



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 13th Meeting
(Online) of
IQAC Committee**

**Office of Quality Assurance
Tuesday, June 09, 2020**

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Date of Next Meeting

Concluding with Vote of Thanks

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A. OPENING**Item No. Call to Order****13.1**

The 13th meeting of IQAC committee was called to order at 11:00 am in Microsoft Teams on June 09, 2020 by Prof. V.S. S. Kumar.

Item No. To record leave of absence of the members**13.2**

Of the 36 members including 15 special invitees, only one member Mr. Donga Hemanth (VtU 9146), III year CSE and one special invitee Mr. Vijay Albert William expressed their inability to attend the meeting.

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

Item No. Approval of Agenda of 13th meeting of IQAC Committee**13.3**

The agenda of the 13th meeting of IQAC Committee was approved without any modification.

Please refer Appendix-2 (Page No.8) for the Agenda.

Item No. Approval of the Minutes of 12th Meeting of IQAC Committee**13.4**

The minutes of the previous meeting were approved by the committee.

Please refer Appendix -3(Page No.10) for the Minutes of 12th Meeting

B. ITEMS FOR DISCUSSION AND CONSIDERATION**Item No. Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown****13.5****Decision Taken:**

1. To constitute a three to five member committee to study the survey report of students and faculty feedback deeply and to provide feasible solution to enhance the effectiveness of online teaching learning and assessment considering the inherent strengths and weakness of Vel Tech.

The committee may consider the following points vis-à-vis ensuring

- effectiveness of online live classes equally across the department by training faculty members to
 - use appropriate educational web tools for online teaching learning.
 - design and develop e-content for online course delivery and assessment.
 - prepare recorded video lectures for flipped courses and blended learning.
 - deliver course contents online effectively (facilitating students to participate actively in the learning process).
- sufficient availability and accessibility of facilities and resources (laptops, internet connection, digital tools and platforms etc.)
- quality of online assessment through proctored software.

2. To collect qualitative feedback as it helps to analyse the underlying problems clearly and arrive with solutions.

Action Items	Person(s) Responsible	Due Date
To constitute a three to five member committee to study the survey report (refer Item no. 13.5, decision taken point no. 1)	DA	30-06-2020

Please refer Appendix- 4 (Page No.35) for the detailed discussion of this item.

Please refer Annexure - 1 (Page No.45) for Presentation Slides of this item.

Item No. 13.6 Interim feedback analysis report for the AY 2019-20 (Summer Semester)

HoD of CSE, Mechanical and ECE briefly presented Interim feedback analysis report for the AY 2019-20 (Summer Semester).

C. ITEMS FOR REPORTING**Item No. 13.7 Accreditation**

Director Quality Assurance reported the following details.

- a. IIQA submission to NAAC for second cycle.
- b. NBA second cycle for the following B. Tech programs
 - Aeronautical Engineering
 - Mechanical Engineering
- c. Postponement of ABET review cycle from 2020-21 to 2021-22 due to COVID-19 for the following B.Tech Programmes
 - Computer Science & Engineering
 - Electronics & Communication Engineering
 - Mechanical Engineering

Members noted.

Please refer Annexure - 2 (Page No.47) for Presentation Slides of this item.

Item No. 13.8 Ranking received and participated

Director Quality Assurance shared the rankings received by Vel Tech.

1. THE Impact Ranking 2020
 - a. SDG 6 (Clean water and sanitation): 101-200
 - b. SDG 9 (Industry, innovation and infrastructure): 201-300
 - c. SDG 10 (Reducing inequalities):301-400
 - d. SDG 17 (Partnerships for the goals): 301-400
 - e. Over all:400-600
2. The Academic Insights – “Engineering College of the Year 2019”
3. ASSOCHAM 13th Higher Education Skills and Livelihood Conclave 2020
 - Excellence in promoting Industry-Academic Interface

- Excellence in serving for Social Cause
- 4. Dataquest- CMR T-School Survey 2020
 - Top 100 T Schools (Overall)- Government and Private – 38
 - Top T Schools (Private)- 29

He also shared the rankings participated.

1. QS World University Rankings 2020
By region
 - Asia and BRICS.
2. Times Higher Education (THE) 2020
 - World University Rankings
 - Asia University Rankings
 - Young University rankings
3. THE WEEK Hansa Research 2020
 - Engineering Category
 - University category
4. Digital Learning 2020
 - Engineering Category
 - University Category
5. India Today- MDRA Best University Ranking 2020
 - Engineering Category

Members noted.

Please refer Annexure - 3 (Page No.48) for Presentation Slides of this item.

Item No. 13.9 Quality related programs attended

Director Quality Assurance reported the following details.

1. Directors attended THE University Forum on 16th and 17th January, 2020 at Amity University, Noida.
2. Chairperson and Managing Trustee and Director Quality Assurance attended QS National Workshop for India on 20th January, 2020 at IISC Bangalore.
3. Directors attended CDIO International Meeting 2019 on 13th and 14th November 2019, at Singapore Polytechnic, Singapore.

He also reported the online events attended by university officials.

1. Times Higher Education (THE) –Innovation and Impact Virtual Mini Summit and Live Rankings Launch- April 22, 2020.
2. E-LEAD (E-Learning Excellence for Academic Digitization) Certification Launch Ceremony- May 14, 2020.
3. Webinar on “NAAC Accreditation Management system Demo” by In Pods on April 15, 2020.

Members noted.

Please refer Annexure - 4 (Page No.53) for Presentation Slides of this item.

Any Other Item with the Permission of Chair

NIL.

The next meeting of IQAC will be during last week of August 2020.

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

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

Appendix 1 Members Present/ Absent

Sl. No.	Members Attended
1.	Prof. V. S. S. Kumar Chairman-IQAC, Vice Chancellor
2.	Mrs. Rangarajan Mahalakshmi K Chairperson and Managing Trustee
3.	Dr. A. Koteswara Rao Professor & Director (Academics)
4.	Dr. P. Sarasu Professor & Director (Industry Relations) & (Research and Development)
5.	Dr. S. Sivaperumal Associate Professor & Director (International Relations)&(Campus to Corporate)
6.	Dr. E. Kannan Registrar
7.	Dr. R. Sivaraman Controller of Examinations
8.	Mr. Viswanathan Venkata Subramanian Director-Talent Acquisition, WIPRO Limited
9.	Mr. K. Venugopal Six Sigma Leader, WABCO India
10.	Prof. Dr. Sharad Mhaikar Pro-Vice Chancellor, SVKM's NMIMS (Deemed to be University)
11.	Mr. R. Vinoth (VT1819) Project Manager, Mphasis
12.	Mr. J. E. Simon Station Manager Railways (Retired)
13.	Dr. A. T. Ravichandran Professor & Dean/ SoMC
14.	Dr. V. Jayasankar Professor & Dean/ SoEC
15.	Dr. A. Subramanyam Professor & Dean/ SoL
16.	Dr. N. Gomathi Professor (CSE)
17.	Dr. J. Viswanath Associate Professor (Maths)
18.	Dr. N. Vinoth Kumar Assistant Professor (ECE)

Sl. No.	Members Attended
19.	Mr. Brigu Bharadwaj VTA 511, II Year B.A L.L.B
20.	Mr. Sanjay Sunil VTP 2417, I Year MBA
Special Invitees	
21.	Dr. E. B. Perumal Pillai Professor & HoD (Civil Engineering) / Director- HRDC
22.	Dr. V. Srinivasa Rao Professor & HoD (CSE) & Dean (SoC)
23.	Dr. R. Jaganraj Assistant Professor & HoD (Aeronautical Engineering)
24.	Dr. M. Amala Justus Selvam Professor & HoD (Automobile Engineering)
25.	Dr. N. M. Masoodhu Banu Professor & HoD (Biomedical Engineering)
26.	Dr. V. R. Manoj Assistant Professor & HoD (Biotechnology)
27.	Dr. G. Vairavel Professor & HoD (ECE)
28.	Dr. P. Chandrasekar Professor & HoD (EEE)
29.	Dr. C. Mahesh Associate Professor & HoD (IT)
30.	Dr. B. Jeya Prabha Professor & HoD (Management)
31.	Mrs. L. Ramalakshmi Assistant Professor & HoD (Media)
32.	Dr. M. L. Suresh Professor & HoD (Maths)
33.	Mr. M. Rajeev Kumar Associate Professor & Head (QA)
34.	Dr. A. Abudhahir Member Secretary-IQAC, Professor & Director Quality Assurance

Members not attended the meeting

Mr. Donga Hemanth (VtU 9146), III year CSE and Mr. M. Vijay Albert William Assistant Professor & Head (FME), Special invitee expressed their inability to attend the meeting.

Appendix 2**Agenda**

**Vel Tech Rangarajan Dr. Sagunthala R&D
Institute of Science and Technology**

**Office of Quality Assurance
13th Meeting of IQAC Committee**

Date & Time : 09.06.2020 & 11.00 AM
Mode : Online (Microsoft Teams)

DRAFT AGENDA**A. Opening****Item No.****Presenter**

- | | | |
|------|---|-------|
| 13.1 | Call to Order | Chair |
| 13.2 | To record leave of absence of the members | Chair |
| 13.3 | Approval of Agenda of 13 th meeting of IQAC committee | Chair |
| 13.4 | Approval of the minutes of 12 th meeting of IQAC committee | Chair |

B. Items for Discussion and Consideration**Item No.****Presenter**

- | | | |
|------|---|--------------------------|
| 13.5 | Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown | Deans and HoDs concerned |
| 13.6 | Interim feedback analysis report for the AY 2019-20 (Summer Semester) | HoDs Concerned |

C. Items for Reporting**Item No.****Presenter**

- | | | |
|------|--|-------|
| | Accreditation | |
| | a. IIQA submission to NAAC for second cycle | |
| | b. NBA third cycle for the following B. Tech programs | |
| 13.7 | <ul style="list-style-type: none"> ● Aeronautical Engineering ● Mechanical Engineering | Chair |
| | c. Postponement of ABET review cycle from 2020-21 to 2021-22 | |

due to COVID-19 for the following B.Tech Programmes

- Computer Science & Engineering
- Electronics & Communication Engineering
- Mechanical Engineering

- | | | |
|------|------------------------------------|-------|
| 13.8 | Rankings received and participated | Chair |
| 13.9 | Quality related programs attended | Chair |

Any other item with the permission of Chair

Date of Next Meeting

Concluding with Vote of Thanks by Director (Quality Assurance)

Appendix 4**Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown****Item. Discussion****No.****13.5**

With the permission of the chair Director Quality Assurance (DQA) welcomed all the committee members and the special invitees for the meeting. He briefed the methodology adopted to conduct the survey on the effectiveness of online teaching-learning and assessment during the Covid 19 lockdown. He further explained how the results were calculated and analyzed. He presented the data analysis received from faculty feedback conducted through SurveyMonkey tool.

The Students' feedback received through Vlearn platform on effectiveness of online teaching-learning and assessment was presented by Dr. V. Srinivasa Rao Dean/SoC. He also shared the inferences arrived after the analysis. Similarly the students' survey results were presented by Dr. V. Jayasankar Dean/SoEC, Dr. A. T. Ravichandran, Dean/SoMC for their respective departments. Followed by Dr.M.L.Suresh, Hod/Maths, presented FME students' feedback and Mrs.Ramalakshmi, HoD/Media, presented School of Media Technology and Communication students feedback.

DQA presented the overall observations made through the feedback collectively from both students and faculty members. He also requested the members to share their views and opinions.

Prof. Dr. Sharad Mhaikar appreciated the efforts put in during the difficult period. He also mentioned a similar survey has been taken in NMIMS and the results were similar as Vel Tech. He also encountered some serious challenges that is been faced by faculty as well as students in online teaching learning such as, proper training for faculty, students adaptability, technical issues etc., He concluded that as of now blended learning is a way forward.

DA too pointed out that resource is the major issue and also that the depth coverage of the topics and understanding of students should be considered. In connection to the previous point mentioned, he highlighted how the blended learning mixes various teaching techniques, learning styles and delivery methods. In the current scenario, blended learning is emerging as a preferred route and so he recommended to conduct training for faculty members.

Mr. J.E. Simon suggested to continue classes on a virtual platform for few more months until there a manageable situation, as parents have their own inhibitions to send their children to college due to the fear of COVID19 and its spread.

DA instilled, due to Covid 19 the lifestyles of faculty and students havebeen

changed from the conventional mode of teaching learning to online teaching learning. He raised a point that in future there may be question on the quality of the graduates. So he insisted that senior faculty members should take some initiative to assure the quality of graduates.

DA and Mr. Viswanathan Venkata Subramanian, WIPRO Ltd; strongly suggested to conduct Faculty Development Programmes (FDP) to the faculty members to enrich their knowledge on educational web tools.

Mr. Viswanathan Venkata Subramanian WIPRO Ltd congratulated the team for the efforts taken amidst the difficult phase. He suggested to record the class sessions so that students can view any time irrespective of any technical issues that occurs during the live session. He also recommended to develop e-content for course delivery, to eliminate the inconsistency among the learners.

DQA suggested to constitute a three to five member committee to study the survey report of students and faculty feedback deeply and to provide feasible solution to enhance the effectiveness of online teaching learning and assessment considering the inherent strengths and weakness. He also mentioned it is need of the hour to find solution for conducting lab courses and assessments through online.

Finally Mr. Viswanathan Venkata Subramanian WIPRO Ltd. suggested to include qualitative feedback in the survey as it helps to narrow down the problem with various ideas and opinions. He also requested DQA to ensure the departments of various schools are delivering the content impartially through online.

Review of Action Taken Report (ATR) in respect of 12th Meeting of IQAC Committee

Sl. No.	Action Suggested	Action Taken
1.	To incorporate the suggestions and place the same in the 43 rd Board of Management (BoM) meeting for its approval.	The format of Annual Quality Assurance Report (AQAR) has been changed and the report has to be submitted online in NAAC portal. The AQAR report is placed in BoM for approval.
2.	Research, Innovations and Extension activities	HoDs conducted one to one meeting with the faculty for improving the Research, Innovations and Extension activities.