



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 17th Meeting of IQAC Committee

Office of Quality Assurance

Friday, October 22, 2021

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Minutes of 17th Meeting of IQAC

A. OPENING

Item No. Call to Order

17.1

The 17th meeting of IQAC was called to order at 11:00 am on October 22, 2021 through Google Meet platform by the Vice Chancellor Prof. S. Salivahanan. The chair welcomed all the members to the 17th Meeting of IQAC by addressing the achievements for the recent time.

Item No. To record leave of absence of the members

17.2

Of the 21 members, two members, Mr. K. Venugopal, Six Sigma Leader, WABCO India, Chennai and Rajnikant Kushwaha (VtU13584), student of IV Year ECE expressed his inability to attend the meeting.

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

Item No. Approval of Agenda of 17th Meeting of IQAC

17.3

The agenda of the 17th meeting of IQAC was approved without any modification.

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

B. ITEMS FOR DISCUSSION AND CONSIDERATION

Item No. National Institutional Ranking Framework (NIRF 2021)-Analysis 17.4

Dr. R. S. Valarmathi, Dean (Quality Assurance)–(DQA) presented the rank obtained by the Institution in National Institutional Ranking Framework (NIRF) 2021. DQA has explained the importance of parameters, sub-parameters, metrics and weightages of NIRF. DQA has presented the total score as well as sub-scores obtained by the Institution for the last three years. DQA has pointed out all members need to work out more effectively to obtain good score in forthcoming years. The following points were highlighted by DQA, Faculty Student Ratio (FSR) score was reduced because the calculations were based on students intake, Financial Resources and their Utilisation (FRU) score reduced because of the percentile function among all Institution (in the country). DQA informed the committee that Dr. E. Balasubramanian, Dean R&D has taking lot of measures to improve research publications in forth coming years by improving per faculty publications and focusing on the improvement of funded projects and patents. DQA informed graduation percentage will be improved in the forthcoming years. The major focus is to improve women diversity as well as perception. By focusing on perception forthcoming year ranking also can be improved better.

Item No. Analysis of Academic Audit for the Academic Year 2020-21 17.5

Please refer Appendix- 3 for the Agenda of this item.

Item No. Progress on Research and Development

17.6

Please refer Appendix- 4 for the Agenda of this item.

C. ITEMS FOR REPORTING

Item No. Accreditation

17.7

a. National Assessment and Accreditation Council - Second Cycle

b. NBA Second Cycle for the following B.Tech. programs

- **Aeronautical Engineering**
- **Mechanical Engineering**

Dr. R. S. Valarmathi (DQA) informed about the status of National Assessment and Accreditation Council (NAAC) - Second Cycle. The data for the last 5 years from 2015-2016 to 2019-2020 was already prepared and for the year 2020-2021 is under preparation. Institutional Information for Quality Assessment (IIQA) is ready for submission to NAAC. Annual Quality Assurance Report (AQAR) for the academic year 2019-20 has already been submitted and approved by NAAC. DQA has reported that third level verification of Self Study Report (SSR) is going on. The IIQA is expected to be submitted in the month of November 2021. DQA informed about the status of National Board of Accreditation (NBA) Second cycle of two B.Tech. Programmes, Aeronautical Engineering and Mechanical Engineering. Since complete cycle (6+1) is over for both the programmes, afresh submission is needed for both programmes. Already pre-qualifier has been submitted to NBA and waiting for confirmation.

Members Noted.

Item No. Rankings Received and Participated

17.8

DQA has reported National and International Rankings received by Vel Tech.

- National Institutional Ranking Framework (NIRF 2021) has ranked 93rd position under Engineering Category in NIRF India Rankings 2021 and standing in a row of top 100 in the last five years.
- digitalLearning rated our institution as “AAAAA” in Top Engineering Institutes Ranking 2021 in Tamil Nadu and 12th rank in dL National Ranking 2021.
- digitalLearning has awarded Vel Tech with “Outstanding University in Training & Placement” in the year 2021.
- Ranked in the band 801-1000 in Times Higher Education World University Rankings 2022. Out of 1662 ranked institutions in the Globe, Vel Tech stands at 18th position out of 71 ranked institutions from India.
- Ranked in 301 - 350 band by Times Higher Education Emerging Economies University Rankings 2022. Overall, there are 698 universities in the ranking this year from 54 countries across the world.
- THE impact ranking has ranked Vel Tech under following six Sustainable Development Goals (SDGs). SDG 6: Clean Water and Sanitation, SDG 9: Industry, Innovation and Infrastructure, SDG 10: Reduced Inequalities, SDG 17: Partnership for the Goals.

Members noted.

D. OTHER DISCUSSIONS AND ADJOURNMENT

Item No. Any Other Item(s) with the Permission of Chair

17.9 Dr.S.Muttan, Professor, Anna University (Academic Expert) appreciated the presentation of all the members and about the academic audit analysis. In addition Dr.S.Muttan has suggested few points for the upliftment of University.

- Analysis of Strengths, Weaknesses, Opportunities and Challenges (SWOC) for the University as well as for the departments.
- After SWOC analysis, the University and department policies should be clearly written.
- All the departments' vision should coincide with University vision.
- The University should have a long time vision for next two decades, because all accreditation agencies will be looking forward for University vision for minimum 15 years.
- Diversity is mandatory for the University. Students should be admitted from all parts of the Country.
- E-Governance has to be there in administration, teaching learning and evaluation processes, which helps in preparing documents for all the accreditation agencies.
- Define best practices for all departments, administration and research activities explicitly.
- Extension activities are mandatory for media coverage and perception.
- Reference for all our efforts should be benchmarked for next 10 years. Higher reference should be written.

- Commercialize the granted patents, the three mantras are Research, Development and Commercialization. Technology transfer helps in the growth of University.

Mr.J.E.Simon (Local Society Nominee) has given his view on quality of young products. Worried about the students passed out in the academic year 2019-20 & 2020-21. Mr.J.E.Simon has asked for any special nurturing given for the students, because students have missed nearly 18 months of offline classes. Mr.J.E.Simon questioned whether the University is taking any measures on practice to excel the students and also pointed out students going to face lot of issues after coming out. Dr. E. Kannan, Registrar has accepted that online classes are not that much effective like offline classes. Registrar has also pointed out the degree is not measured with respect to the online or offline, it all depends upon the students' knowledge. If any student required any special coaching, let the students approach the mentor and the HoD, for additional coaching classes then it will be definitely given to the needy students. Registrar has reported that additional coaching has been given to the laboratory courses this semester. Regress training are been given for all the needy students.

Dr. A. T. Ravichandran, Dean Academics (DA) added his comments for Mr. J. E. Simon, DA accepted the online classes are always questionable but this is not only for our Institution, this is for all the universities. As per the direction given by the Vice Chancellor, special laboratory courses are conducted. DA informed that last two semester laboratory classes have been completed in a month before lockdown and this semester also immediately after the reopening, laboratory classes have been completed within 15 days. As per the

advice given by the Vice Chancellor special laboratory courses are conducted for all students. DA has also informed that laboratories are opened from 8 am to 6 pm, students can visit laboratory in their free time. DA pointed out that faculty are giving special attention to all the students for this growth.

Mr. R. Vinoth (Alumni Representative) has informed that this year career opportunities are more and at the same time challenges are faced while recruiting right candidates for different companies. Lot of measures need to be taken care for the students like soft skills and interview capabilities. Mr. R. Vinoth has enquired about the MG scholarship in view of the diversities and enquired about the schemes' liveness. Dr.E. Kannan, Registrar has replied that the scholarship is still in live only, moreover currently 32 crore scholarships are given to the students. The toppers from each state was identified and given 100% scholarships to the students. The Registrar accepted that by giving more advertisements across India, may get more diversity. Mr. P. Vijayaraman, Dean Campus to Corporate (DCC) reported his view based on the query raised by Mr.Vinoth. DCC has pointed out that for the current batch 2022, more than 900 students are placed. Nearly 1300 students got offer letters and 600 students got multiple offers. DCC informed that 70% placement is achieved till date and nearly 11 months to go hereafter. Easily placement cell can achieve more than 85%. Mr. R. Vinoth has appreciated the placement status which going on in the campus.

Chair informed about the 11th convocation is to be held on 6th November 2022. DQA has informed that Dr. S. Irudayaraj, Professor & Dean/ SoMC will be inducted as a member of IQAC

hereafter, this meeting Dean -SoMC has participated in the meeting as a special invitee.

Item No. Date of Next Meeting

17.10

The next meeting of IQAC will be in the month of February 2022.

Item No. Concluding with Vote of Thanks by Dean (Quality Assurance)

17.11

Meeting was adjourned by Prof. S. Salivahanan at 01.00 pm.

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


Member Secretary (IQAC)

Dr. R. S. Valarmathi
Dean - Quality Assurance

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Chairman (IQAC)

Prof. S. Salivahanan
Vice Chancellor

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Appendix 1	Members Present/ Absent
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Members attended the meeting

1. Prof. S. Salivahanan, Vice Chancellor
2. Mrs. Rangarajan Mahalakshmi K, Chairperson and Managing Trustee
3. Dr. E. Kannan, Professor & Registrar
4. Dr. R. Sivaraman, Controller of Examinations
5. Dr. A. T. Ravichandran, Professor & Dean (Academics)
6. Dr. E. Balasubramanian, Professor & Dean (R&D)
7. Dr. P. Chandrakumar, Associate Professor & Dean (Industry Relations & TBI)
8. Mr. P. Vijayaraman, Dean (Campus to Corporate) i/c
9. Dr.V. Srinivasa Rao, Professor & Dean/SoC
10. Dr. V. Jayasankar, Professor & Dean/ SoEC
11. Dr. A. Subrahmanyam, Professor & Dean/ SoL
12. Dr. M. Siva Kumar, Professor & Dean/ FME
13. Dr. M. S. R. Mariyappan, Professor & Dean/ SoM
14. Dr. M. Rajeev Kumar, Associate Professor & Head QA
15. Mr. Viswanathan Venkata Subramanian, National Head – Engineering Hiring, WIPRO Ltd.
16. Dr. S. Muttan, Professor, Department of ECE, Anna University, Guindy, Chennai
17. Mr. J. E. Simon, Station Manager Railways (Retired)
18. Mr. R. Vinoth (VT1819), Project Manager, Mphasis
19. Dr. S. Irudayaraj, Professor & Dean/ SoMC- Special Invitee
20. Dr. R. S. Valarmathi, Professor & Dean (Quality Assurance)

Members not attended the meeting

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Mr. K. Venugopal, Six Sigma Leader, WABCO India 2. Rajnikant Kushwaha (VtU13584), IV Year ECE | <p>Expressed his inability to attend the meeting</p> |
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**Vel Tech Rangarajan Dr. Sagunthala R&D
Institute of Science and Technology
Office of Quality Assurance
17th Meeting of IQAC**

Date & Time: 22.10.2021 & 11.00 AM

Mode : Online

AGENDA

A. Opening

Item No.		Presenter
17.1	Call to Order	Chair
17.2	To record leave of absence of the members	Chair
17.3	Approval of Agenda of 17 th meeting of IQAC	Chair

B. Items for Discussion and Consideration

Item No.		Presenter
17.4	National Institutional Ranking Framework (NIRF 2021) - Analysis	DQA
17.5	Analysis of Academic Audit for the Academic Year 2020-21	Deans Concerned
17.6	Progress on Research & Development	DRD

C. Items for Reporting

Item No.		Presenter
17.7	Accreditation	Chair
	a. National Assessment and Accreditation Council - Second Cycle	
	b. NBA Second Cycle for the following B.Tech. programs	
	• Aeronautical Engineering	
	• Mechanical Engineering	
17.8	Rankings Received and Participated	Chair
17.9	Any other item(s) with the permission of Chair	
17.10	Date of Next Meeting	
17.11	Concluding with Vote of Thanks by Dean (Quality Assurance)	DQA

Appendix 3	Analysis of Academic Audit for the Academic Year 2020-21
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School Deans presented Academic Audit report for the academic year 2020-21.

Dr. R. S. Valarmathi Dean (Quality Assurance) - DQA has presented for the School of Electronics and Communication. DQA has pointed out for Bio-medical Engineering department that the major concerns are lack of innovative teaching method, low taxonomy level fixed for each question paper. These issues are taken care effectively for the improvement. The major observations pointed out for Biotechnology department are participation of alumni in Curriculum Design, lack of innovative teaching method, low taxonomy level in question papers. DQA has also expressed mapping of Program Outcomes (POs), implementation of Active Learning Method (ALM) methods are now being focused in the department. For Electronics & Communication Engineering department the auditors had recorded that action taken report, follow up of course coordinator and module coordinators were missing. DQA has informed that regular monitoring will be done for the improvement. The auditors had given observations for Electrical and Electronics Engineering that frequency of revision needs to be improved, action taken report, follow up of course coordinator and module coordinators were missing and more software and hardware were required for conducting of laboratory courses. DQA has informed that all measures are taken for the improvement.

Dr.V. Srinivasa Rao, Dean - SoC has presented Academic Audit and follow up actions for the School of Computing. Dean SoC informed that academic flow and teaching learning monitoring mechanism has been followed in the department with the help of faculty in charges and various coordinators. The

auditors have mentioned the updates of the mentee book, Dean SoC has taken more care for the updation of records on regular care. Weakness of CSE department mentioned by auditors was adequacy of time for assessment and evaluation. Dean SoC has assured that for maintaining quality, the minor deviations will be identified and rectified. Dean SoC also presented analysis for the Department of Information Technology. Module coordinator meetings were conducted on appropriate time however schedule was not documented. Internal assessment question papers were not uniform as per general template. Project reviews conducted as per schedule but Assessment evaluation as per rubrics was not documented. Dean SoC informed all the necessary steps are taken time to time for the betterment.

Dr. S. Irudayaraj, Dean - SoMC presented academic audit report for the four departments in the School of SoMC. For the Department of Mechanical Engineering the following observations have been given by the auditors. Stakeholders communication, suggestions given during curriculum design were not incorporated, only softcopy of BoS deliberations were available, revised syllabus copy was not available, justification of adequateness of the curriculum to address all the Program Outcomes were missing, course content modification done in one semester but inclusion of newly introduced courses with course code in the syllabus not found, recommendations of BoS related documents were not available, Active – Learning Methods found and for few courses, summary of feedback analysis missing, assignment documents not found, project report was not in latex format. Dean SoMC has also informed that all the documents are now verified and follow-up actions taken for maintaining documents in the department, viz the hard copies of BoS, syllabi, list of newly added courses, feedback analysis. Project report in latex format will be updated from forthcoming semester. Dean SoMC has presented for the Department of Automobile Engineering, the following

observations has been given by the auditors. Stakeholders communication was missing, BoS was conducted only in ODD semester 2020-2021, curriculum revision was not done for Program Electives, Allied Elective and Institute Elective except for one course, innovative active – learning methods not adopted, innovative assignment task not assigned, answer script fairness report was missing, content beyond syllabus was missing. Dean SoMC has reported that all the documents are now verified and follow-up actions are taken for maintaining documents in the department. Stakeholder's feedback, BoS report and ALM report are also updated in the department.

Dean SoMC has presented for the Department of Aeronautical Engineering. Evidence of stakeholder involvement in Curriculum Design has to be maintained, professional (or) lead society adoptions shall be used in Curriculum Design, involvement of faculty / evidence or summary shall be maintained, revision of syllabus has to be done after BoS meeting, innovative methods / ALM report was not available, log books, attendance is not entered, mentoring updation has to be done in book, course file shall be maintained properly, no evidence for Course Outcome attainment calculation, taxonomy level and verbs were not matching in few courses, fairness in evaluation was not maintained, rubrics for practical & project review was not maintained, Project report shall be scrutinized. Dean SoMC has reported that all the documents are now verified and follow-up action same taken for maintaining documents in the department.

Dean SoMC has presented for the Department of Civil Engineering. Guidelines of concerned American Society of Civil Engineers (ASCE) regulatory authority was not followed, mapping of curriculum with Program Specific Criteria (PSC) of ASCE was not done, most of the PO's were not mapped with the core courses, for few courses taxonomy level needs to be modified, action taken and their follow up needs to be improved, quality of

materials and documentation needs to be improved, taxonomy level and the action verbs in the questions do not match, list of experiments need major revision, project report was not in uniform format. Dean SoMC has reported that all the documents are verified and all the corrective measures are taken for maintaining documents in the department.

Dr. M. Siva Kumar, Dean FME has presented the audited report for four departments. Auditors of Physics has stated that email communication of the external BoS members were not available, acknowledgment of the external BoS members with respect to the syllabi revision not found, feedback was not summarized, follow-up action on feedback of the course faculty not found, active learning methods not followed, schemes for evaluation not available. Dean FME has assured that currently in Physics department all files are maintained and hereafter regular follow-up action will be taken. Dean FME informed the following were documented the email communication of the external BoS members, with acknowledgement, feedback, and follow up actions. Dean FME has continued the presentation for the Department of Chemistry the auditors have given few comments on the Academic Council Meeting (ACM) minutes were not available, Active learning methods were not mentioned in the lesson plan, minutes of mentor coordinator meeting was not available, CO & K level were not mentioned in assignment tasks, Rubrics for marks awarded may be shared to the students. Dean FME has assured that currently in Chemistry department all files are maintained and hereafter regular follow-up actions will be taken.

Dean FME presented auditor report for the Department of Mathematics. The extend of curriculum compliance to the guidelines of concerned regulatory authority report not found, ALM techniques were not followed to all the courses offered by department, sub-rubrics for the model practical exam marks was not found in the document. Remedial actions are taken to

maintain all said files in the department. The comments given by the auditor for Department of English is also presented. Certain grammar topics needed for workplace communication was missing in workplace communication I & II, mock online interviews, stakeholders involvement in curriculum design, innovative teaching – learning / active learning methods attempted/ incorporated/ employed/ followed, feedback of the follow-up action on course faculty, assessment conducted to all the COs, taxonomy level of questions and corresponding course outcomes were not included. Dean FME has assured that currently in Chemistry department all files are maintained and hereafter regular follow-up action will be taken.

Dr. M. S. R. Mariyappan, Dean - SoM presented audit report for the School of Management. The suggestions given by the auditor were mentioned below. Documents were maintained as soft copy, recommended to maintain hard copy of all the documents, suggested to have schemes and rubrics for each exam, credits to be revised to 102, recommendation of BoS to be incorporated in the curriculum. Minutes of ACM, log books should be available. CO-PO attainment levels must be calculated, assignments must be given as per taxonomy levels and lab facility must be available. Dean SoM has assured that all the documents will be maintained hereafter.

Appendix 4	Progress on Research and Development
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Dr. E. Balasubramanian, Professor & Dean (R&D) has presented the progress on Research and Development. The presentation highlighted Research Progress on 3P's (Project, Publications and Patents). Dean R&D has informed about the 18 ongoing projects by various funding agencies like DBT, DST, SERB, DRDO, ISRO etc. The total sanctioned amount was Rs. 4.467 Crores. The total proposal submitted starting from June 2020 is 139 from various departments. Dean R&D has presented publication status of each department comparing two years 2020 and 2021, the Scopus count and WoS were presented. The major focus in near future is high quality publication. Lot of inputs is given to M.Tech. qualified faculty who are looking forward to pursue Ph.D. Dean R&D also reported that few departments like IT, EEE, Civil, CSE have less number of publications. The target of Dean R&D is to have 1:2 publications per faculty in next few months. Dean R&D has presented department-wise analysis for last three years. Faculties are grouped in different categories in terms of publications, lot of steps are taken for improving publications among non-performing faculty. Dean R&D reported the status of patents, as of now only 9 patents is granted. The Dean R&D has reported that discussed with HoDs for improving publications to reach at least 1:2 Ratio of publications per faculty. List of non-performing faculty members in terms of publications also shared to all HoDs and necessary actions to be taken within 3 to 6 months of time. Informed that Seed Fund of Rs. 22 Lakhs (Total 18 Faculty) for the year 2020-21 is released. Office of Dean R&D is arranging experts from DBT, DST

and DRDO for one-to-one discussions with the presentations given by the faculty members and submission of good quality project proposal is initiated. E-Mail sent to all faculty members How to Write a Project Proposal to improved their submission of funding project proposals and E-Mail sent to all faculty members How to File a Patent Application

Finally Dean R&D has reported that discussions are going on with individual faculty members from various departments to motivate and guide them for project proposals submission is initiated.


Member Secretary (IQAC)

Dr. R. S. Valarmathi
Dean - Quality Assurance

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Chairman (IQAC)

Prof. S. Salivahanan
Vice Chancellor

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**Review of Action Taken Report (ATR) in respect of 16th Meeting of IQAC
Committee**

Sl. No.	Action Suggested	Action Taken
1.	AQAR 2019-20	Annual Quality Assurance Report (AQAR) to NAAC through online portal for the academic year 2019-20.
2.	Grievances about Exam	Necessary steps are taken to reduce the average number of complaints or grievances about evaluation, which improves the quality of education.
3.	Patent	Faculty members are highly motivated to focus on patents. For improving the research score it is mandatory to improve the number of patents published and granted.
4.	Research article in WoS	Faculty members are highly stimulated to focus on research articles in Web of Science rather than non refereed journals.

Dr. S. S. Salim

S. Salim