



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 14th Meeting of IQAC Committee

Office of Quality Assurance

Friday, October 09, 2020

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A. OPENING

Item No. Call to Order

- 14.1 The 14th meeting of IQAC committee was called to order at 10:30 am on October 09, 2020 through Google Meet platform by the Vice Chancellor Prof. S. Salivahanan.

Item No. To record leave of absence of the members

- 14.2 Please refer *Appendix-1* for the list of attendees of this item.

Item No. Approval of Agenda of 14th Meeting of IQAC Committee

- 14.3 The agenda of the 14th meeting of IQAC Committee was approved without any modification.

Please refer Appendix- 2 for the Agenda of this item.

B. ITEMS FOR DISCUSSION AND CONSIDERATION

Item No. Recommendation of Reconstitution of IQAC Committee

- 14.4 The members have welcomed the new Vice Chancellor and Dean Quality Assurance to the IQAC Committee meeting. Internal members have suggested to revise the committee as the validity of committee is ending by December 2020. The members decided to reconstitute the committee before next meeting of IQAC Committee.

Item No. Interim Feedback Analysis

- 14.5 Dr. R. S. Valarmathi, Dean QA presented the Interim feedback consolidated report for all departments. Dr. V. Jayasankar, Professor & Dean/ SoEC suggested to adopt new teaching techniques for taking extra

care for slow learners. Dr. J. Viswanath, Associate Professor (Mathematics) replied that ALM techniques are used in teaching learning process currently.

Item No. Review on online class conducted and feasibility of online platform

- 14.6** All HoDs has presented the feedback given by the students and faculty members for online classes. The major issue raised by students while attending class were problems caused due network. In remote places the availability of network is very poor; which affects the continuity of attending classes. Dr. N. Vinoth Kumar, Assistant Professor (ECE), suggested that being in a place where the internet is steadily available during online examinations for better performance.

C. ITEMS FOR REPORTING

Item No. Rankings Received and Participated

- 14.7** Dr. R. S. Valarmathi reported the various rankings received.
- 1.QS Asia University Ranking 2021
 - 2.The Week-Hansa Research Survey 2020 (Best Universities in India)
 - 3.Data Quest T School Survey 2020

D. OTHER DISCUSSIONS AND ADJOURNMENT

Any Other Item with the Permission of Chair

Dr. R. S. Valarmathi informed that Academic Audit will be conducted for all the departments in the first week of February 2021. The audit manual will be shared to all HoDs to prepare the department documents as per the manual.

The next meeting of IQAC will be in the month of February 2021.

Meeting was adjourned by Prof. S. Salivahanan at 12.10 pm.

Prof. Dr. R. S. Valarmathi, Dean (Quality Assurance) proposed the vote of thanks.



Member Secretary (IQAC)

Dr. R. S. Valarmathi
Dean - Quality Assurance

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Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Approved by the Government of Tamil Nadu in 1999)



Chairman (IQAC)

Prof. S. Salivahanan
Vice Chancellor

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R&D Institute of Science and Technology
(Approved by the Government of Tamil Nadu in 1999)

Appendix 1	Members Present/ Absent
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Members attended the meeting

Prof. S. Salivahanan, Chairman - IQAC, Vice Chancellor

Mrs. Rangarajan Mahalakshmi K, Chairperson and Managing Trustee

Dr. S. Sivaperumal, Associate Professor& Director (International Relations)

Dr. R. Sivaraman, Controller of Examinations

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. R. S. Valarmathi, Professor& Director (Quality Assurance)

Appendix 2

Agenda of the 14th Meeting of IQAC Committee

Vel Tech Rangarajan Dr. Sagunthala R&D

Institute of Science and Technology

Office of Quality Assurance

14th Meeting of IQAC Committee

Date & Time : 09.10.2020 & 10.30 AM

Mode : Online

AGENDAA. Opening

Item No.	Presenter
14.1 Call to Order	Chair
14.2 To record leave of absence of the members	Chair
14.3 Approval of Agenda of 14 th meeting of IQAC Committee	Chair

B. Items for Discussion and Consideration

Item No.	Presenter
14.4 Recommendation of Reconstitution of IQAC Committee	Chair
14.5 Interim Feedback Analysis	DQA
14.6 Review on online class conducted and feasibility of online platform	HoDs Concerned

C. Items for Reporting

Item No.	Presenter
14.7 Rankings Received and Participated	Chair
Any other item(s) with the permission of Chair	
Date of Next Meeting	
Concluding with Vote of Thanks by Dean (Quality Assurance)	


 Member Secretary (IQAC)
Dr. R. S. Valarmathi
Dean - Quality Assurance
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 Chairman (IQAC)
Prof. S. Sathvahanan
Vice-Chancellor
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Review of Action Taken Report (ATR) in respect of 13th Meeting of IQAC Committee

Sl. No.	Action Suggested	Action Taken
1.	To constitute a three to five member committee to study the survey report	Constituted three to five member committees to study the survey report of students and faculty feedback deeply and provided feasible solution to enhance the effectiveness of online teaching learning and assessment considering the inherent strengths and weakness. The committee will 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. • To collect qualitative feedback as it helps to analyse the underlying problems clearly and arrive with solutions.
2.	HoD of CSE, Mechanical and ECE briefly presented Interim feedback analysis report for the AY 2019-20 (Summer Semester).	• Proper training for faculty, students adaptability, technical issues etc., • Senior faculty members are given initiation to assure the quality of graduates through online. • Faculty members are advised to attend Faculty Development Programmes (FDP) to enrich their knowledge on educational web tools.

Sl. No.	Action Suggested	Action Taken
		• The class sessions are recorded so that students can view any time irrespective of any technical issues during the live session. • e-content for course has been developed to eliminate the inconsistency among the learners. • Included qualitative feedback in the survey as it helps to narrow down the problem with various ideas and opinions.

Dr. S. S. Saliv

S. Saliv