



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Minutes of the 12th Meeting of IQAC Committee

Office of Quality Assurance

Thursday, November 07, 2019

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A. OPENING

Item No. Call to Order

- 12.1** The 12th meeting of IQAC committee was called to order at 11:00 am on November 07, 2019 in Vice Chancellor Office by Prof. V.S. S. Kumar.

Item No. Members Present/Absent

- 12.2** Of the 21 members, only one member, Dr. Sharad Mhaikar, Pro Vice Chancellor, SVKM's NMIMS, Deemed to be University, Mumbai expressed his inability to attend the meeting.

Please refer Appendix-1 (Page No.6) for the list of attendees of this item.

Item No. Approval of Agenda

- 12.3** The agenda of the 12th meeting of IQAC Committee was approved after incorporating the suggestions given by one of the members.

Please refer Appendix- 2 (Page No.7) for the Agenda of this item.

Item No. Confirmation of the Minutes of 11th Meeting of IQAC Committee

- 12.4** The minutes of the 11th Meeting of IQAC Committee were approved as circulated.

Please refer Appendix -3 (Page No.8) for the Minutes of the 11th Meeting of IQAC Committee.

Item No. Review of Action Taken Report (ATR) in Respect of 11th Meeting of IQAC Committee

- 12.5** Action Taken Report in respect of minutes of 11th meeting of IQAC Committee was reviewed and confirmed.

Please refer Appendix -4 (Page No.18) for the Review of Action Taken Report (ATR)

B. ITEMS FOR DISCUSSION AND CONSIDERATION

Item No. 12.6 **Annual Quality Assurance Report (AQAR) of the Academic Year 2018-19**

Decision Taken:

1. To submit AQAR through online to NAAC.

Action Recommended	Person(s) Responsible	Due Date
i. To incorporate the suggestions and place the same in the 43 rd Board of Management (BoM) meeting for its approval.	DQA	December 30, 2019

*Please refer Appendix- 5 (Page No.19) for the detailed discussion of this item.
Please refer bound volume of AQAR of the Academic Year 2018-19.*

C. ITEMS FOR REPORTING

Item No. 12.7 **Graduation Statistics of B.Tech Programmes**

The Graduation statistics (Table 1) of B.Tech students for the three batches 2013-17, 2014-18 & 2015-19 were reported.

Table 1: Graduation statistics of B.Tech students

Batch	Sanctioned	Admitted	Dropout	Graduated
2013-2017	1110	924	75	504
2014-2018	1320	1075	51	726
2015-2019	930	840	75	505

Admission rate, Dropout rate and Graduation rate are shown in Figure 1 for the three batches 2013-17, 2014-18 & 2015-19.

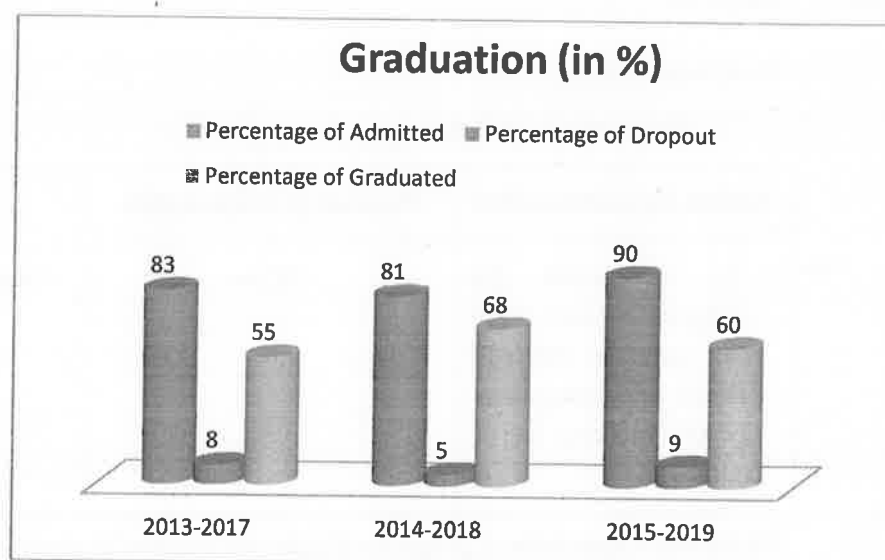


Figure 1: Graduation Statistics for three recent Batches

Members noted.

Item No. 12.8 Nomination of Two More Student Members for IQAC Committee

Inclusion of two student members in the IQAC Committee was informed to the members.

In the 42nd Board of Management (BoM) meeting, the Board Members recommended to include two more student members in the IQAC committee in addition to the existing one student member. As per the recommendations, the following two student members were included in the IQAC committee.

1. Mr. Brigu Bharadwaj, VTA 511, Second year B.A. LL.B
2. Mr. Sanjay Sunil, VTP 2417, First year MBA

Members noted.

Item No. 12.9 ABET Readiness Review Submission

Apprised to the members about the submission of ABET Readiness Review for the following two B.Tech programmes.

1. Computer Science & Engineering (CSE)
2. Electronics & Communication Engineering (ECE)

Members noted.

Item No. 12.10 Quality Related Programs Organized/ Attended

1. It was informed that Dr. Koteswara Rao Anne, Director (Academics), Dr. A. Abudhahir, Director (Quality Assurance), and Dr. P. Sarasu, Director (Industry Relations and R&D) attended 15th International CDIO Conference from 24th to 28th June, 2019 at Arhus University, Denmark and visited Aalborg University and Denmark Technical University to study their "Project Based Integrated Curriculum" and Teaching-Learning practices.
2. It was reported that a workshop on "Gandhi New Education" was organized on 5th September, 2019 at Vel Tech University. Prof. Prasad, National Institute of Industrial Engineering (NITIE), Mumbai is the resource person for the workshop. About 100 faculty members participated and benefitted.

Members noted.

Item No. 12.11 Rankings Received and Participated

The rankings received from The WEEK Hansa Research Survey 2019 and the participation in Institutional Swachhta Ranking 2019, Atal Ranking of Institutions on Innovation Achievements (ARIIA 2020), NIRF India Ranking 2020, and THE Impact Ranking were reported.

Members noted.

Please refer Appendix – 6 (Page No.20) for the details of this item.

D. OTHER DISCUSSIONS AND ADJOURNMENT

Item No. Any Other Item with the Permission of Chair

12.12

No action recommended.

Please refer Appendix -7 (Page No.21) for the detailed discussion of this item.

The next meeting of IQAC will be on the second week of February 2020.

Meeting was adjourned by Prof. V.S.S. Kumar at 1.30 pm.

Prof. Dr. A. Abudhahir, Director (Quality Assurance) proposed vote of thanks.

Appendix 1	Members Present/ Absent
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Members attended the meeting

Prof. V. S. S. Kumar, Chairman - IQAC, Vice Chancellor
Mrs. Rangarajan Mahalakshmi K, Chairperson and Managing Trustee
Dr. A. Koteswara Rao, Professor& Director (Academics)
Dr. P. Sarasu, Professor& Director (R&D) & Director (Industry Relations)
Dr. V. Parthasarathy, Professor& Director (Campus to Corporate)
Dr. S. Sivaperumal, Associate Professor& Director (International Relations)
Mrs. N.S. Prema, Registrar
Dr. R. Sivaraman, Controller of Examinations
Mr. Viswanathan Venkata Subramanian, Director-Talent Acquisition, WIPRO Ltd.
Mr. K. Venugopal, Six Sigma Leader, WABCO India
Mr. J. E. Simon, Station Manager, Local Society Nominee
Mr. R. Vinoth (VT1819), Project Manager, Mphasis
Dr. V. Jayasankar, Professor& Dean/ SoEC
Dr. A. T. Ravichandran, Professor& Dean/ SoMC
Dr. A. Subramanyam, Professor& Dean/ SoL
Dr. N. Gomathi, Professor (CSE)
Dr. J. Viswanath, Associate Professor (Mathematics)
Dr. N. Vinoth Kumar, Assistant Professor (ECE)
Mr. Donga Hemanth (VtU 9146), III year CSE
Dr. A. Abudhahir, Professor& Director (Quality Assurance)

Members not attended the meeting

Dr. Sharad Mhaikar, Pro Vice Chancellor, SVKM's NMIMS, Deemed to be University, Mumbai expressed his inability to attend the meeting.

Appendix 2	Agenda of the 12th Meeting of IQAC Committee
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A. Opening

Item No.		Presenter
12.1	Call to Order	Chair
12.2	Members Present/ Absent	Chair
12.3	Approval of Agenda	Chair
12.4	Confirmation of the Minutes of 11 th Meeting of IQAC Committee	Chair
12.5	Review of Action Taken Report (ATR) in Respect of 11 th Meeting of IQAC Committee	Respective convener

B. Items for Discussion and Consideration

Item No.		Presenter
12.6	Annual Quality Assurance Report (AQAR) of the Academic Year 2018-19	DQA

C. Items for Reporting

Item No.		Presenter
12.7	Graduation Statistics of B.Tech Programmes	CoE
12.8	Nomination of Two More Student Members for IQAC Committee	Chair
12.9	ABET Readiness Review Submission	Chair
12.10	Quality Related Programs Organized/ Attended	Chair
12.11	Rankings Received and Participated	Chair

D. Other Discussions and Adjournment

12.12	Any Other Item with the Permission of Chair	
	Date of Next Meeting	
	Concluding with Vote of Thanks by Director (Quality Assurance)	

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11.2	Members Present/ Absent	1
11.3	Approval of Agenda	1
11.4	Confirmation of the Minutes of the 10 th Meeting of IQAC Committee	1
11.5	Review of Action Taken Report in respect of 10 th Meeting of IQAC Committee	1

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11.9	Faculty Feedback on Effective Time Management	3
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11.15	Branding	5
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Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech
Rangarajan Dr. Sagunthala
V.O. Institute of Science and Technology
Approved by the University End No. Vel Tech No. 1209

Prof. V. S. S. Kumar
Vice Chancellor
Vel Tech
Rangarajan Dr. Sagunthala
V.O. Institute of Science and Technology
Approved by the University End No. Vel Tech No. 1209

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II

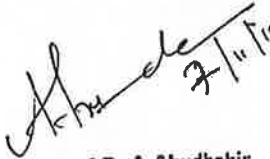
[Signature]
Prof. Dr. A. Abudhahir
 Director Quality Assurance
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 RAD Institute of Science and Technology
 (Approved to be University End. by 2 of UGC Act, 1956)

[Signature]
Prof. V. S. S. Kumar
 Vice Chancellor
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Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech
Rangarajan Dr. Suganthala
V.O.T. Institute of Science and Technology
(Approved by the University, Govt. of Tamil Nadu, Act 1979)

III

Prof. V. S. S. Kumar
Vice Chancellor
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Rangarajan Dr. Suganthala
V.O.T. Institute of Science and Technology
(Approved by the University, Govt. of Tamil Nadu, Act 1979)

A. OPENING

Item No. Call to Order

- 11.1** The 11th meeting of IQAC committee was called to order at 10:30 am on June 11, 2019 in Vice Chancellor Office by Prof. V.S. S. Kumar.

Item No. Members Present/ Absent

- 11.2** Of the 21 members, four were absent for the meeting.
Please refer Appendix-1 (Page No.8) for the list of attendees of this item.
Please refer Appendix-16 (Page No.39) for Presentation Slides of this item.

Item No. Approval of Agenda

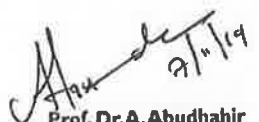
- 11.3** The agenda was approved as circulated.
Please refer Appendix-2 (Page No. 9) for the Agenda of this item.
Please refer Appendix-16 (Page No.33) for Presentation Slides of this item.

Item No. Confirmation of the Minutes of the 10th Meeting of IQAC Committee

- 11.4** The minutes of the previous meeting were approved as circulated.
Please refer Appendix -3 (Page No. 12) for the Minutes of the previous Meeting of this item.
Please refer Appendix-16 (Page No.34) for Presentation Slides of this item.

Item No. Review of Action Taken Report in Respect of 10th Meeting of IQAC Committee

- 11.5** Action Taken Report in respect of minutes of 11th meeting of IQAC Committee was reviewed and confirmed
Please refer Appendix-4 (Page No. 21) for the Minutes of the previous Meeting.
Please refer Appendix-16 (Page No.35) for Presentation Slides of this item.


Prof. Dr. A. Abudhahir
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Vellore Institute of Technology

B. ITEMS FOR DISCUSSION AND CONSIDERATION**Item No. NIRF India Rankings 2019 Parameter Analysis
11.6****Decisions taken:**

1. To increase the percentage of Ph.D qualified faculty from 35% (at present) to at least 50% in one year, aiming to reach 100% by 2024.
2. To increase full time Ph.D students count (both Domestic and International) significantly.
3. To increase student gender ratio from 15% (at present) to at least 30% in another two years.
4. To improve perception rate among academic peers and employers.

Action Recommended	Person(s) Responsible	Due Date
i. To amend Faculty Recruitment Policy in such a way to have at least 50% of faculty members with PhD qualification.	Dr. A. Koteswara Rao, Director (Academics) BoM	
ii. To amend Ph.D admission policy to increase the count of Full Time Ph.D candidates and place it before Research Board and subsequently in BoM.	Dr. S. Koteeswaran, Dean- Research Research Board BoM	
iii. To review students' admission and scholarship policy and make necessary changes to improve student gender diversity.	Dr. E. Kannan, Director (Campus Affairs) Dr. N. M. Masoodhu Banu, HoD (Biomedical Engineering) Dr. R. Jothilakshmi, HoD (Physics)	
iv. To find out various means (such as social media, branding, digital marketing etc.,) to promote and improve perception rate among academic peers and employers.	Dr. S. Sivaperumal, Director (International Relations) Mrs. M. Vani, GMDM Mrs. L. Ramalakshmi, HoD (Media)	

[Signature]
Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech
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Please refer Appendix -5 (Page No.22) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.42) for Presentation Slides of this item.

Item No. ARIIA 2019 Parameter Analysis
11.7

No action recommended.

Please refer Appendix -6 (Page No.23) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.54) for Presentation Slides of this item.

Item No. Faculty Exit Feedback Analysis
11.8

Decision Taken:

1. To revise the Faculty Exit Feedback form.

Action Recommended	Person(s) Responsible	Due Date
i. To identify more relevant indicators in consultation with various stakeholders and customizing the Faculty Exit Feedback form to improve faculty retention.	Dr. A. Koteswara Rao, Director (Academics) Mrs. N. S. Prema, Registrar Dr. A. T. Ravichandran, Dean (SoMC) Dr. R. Jaganraj, HoD (Aero)	

Please refer Appendix -7 (Page No.23) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.58) for Presentation Slides of this item.

Item No. Faulty Feedback on Effective Time Management
11.9

Decision Taken:

1. Deferred

Please refer Appendix -7 (Page No.24) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.63) for Presentation Slides of this item.

Item No. 11.10 Audit Parameters for Placement and Training

Decisions Taken:

1. To modify placement audit report.
2. To collect feedback from the recruiters.

Action Recommended	Person(s) Responsible	Due Date
i. To capture the most appropriate parameters related to placement and training including employers' feedback, and modify the Placement Audit Report based on the compliance model with evaluation rubrics.	Dr. V. Parthasarathi, Director (Campus to Corporate) Dr. E. B. Perumal Pillai, Director (HRDC) Dr. A. Subramaniyan, Dean (SoL)	

Please refer Appendix-8 (Page No.24) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.64) for Presentation Slides of this item.

Item No. 11.11 Plan of Action for the Academic Year 2019-20

Consolidated plan of action received from the Directorate of Academics, Industry Relations, Research & Development, Quality Assurance, International Relations, Campus to Corporate, Human Resources Development Centre was presented.

Please refer Appendix -9 (Page No.24) for the detailed discussion of this item.

Please refer Appendix-16 (Page No.65) for Presentation Slides of this item.

C. ITEMS FOR REPORTING

Item No. 11.12 Accreditation

The committee was informed about the following preparation:

1. ABET Readiness Review Report for two B.Tech Programmes.
2. IET initial review for seven B.Tech Programmes.

Members noted.

4

 Prof. Dr. A. Abudhahir
 Director Quality Assurance
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 Prof. V. S. S. Kumar
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Please refer Appendix -10 (Page No.29) for details about this item.

Please refer Appendix-16 (Page No.75) for Presentation Slides of this item.

Item No. 11.13 Rating and Rankings Received

The details of received Rankings (ARIIA 2019, NIRF 2019, UniRank 2019, SCIMAGO 2019, and Times Engineering 2019) and Ratings (QS-I Gauge, and Digital Learning 2019) were reported.

Members noted.

Please refer Appendix -11 (Page No.29) for details about this item.

Please refer Appendix-16 (Page No.77) for Presentation Slides of this item.

Item No. 11.14 Rankings Applied

Apprised to the Committee members about the rankings applied QS World University 2019, Times Higher Education 2019, The Week Hansa Research 2019, and Outlook 2019

Members noted.

Please refer Appendix -12 (Page No.30) for details about this item.

Please refer Appendix-16 (Page No.83) for Presentation Slides of this item.

Item No. 11.15 Branding

A one page advertisement given in Data Quest and DL Digital Learning was shared to the members.

Members noted.

Please refer Appendix -13 (Page No.30) for details about this item.

Please refer Appendix-16 (Page No.86) for Presentation Slides of this item.


Prof. Dr. A. Abudhahir
Director Quality Assurance

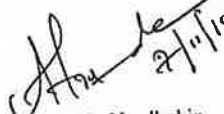
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5

Prof. V. S. S. Kumar
Vice Chancellor

Vel Tech
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Vellore Institute of Technology

- Item No. 11.16** **Quality Related Programmes Attended**
"One-day workshop on Assessment and Accreditation" conducted by NAAC
- It was informed that Mr. Rajeev IQAC-Head and Mr. Mathew attended One-day workshop on Assessment and Accreditation conducted by NAAC on 09th January 2019.
- Members noted.
- Please refer Appendix-16 (Page No.88) for Presentation Slides of this item.*
-
- Item No. 11.17** **AISHE 2018-19**
- It was reported that the institution has uploaded the data of University for the academic year 2018-19 in AISHE portal.
- Members noted.
- Please refer Appendix -14 (Page No.31) for the copy of the certificate..*
Please refer Appendix-16 (Page No.89) for Presentation Slides of this item.
-
- Item No. 11.18** **Conduct of Academic Audit by External Experts for the Academic Year 2018-19**
- It was informed that the Academic Audit for the academic year 2018-19 was completed for all the departments by inviting external auditors along with internal faculty members.
- Members noted.
- Please refer Appendix-16 (Page No.90) for Presentation Slides of this item.*
-
- Item No. 11.19** **Interim Feedback for the Winter Semester of 2018-19**
- Interim Feedback Analysis for the winter semester 2018-19 was presented to the committee members.
- Members noted.
- Please refer Appendix-16 (Page No.91) for Presentation Slides of this item.*


Prof. Dr. A. Abudhahir
Director Quality Assurance
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Chennai-60 University Est. on 3 of UGC Act, 1956


Prof. V. S. S. Kumar
Vice Chancellor
Vel Tech
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Chennai-60 University Est. on 3 of UGC Act, 1956

OTHER DISCUSSIONS AND ADJOURNMENT

Item No. Any other Item

11.20

Decision Taken:

1. To prepare an Audit manual for Office of Controller of Examinations.

Action Recommended	Person(s) Responsible	Due Date
i. To study the existing examination system, procedures, etc., and develop an audit manual for Office of Controller of Examinations for improving the system sustainably.	Dr. R. Sivaraman, CoE Dr. S. Irudhayaraj, Dean (Hostels) Dr. N. Malarvizhi, Professor (CSE)	

The next meeting of IQAC will be on third week of September 2019.

Meeting was adjourned by Prof. V.S.S. Kumar at 12.45pm.

Prof. Dr. A. Abudhahir, Director (Quality Assurance) proposed vote of thanks.

Handwritten signature
7/11/19

Prof. Dr. A. Abudhahir
Director Quality Assurance

Vel Tech
Rangarajan Dr. Sagunthala
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(Deemed to be University) Est. on 8 of UGC Act, 1992

Handwritten signature
7/11/19

Prof. V. S. S. Kumar
Vice Chancellor

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University) Est. on 8 of UGC Act, 1992

Appendix 4**Review of Action Taken Report (ATR) in respect of 11th Meeting of IQAC Committee**

Item. No.	Decision Taken in the Meeting	Action Taken
11.6 NIRF India Rankings 2019 Parameter Analysis	To amend Faculty Recruitment Policy in such a way to have at least 50% of faculty members with PhD qualification.	The progress will be reported in the next meeting after placing it in the Board of Management (BoM).
	To amend Ph.D admission policy to increase the count of Full Time Ph.D candidates and place it before Research Board and subsequently in BoM.	Amended. Stipend will be provided to 50 full time Ph.D Scholars every year.
	To review students' admission and scholarship policy and make necessary changes to improve student gender diversity.	Identified few measures to increase the girl students' diversity.
	To find out various means (such as social media, branding, digital marketing etc.) to promote and improve perception rate among academic peers and employers.	Planned to create technical blogs, publish everyday events in social media and place flex and boards in prominent places.
11.8 Faculty Exit Feedback Analysis	To identify more relevant indicators in consultation with various stakeholders and customizing the Faculty Exit Feedback form to improve faculty retention.	Draft prepared based on four parameters, viz., Individual, Department, University and Social Culture.

Item. No.	Decision Taken in the Meeting	Action Taken
11.10 Audit Parameters for Placement and Training	To capture the most appropriate parameters related to placement and training including employers' feedback, and modify the Placement Audit Report based on the compliance model with evaluation rubrics.	Draft prepared.
11.20 Any Other Item	To study the existing examination system, procedures, etc., and develop an audit manual for Office of Controller of Examinations for improving the system sustainably.	Draft prepared.

Appendix 5	Annual Quality Assurance Report(AQAR) 2018-19
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DQA informed that the format of Annual Quality Assurance Report (AQAR) has been changed and the report has to be submitted online in NAAC portal. Under Curricular Aspects, he pointed out that all the programs follow Choice Based Credit System (CBCS) except B.Com and B.B.A. He shared the details of Teaching-Learning and Evaluation. While explaining about the pass percentage of students, Mr.Venugopal mentioned that it is always good to be strict in evaluation than students coming out with a mere pass. He further added Quality of engineers is very important. DA also agreed that the perception has been increased in recent years and a considerable increase in students' admission is evident.

DQA detailed out the Research, Innovations and Extension activities. DIND mentioned that many projects from Ministry of IT have been commenced and she suggested that number of patent filings should be increased and HoDs should motivate faculty and students for the same. During the discussion, DA suggested that the visiting international faculty offering credit courses shall be considered as Full Time Equivalent (based on workload) and also be taken into account for student faculty ratio. DQA reported the quality initiatives taken by IQAC along with the plan of action and the achievements.

Appendix 6**Rankings Received and Participated****Details:**

DQA informed that Vel Tech has received the following rankings for the year 2019-2020.

The WEEK Hansa Research Survey 2019 ranked Vel Tech

- 70th under Engineering College in India,
- 32nd under Private Engineering College in India
- 21st under Private Engineering College in South Zone
- 5th under Private Engineering College in Chennai

DQA informed that Vel Tech participated in the following rankings:

Institutional Swachhta Ranking 2019

Prof. Dr. H. Jane Helena, from Anna University, Chennai conducted visit on September 3, 2019 as AICTE nominated expert member.

Following three member UGC expert team conducted visit on September 17, 2019.

1. Dr. Prakash Pillai R
Head, PG and Research Dept. of Personnel Management
Loyola College of Social Sciences, Trivandrum.
2. Prof. Chelvi S
Principal, Government College of Education, Vellore.
3. Dr. Shilpa Tejavath MD
Asst. Professor, Dept. of Pharmacology
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Atal Ranking of Institutions on Innovation Achievements (ARIIA 2020)

Registered; Deadline for submission: November 8, 2019.

NIRF India Ranking 2020

Registered; Deadline for submission: November 30, 2019.

THE Impact Ranking

Registered; Deadline for submission: January 3, 2020.

Appendix 7	Any Other Item
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Discussion:

With the permission of the Chair, Mr. Donga Hemanth presented his views to improve the quality further.

1. Quality Assurance & IQAC Meeting details are not regularly updated in the University website.
2. Facing difficulty in accessing VLearn and university website during Course registration and Examination time.
3. Need of faculty guidance to utilize the clubs more effectively.