
CO-ORDINATOR

  
CHAIRPERSON  
1/7/23

Copy to:

The chairman and chairperson  
CEO  
Professors/Hod's – to be circulated to all faculty member  
All IQAC Committee Members  
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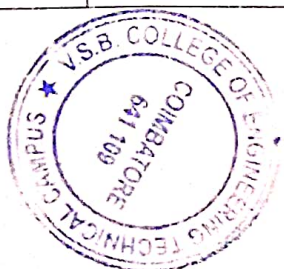


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### List of IQAC members

| S.No. | Name                    | Designation                     | Position  |  |
|-------|-------------------------|---------------------------------|---|--|
| 1     | Mr.B.Vijay              | Secretary                       | Management  |  |
| 2     | Dr.V.Velmurugan         | Principal                       | Chairperson   |  |
| 3     | Dr.P.Raju               | Vice Principal                  | Senior administrative officers                      |  |
| 4     | Mrs.P.Latha             | HOD /ECE                        |   |  |
| 5     | Dr.M.Rameshkumar        | HOD /IT                         |   |  |
| 6     | Dr.R.Murugadoss         | HOD / AI&DS                     |   |  |
| 7     | Dr.M.Varatharaj         | HOD/ EEE                        |   |  |
| 8     | Mrs.T.Sivaranjani       | AHOD /EEE                       |   |  |
| 9     | Dr.T.Venkatajalapathy   | HOD /MECH                       |   | Faculty members to represent all level |
| 10    | Mrs.R.Devaki            | AHOD/CIVIL                      |   |  |
| 11    | Dr.T.Kalaikumaran       | HOD/CSE                         |   |  |
| 12    | Mrs.S.Suvathipriya      | HOD /AGRI                       |   |  |
| 13    | Dr.R.Peter Dominic Ryan | Professor / English             |   |  |
| 14    | Mr.D.Velmurugan         | AP / EEE                        |   |  |
| 15    | Mr.V.Meenakshi Sundaram | ASP/ECE                         |   |  |
| 16    | Mrs.V.Radha             | HOD/CSE                         |   |  |
| 17    | Ms.K.Jayaharini         | IV- BE EEE – Student            | Student nominee                                     |  |
| 18    | Ms.R.Esakkimuthu        | IV- BE ECE – Student            |   |  |
| 19    | Mr.B.Rithin George      | Alumni, 2016 — 20               | Alumni nominee                                      |  |
| 20    | Ms.P.Srinanthini        | Alumni, 2012— 16                |   |  |
| 21    | Ms.T.P.Nancy            | HR, Cognizant                   | Nominee form Employer / Industrialist / Stakeholder |  |
| 21    | Ms.T.Janaki Kamatchi    | Associate Consultant, Capgemini |   |  |
| 22    | Mr.Lavanam Amballa      | Senior Manager, Wipro Ltd.      |   |  |
| 24    | Dr.D.Shamia             | ASP / ECE                       | IQAC Coordinator                                    |  |



*Shree*  
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## The following suggestions were discussed by the experts

- The committee instructed the HODs to encourage students to participate in Sports, Yoga and cultural activities for their overall development and well-being
- To train faculty members through professional organization and enable them to transfer the knowledge to the students
- Inculcate the social awareness among students through tree plantation, blood donation and awareness rally
- NAAC Criteria wise in-charges to be fixed for the year 2023-2024
- IQAC coordinator asked to submit department wise criteria in-charges and Point of Contact (POC) list to IQAC
- The plan of action for the academic year 2023-2024 was discussed
- The AQAR 2023-2024 is planned to submit before December 2024
- Updates were provided on faculty development programs, student feedback mechanisms, and infrastructure development activities
- Experts suggested undergoing internships at premier institutes like IIT and NIT
- The committee has stressed the need to conduct regular parent-teacher meetings.
- Alumni suggested that the placement and training cell to conduct awareness programs for all departments.
- Alumni suggested value-added courses to be conducted to develop their domain knowledge.
- The Committee members demanded that all stockholders maintain documentation for academic and administrative audits conducted by the IQAC
- The IQAC Coordinator proposed the date for the next meeting and requested the members to work towards their target set for the academic year 2023 - 2024. The meeting ended with a formal vote of thanks by the IQAC coordinator.

  
CO-ORNATOR

  
CHAIRPERSON

Copy to:

The chairman and chairperson

CEO

Professors/Hod's -- to be circulated all faculty member

All IQAC Committee Members

File



  
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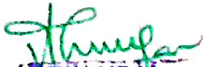
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## Minutes:

- The chairperson welcomed the members and gave an overview of IQAC and its roles and responsibilities.
- Dr.D.Shamia introduced the new members of IQAC team for the period 2023 to 2025 and welcomed the members
- Dr.D.Shamia presented the activities to be done during the reported period (July 2023 - December 2024)
  - Review of previous meeting and action taken report on the discussion of the previous meeting were read with a formal discussion with all IQAC members. The minutes of the meeting were approved by the IQAC members
  - **Activities Completed:**
    - Placement Training activities
    - Academic Audit Feedback — Appreciations and Areas to improve
    - Conferences & Workshops Organized
    - Students Achievements
    - NSS Activities
  - **Activities in progress:**
    - Preparation of AQAR report
    - Compilation of data for NIRF Ranking
  - **Activities Planned:**
    - Preparation and submission
    - Online Certificate Course for All Department
    - Internship and Industrial Visit
    - MOU with Industries



  
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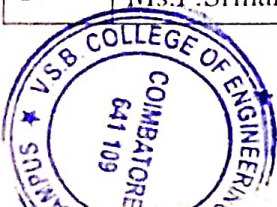


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## THE FOLLOWING IQAC MEMBERS ATTENDED THE MEETING

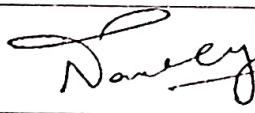
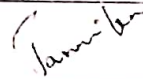
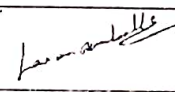
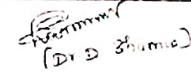
| S.No. | NAME                    | DESIGNATION        | POSITION                               | SIGNATURE       |
|-------|-------------------------|--------------------|--|-----------------|
| 1.    | Mr.B.Vijay              | Secretary          | Management member                      |                 |
| 2.    | Dr.V.Velmurugan         | Principal          | Chairperson                            |                 |
| 3.    | Dr.P.Raju               | Vice-principal     | Senior administrative officers         |                 |
| 4.    | Mrs.P.Latha             | HOD /ECE           |  |                 |
| 5.    | Dr.M.Rameshkumar        | HOD / IT           |  |                 |
| 6.    | Dr.R.Murugadoss         | HOD /AI&DS         |  |                 |
| 7.    | Dr.M.Varatharaj         | HOD/EEE            |  |                 |
| 8.    | Mrs.T.Sivaranjani       | AHOD /EEE          | Faculty members to represent all level |                 |
| 9.    | Dr.T.Venkatajalapathy   | HOD/MECH           |  |                 |
| 10.   | Mrs.R.Devaki            | AHOD/CIVIL         |  |                 |
| 11.   | Dr.T.Kalaikumaran       | HOD/CSE            |  |                 |
| 12.   | Mrs.S.Suvathipriya      | HOD/AGRI           |  |                 |
| 13.   | Dr.R.Peter Dominic Ryan | Professor /English |  |                 |
| 14.   | Mr.D.Velmurugan         | AP/EEE             |  |                 |
| 15.   | Mr.V.Meenakshi Sundaram | ASP/ECE            |  |                 |
| 16.   | Mrs.V.Radha             | HOD /CSE           |  |                 |
| 17.   | Ms.K.Jayaharini         | IV-BE EEE STUDENT  |  | Student nominee |
| 18.   | Ms.R.Esakkimuthu        | IV-BE EEE STUDENT  | Student nominee                        |                 |
| 19.   | Mr.B.Rithin George      | Alumini,2016-20    | Alumini nominee                        |                 |
| 20.   | Ms.P.Srinanthini        | Alumini.2012-16    |  |                 |






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|    |                         |                              |  |   |
|----|-------------------------|------------------------------|--|---|
| 21 | Ms.T.P.Nancy            | HR,Cognizant                 |  |                    |
| 22 | Ms.T.Janaki<br>Kamatchi | Associate<br>Consultant,     | Nominee form<br>Employer<br>/Industrialist<br>/Stakeholder |                    |
| 23 | Mr.Lavanam<br>Amballa   | Senior Manager,<br>Wipro ltd |  |                    |
| 24 | Dr.D.Shamia             | ASP/ECE                      | IQAC CO -Co<br>ordinator                                   | <br>(Dr. D Shamia) |



  
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Ref: VSBCETC/IQAC/2023-24/01

13.11.2023

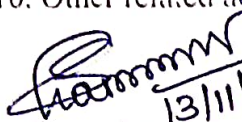
## Circular

The Second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-2024 is convened on 20.11.2023 at 10.00 am in seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

### AGENDA FOR THE MEETING IS AS FOLLOWS

To discuss the actions taken by the department on the actionable points identified in the previous meeting

1. Innovation in Teaching and Learning methods
2. New Initiatives of various units
3. Placement and Training activities and Analysis of placement 2023-2024 passed out batch
4. Enhancing quality in R&D activities
5. Institution Innovation Council (IIC) activities.
6. To discuss improvement strategies adopted by the Institution for Academic and infrastructures developments.
7. Implementation and effective use of ICT tools.
8. Suggestions from the IQAC Members for Quality Enhancement
9. Green Audit work
10. Other related activities.

  
13/11/2023.  
Co-ordinator

  
CHAIRPERSON  
13/11/23


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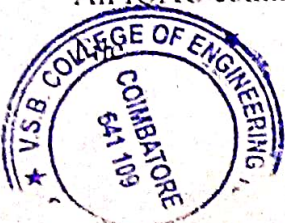
The chairman and chairperson

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Professors/HOD – to be circulated to all faculty member

All IQAC committee members

  
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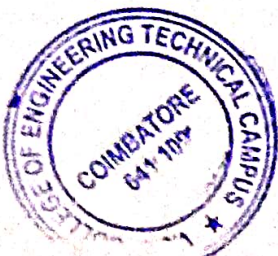


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| 2     | Dr.V.Velmurugan         | Principal                       | Chairperson   |
| 3     | Dr.P.Raju               | Vice Principal                  | Senior administrative officers                      |
| 4     | Mrs.P.Latha             | HOD /ECE                        |   |
| 5     | Dr.M.Rameshkumar        | HOD /IT                         |   |
| 6     | Dr.R.Murugadoss         | HOD / AI&DS                     |   |
| 7     | Dr.M.Varatharaj         | HOD/ EEE                        |   |
| 8     | Mrs.T.Sivaranjani       | AHOD /EEE                       |   |
| 9     | Dr.T.Venkatajalapathy   | HOD /MECH                       |   |
| 10    | Mrs.R.Devaki            | AHOD/CIVIL                      |   |
| 11    | Dr.T.Kalaikumaran       | HOD/CSE                         | Faculty members to represent all level              |
| 12    | Mrs.S.Suvathipriya      | HOD /AGRI                       |   |
| 13    | Dr.R.Peter Dominic Ryan | Professor / English             |   |
| 14    | Mr.D.Velmurugan         | AP / EEE                        |   |
| 15    | Mr.V.Meenakshi Sundaram | ASP/ECE                         |   |
| 16    | Mrs.V.Radha             | HOD/CSE                         |   |
| 17    | Ms.K.Jayaharini         | IV- BE EEE – Student            | Student nominee                                     |
| 18    | Ms.R.Esakkimuthu        | IV- BE ECE – Student            |   |
| 19    | Mr.B.Rithin George      | Alumni, 2016 — 20               | Alumni nominee                                      |
| 20    | Ms.P.Srinanthini        | Alumni, 2012— 16                |   |
| 21    | Ms.T.P.Nancy            | HR, Cognizant                   | Nominee form Employer / Industrialist / Stakeholder |
| 21    | Ms.T.Janaki Kamatchi    | Associate Consultant, Capgemini |   |
| 22    | Mr.Lavanam Amballa      | Senior Manager, Wipro Ltd.      |   |
| 24    | Dr.D.Shamia             | ASP / ECE                       | IQAC Coordinator                                    |



*[Signature]*  
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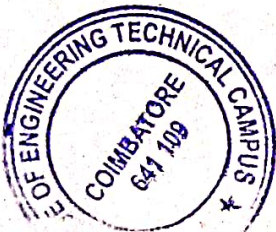


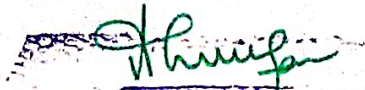
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## Minutes:

- The chairperson welcomed the members and gave an overview of IQAC and its roles and responsibilities.
- Dr..D.Shamia presented the activities completed during the reported period (April 2023 - June 2024)
  - Review of previous meeting and action taken report on the discussion of the previous meeting were readout with a formal discussion with all IQAC members. The minutes of meeting were approved by the IQAC members
  - **Activities Completed:**
    - Placement Statistics (No. of Companies, Salary details, Internship details, Training activities)
    - Conferences & Workshops Organized
    - New Equipment purchases
    - Students Achievements
    - Physical Education department activities
    - Library details
  - **Activities Planned:**
    - Placement and Training activities
    - Library Activities
    - Workshop & Conference
    - Autonomous
    - Workshop
- Dr.P.Raju requested the members to express their views on various activities completed.



  
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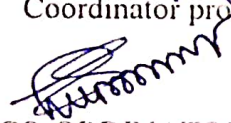


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### The following points were discussed

- In order to enhance quality in teaching learning process it was suggested to educate faculty members on utilizing ICT tools.
- The committee suggested the faculty members to attend the various conference, workshop, seminars and publish the research papers to enhance their research skills.
- It was decided to give financial support to departments to organize seminars, Conferences and extension activities and to faculty to attend conferences and membership for professional bodies
- The sanctioned budget of various departments for the purchase of equipment's, consumable and other items were approved and Chairman insisted to utilize and bring into effective as quickly as possible.
- The committee suggested to conduct various innovation and entrepreneurship-related activities and organize hackathons through IIC
- Discuss about the placement activities by strengthening the corporate relations.
- The Chairman of IQAC has advised all Head of Departments to encourage their faculty members to publish high-impact articles in Scopus-indexed and reputable journals. Additionally, they are encouraged to apply for funding opportunities to support projects, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs) and similar initiatives
- The criteria in-charges are kindly requested to gather pertinent data for this academic year and incorporate it into the presentation of previous year. This update should be completely by the end of December 2024
- The heads are responsible for individual criteria and gather necessary data and submit it to the IQAC with the aim of meeting the submission deadline set for December 2024
- Consolidated mark statement is prepared within a week after the tests. HOD conducts the results analysis meeting with course handling faculty members and discusses significant outcomes
- After evaluation, the learning levels are analysed to measure the CO attainment. IQAC Coordinator proposed the date for the next meeting.

  
CO-ORDINATOR

  
CHAIRPERSON

COPY


The chairman and chairperson

CEO

Professors/HOD – to be circulated to all faculty member

All IQAC committee members



  
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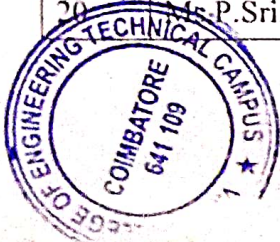


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## THE FOLLOWING IQAC MEMBERS ATTENDED THE MEETING

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|-------|-------------------------|--------------------|--|-----------|
| 1.    | Mr.B.Vijay              | Secretary          | Management member                      |           |
| 2.    | Dr.V.Velmurugan         | Principal          | Chairperson                            |           |
| 3.    | Dr.P.Raju               | Vice-principal     | Senior administrative officers         |           |
| 4.    | Mrs.P.Latha             | HOD /ECE           |  |           |
| 5.    | Dr.M.Rameshkumar        | HOD / IT           |  |           |
| 6.    | Dr.R.Murugadoss         | HOD /AI&DS         |  |           |
| 7.    | Dr.M.Varatharaj         | HOD/EEE            |  |           |
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| 17.   | Ms.K.Jayaharini         | IV-BE EEE STUDENT  | Student nominee                        |           |
| 18.   | Ms.R.Esakkimuthu        | IV-BE EEE STUDENT  |  |           |
| 19.   | Mr.B.Rithin George      | Alumini,2016-20    | Alumini nominee                        |           |
| 20.   | Ms.P.Srinanthini        | Alumini,2012-16    |  |           |

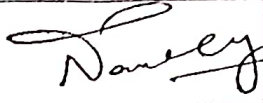
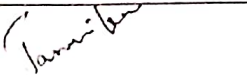
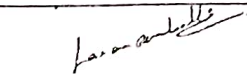
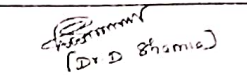


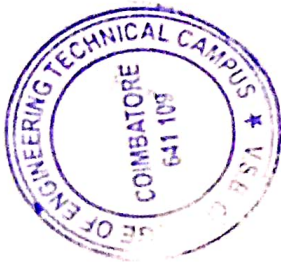




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|    |                      |                           |   |  |
|----|----------------------|---------------------------|---|--|
| 21 | Ms.T.P.Nancy         | HR,Cognizant              |   |                     |
| 22 | Ms.T.Janaki Kamatehi | Associate Consultant,     | Nominee form Employer /Industrialist /Stakeholder |                     |
| 23 | Mr.Lavanam Amballa   | Senior Manager, Wipro ltd |   |                     |
| 24 | Dr.D.Shamia          | ASP/ECE                   | IQAC Coordinator                                  | <br>(Dr. D. Shamia) |



  
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