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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A. OPENING

Item No. 13.1 **Call to Order**

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. 13.2 **To record leave of absence of the members**

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. 13.3 **Approval of Agenda of 13th meeting of IQAC Committee**

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. 13.4 **Approval of the Minutes of 12th Meeting of IQAC Committee**

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. 13.5 **Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown**

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 rakings
3. THE WEEK Hansa Research 2020
   - Engineering Category
   - University category
4. DigitalLearning 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 August2020.

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 Mhaiskar 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, IIYear 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 13th meeting of IQAC committee	Chair
13.4	Approval of the minutes of 12th 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
13.7	Accreditation a. IIQA submission to NAAC for second cycle b. NBA third cycle for the following B. Tech programs ● Aeronautical Engineering ● Mechanical Engineering c. Postponement of ABET review cycle from 2020-21 to 2021-22	Chair

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)

Appendix3	Minutes of the 12th Meeting of IQAC Committee

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

No.42, Avadi-Vel Tech Road, Avadi, Chennai – 600 062, Tamil Nadu, India

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B. ITEMS FOR DISCUSSION AND CONSIDERATION

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A. OPENING

Item No. 12.1 **Call to Order**

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. 12.2 **Members Present/Absent**

Of the 21 members, only one member, Dr. Sharad Mhaiskar, 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. 12.3 **Approval of Agenda**

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. 12.4 **Confirmation of the Minutes of 11th Meeting of IQAC Committee**

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. 12.5 **Review of Action Taken Report (ATR) in Respect of 11th Meeting of IQAC Committee**

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 43rd 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

2

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

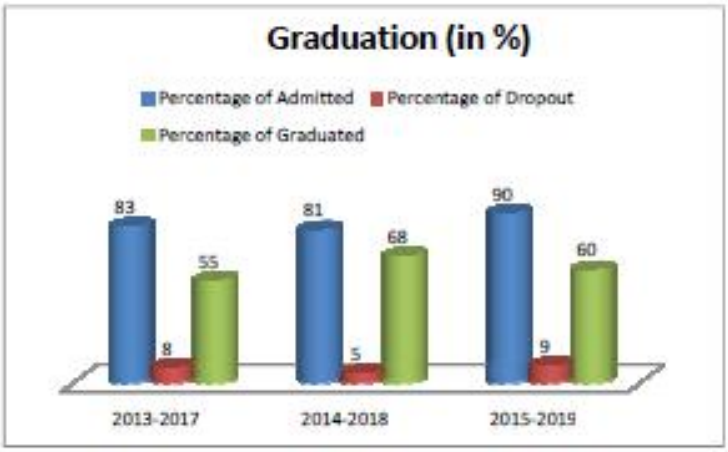

Figure 1: Graduation Statistics for three recent Batches

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. 12.12 **Any Other Item with the Permission of Chair**

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**

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 Mhaiskar, 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**

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 11th Meeting of IQAC Committee	Chair
12.5	Review of Action Taken Report (ATR) in Respect of 11th 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)	

Appendix 3	**Confirmation of the Minutes of the 11th Meeting of IQAC Committee**

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B. ITEMS FOR DISCUSSION AND CONSIDERATION

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11.14	Rankings Applied	5
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Prof. Dr. S. Aboobucker
Director Quality Assurance
Vel Tech

Prof. V. S. Kumar
Vice Chancellor
Vel Tech

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Prof. Dr.A.Abudhahir
Director Quality Assurance
Vel Tech

Prof.V.S.S.Kumar
Vice Chancellor
Vel Tech

A. OPENING

Item No. 11.1 Call to Order

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. 11.2 Members Present/ Absent

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. 11.3 Approval of Agenda

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. 11.4 Confirmation of the Minutes of the 10th Meeting of IQAC Committee

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. 11.5 Review of Action Taken Report in Respect of 10th Meeting of IQAC Committee

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.*

7/11/19
Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech

7/11
Prof. V. S. S. Kumar
Vice Chancellor
Vel Tech

B. ITEMS FOR DISCUSSION AND CONSIDERATION

Item No. 11.6 **NIRF India Rankings 2019 Parameter Analysis**

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)	

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Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech

Prof. V. S. S. Kumar
Vice Chancellor
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. 11.7 **ARIIA 2019 Parameter Analysis**

No action recommended.

*Please refer **Appendix -6 (Page No.23)** for the detailed discussion of this item.*
*Please refer **Appendix-16 (Page No.50)** for Presentation Slides of this item.*

Item No. 11.8 **Faculty Exit Feedback Analysis**

Decision Taken:

1. To revise the Faculty Exit Feedback form.

Action Recommended	Person(s) Responsible	Due Date
1. 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. Jagannaj, 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. 11.9 **Faulty Feedback on Effective Time Management**

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.*

Dr. A. Abudhahir
Director Quality Assurance
Vel Tech

Prof.V.S.S.Kumar
Vice Chancellor
Vel Tech

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.

Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech

Prof. V. R. S. Kumar
Vice Chancellor
Vel Tech

*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
Vel Tech

Prof.V.S.S.Kumar
Vice Chancellor
Vel Tech

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
Vel Tech

Prof.V.S.S.Kumar
Vice Chancellor
Vel Tech

OTHER DISCUSSIONS AND ADJOURNMENT

Item No. 11.20 **Any other item**

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. Indhayaraj, 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.

7/11/19

Prof. Dr. A. Abudhahir
Director Quality Assurance
Vel Tech

Prof. V. S. S. Kumar
Vice Chancellor
Vel Tech

7

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

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**

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
   NRI Institute of Medical Science, Visakhapatnam.

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**

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.

Appendix 4	**Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown**

Item. No. **Discussion**

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 Mhaiskar 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.

13th Meeting of IQAC Committee

June 09, 2020

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

WELCOME ALL

Item
No.
13.1

Call to order for the 13th Meeting of IQAC Committee by the Vice Chancellor Prof. V.S.S Kumar

Item
No.
13.2

To record leave of absence of the members

Item
No.
13.3

Approval of Agenda of 13th Meeting of IQAC Committee

Agenda

Opening

13.1 Call to Order

13.2 To record leave of absence of the members

13.3 Approval of Agenda of 13th meeting of IQAC committee

13.4 Approval of the minutes of 12th meeting of IQAC committee

Agenda contd.

Items for Discussion and Consideration

13.5 Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown

13.6 Interim feedback analysis report for the AY 2019-20 (Summer Semester)

Items for Reporting

13.7 Accreditation

13.8 Rankings received and participated

13.9 Quality related programs attended

Item
No.
13.4

Confirmation of the Minutes of 12th Meeting of IQAC Committee

Item No. 13.5

Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown

Faculty Feedback Analysis

Presenter

Director (Quality Assurance)

Students and faculty feedback about online teaching-learning and assessment @ Vel Tech during COVID-19 lockdown contd.

Students Feedback Analysis

Presenter

HoDs concerned

- Computer Science and Engineering
- Information Technology
- Electronics and Communication Engineering
- Electrical and Electronics Engineering
- Biotechnology
- Biomedical Engineering
- Mechanical Engineering
- Civil Engineering
- Aeronautical Engineering
- Automobile Engineering
- Freshman Engineering
- Management
- Media
- Law

Item No. 13.6

Interim feedback analysis report for the AY 2019-20 (Summer Semester)

Interim Feedback Analysis Report

Presenter

HoDs concerned

- Computer Science and Engineering
- Information Technology
- Electronics and Communication Engineering
- Electrical and Electronics Engineering
- Biotechnology
- Biomedical Engineering
- Mechanical Engineering
- Civil Engineering
- Aeronautical Engineering
- Automobile Engineering
- Freshman Engineering

Accreditation

Item No. 13.7

IIQA submission to NAAC for second cycle

B. Tech programs

- Aeronautical Engineering
- Mechanical Engineering

(second cycle)

B.Tech Programs

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

(Postponed to 2021-22 cycle due to COVID-19)

Rankings received

Item No. 13.8

Rankings received contd.

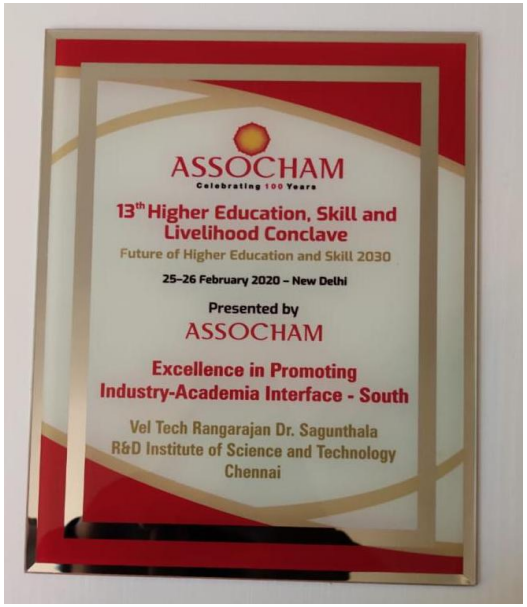
The Academic Insights

Engineering college of the year

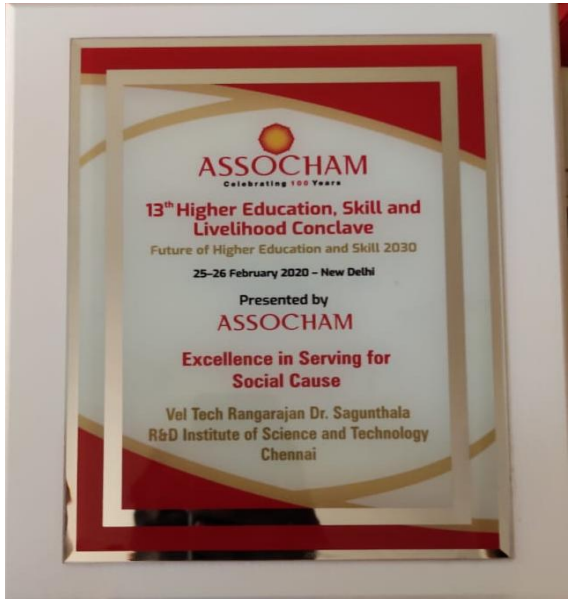
Rankings received contd.

Assocham 13th Higher Education, Skills and Livelihood Conclave

Excellence in promoting Industry-Academic Interface



Excellence in Serving for Social Cause



Digital learning

DATAQUEST T SCHOOL

Dataquest-CMR T-School Survey 2020

- Top 100 T-Schools (Overall) – Government and Private – 38
- Top T-Schools (Private) – 29

Rankings participated contd.

- QS World University Rankings
- By Region
  - Asia
  - BRICS

- World University Rankings
- Asia University Rankings
- Young University Rankings

ARIIA 2020

NIRF 2020

Rankings participated contd.

THE WEEK

The Week Hansa Research
Participated in
- Engineering Category
- University Category

INDIA TODAY

MDRA
People Who Make The Difference

**India Today - MDRA
Best Universities Ranking 2020**

India Today Group - MDRA Best College Ranking 2020
Participated in
- Engineering Category

elets DL

DigitalLearning
Participated in
- Engineering Category
- University Category

Quality related programs attended

Item No. 13.9

THE India University Forum

Event Date : 16th & 17th January 2020
Location : Amity University, Noida

QS National Workshop for India

Event Date : 20th January 2020
Location : IISc Banglore

CDIO International meeting 2019 in Singapore

Event Date : 13th & 14th November 2019
Location : Singapore Polytechnic, Singapore

Quality related programs attended Online contd.

Times Higher Education (THE) – Innovation & Impact Virtual Mini Summit and Live Rankings Launch – April 22, 2020

E-LEAD (E-Learning Excellence for Academic Digitization) Certification Launch Ceremony – May 14, 2020

Webinar on "NAAC Accreditation Management System Demo" – InPods – April 15, 2020

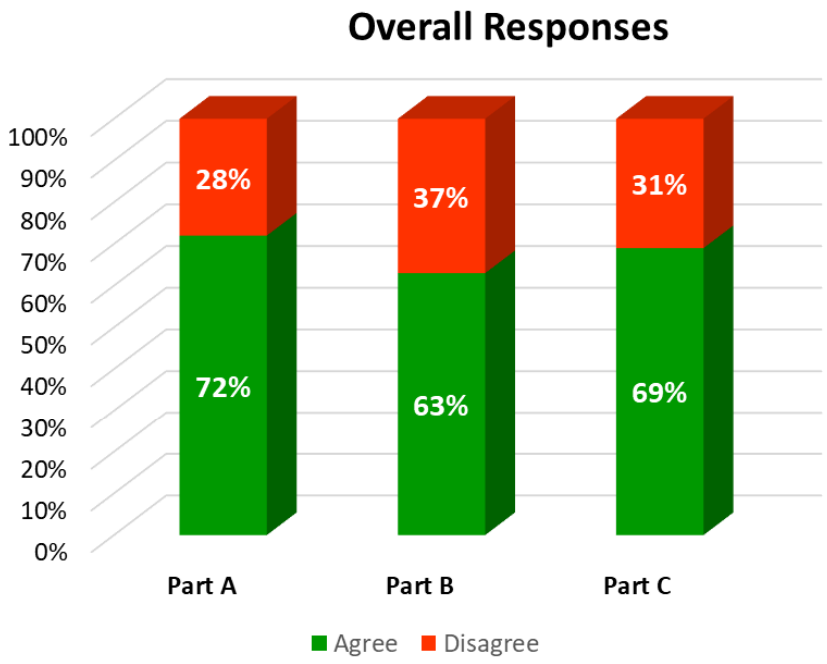
Vote of Thanks

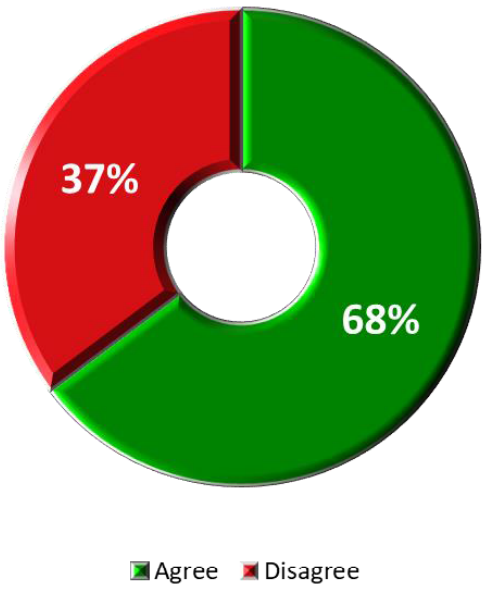
Thank you

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

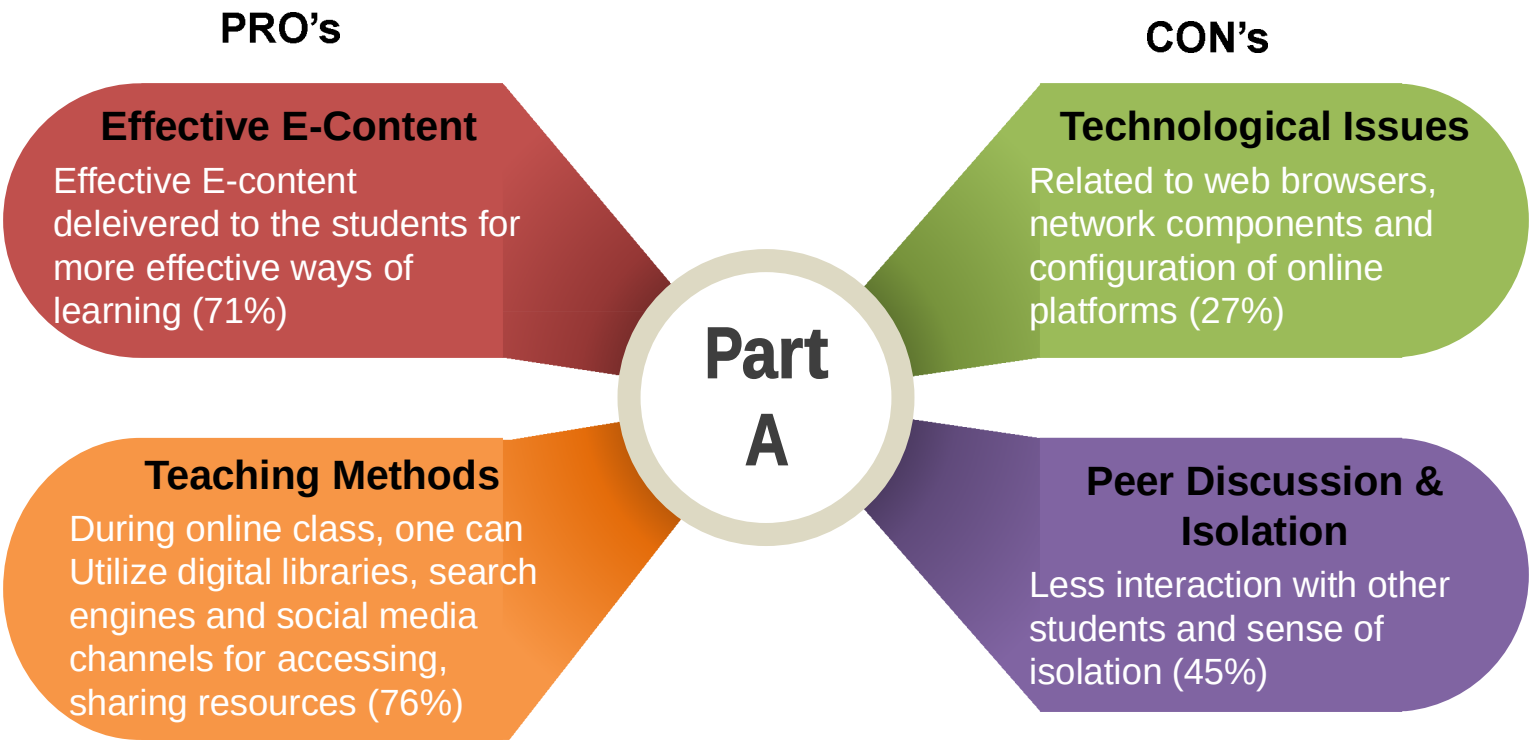
Computer Science & Engineering

OVERALL RESPONSE

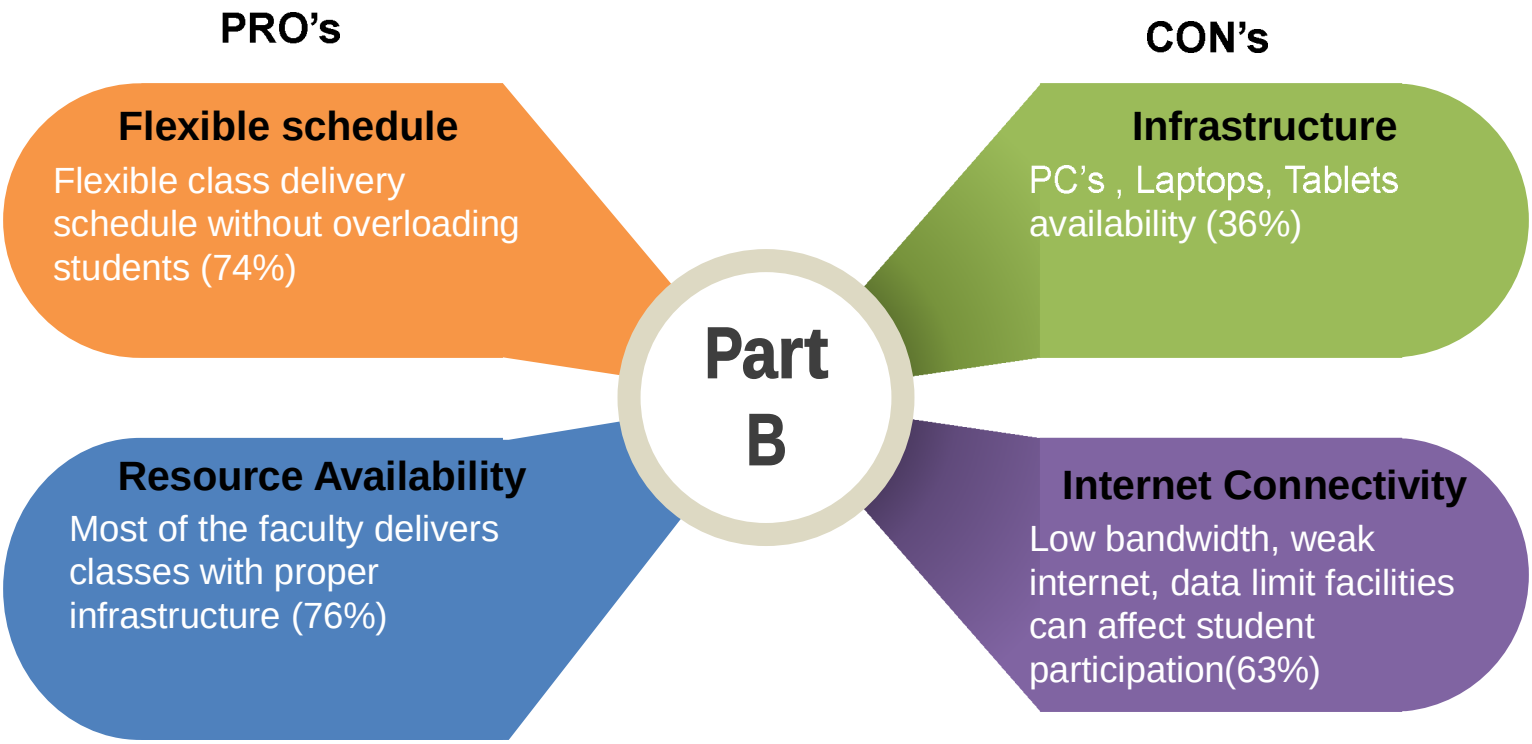




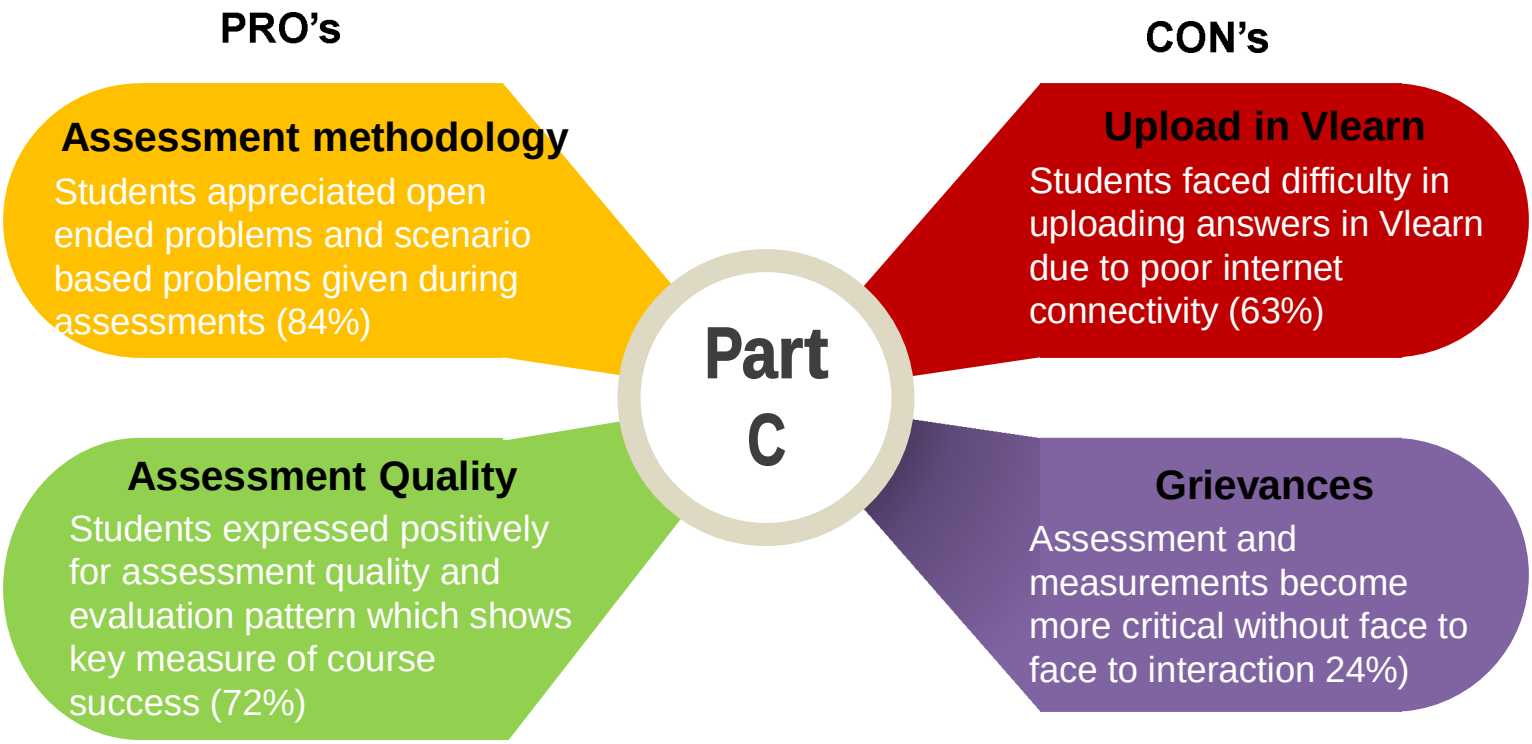
FINDINGS
EFFECTIVENESS OF ONLINE LIVE CLASS



FINDINGS
AVAILABILITY AND ACCESSIBILITY OF FACILITIES / RESOURCES



FINDINGS
QUALITY OF ASSESSMENT



CONCLUSION OF SURVEY

01 Online teaching learning methodology cannot replace physical sites of classroom learning

02 Online teaching can be a supplement not a substitute

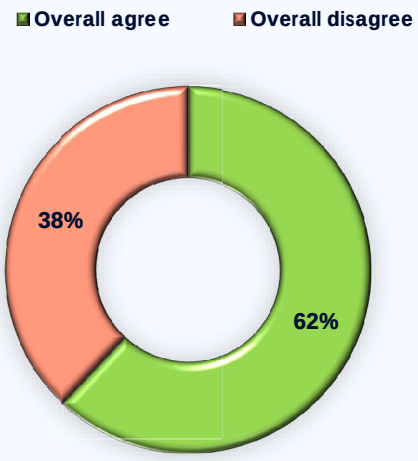
03 Availability of internet connectivity and infrastructure is greater challenge

04 Peer discussion ad social isolation

Electronics & Communication Engineering

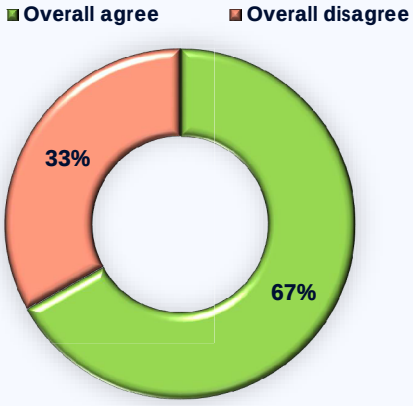
PART A EFFECTIVENESS OF ONLINE LIVE CLASSES

Q.No.	Question	Inferences from feedback
1	Adopting to online learning	41% of the students couldn't adopt to online learning due to less interaction
2	Time management by faculty	Mostly, faculty manages to complete the topic within time
3	Enriched learning	Sharing of course materials, videos, animations enriched the learning of course contents
4	Clarification of doubts	Doubts are clarified but due to less interaction and time constraint, most of the doubts are not asked
5	Attentiveness and Interaction	40% of the students couldn't pay attention and interact through online
6	Quality of E-content	Good quality of E-content is presented by faculty but needs improvement
7	Reason for attending online classes	Students are serious in learning concepts and attended online classes for exam preparation
8	Teaching methods employed	Teaching methods adopted by faculty are **Effective**



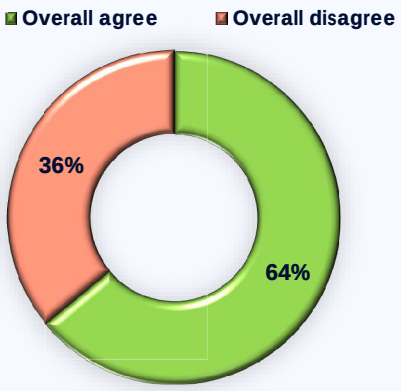
PART B AVAILABILITY AND ACCESSIBILITY OF FACILITIES/RESOURCES

Q.No.	Question	Inferences from feedback
1	Availability of Laptop/Tablet	42% of the students don't own laptop or tablet. Attended online class through **mobile phone**
2	Uninterrupted internet connectivity	67% of the students faced connectivity issue and couldn't pay full attention
3	Delivery of class without interruption	Faculty could able to deliver the online class without much connectivity issue
4	No of online classes per day	Students feel that no of classes per day is **manageable**

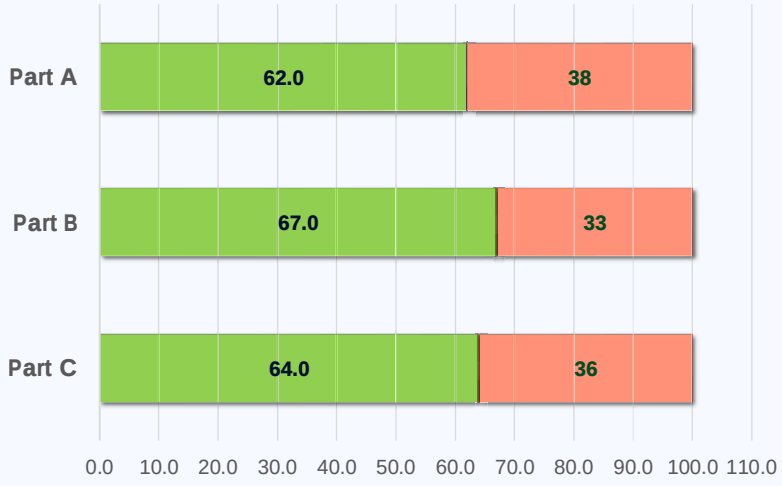


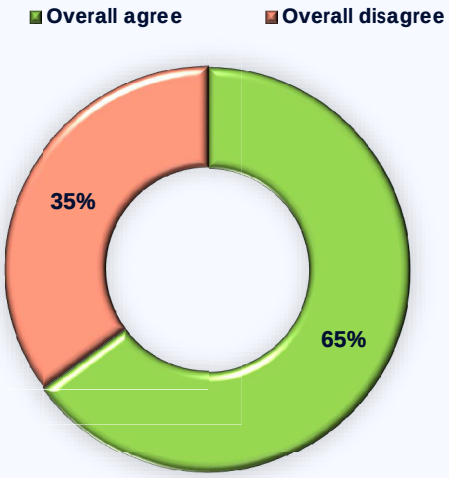
PART C QUALITY OF ONLINE ASSESSMENT

Q.No.	Question	Inferences from feedback
1	Reliability of V-Learn platform	**Highly Reliable**
2	Malpractices	Very few involved in malpractice like **plagiarism**
3	Open Ended Questions	**80%** of the students felt open ended questions are really challenging
4	Students Grievances	Students grievances in assessment and evaluation is addressed properly
5	Overall quality of online assessment	**Satisfactory**
6	Technical problems during online tests	Due to network issue, students faced difficulty in uploading answer scripts



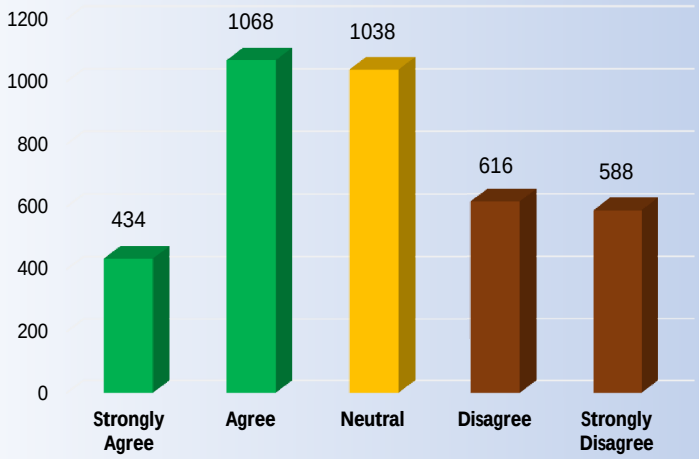
OVERALL RESPONSES

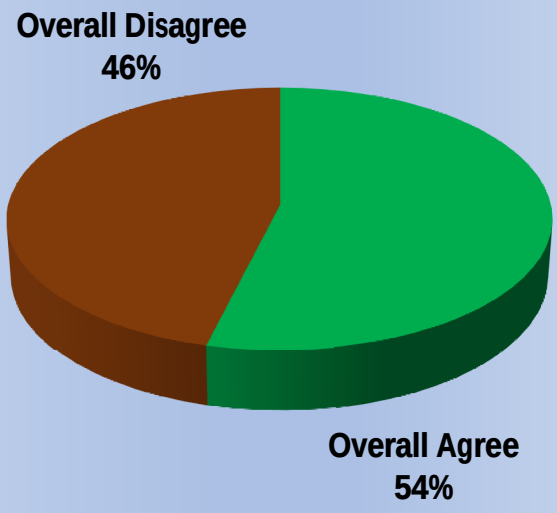




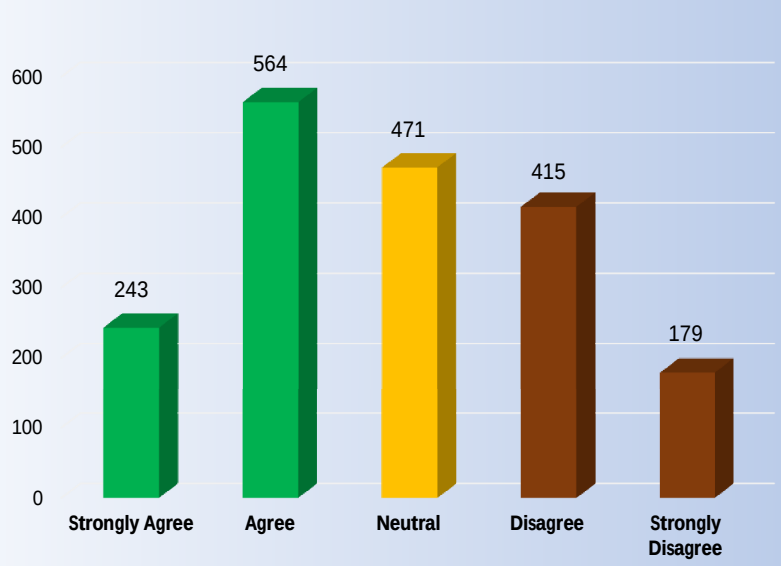
Mechanical Engineering

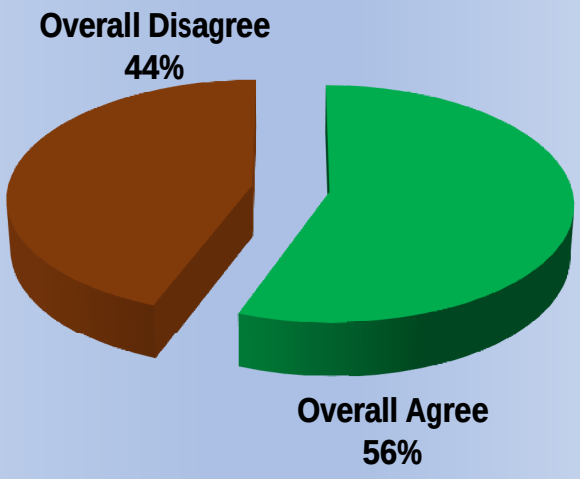
Overall Summary of Effectiveness of online live classes



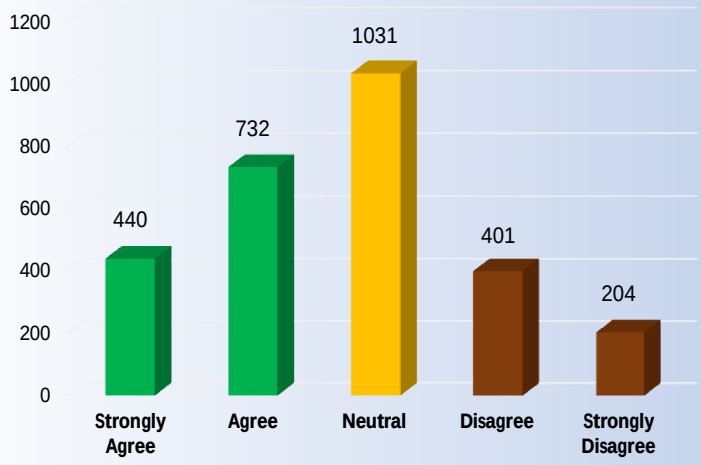


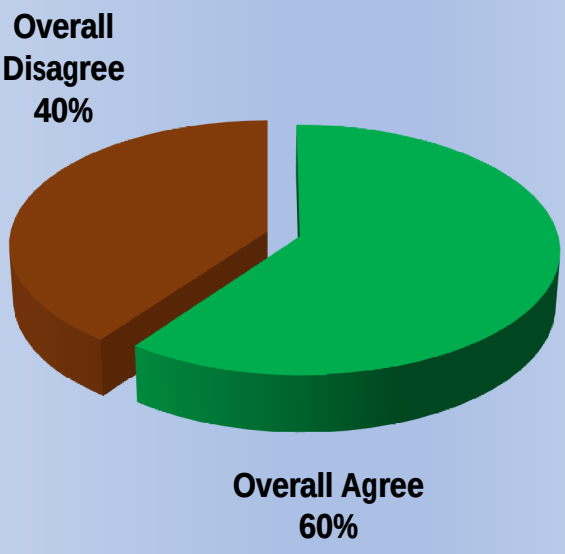
Overall Summary of Availability and accessibility of facilities/resources



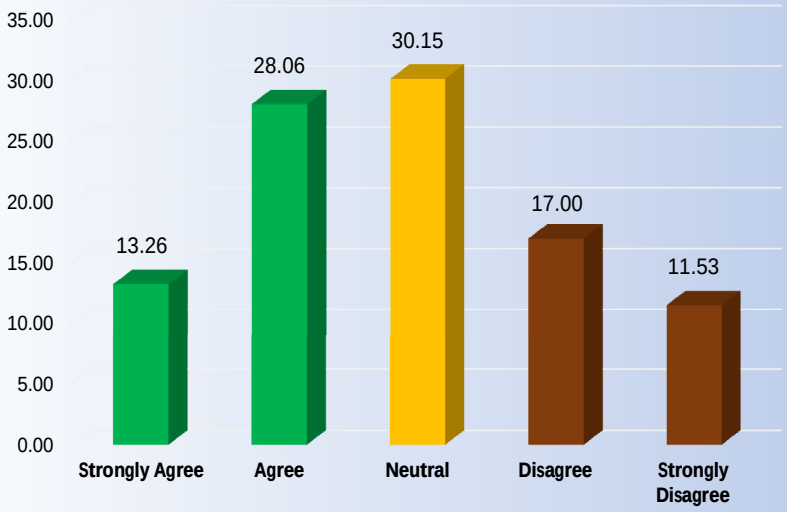


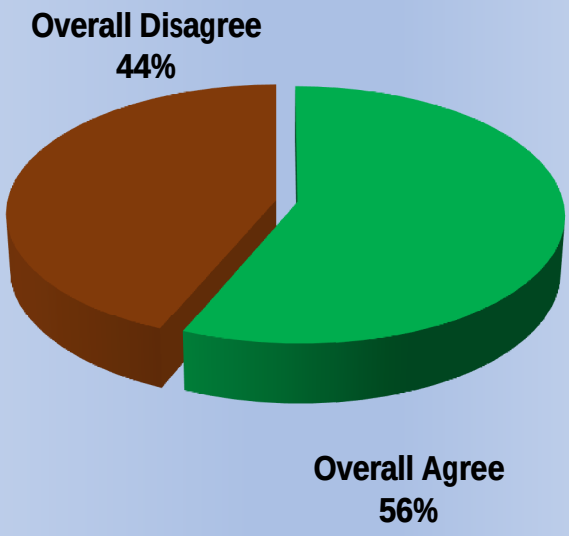
Overall Summary of Quality of Online Assessment





Overall Students Response in %

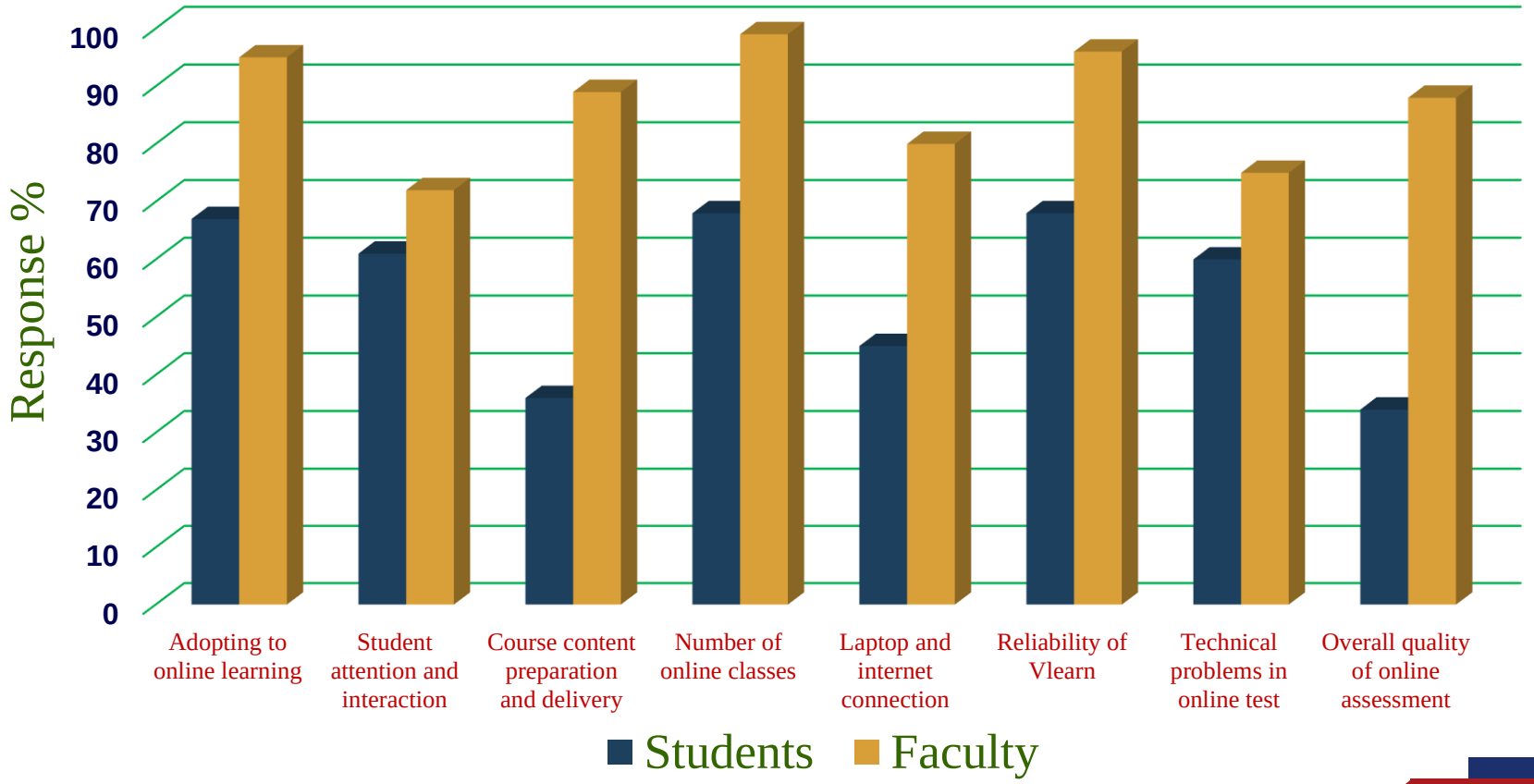




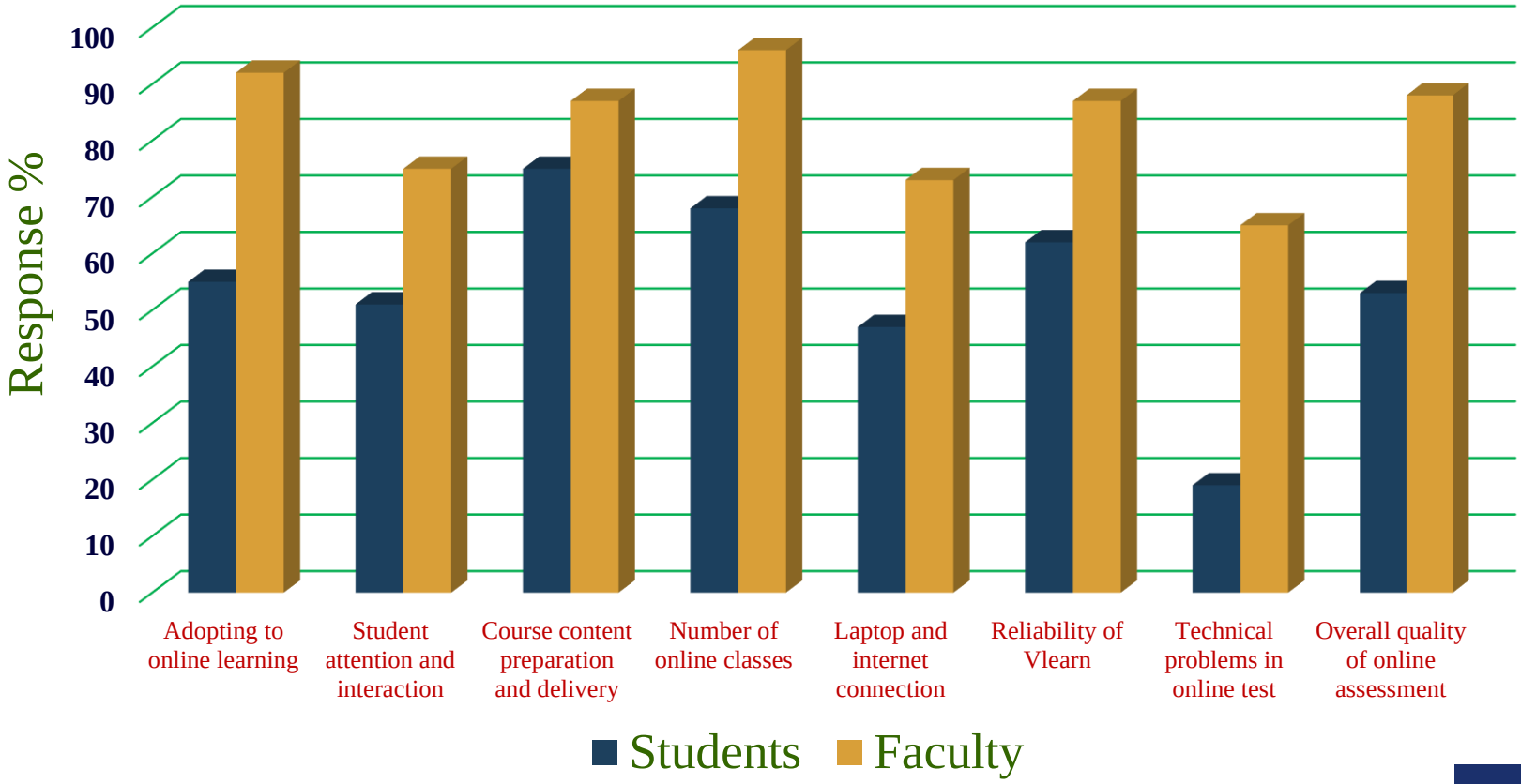
Overall signifcant observations

Overall significant observations

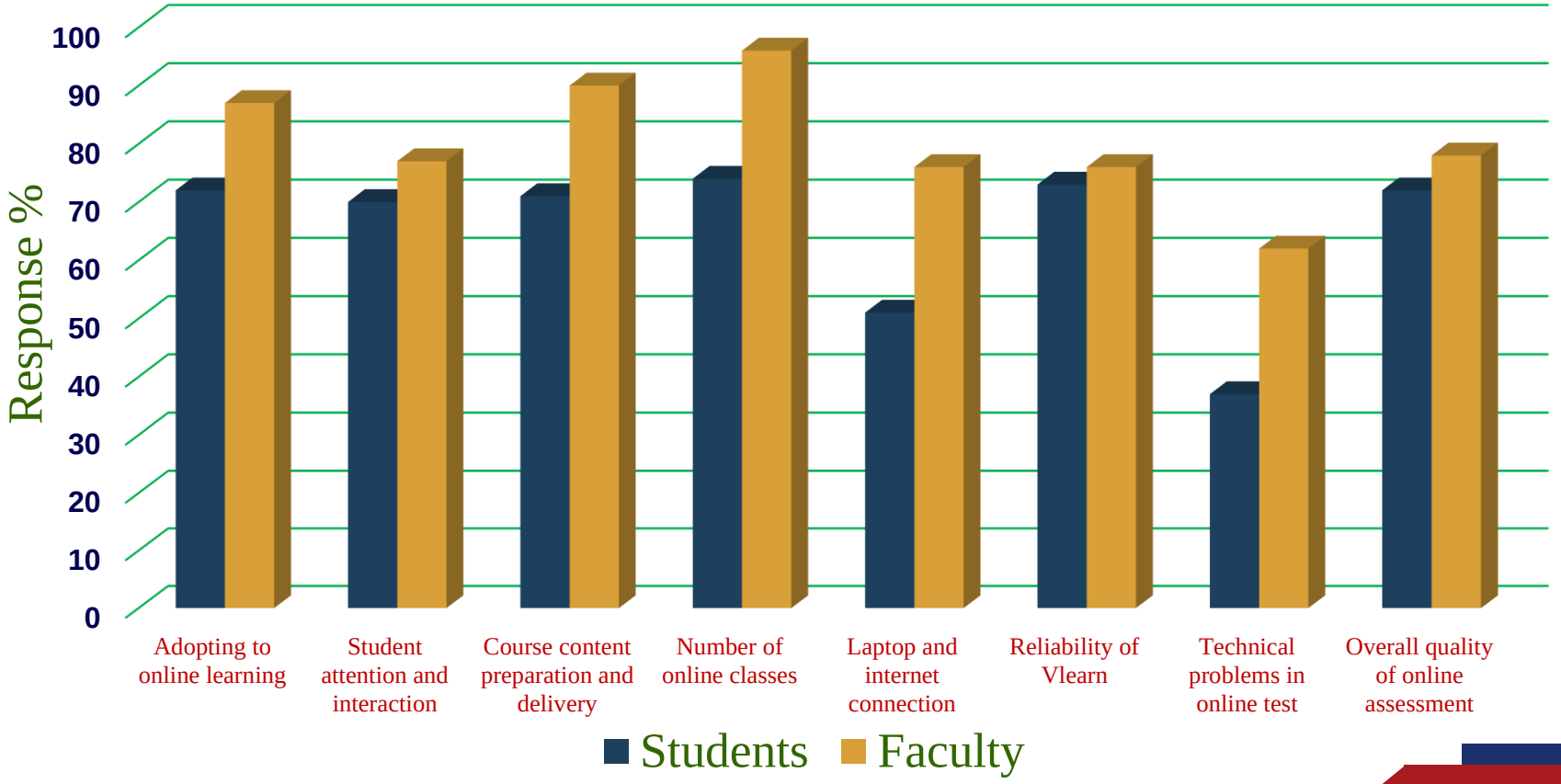
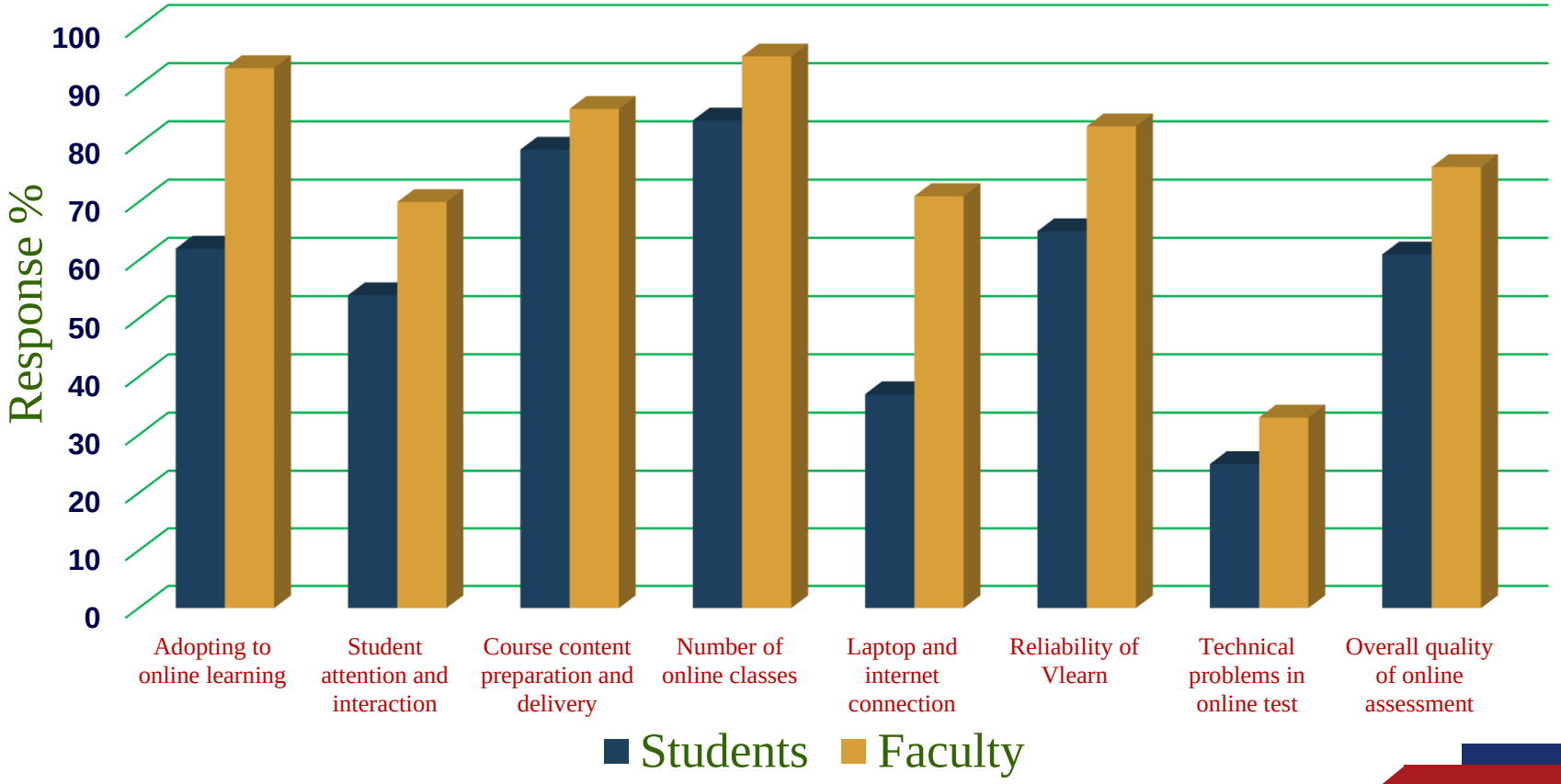
POSITIVE RESPONSE COMPARISON BETWEEN STUDENTS & FACULTY - ECE



POSITIVE RESPONSE COMPARISON BETWEEN STUDENTS & FACULTY - MECHANICAL



POSITIVE RESPONSE COMPARISON BETWEEN STUDENTS & FACULTY - CSE



POSITIVE RESPONSE COMPARISON BETWEEN STUDENTS & FACULTY -FME