

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

Minutes of 6th IQAC Committee Meeting

Date & Time: 7th December 2017, at 11.15 A.M

Venue : Vice Chancellor Office

Meeting called to order at 11.15 A.M by Chair **Prof. Beela Satyanarayana**

The Vice Chancellor welcomed the members of the IQAC committee.

Members attended the meeting

Dr. Mrs. Sagunthala Rangarajan, Vice Chairman
Prof. Beela Satyanarayana, Vice Chancellor
Dr. A. Koteswara Rao, Director Academics
Dr. E. Kannan, Registrar
Dr. J Francis Xavier, Controller of Examinations
Dr. Amala Justus Selvam, Professor, Auto
Dr. E.B. Perumal Pillai, Professor, Civil
Mr. M. Mohan Kumar, Chief Librarian
Dr. G. Vairavel, Professor, ECE
Dr. B. Jeyaprabha, Professor, MBA
Dr. A.T. Ravichandran, Professor, Mechanical
Dr. N. Malarvizhi, Professor, CSE
Dr. S. Sivaperumal, Associate Professor, ECE
Mr.M.Rajeev Kumar, Associate Professor, CSE
Dr. S. Baskar, Professor, Head Dept. EEE, Thiagarajar College of Engg., Madurai
Mr. V. Thiagarajan, General Manager, WABCO INDIA Ltd., Chennai
Mr. K. Dinesh Kumar, VT 404, EEE
Dr. A. Abudhahir, Dean FME and Director (Quality Assurance)

Members who could not attend the meeting

Dr. U. Chandrasekhar, Pro Vice Chancellor
Dr. P. Sarasu, Director R&D
Mr. Viswanathan Venkata Subramanian, National Head WIPRO Limited, Chennai
Mr. K. Shanmuka Krishna Chaitanya, VTU 5242, III Year Mechanical


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Review of Action Taken Report (ATR) in respect of 5th Meeting of

IQAC Committee

Sl. No.	Action Suggested	Action Taken
1.	Campus facilities to be improved.	To enhance the facility in the campus, following initiatives were taken • Increase no. of Canteens (especially in Block 4 & 6) • DTP center to be out-sourced • ATM • Health Center • Sports & Games (to add more equipment) • Washrooms • Transport Buses (may be operated till 8.45PM up to Avadi for the students and faculty spending their time after 4.45PM). • Vehicle Parking (separate for faculty and students) • More nursing staff in addition to the existing
2.	Academic Audit to be conducted and Audit manual to be prepared for other functional divisions.	Academic Audit is planned to be conducted twice a year, it has been decided to conduct after the semester end examination. The audit manual for other functional divisions such as Industry Relations, International Relations, R&D, Campus to Corporate and Campus Facilities have also been prepared and scrutiny is in progress.

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The members, who haven't attended the meeting, conveyed their leave of absence to the Chair/ Member secretary.

Approval of Agenda

Motion: To approve the agenda for 7th December 2017 meeting.

Vote: Motion Carried.

Resolved: Agenda for the meeting on 7th December 2017 approved without modification.

The minutes and the action taken report of the 5th IQAC committee meeting were presented to the member.

The detailed discussion on agenda item #6.5, Action(s) to be taken and Person(s) responsible are given below.

Item #6.5: Student performance in Semester End Examinations and Graduation Rate
Presented/ Brought forward by: Controller of Examinations
Suggestions given by: Vice Chancellor, Director (Academics), Director (IQAC),
Discussion: Item 6.5: Student performance in Semester End Examinations and Graduation Rate Dr. Francis Xavier, Controller of Examinations presented the result analysis of the academic year 2016-17. He gave a detailed analysis of semester-wise courses offered; students appeared for the exam and the pass percentage of each course. Dr. Francis Xavier, the Controller of Examinations said that 13 courses were offered for the first semester students and the overall pass percentage is 75.96. While presenting First Semester result analysis, Dr. A Koteswara Rao, Director Academics asked about number of subjects which has pass percentage below 70. After reviewing the data, it was found that three subjects (Engineering Physics, Engineering Mathematics and Basic Civil Engineering) were below 70. Dr.A. Abudhahir, Director IQAC mentioned about the comments given by the course handling faculty members about the semester end question paper on the day of exam conducted and requested the COE to find if any correlation is found with the faculty comments and the semester end results. He also insisted that if the faculty has assured 85% as expected pass percentage and results are not matched, then the problems may be with valuation or the question paper. The problems may be identified and rectified.

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The COE presented the third semester result analysis and gave the details that 98 courses were offered and the overall pass percentage is 79.96. Prof. Beela Satyanarayana, VC requested to make an analysis on internal marks and external marks. Dr. A. Koteswara Rao, DA suggested that a copy of the same shall be circulated to all the departments. Dr. A. Abudhahir, Director IQAC said that faculty members are asked to give explanation if the internal marks are less where it is not done for end semester examinations.

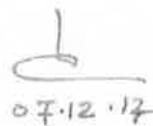
The COE presented fifth semester result analysis and gave the details that 56 courses were offered and the overall pass percentage is 76.90. Dr A Koteswara Rao, DA asked the COE about the number of students passed in all subjects with an average of 70%. The COE replied that, since we follow CBCS pattern, it cannot be done.

The COE presented seventh semester result analysis and gave the details that 73 courses were offered and the overall pass percentage is 89.32. He also added that the pass percentage comparatively better to other semesters.

The COE proceeded with the even semester result analysis. He gave the details that 15 courses were offered in the second semester students and the overall pass percentage is 82.97, 149 courses were offered in fourth semester and the overall pass percentage is 86.37, 67 courses were offered in the sixth semester and the overall pass percentage is 86.71. The pass percentage of the Eighth semester is 99.1. Dr A Abudhahir, Director IQAC asked about the trend and the COE replied to him that a very good change is observed and a very good improvement is seen in the even semester. He also stated that higher the semester, better the results. Director IQAC pointed out that there will be a dip when the students move on from second semester to the third. Dr A.T Ravichandran, Dean, SOMCE replied that the students learn the fundamentals and concepts of their core subjects only in the third semester.

The COE presented about the graduation rate of 2013-2017 batch. He mentioned that 813 students were registered out of which 532 students graduated with first class. Director IQAC pointed out that the graduation rate is very less and Dr. Sagunthala Rangarajan, the Vice Chairman asked how to improve the results. Director IQAC replied to madam that each department will have few courses where average & below average students cannot clear in first attempt. Dr. Sagunthala Rangarajan, The Vice Chairman said that individual faculty should take the responsibility to increase the pass percentage in such papers. Director IQAC explained to

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madam about course progress monitoring, where seven meetings will be conducted regarding the syllabus, teaching methodologies and the internal exams. He also added that corrective measures will be taken then and there. HoDs and Deans should find the ways and means for it. The COE agreed to his views and commented that it should be a collective effort.

Action(s) to be taken	Person(s) responsible
1. To analyse and find correlation between the comments given by the faculty about end semester question paper and the results obtained	1. Controller of Examinations
2. To analyse internal and external marks, to improve pass percentage	2. Controller of Examinations
3. HoDs and Deans should find corrective measures to improve pass percentage and graduation rate	3. HoDs and Deans

The detailed discussion on agenda item #6.6, Action(s) to be taken and Person(s) responsible are given below.

Item #6.6: Placement and Higher Studies
Presented/ Brought forward by: Director Campus to Corporate
Suggestions given by: Director Academics, Director IQAC
Discussion: Dr. V. Parthasarathy, Director Campus to Corporate presented about the placements and higher studies. He stated that 39% of students are eligible for placements. The COE replied that the count is very less and it must be 60%. DCC replied to him that, the companies ask for no standing arrears students. Director IQAC requested both to verify their data. DCC then proceeded with branch vs no. of companies visited. He said that about 20 companies visited for circuit branch whereas only 5 to 6 companies visited for core branches. He also gave the reason that the recruitments start early for the circuit branches whereas the companies expect degree in hand for the core branches. DCC then pointed out that there is a gap between eligible students and the number students placed for circuit branches. He also said that the students attending placements are less. Director IQAC suggested framing a questionnaire and getting the feedback from the students. DCC agreed to do that and requested respective school Deans to extend their support.

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DCC presented about students' performance in various rounds interview. It was found that most of the students clear the general aptitude rounds and the students count clearing the next rounds becomes less. Dr. A. Koteswara Rao, DA replied that the companies come with a count of intake and so they eliminate students at different levels.

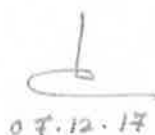
Mr. Dinesh Kumar found that more number of ECE department students have cleared technical round and raised few questions like, whether the faculty members are well trained to train the students, whether the students are trained well for the technical rounds. DCC then mentioned about the impact of Value Added Courses and the results are good. Director IQAC discussed about the peers placement and mentioned that their placements are comparatively better. DCC explained him that the comparative study is done based on their statistics submitted for rankings and their denominations are higher than us. Director Academics advised to analyse the intention behind the drops and suggested that we should get good accreditations.

Action(s) to be taken	Person(s) responsible
1. The details of students eligible for placements should be verified with CoE.	DCC and CoE
2. A questionnaire has to be prepared to collect feedback from students to increase students' participation for interviews.	DCC, HoDs
3. The intention behind the drops at various levels of interview has to be analysed	DCC and his team members

The detailed discussion on agenda item #6.7, Action(s) to be taken and Person(s) responsible are given below.

Item #1.6: International faculty recruitment & Student admission
Presented/ Brought forward by: Director International Relations
Suggestions given by: Director Academics
Discussion: Dr. S. Sivaperumal, DINT presented about international faculty recruitment. He mentioned about his efforts made to recruit international faculty through advertisements, through partner universities and through agents and consultants. He also said the 52 profiles were received out

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of which 16 were interviewed and 10 candidates accepted the offer. He pointed out that their employment visas are cancelled for the reason that lots of Indians are unemployed. Then he proposed some solutions stating that few faculty can be recruited as visiting faculty for one year, and few of them agreed to be the visiting faculty. Dr A Koteswara Rao, DA suggested that we can recruit few candidates as PDF, as researcher. Few will be interested to be in sabbatical and it will add credits to their research too.

Dr. S. Sivaperumal, DINT then proceeded with admissions of international students through EdCIL, through participation in exhibitions and through consultants. He also mentioned that 5 students were admitted in the year 2016-17 and it is increased to 87 in the year 2017-18. He also said that around 300 students are expected from Ethiopia for UG programmes.

Director IQAC made a point that students compare their dress code with foreign nationals studying in our campus. President suggested dress code may be relaxed for all the students. Director Academics suggested that dress code shall not be followed only on Saturdays. Director IQAC added to his point that, initially PG students shall be relaxed form dress code.

Action(s) to be taken	Person(s) responsible
a) International Faculty members can be recruited as PDFs	DINT
b) Relaxation of dress code for all the students in the campus	Registrar

The detailed discussion on agenda item #6.8, Action(s) to be taken and Person(s) responsible are given below.

Item #6.8: Stakeholders' Perception – NIRF India Rankings

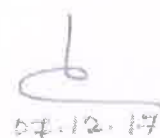
Presented/ Brought forward by: Director IQAC

Suggestions given by: Mr. Dinesh Kumar, Dr. A. T. Ravichandran, Dr. G. Vairavel

Discussion:

Director IQAC presented on Stake Holders' perception NIRF India Rankings. He said that we were ranked 58 in Engineering category and explained about perceptions under three categories (Peer, Employer and Public). While analyzing data, it was found that the employer and peer perception was very low whereas public perception is comparatively very high. Director IQAC also posed a question to the forum as how to improve the peer and employer

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perception. Mr. Dinesh Kumar suggested conducting some exhibitions where the industries participate in it. Dr.A.T.Ravichandran mentioned about WABCO exhibition but Mr. Dinesh Kumar suggested few others like AIMA, IMTA etc. Director IQAC recommended that faculty members shall act as resource persons for workshops/ Conferences to gain exposure. Mr. Dinesh Kumar added to his suggestion that some innovative projects like IoT shall be done. Dr. G. Vairavel, HOD/ECE replied to him that B.Tech students are offered with specialization course ECE with IoT with a separate lab.

Director IQAC continued to discuss about GO Score – 362. He also mentioned that the score is very low. DA answered to him that Placement is good in this academic year and it shall be improved further. COE explained that the graduation rate is calculated with students' intake at the time of admission, so that the graduation rate becomes low as and when students apply for Transfer Certificate. Dr.Sagunthala Rangarajan advised that responsibility should be given to individual faculty.

Mr. Dinesh Kumar suggested that students should go to industries and take some live projects and that should be beneficial to the industry and in turn it helps for branding our self. He also suggested that each student has to undergo at least 2 industrial visits and take some industry projects, where the quality of the project matters. Dr.A.T.Ravichandran mentioned about the courses offered by industry experts and also students took projects in 44 industries including Loco Factory, ONGC etc.. Finally, Mr. Dinesh Kumar suggested two points that we should try to get some funds from the industries and should have good interactions. The next is we should do some projects beneficial to their industry. By doing these, we shall improve employers' perception.

Action(s) to be taken	Person(s) responsible
1. Project exhibitions may be conducted to improve relationship with the industry	1. HoDs and Deans
2. Faculty members shall act as resource persons for conference and workshops conducted outside the campus.	2. HoDs and Deans
3. Each Student has to undergo at least 2 industrial visits per year	3. HoDs and Deans with the support from Director Industry Relations.
4. To get some funds from industries and maintain good interactions	4. Director Industry Relations

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The details of the reported items are given below.

Item #6.9: Academic Flexibility and innovation in teaching learning
Presented/ Brought forward by: Director Academics
Suggestions given by: Dr. S. Sivaperumal
Discussion: Dr A Koteswara Rao, DA introduced about the CBCS curriculum offering for B.Tech Students with 180 credits. He explained about choices given to the students to select the faculty, subject and timings. He also mentioned that around 500 students selected elective courses offered by School of Media. He also said that only 45-50 students are permitted per section in the even semester. Dr.A. Koteswara Rao, DA proceeded with integrated curriculum, where the communication skills will be included within the syllabus. He also mentioned about active and experiential learning activities. Through this, 20% of the syllabus is taught in groups and 2 faculty members are assigned to each class for individual care. Dr.A.Koteswara Rao said that admissions to PG courses were increased because of industry collaborations. No part time courses are offered instead the PG students shall choose their courses through the flexibility given from Monday to Sunday. He also made a point that the timings will be from 7.45 a.m to 7.45 p.m, which will help students to choose more number of courses. Dr. S. Sivaperumal seeks for clarification with the list of courses offered for each semester, since the foreign nationals request for syllabus at the time of admission. DA assured that the list of courses offered for each semester will be given at least 15 days in advance. He also assured that out of 60 credits in Foundation Courses and Program core categories, 45 credits will be given in both the semesters.
Item #6.10: Conduct of Academic Audit
Presented/ Brought forward by: Director IQAC
Suggestions given by: Director Academics, Mr. Dinesh Kumar
Discussion: Mr. Dinesh Kumar, after reviewing the Academic Audit Manual suggested that at the end of

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every audit, date of next audit should be confirmed. Director IQAC replied to him that IQAC will consolidate the reports and that will be sent to respective departments. Mr. Dinesh Kumar suggested closing the follow up procedures within one and half months. DA explained about two types of audits (Minor Conformity and nonconformity) and the set parameters for the same. Director IQAC explained about Qualitative and Subjective. He also said that rubrics will be framed to eliminate subjectivity.

Mr. Dinesh Kumar questioned about qualifications of an auditor. DA replied that any subject expert will be the auditor. VC replied that a domain expert will be an auditor. Director IQAC requested him to refer Section No. 6 in Audit Manual which gives details about Audit Process Review.

Item #6.11: Participation in NIRF India Rankings 2018

Presented/ Brought forward by: Director IQAC

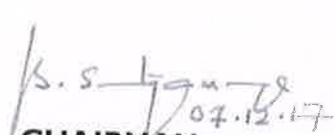
Suggestions given by:

Discussion:

Director IQAC explained about the details collected and also informed that the details are submitted for NIRF Rankings in Engineering Category. The details for overall category are collected and will be submitted in a day.

The Director (IQAC) thanked all the members for spending their valuable time towards the quality enhancement of Vel Tech.


Member Secretary
(IQAC Committee)


CHAIRMAN
(IQAC Committee)

