



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



Date: 29-06-2016

CIRCULAR

Sub: IQAC Meeting notification – reg.

The Internal Quality Assurance Cell (IQAC) meeting for this academic year will be held on 01-07-2016 at 12 Noon in the Conference Hall, VEC. The members of the cell are requested to attend.

Agenda

- i. Preparation for the forthcoming semester
- ii. Arrangements for the Alumni meet
- iii. Value added courses
- iv. 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'.

29/6/16

IQAC Co-Ordinator

[Signature]

PRINCIPAL

Copy to:

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



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



Date: 04-07-2016

MINUTES OF MEETING held on 01-07-2016

The IQAC coordinator welcomed the members and initiated the proceedings.

The following points were discussed in the meeting:

- i. The Class Coordinators were informed to ensure the necessary preparations for the commencement of the forthcoming semester, including furniture and fittings.
- ii. The Alumni Meet of our college – Shimmer 2016, is planned to be conducted in the month of September 2016. In this regard, the IQAC proposed to nominate different committees for the successful organization and conduct of the event.
- iii. The Value Added Courses are proposed to be offered by all the departments of our institution. The following guidelines were framed:
 - a. The Value Added Courses are to be conducted during this semester also as usual.
 - b. The students and Faculty members may be encouraged to attend the courses, as per their choices. Participants may be from any of the departments.
 - c. All the courses should be conducted before the commencement of the Periodical Test-I.
 - d. The Department-level Coordinator for the course is to ensure proper attendance and monitoring mechanism for the award of the certificates.
 - e. It was also proposed to have a coordinator at institution-level for the effective conduct of value added courses.
- iv. List of various events such as seminar / symposium / guest lecturers / conferences / FDP etc., were discussed and finalized.
- v. The academic calendar for the academic year 2016-17 was approved by the cell.
- vi. Necessary preventive measures to avoid ragging inside the campus were discussed.

- vii. It was discussed and decided to arrange for the 'Freshers' Day' on 01-08-2016 and orientation programmes to them.
- viii. Plans are afoot to install solar power panel as renewable energy source and for the utilization of the institution.
- ix. All the departments were informed for necessary preparations to upgrade the ISO certification from ISO 9001:2008 to ISO 9001:2015.

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


Co-Ordinator


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*