



**Minutes of the 27<sup>th</sup> Meeting of  
Internal Quality Assurance Cell  
Held on 16.09.2025 at 02.30 p.m.  
Venue: International Conference Hall**



**A. OPENING**

**27.1 Call to Order**

Call to order for the 27<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) on September 16, 2025.

The 27<sup>th</sup> Meeting of the IQAC was formally called to order by the Honourable Vice Chancellor, who extended a warm welcome to all the esteemed members of the IQAC Committee.

In his opening remarks, the Vice Chancellor expressed his heartfelt gratitude to the external members, Dr. S. Muttan and Mr. J.E. Simon for their physical presence, and Dr. A. R. Arvind for joining online, acknowledging their continued support and valuable contributions toward the institution's quality enhancement initiatives. He further shared key institutional developments and progress made since the last IQAC meeting.

**27.2 To record the leave of absence of the members**

Of the 27 members, 23 were present for the meeting.

Please refer to Appendix 1 (Page No. 11) for the members list.

**27.3 Approval of Agenda of 27<sup>th</sup> Meeting of IQAC**

The Agenda of the 27<sup>th</sup> Meeting of IQAC was approved.

Please refer to Appendix 2 (Page No. 12) for the Agenda.

**27.4 To review the action taken on the decisions of the 26<sup>th</sup> Meeting of IQAC held on June 14, 2025**

Dr. M. Rajeev Kumar, Dean (QA) has presented the Action Taken Report of the 26<sup>th</sup> Meeting of IQAC. The observations and action taken is given below:

<b>Item No.</b>	<b>Observation</b>	<b>Action Taken</b>
26.5	To discuss the promotion under Career	<ul style="list-style-type: none"><li>Faculty have been made well aware of the performance categorization criteria, corresponding institutional</li></ul>

	Advancement Scheme (CAS) and Performance based Faculty Appraisal System conducted for AY 2024-25	<p>incentives, and the rubrics and evaluation templates for PBFAS to ensure clarity and transparency.</p> <ul style="list-style-type: none"> <li>To enhance the quality of publications considered for CAS, Conference publications will not be considered for assessment from next academic year onward.</li> </ul>
26.6	To discuss strategies for enhancing publication quality through collaborations	<ul style="list-style-type: none"> <li>Initiated strategies to increase the no. of publications in High-Quartile Journals and to accelerate patent filing/publishing initiatives.</li> <li>Facilitating inter-school and interdisciplinary project collaborations to promote innovative and cross-domain research.</li> <li>Conducted school-wise awareness sessions on issues related to article/journal retraction and delisting from indexed databases to ensure research integrity and quality compliance.</li> </ul>
26.7	a) To discuss the placement statistics for the AY 2024-25	<ul style="list-style-type: none"> <li>Place AI: An application integrated with past data to predict placement patterns is currently under development.</li> </ul>
	b) To discuss the statistics of higher studies for the AY 2024-25	<ul style="list-style-type: none"> <li>A gap analysis of the institution's higher studies trends with those of developed nations is conducted for further areas of improvement.</li> <li>20+ international higher education awareness sessions conducted, featuring representatives from the Embassies of France, Germany and Taiwan.</li> <li>Student Ambassadors appointed to provide peer-to-peer guidance on SOPs, LORs, test preparation, and timelines to the next batch of students.</li> <li>Dedicated workshops for GRE, IELTS, TOEFL, and GMAT preparation and Awareness sessions on major government-funded and institutional scholarships is organized.</li> </ul>
26.8	To discuss the status of NBA accreditation	<ul style="list-style-type: none"> <li>Two rounds of mock visit for the departments have been completed.</li> <li>Preparation of documentary evidence is under progress.</li> </ul>
26.9	To discuss the Awards, Rankings Participated/ Received	<ul style="list-style-type: none"> <li>Conducted an analysis of the NIRF India Rankings 2025 and benchmarked them against Tamil Nadu-based ranked institutions.</li> </ul>

		<ul style="list-style-type: none"> <li>Measures have been initiated to prepare the pre-qualifiers and conduct the initial level screening of eligible UG engineering programmes.</li> </ul>
--	--	---

## B. ITEMS FOR DISCUSSION AND CONSIDERATION

27.5	<p><b>To discuss the analysis of observations from the Academic Audit conducted for AY 2024-25</b></p> <p>The committee reviewed the observations from the Academic Audit for AY 2024-25, conducted during August 2025 across various departments. The Deans of the Schools concerned presented the key findings and recommendations from the audit reports of the departments concerned during the meeting. The key discussions and recommendations are provided below:</p> <p><b>School of Computing:</b></p> <p><b>Discussion:</b></p> <p>The review focused on curriculum gaps, stakeholder feedback, and alignment of Course Outcome (COs) and Program Outcome (POs). It was suggested to collect and analyze feedback from students, alumni, and industry experts to strengthen curriculum design. Course Coordinators (CC) were advised to review and update CO–PO–PSO mapping, ensuring faculty receive POs before syllabus preparation. The inclusion of emerging technologies such as Cloud Computing and Docker was recommended to enhance industry relevance. The committee emphasized proper CO–PO mapping with balanced contact hours, introducing additional or Value-Added Courses (VACs) where gaps are identified.</p> <p>Data Science courses are to remain application-oriented, and project titles are to be centrally tracked to ensure uniqueness and encourage student publication and patent filing.</p> <p>Common rubrics are to be used for experiments and projects to ensure fair assessment. Employer feedback obtained through online and placement channels to be systematically compiled. Teaching–learning methods are to be balanced between traditional and innovative approaches and documented in the syllabus for consistent implementation.</p> <p><b>Resolution:</b></p> <p>It was resolved that stakeholder feedback be consolidated and analyzed for curriculum improvement, and CO–PO–PSO mapping be systematically reviewed and aligned. Emerging technologies are to be integrated into the curriculum, and additional courses to be introduced to address mapping gaps. The student project and assessment processes standardized, while employer feedback is to be effectively utilized for updating the syllabus. Teaching–Learning</p>
------	--

methods have to be documented to ensure effective delivery and continuous quality enhancement.

### **School of Electrical & Communication:**

#### **Discussion:**

The committee reviewed the automation practices in academics and assessments, curriculum enhancement, and faculty engagement. It was noted that student attendance is effectively managed through the Academic Management System (AMS) with automated reports and notifications, and further automation using learning technology may be explored as a university-wide initiative. The proposal to conduct one of the three internal tests as an open book test was discussed, emphasizing the need for faculty training in question design and suggesting workshops to build readiness. The committee observed that the audit report of the Department of Biomedical Engineering was too generic and recommended including a briefing on departmental procedures and the academic audit manual to ensure future reports with detailed departmental analysis for actionable outcomes. Integration of Artificial Intelligence (AI) and Machine Learning (ML) into biotechnology courses was discussed, highlighting the importance of reliable datasets through collaborations with research institutes such as Indian Institute of Spices Research (IISR) and Tamil Nadu Agricultural University (TNAU). It was proposed to explore AI/ML-focused electives aligned with the ongoing Bio-AI initiatives. Access to datasets from platforms like Kaggle was also discussed, and it was decided that the existing School of Computing subscription could be shared with the ECE department to support project-based learning. Clarification was made that each course may align with one or two PSOs rather than all, and assignments and seminars may contribute to CO–PO mapping by enhancing communication and ethical competencies. In addition, the committee advised the faculty to participate as evaluators in hackathons such as SIH to strengthen problem-solving and mentoring capabilities.

#### **Resolution:**

It was resolved that student attendance will continue to be managed through AMS with automated notifications, and further automation opportunities will be explored. The audit team will be requested to provide more specific, course-level recommendations in future reports. AI/ML-based electives in biotechnology will be introduced through collaborations ensuring access to large datasets. PSOs will be mapped to relevant courses for meaningful alignment, while assignments, seminars, and similar activities will be integrated into CO–PO mapping with emphasis on communication and ethics. Faculty will be encouraged to participate actively as evaluators in hackathons to enhance their exposure and improve student mentorship quality.

## **School of Mechanical & Construction**

### **Discussion:**

The committee discussed the need to enhance automation, assessment monitoring, and evaluation practices. It was noted that certain activities, such as attendance tracking and preparation of meeting minutes, are still managed manually and could be automated to improve efficiency. The audit experts also emphasized the need for better monitoring of absenteeism and ensuring assessments are aligned with Bloom's taxonomy levels. Faculty were advised to verify that assessments meet the cognitive levels prescribed under Revised Bloom's Taxonomy, with support from a department scrutiny committee. To ensure fairness in evaluation, it was recommended that random student answer scripts be periodically reviewed. The committee further discussed the limited number of industry-relevant projects and proposed the inclusion of more collaborative and capstone projects incorporating Technology Readiness Levels (TRL).

The audit team's suggestion regarding attendance marks was also reviewed. It was recommended that attendance be considered only for eligibility purposes, and the marks currently allotted to attendance could be reassigned to assignments. Additionally, it was suggested that the department Project Review Committee should include publications as one of the evaluation rubrics to promote research output.

### **Resolution:**

It was resolved that attendance tracking and preparation of meeting minutes will be automated wherever feasible, and absenteeism will be monitored digitally. Assessments will be reviewed and aligned with Revised Bloom's Taxonomy (RBT) levels, with fairness ensured through periodic random script checks. Faculty will be encouraged to enhance industry collaboration and introduce capstone projects integrating TRL parameters. The audit team's recommendation to consider attendance marks for eligibility and include publications as a rubric in project evaluation will be reviewed and referred to the academic office for further consideration and possible implementation.

## **School of Sciences and Humanities**

### **Discussion:**

The committee deliberated on the audit observations of predominant focus of current assessments on lower-order cognitive levels (K1–K2) of RBT, and the audit team recommended to increase the assessment level to higher-order levels (K3 and above). The committee agreed to prepare clear guidelines defining the percentage distribution of marks

across different cognitive levels. Further, discussions emphasized the need for the curriculum to provide explicit and systematic support for various student categories—slow learners and advanced learners—through well-defined learning activities, assessment mechanisms, and evaluation strategies.

The importance of developing transparent rubrics for assignments and model examinations was discussed to ensure clarity in awarding marks and alignment with COs. The committee stressed maintaining consistency and documentation in evaluation using these rubrics. It was also noted that threshold analysis for attainment values was not included earlier; hence, it has now been incorporated to systematically measure achievement levels. Additionally, the committee recommended increasing the number of systems in the Language Lab from 60 to 75 to facilitate individual student access. The need to elevate the K-levels of CO3, CO4, and CO5 to higher-order cognitive domains was also discussed to strengthen academic rigor and outcome alignment.

**Resolution:**

It was resolved that the department will develop and implement guidelines to ensure balanced distribution of marks across all the COs', emphasizing higher-order cognitive skills. The curriculum will explicitly include structured provisions to support all categories of students, with defined guidelines for differentiated learning and evaluation. Rubrics for assignments and model examinations will be strengthened, mapped to respective Course Outcomes, and consistently applied to ensure transparency in assessment. Threshold analysis for attainment values will be integrated into all course assessments. The number of systems in the Language Lab will be increased from 60 to 75 to improve accessibility. Further, higher-order cognitive levels (K3 and above) will be incorporated in CO3, CO4, and CO5 to enhance academic depth and learning outcomes.

**School of Management**

**Discussion:**

The committee discussed the audit team's observations, which emphasized the inclusion of online learning resources for each course in the syllabus, alongside prescribed textbooks and reference books. It was recommended that prerequisite courses, currently mentioned only in lesson plans, be formally incorporated into the syllabus. For online content, preference will be given to SWAYAM/NPTEL courses rather than third-party platforms. The committee also highlighted the need for both faculty and students to actively utilize listed resources rather than treating them as formal inclusions. Faculty members should thoroughly review all textbooks

and references to provide effective guidance, while students should be encouraged to engage with these resources through seminars, projects, and action-based learning activities.

Further, the importance of continuity and uniformity in teaching was stressed by mandating faculty to review previous course files before offering a course, ensuring consistency in teaching methods, content coverage, and evaluation across batches. It was decided to include CO–PO attainment details, Vision and Mission statements, and prescribed books in faculty logbooks to strengthen documentation and academic alignment.

In addition, the committee discussed the need to expand access to reputed e-resources such as Elsevier, in addition to existing subscriptions to Taylor & Francis through Knimbus, to enhance research and publication quality. For the MBA program, the committee recommended streamlining evaluation by replacing the two internal evaluations with one comprehensive evaluation, supported by an open day for answer script review, and ensuring proper documentation. The importance of time management in examinations was also emphasized, with the allocation of time per mark to be indicated in question papers. Finally, it was noted that audit reports should be prepared in coordination with the Dean and Heads of Departments to ensure clarity and actionable outcomes.

**Resolution:**

It was resolved to include online resources for all subjects in the syllabus, with a preference for SWAYAM/NPTEL courses, and to incorporate prerequisite courses formally into the syllabus. Faculty will be required to study all prescribed materials and ensure that students engage with recommended resources through structured learning activities. Review of previous course files will be made mandatory to maintain continuity in teaching and assessment. The course file has to be ensured with Vision and Mission statements, CO–PO attainment, and prescribed books for reference, while the Vision and Mission statements need not be included in the log book. Access to reputed e-journals, including Elsevier, will be expanded to strengthen research and publications. The MBA evaluation process will be streamlined to a single internal evaluation with transparent documentation. Finally, improved coordination among auditors, the Dean, and HODs will be implemented to ensure well-aligned, actionable audit reports.

**School of Commerce**

**Discussion:**

The committee reviewed the audit team’s recommendation to strengthen curriculum relevance by integrating current national and international developments, such as trade wars, policy shifts, and technological advancements, into the teaching-learning process. It was emphasized that exposure to such developments would help students understand their economic, industrial,

	<p>and societal impacts, particularly in relation to India’s future manufacturing and policy landscape. Faculty were encouraged to adopt case-based and activity-oriented learning approaches, utilizing newspapers, online applications, and real-world examples to keep students informed of emerging trends.</p> <p>The committee further discussed extending these practices across programs, noting that case-based learning is already being effectively implemented in MBA and first-year BBA courses. To deepen engagement and enhance entrepreneurial orientation, it was suggested that students be encouraged to participate in initiatives conducted by the Institution Innovation Council (IIC) and the Technology Business Incubator (TBI). Activities such as internal hackathons and collaborative events with industry representatives were recognized as valuable opportunities to strengthen students’ innovation, leadership, and industry-interaction skills.</p> <p><b>Resolution:</b></p> <p>It was resolved to integrate current national and international developments into the curriculum through case studies, activity-based learning, and real-time resource utilization. Faculty will guide students to analyze socio-economic and policy implications of global and national issues, fostering civic and industrial awareness. Departments will encourage student participation in IIC and TBI programs, internal hackathons, and industry-linked activities to promote entrepreneurial thinking and practical engagement. These initiatives will be systematically incorporated into teaching plans to ensure continuous student exposure to contemporary developments and real-world problem-solving.</p> <p>The committee concluded to implement the above resolutions and monitor their execution through subsequent academic reviews and Board of Studies (BoS) proceedings.</p>
27.6	<p><b>To discuss the Rankings Received and status of NBA accreditation</b></p> <p><b>Discussion:</b></p> <p>The committee reviewed the parameter-wise NIRF 2025 Institutional Score and observed considerable improvement in Teaching, Learning &amp; Resources, Graduation Outcomes, and Perception. It was noted that the institution continues to recruit only PhD-qualified candidates for faculty positions, ensuring diversity and experience. However, further efforts are needed to enhance overall performance. While the institution’s ranking remains below that of top institutions such as the IITs, the committee emphasized the importance of sustainable, long-term improvement over short-term parity.</p> <p>Measures have been initiated to improve the quality and quantity of publications, and awareness sessions have been conducted to educate faculty on article retractions and journal delisting from indexing databases. A comparative NIRF analysis with ranked institutions from</p>

	<p>Tamil Nadu highlighted specific parameters requiring focused attention. Strategic and targeted initiatives were proposed to enhance both short-term outcomes and long-term institutional performance.</p> <p><b>Resolution:</b></p> <p>It was resolved to continue recruiting only PhD-qualified faculty while maintaining diversity and experience within the departments. A comprehensive gap analysis will be conducted to identify weaker parameters and to develop targeted action plans aimed at improving research productivity, publications, and patents. The committee agreed to focus strategically on strengthening perception through increased engagement with academicians and industry stakeholders. Identified low-hanging parameters will be prioritized for immediate improvement to achieve measurable progress in NIRF scores. Progress across all key indicators will be monitored periodically to ensure consistent enhancement in rankings and alignment with the institution’s long-term goals.</p>
27.7	<p><b>To discuss strategies and faculty awareness regarding ethical publications and contributions towards quality research</b></p> <p><b>Discussion:</b></p> <p>The committee reviewed the institution’s research and innovation progress, noting 43 patents with commercial potential. Under the EDII IVP, six out of sixteen proposals have been sanctioned with ₹3 lakh support each, while the remaining are under consideration for future funding. It was emphasized that reliance solely on EDII funding is insufficient, and faculty should be encouraged to explore other funding programs. A centralized portal to verify the publication article submissions and progress by the faculty and research scholars is in place.</p> <p>The discussion also highlighted the importance of prioritizing quality technology development and ethical publication practices. Faculty with PhDs are expected to produce three publications per year, targeting 3000 publications annually, with a target of 1000 publications in Q1 journals. Student research is also being strengthened, with a target of 400 publications per year. Student capstone projects can be treated as research initiatives with defined timelines and deliverables emphasizing product development, technology transfer, or commercialization.</p> <p><b>Resolution:</b></p> <p>It was resolved to continue efforts toward patent commercialization while exploring additional funding avenues beyond EDII support. A central research portal will be established to guide faculty in identifying suitable grants and funding programs. The committee agreed to emphasize quality research outputs and ethical publication practices by aligning R&amp;D targets with achievable and impactful results. Faculty and students will adhere to defined publication targets, ensuring that both quantity and quality are maintained. UG, PG, and capstone projects</p>

	will be closely monitored to promote industry-linked, outcome-based research, thereby fostering a strong culture of innovation, ethics, and high-quality publications within the institution.
<b>C. Closing</b>	
27.8	Any other item(s) with the permission of the Chair -
27.9	<b>To consider and approve the date for conducting the next IQAC meeting</b>  The next meeting of IQAC is proposed to conduct during the second week of December 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.
27.10	<b>To conclude with the Vote of Thanks by Dean (QA)</b>  Dr. M. Rajeev Kumar Dean (QA) proposed the vote of thanks.

**Member Secretary**  
**Dr. M. Rajeev Kumar**  
 Dean - Quality Assurance

**Vel Tech**  
 Rangarajan Dr. Sagunthala  
 R&D Institute of Science and Technology  
(Deemed to be University) Est. as 3 of UGC Act, 1956

**Chairman**

**Prof. Rajat Gupta**  
 Vice Chancellor

**Vel Tech**  
 Rangarajan Dr. Sagunthala  
 R&D Institute of Science and Technology  
(Deemed to be University) Est. as 3 of UGC Act, 1956

**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 & 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. M.S. Murali Dhar  
Professor & Dean (FME)
19. Dr. B. Venugopal  
Professor & Dean (SoL)
20. Dr. K. Ravishankar,  
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. Mr. Shaik Sattar (VTU24523)  
3<sup>rd</sup> Year, B.Tech. - ECE., Vel Tech
25. Mr. Syed Shamsudeen (VTA3475)  
2<sup>nd</sup> Year, B.Com., Vel Tech

**Special Invitee**

26. Ms. Eskandhaa K Vel  
Assistant Director, Vel Tech

**Member Secretary**

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

**Members not attended the meeting: 04**



**Vel Tech Rangarajan Dr. Sagunthala**  
**R&D Institute of Science and Technology**  
*Office of Quality Assurance*



**27<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**

**Date & Time: 16.09.2025 & 02.30 pm**

**Venue: International Conference Hall**

**Draft Agenda**

**A. Opening**

<b>Item No.</b>		<b>Presenter</b>
27.1	Call to Order	Chair
27.2	To record the leave of absence of the members	Chair
27.3	Approval of the Agenda for the 27 <sup>th</sup> Meeting of IQAC	Chair
27.4	To review the action taken on the decisions of the 26 <sup>th</sup> Meeting of IQAC held on June 14, 2025	Chair

**B. Items for Discussion and Consideration**

<b>Item No.</b>		<b>Presenter</b>
27.5	To discuss the analysis of observations from the Academic Audit conducted for AY 2024-25	School Deans
27.6	To discuss the Rankings Received and status of NBA accreditation	DQA
27.7	To discuss strategies and faculty awareness regarding ethical publications and contributions towards quality research	DRD

**C. Closing**

<b>Item No.</b>		<b>Presenter</b>
27.8	Any other item(s) with the permission of the Chair	
27.9	To consider and approve the date for conducting the next IQAC meeting	
27.10	To conclude with the Vote of Thanks by Dean (QA)	