MINUTES OF THE

25th MEETING OF INTERNAL QUALITY ASSURANCE CELL

Date: 08.02.2025

Time: 02.30 p.m.

Venue: International Conference Hall

Minutes of the 25th Meeting of
Internal Quality Assurance Cell
Held on 08.02.2025 at 02.30 p.m.
Venue: International Conference Hall

A. OPENING

25.1 Call to Order

Call to order for the 25th Meeting of Internal Quality Assurance Cell (IQAC) on February 08, 2025.

The Vice Chancellor extended a warm welcome to the IQAC Committee members, expressed his special gratitude to the external members for their physical presence, and shared key institutional updates from the previous IQAC meeting.

25.2 To record the leave of absence of the members

Of the 25 members, all the members were present for the meeting.

Please refer to Appendix 1 (Page No. 8) for the members list.

25.3 Approval of Agenda of 25th Meeting of IQAC

The Agenda of the 25th Meeting of IQAC was approved.

Please refer to Appendix 2 (Page No. 9) for the Agenda.

25.4 To review the action taken on the decisions of the 24th Meeting of IQAC held on November 27, 2024

Dr. M. Rajeev Kumar, Dean (QA) has presented the Action Taken Report of the 24th Meeting of IQAC. The observations and action taken is given below:

Item No.	Observation	Action Taken
24.5	To discuss the quantitative metrics consolidated for the AQAR submission for the AY 2023-24	The suggestions have been incorporated into the AQAR, presented to the Executive Council held on 28.12.2024 for approval, and successfully submitted to NAAC on 21.01.2025.
24.6	To discuss the academic initiatives related to NEP 2020 in the proposed R25 regulations	The draft curriculum and the courses of Freshman Engineering have been finalized and are set to be approved in the forthcoming BoS meetings. The courses for higher semesters are yet to be finalized. The courses have been finalized in alignment

		with NEP 2020, based on the following criteria: • Course level • Credit structure • Credit distribution
24.7	To discuss the activities of the Office of R&D for the year 2024-25	Dean (R&D) presented the Work Track Metrics. The committee recommends updating the pending status in the upcoming IQAC meeting
24.8	To discuss the status of NBA accreditation: 5 UG and 1 PG programme	The Expert Team visited the institution from 20.12.2024 to 22.12.2024 to assess the following programmes: • B.Tech. – Biotechnology • Master of Business Administration **Results are awaited.** The process of filling the Pro-forma for Pre-qualifiers for the following Undergraduate Engineering Programmes is in progress: • Biomedical Engineering • Civil Engineering • Computer Science and Engineering • Electronics & Communication Engineering
24.9	To discuss the Awards, Rankings Participated/ Received	The institutional information was submitted to the NIRF India Rankings 2025 under the following categories: • Engineering • Management • Overall • Research • Innovation • SDG Institutions

B. ITEMS FOR DISCUSSION AND CONSIDERATION

25.5 **To discuss the faculty contribution in Projects, Publications & Patents – A comprehensive analysis for the CY/ FY/ AY 2024-25 and plan of action for the Year 2025-26**

Dr. P. Chandrakumar, Dean (R&D), has presented the analysis of faculty contributions in Projects, Publications, and Patents for the year 2024-25. Faculty members from the School of Electrical and Communication, and the Faculty from school of Mechanical and Construction has exceeded the specific requirements for publications. The Dean mentioned that few project proposals are currently under review by funding agencies with a positive outlook for acceptance. Prof. Muttan

raised the query on the availability of systems at the institution to analyze the project proposal submissions. The Dean explained that a major issue identified was the mismatch between faculty specialization and project proposals as perceived by funding agencies. This was critical concern identified this time and looking after into the same issue for further submissions.

Mr. Viswanathan, inquired about student involvement in project proposal submissions. Prof. Muttan emphasized that B.Tech and M.Tech projects should have a strong research focus and called for an increase in product development, patents, and interdisciplinary projects. Dr. A.R. Arvind highlighted that despite a high graduation rate, student engagement in research projects remains low. He questioned why faculty contributions were skewed towards specific departments. Additionally, Dr. A.R. Arvind insisted to follow a monthly tracking system to help to identify and improve progress.

Dr. M. Rajeev Kumar Dean (QA) replied that bi-annual action plan meetings are in place to review and refine the strategies. Mr. Viswanathan praised the institution's target-based planning system and the incentives offered to encourage contributions.

25.6 **To discuss the status of best practices implementation across all Schools**

The best practice(s) to be implemented in the institution for the AY 2024-25 finalized in the 23rd meeting of IQAC held on 13.07.2024 are:

- Research and Innovation
- Courses taught by Industry and International experts (Industry and higher Learning Courses)

Dr. S. Raju Dean (Academics) has followed-up with Deans of the school concerned and presented the interim status of implementation of the same.

Prof. Muttan suggested to focus on interdisciplinary projects to foster innovation and inquired about the available institutional facilities that support interdepartmental and inter-school collaboration. Additionally, he emphasized the need for faculty members to submit interdisciplinary proposals to external agencies, as such proposals are often preferred, and faculty-student collaborations with external institutions and industries to enhance interdisciplinary research.

The Dean (R&D) mentioned that the institution awards credits for proposal submissions as an incentive for faculty and students. Prof. Muttan questioned whether best practices would change annually and stressed that selected practices should be widely communicated to students, faculty, and non-teaching staff. The Dean (QA) clarified that the best practices undergo continuous evaluation and improvement mid-semester to add value each year.

Dr. A.R. Arvind suggested "*Inderscience*", a Scopus-indexed journal, for faculty and students for research publications. Additionally, he raised concerns about the underutilization of research laboratories, particularly the CDIO laboratory. The Dean (R&D) supported the idea of providing seed funding for student product innovation and development and confirmed that the CDIO lab is currently being used by first-year students.

Prof. Muttan suggested circulating the information about available institutional facilities and ensuring that laboratories and research resources are accessible to all students and faculty. He recommended conducting an impact analysis to assess progress and improve decision-making, a proposal supported by Dr. A.R. Arvind. Additionally, Prof. Muttan inquired about the open access to research laboratories, and Dr. A.R. Arvind suggested improving students' technical skills by establishing global connections and also proposed forming a council across universities to facilitate research collaborations.

The Dean (R&D) highlighted the availability of the Institution Innovation Council (IIC) as a platform for research initiatives.

25.7 **To discuss the revised questionnaire designed for feedback on curriculum design from various stakeholders**

Dr. S. Raju Dean (Academics) initiated the discussion by requesting Dr. R. Jaganraj (HoD - Aeronautical) to present the revised questionnaire designed to collect feedback on curriculum design from various stakeholders. Dr. R. Jaganraj presented the revised questionnaire, which was developed based on the National Education Policy (NEP) guidelines, and targeted the following groups:

- Employers/External Project Experts
- Students
- Alumni

- Parents
- Industry Experts
- Academic Faculty Experts

Prof. Muttan identified paraphrasing errors in the feedback forms, particularly in the questionnaires for parents and students, and requested revisions to better align with stakeholders' needs. Dr. A.R. Arvind supported the suggestion of Prof. Muttan for better clarity and effectiveness in feedback questionnarie.

Mr. Viswanathan inquired about how continuous improvement would be implemented based on the feedback collected. He also proposed gathering alumni feedback from their current workplaces or academic institutions.

Mr. Ranjith noted that certain questions were not suitable for students and needed refinement. Mr. Simon mentioned that he had not received any feedback form previously during his ward's study time and observed that while some questions were relevant, others required better phrasing for improved clarity and comprehension.

The Vice Chancellor advised Dean (Academics) to conduct an internal discussion on the feedback questionnaire before presenting it in an open forum. It was suggested that the necessary corrections be incorporated into the questionnaire, followed by further discussion among the Deans and Heads of Departments to ensure effectiveness before finalizing for implementation.

25.8 To discuss the placement statistics for the AY 2024-25

Dr. P. Vijayaraman, Dean (CC), presented the placement statistics for the academic year 2024-25, outlining the key data points and trends observed in the ongoing placement cycle. Dr. A.R. Arvind expressed concerns regarding the low number of entrepreneurial ventures in comparison to the overall placement figures. He emphasized the importance of fostering innovation from the first year of study and stressed the need for tracking and verifying progress through ARAI. He highlighted the available resources that could be leveraged for this purpose.

Additionally, Dr. A.R. Arvind also noted that the number of internships secured by students was quite low. He suggested presenting comprehensive data on placements, higher studies, and entrepreneurship among final-year students to provide a clearer picture of student career progression.

The Vice Chancellor supported the suggestions put forth, emphasizing the need for improvements in placement strategies, entrepreneurial initiatives, and internship opportunities.

The Dean (R&D) informed the members that new regulations are being formulated to make internships compulsory for all students in the 6th semester. This initiative aims to enhance practical exposure and career readiness.

Mr. Viswanathan recommended identifying suitable opportunities and equipping students with proper training to improve their skills and employability. Mr. Simon suggested offering training programs to all students to bridge skill gaps and increase placement success. Prof. Muttan proposed an approach focused on identifying students' individual talents and tailoring training programs to meet their specific needs.

The Dean (CC) acknowledged with the proposed recommendations for structured initiatives to enhance placements and implementation as part of the ongoing academic and placement enhancement strategies.

25.9 To discuss the status of NBA accreditation

Dr. M. Rajeev Kumar, Dean (QA) informed the members that the National Board of Accreditation (NBA) Expert Team had visited the institution from December 20, 2024 to December 22, 2024, to evaluate the Self Assessment Report (SAR) submitted for B.Tech. – Biotechnology and Master of Business Administration programmes. The results of the accreditation evaluation are currently awaited.

The Dean (QA) brought to the notice of the committee on the progress of filling the Pro-forma for Pre-qualifiers under Tier-I accreditation for the following Undergraduate Engineering Programmes:

❑ Biomedical Engineering
❑ Civil Engineering
❑ Computer Science and Engineering
❑ Electronics & Communication Engineering

He emphasized that the last date for pre-qualifiers submission is 22/02/2025. Additionally, he provided an update on the status of filling the Pro-forma for Compliance for the Undergraduate Aeronautical Engineering and Mechanical Engineering Programmes.

25.10 **To discuss the Awards, Rankings Participated/ Received**

Dr. M. Rajeev Kumar, Dean (QA), provided the overview of the awards and rankings participated/ received. Dean (QA) shared that the institution has been honored with the IEI Engineering Education Excellence Award - Gold under the category of Best Engineering Institution and Colleges for the year 2024. He also emphasized that the institution has been ranked in the Times Higher Education (THE) World University Rankings 2025 in the Engineering category, securing a place in the Band 1001-1250.

Dean (QA) informed that institutional data was meticulously collected, analyzed, and submitted for the NIRF Rankings 2025 under the following categories:

- ❑ Engineering
- ❑ Management
- ❑ Overall
- ❑ Research
- ❑ Innovation
- ❑ SDG Institutions

A detailed comparative analysis was presented, showcasing the predicted NIRF 2025 scores against the rankings and scores from previous years (2024, 2023, 2022, 2021, and 2020) in the Engineering, Overall, University and Management categories.

C. Closing

25.11 **Any other item(s) with the permission of the Chair**

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25.12 **To consider and approve the date for conducting the next IQAC meeting**

The next meeting of IQAC is proposed to conduct during the second week of May 2025. The date will be finalized in consultation with the chairman of the committee and notified to all members well in advance to ensure maximum participation.

25.13 **To conclude with the Vote of Thanks by Dean (QA)**

Dr. M. Rajeev Kumar Dean (QA) proposed the vote of thanks.

Appendix 1   Members Present/ Absent

1. Prof. Rajat Gupta
   Vice Chancellor   **Chairperson**

2. Mrs. Rangarajan Mahalakshmi K.
   Chairperson and Managing Trustee   **Member (Management representation)**

3. Dr. S. Muttan Professor of Eminence,
   Centre of Medical Electronics, Department
   of ECE, College of Engineering, Anna
   University Guindy   **Member (Academic Expert)**

4. Mr. Viswanathan Venkata Subramanian,
   Senior Manager, Talent Acquisition, Wipro
   Limited, Chennai   **Member (Employer representation)**

5. Dr. A. R. Arvind
   DGM-Engine machining & EV projects,
   Project Planning, Ashok Leyland Limited,
   Chennai   **Member (Industry representation)**

6. Mr. J. E. Simon,
   Station Manager Railways (Retired).   **Member (Local Nominee)**

7. Mr. Ranjith A (VT No. 071),
   Partner Cloud Solution Architect, Microsoft
   Corporation.   **Member (Alumni Representation)**

Senior Administrator

8. Dr. R. Sivaraman
   Processor & Pro-Vice Chancellor

9. Dr. E. Kannan
   Professor & Registrar

10. Dr. S. Ramesh
    Professor and Controller of
    Examination

11. Dr. S. Raju
    Professor & Dean (Academics)

12. Dr. P. Chandrakumar,
    Professor, Dean (R&D and Industry
    Relations & TBI)

13. Dr. P. Suresh,
    Professor & Dean (International
    Relations & HRDC)

14. Dr. P. Vijayaraman,
    Dean (Campus to Corporate)

15. Dr. K. Jagajjanani Rao
    Dean (Research Studies)

Senior Faculty

16. Dr. S.P. Chokkalingam
    Professor & Dean (SoC)

17. Dr. R. S. Valarmathi,
    Professor & Dean (SoEC)

18. Dr. Gunasekaran
    Professor & Dean (FME)

19. Dr. B. Venugopal
    Professor & Dean (SoL)

20. Dr. M. S. R. Mariyappan,
    Professor & Dean (SoM)

21. Dr. E. Suresh Paul
    Professor & Dean (SoMTC)

22. Dr. A. Jayabal
    Professor & Dean (SCoM)

23. Dr. Mathew Alphonse,
    Associate Professor (Mech.)

Student Representative

24. Ms. Pasupuleti Rekha
    Shanmukhi, (VtU19523)
    (4th Year CSE)

25. Ms. Sneha Paul. J (VtA1179)
    (5th Year B.A. LL.B)

Member Secretary

26. Dr. M. Rajeev Kumar,
    Dean (Quality Assurance)

Members not attended the meeting: Nil

Appendix 2	Agenda of the 25th Meeting of IQAC

Vel Tech Rangarajan Dr. Sagunthala

R&D Institute of Science and Technology

Office of Quality Assurance

25th **MEETING OF INTERNAL QUALITY ASSURANCE CELL**

Date & Time: 08.02.2025 @ 02.30 pm   Venue: International Conference Hall

Draft Agenda

A. Opening

Item No.		Presenter
25.1	Call to Order	Chair
25.2	To record the leave of absence of the members	Chair
25.3	Approval of the Agenda for the 25th Meeting of IQAC	Chair
25.4	To review the action taken on the decisions of the 24th Meeting of IQAC held on November 27, 2024	Chair

B. Items for Discussion and Consideration

Item No.		Presenter
25.5	To discuss the faculty contribution in Projects, Publications & Patents – A comprehensive analysis for the CY/ FY/ AY 2024-25 and plan of action for the Year 2025-26	DRD
25.6	To discuss the status of best practices implementation across all Schools	DA
25.7	To discuss the revised questionnaire designed for feedback on curriculum design from various stakeholders	
25.8	To discuss the placement statistics for the AY 2024-25	DCC
25.9	To discuss the status of NBA accreditation	DQA
25.10	To discuss the Awards, Rankings Participated/ Received	DQA

C. Closing

Item No.		Presenter
25.11	Any other item(s) with the permission of the Chair	
25.12	To consider and approve the date for conducting the next IQAC meeting	
25.13	To conclude with the Vote of Thanks by Dean (QA)	