

Vels Institute of Science, Technology and Advanced Studies (VISTAS)  
Internal Quality Assurance cell (IQAC)  
Vels University, Chennai  
Email: [director.iqac@velsuniv.ac.in](mailto:director.iqac@velsuniv.ac.in)

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**IQAC Coordinator**

**23.10.2017**

**CIRCULAR**

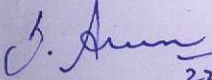
I am by direction to inform you that, IQAC meeting will be held on 28.10.2017 (Saturday) at 11.00 am in the IQAC Hall, Engineering Block.

The agenda for the meeting is as follows:

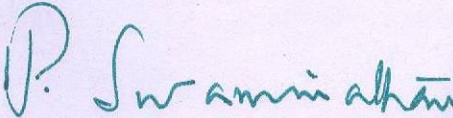
**Agenda**

1. Action Taken Report of the Previous Meeting held on 02.06.2017.
2. Review of Academic Audit for the academic year 2016-2017.
3. Any other item with permission of the chair.

The members of IQAC are requested to attend the meeting.

  
23/10/17  
**IQAC Coordinator**

  
23.10.17  
**Registrar**

  
23/10/17  
**Vice Chancellor i/c**



# Vels University

IQAC Meeting – 28<sup>th</sup> October 2017

S.No	Name	Designation & Address	Signature
<b>CHAIRPERSON</b>			
1	Dr. P. Swaminathan	Vice- Chancellor i/c, VISTAS	P. Swaminathan
<b>THREE ADMINISTRATIVE OFFICIALS AND SIX SENIOR TEACHERS</b>			
2	Dr. A.R.Veeramani	Registrar, VISTAS	-
3	Dr. S. Venkataraman	Controller of Examination, VISTAS	S. Venkataraman
4	Dr. M.Chandrasekaran	Dean i/c (Academic Courses), VISTAS	M. Chandrasekaran
5	Dr. S.Sathesh Kumar	Dean i/c (Academic Research), VISTAS	S. Sathesh Kumar
6	Dr. P.Mahalingam	Dean i/c (Student Affairs), VISTAS	-
7	Dr. R.Dinakaran Michael	Dean, School of Life Sciences, VISTAS	R. Dinakaran Michael
8	Capt. N. Kumar	Dean, School of Maritime Studies, VISTAS	N. Kumar
9	Dr. P.R.Ramakrishnan	Dean, School of Management Studies, VISTAS	P. R. Ramakrishnan
10	Dr. P.Shanmugasundaram	Director, School of Pharmaceutical Sciences, VISTAS	P. Shanmugasundaram
<b>ONE MEMBER FROM THE MANAGEMENT</b>			
11	Dr. P. Magesh Kumar	Management Representative	-
<b>TWO NOMINEES FROM EMPLOYERS /INDUSTRIALISTS/STAKEHOLDERS</b>			
12	Mr. P. Vinaitheertha Senthil	Vice President, Metis, Chennai	-
13	Mr. N. Perumal	Delivery Unit Lead, Accenture, Chennai	N. Perumal
<b>TWO NOMINEES FROM LOCAL SOCIETY, STUDENTS AND ALUMNI</b>			
14	Ms. Sowjanya Prathusha	Associate Manager, R&D, Pfizer Pharmaceuticals, Chennai	-
15	Mr. V. Vinoth	Software Engineer, iOPEX Technologies, Chennai	-
<b>DIRECTOR / CO-ORDINATOR OF IQAC</b>			
16	Dr. S. Arun	Associate Professor / CSE, VISTAS	S. Arun



28<sup>th</sup> Oct 2017

The meeting of Internal Quality Assurance Cell (IQAC) was held on October 28<sup>th</sup>, 2017 at 11.30 am in the Vice Chancellor's chamber. The Meeting was Presided by the Vice Chancellor and attended by the following members of the Cell.

1. Dr. P. Swaminathan	Vice- Chancellor i/c	Chairperson	Head of University
2. Dr. S. Venkataraman	Controller of Examination	Member	Admn.officer
3. Dr. R. Dinakaran Michel	Dean, Life Sciences	Member	Sr.Teacher
4. Dr. M. Chandrasekaran	Dean i/c, Academic Courses	Member	Sr.Teacher
5. Dr. S.Sathesh Kumar	Dean i/c, Academic Research	Member	Sr.Teacher
6. Dr. P.R.Ramakrishnan	Dean, Management Studies	Member	Sr.Teacher
7. Capt. N. Kumar	Dean, Maritime Studies	Member	Sr.Teacher
8. Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member	Sr.Teacher
9. Dr.S. Arun	Director IQAC	Coordinator	Sr.Teacher
10. Mr. N. Perumal	Delivery Unit Lead, Accenture	Member	Industrialist

#### Leave of Absence:

1. Dr. A.R. Veeramani	Registrar	Member	Admn.Officer
2. Dr.P. Mahalingam	Dean i/c, Student Affairs	Member	Sr.Teacher
3. Mr.P.Magesh Kumar	Management Representative	Member	Management
4. Mr.P.Vinaitheertha Senthil	Vice President, Metis	Member	Industrialist
5. Mr. V. Vinoth	iOPEX Technologies	Member	Alumnus
6. Ms. Sowjanya Prathusha	Associate Manager, Pfizer	Member	Alumnus

#### Agenda

##### 1. Action Taken Report of the previous minutes held on 2-06-2017

The minutes and the Action Taken Report of the previous meeting were read by the IQAC Coordinator. The Vice Chancellor appreciated the efforts of all the members for carrying out the action items.

##### 2. To discuss the review comments of Academic Audit Report.

The review comments of the Academic Audit report (2016-2017) provided by the External Expert members of various departments were discussed. Few suggestions by the members are as follows:

##### Academic Audit Reviewing Experts

The Vice Chancellor informed that the departments had suggested three external experts from reputed institutions from which one member was selected by him. The audit was

Dr. S. ARUN, external expert  
Director - IQAC & Associate Professor - CSE  
Vels Institute of Science, Technology  
Advanced Studies (VISTAS), Vels University  
Pallavaram, Chennai - 600 117.

*[Signature]*



transparently carried out. It was suggested by Dr. Ramakrishnan that Academic Audit for MBA, in years to come, can be conducted by Benchmark Institutions like IIM Bangalore.

### **In house Project Infrastructure.**

Discussion was held regarding the Infrastructure provided for In House Projects. The Vice Chancellor informed that the Research Labs, in-house Incubation Centre, Common Instrumentation Centre and common facilities for research scholars in the library have been strengthened. The students can use the available facilities to the fullest extent. In the future, advanced equipments and space for research scholars to be provided which will ultimately encourage students to do more research Projects.

### **Elective courses**

It was suggested that general elective like life skill courses, moral values and ethics can be given to all the students which would make them as good students. Job oriented courses like GST, cyber laws has to be added in the electives to the already available courses like SAP, ERP, Tally which will enrich the student knowledge base and make them industry relevant.

### **3. Any other item with permission of the chair**

#### **Review of FDP Programme**

Mr. N. Perumal suggested that the effectiveness and outcome of the FDP Programme should be measured by tangible means. It was decided that the interested faculty can do certification on any area of interest and encourage the students to do the same. Dr. Ramakrishnan suggested that department level FDP program should be encouraged.

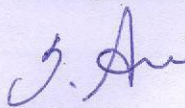
#### **Research publication in WoS**

Dr. Dinakaran Michael advised that more emphasis should be given to publishing in SCI/SSCI journals indexed in Web of Science. The Vice Chancellor informed that researchers are gradually understanding, the importance of publishing in Impact Factor journals and they can be motivated more.

#### **Frequency of IQAC Meeting**

Currently IQAC meeting happens twice a year (June and December). It was suggested that it can be conducted 4 times in an academic year.

The Coordinator thanked everyone for attending the meeting. The next meeting would be on 30/Jan/2018.



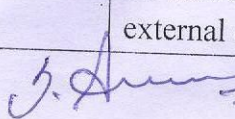
**Dr. S. ARUN, M.E., Ph.D.,**  
Director - IQAC & Associate Professor - CSE  
Vels Institute of Science, Technology and  
Advanced Studies (VISTAS), Vels University  
Pallavaram, Chennai - 600 117.



## Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 2<sup>nd</sup> June 2017

S.No.	Issues	Action Taken
1.	To promote Research in the academic year 2017-2018	1030 Scopus Indexed articles is displayed in Scopus. Research projects worth 25 crores have been submitted.
2	To bring more Knowledge Sharing MoU	The Department have signed various MoU's and they have been encouraged to keep it active.
3	To Conduct Faculty Development Program	2 day Faculty Development program was held on 30th June and 1 <sup>st</sup> July. First day sessions focussed on Teaching Peadagogy and second day covered Research issues. Also a session on e-resources in Vels was given by the library team to orient the faculty about various online facilities available. Feedback was collected from all the 500 Participants and most of them found the sessions very useful.
4	To Strengthen Centre of Excellence	Centre of Excellence / Research labs have been created / strengthened with a dedicated team which focuses on specialized areas.
5	Common Instrumentation Centre	A Common Instrumentation centre has been established and major centralized equipments have been placed there for the benefit of all the researchers. Major equipment worth 2 crore has been ordered and would reach our University by December.
5	To Approach Local body to re-lay approach roads	Road has been laid in cooperation with local bodies
6	To Plan for the upcoming academic Year	HoD's have been informed to plan for the forthcoming academic year regarding MoU's to be signed, Budget Proposal, Research Proposal and Paper Publication
7	Preparation for NAAC Re-assessment	The Department Academic Audit was based on the NAAC checklist of 52 points and an external expert audited the report.

  
**Dr. S. ARUN, M.E., Ph.D.,**  
 Director - IQAC & Associate Professor - CSE  
 Vels Institute of Science, Technology and  
 Advanced Studies (VISTAS) Vels University  
 Pallavaram, Chennai - 600 117.



**IQAC Coordinator**

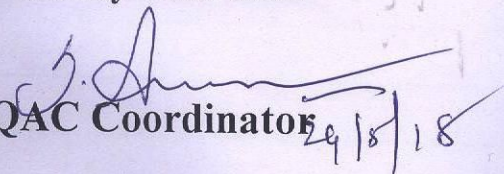
**24.05.2018**

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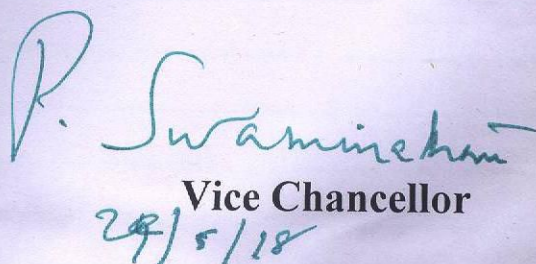
I am by direction to inform you that, IQAC meeting No. 17 will be held on 28.05.2018 (Monday) at 11.00 am at Lecture Theatre, Engineering Block. The members of IQAC are requested to attend the meeting.

**Agenda**

1. Approval of the Minutes of Previous Meeting No 16 & ATR
2. Accreditation by NBA
3. NIRF Ranking
4. Faculty Development Program
5. Central Instrumentation Laboratory
6. Feedback for curriculum
7. Feedback from Students
8. Seed Grant
9. Industry Institute Interaction
10. Planning for the upcoming academic year
11. Any other item

  
IQAC Coordinator 24/5/18

**Registrar**

  
Vice Chancellor  
24/5/18



# VELS Institute of Science, Technology and Advanced Studies(VISTAS)

IQAC Meeting – 28<sup>th</sup> May 2018

S.No	Name	Designation & Address	Signature
<b>CHAIRPERSON</b>			
1	Dr. P. Swaminathan	Vice- Chancellor, VISTAS	P. Swaminathan
<b>THREE ADMINISTRATIVE OFFICIALS AND SIX SENIOR TEACHERS</b>			
2	Dr. A.R.Veeramani	Registrar, VISTAS	
3	Dr. S. Venkataraman	Controller of Examination, VISTAS	S. Venkataraman
4	Dr. M.Chandrasekaran	Dean (Academic Courses), VISTAS	M. Chandrasekaran
	Dr.P. Mahalingam	Dean (Student Affairs), VISTAS	P. Mahalingam
	Dr. R. Dinakaran Michael	Dean (Life Sciences), VISTAS	R. Dinakaran Michael
5	Dr. S.SatheshKumar	Dean (Academic Research), VISTAS	S. Sathesh Kumar
6	Dr. A.Subramanian	Dean (Student Affairs), VISTAS	A. Subramanian
8	Capt. N. Kumar	Dean, School of Maritime Studies, VISTAS	N. Kumar
9	Dr. P.R.Ramakrishnan	Dean, School of Management Studies, VISTAS	P. R. Ramakrishnan
10	Dr. P.Shanmugasundaram	Director, School of Pharmaceutical Sciences, VISTAS	P. Shanmugasundaram
<b>ONE MEMBER FROM THE MANAGEMENT</b>			
11	Dr. P. Magesh Kumar	Management Representative	
<b>TWO NOMINEES FROM EMPLOYERS /INDUSTRIALISTS/STAKEHOLDERS</b>			
12	Mr.P.Vinaitheertha Senthil	Vice President, Metis	
13	Mr. N. Perumal	Delivery Unit Lead, Accenture, Chennai	
<b>TWO NOMINEES FROM LOCAL SOCIETY, STUDENTS AND ALUMNI</b>			
14	Ms.. Sowjanya Prathusha	Associate Manager, Pfizer	
15	Mr. V. Vinoth	Software Engineer, iOPEX Technologies, Chennai	
<b>DIRECTOR / CO-ORDINATOR OF IQAC</b>			
16	Dr.S. Arun	Associate Professor / CSE, VISTAS	S. Arun



## Minutes of the IQAC held on 28.05.2018

28<sup>th</sup> May 2018

The meeting No.17 of Internal Quality Assurance Cell (IQAC) was held on May 28<sup>th</sup>, 2018 at 11.30 am in the Lecture Theatre. The Meeting was Presided by the Vice Chancellor and attended by the following members of the Cell.

1. Dr. P. Swaminathan	Vice- Chancellor	Chairperson	Head of University
2. Dr. A.R. Veeramani	Registrar	Member	Admn.Officer
3. Dr. S. Venkataraman	Controller of Examination	Member	Admn.officer
4. Dr. R. Dinakaran Michel	Dean, Life Sciences	Member	Sr.Teacher
5. Dr.P. Mahalingam	Dean, Student Affairs	Member	Sr.Teacher
6. Dr. M. Chandrasekaran	Dean, Academic Courses	Member	Sr.Teacher
7. Dr. S.Sathesh Kumar	Dean, Academic Research	Member	Sr.Teacher
8. Dr. P.R.Ramakrishnan	Dean, Management Studies	Member	Sr.Teacher
9. Capt. N. Kumar	Dean, Maritime Studies	Member	Sr.Teacher
10. Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member	Sr.Teacher
11. Dr.S. Arun	Director IQAC	Coordinator	Sr.Teacher
12. Mr.P.Magesh Kumar	Management Representative	Member	Management
13. Mr.P.Vinaitheertha Senthil	Vice President, Metis	Member	Industrialist
14. Mr. N. Perumal	Delivery Unit Lead, Accenture	Member	Industrialist
15. Mr. V. Vinoth	iOPEX Technologies	Member	Alumnus
16. Ms. Sowjanya Prathusha	Associate Manager, Pfizer	Member	Alumnus

### Agenda

#### Action Taken Report of the previous minutes held on 28/10/2017

The minutes and the Action Taken Report of the previous meeting were read by the IQAC Coordinator. The Vice Chancellor appreciated the efforts of all the members for carrying out the action items.

#### Accreditation by NBA

Discussion was held to seek for National Board of Accreditation (NBA) in the forthcoming Academic Year. After discussion and analysis, it was proposed that few departments can be encouraged to apply for NBA.

- School of Engineering
  - Computer Science and Engineering
  - Mechanical Engineering
  - Marine Engineering
- School of Pharmacy
- Master of Business Administration(MBA)

It was suggested to form committee members from the respective departments so that it can be well planned and executed.





### **NIRF Ranking**

As per the ranking of NIRF, School of Pharmacy was ranked in rank-band ( 51-75) in the Year 2017. The School of Pharmacy was well appreciated by all the members of IQAC, for the upgraded rank to 43 in the year 2018. The Best practices were shared with all the committee members in the meeting.

### **Faculty Development Program**

It was informed that Faculty Development Program is planned on "Creative Pedagogy" for all the faculty members in the VISTAS and it has been scheduled to be conducted on 29<sup>th</sup> and 30<sup>th</sup> June 2018. The coordinator informed that a total of 18 eminent resource persons would handle the sessions. All the faculty members were advised to make use of the session which will enhance the knowledge and skills further.

### **Central Instrumentation Laboratory**

The Vice Chancellor informed that based on the recommendation of IQAC in addition to setting up the Central Instrumentation Laboratory for Rs.2 Crore, an additional Rs.1.5 Crore was proposed has been allotted to purchase equipments like Raman Spectroscope.

### **Feedback by stakeholders**

Currently feedback from stakeholders is obtained periodically. It was proposed to obtain feedback for the curriculum from all stakeholders like Industry Experts, Alumni, Parents and academic peers which would strengthen curriculum further which consequently benefit the students.

### **Feedback from Students**

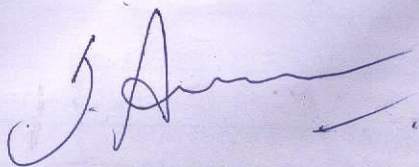
It was informed that IQAC has collected the feedback from students for each subject in the curriculum through Online Performance Evaluation system and the feedback report will be circulated to the respective HoD's.

### **Seed Grant Projects**

The Vice Chancellor informed that Rs.50 Lakh worth seed Grant has been provided to different schools and the outcome can be measured in the next meeting.

### **Industry Institute Interaction**

Various committee members shared their views to strengthen the Industry Institute Interaction apart from the ongoing Interaction methods through MoU, Internship Projects. It was suggested that an exclusive forum needs to be created for research scholars and to share their research experience and knowledge.





### Planning for the upcoming academic year

Discussion was held regarding the planning of events like International Conferences, Symposium etc for the upcoming academic year, MoU's to be signed, Budget Proposals and also a separate plan for Paper publication and Research Proposals

### Any other item

The Coordinator thanked everyone for attending the meeting. The next meeting would be on

### Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 28<sup>th</sup> October 2017

S.No.	Issues	Action Taken
1	Academic Audit Reviewing Experts	Vice Chancellor chose one external experts from reputed institutions
2	In house Project Infrastructure	Students and research scholars were encouraged to use the Research labs and Library
3	Elective courses	The Elective courses were revisited in the BoS meeting which fulfills Industry standards.
4	Research publication in WoS	Around 250 Research articles has been published in WoS. The citation is 900.
5	Review of FDP Programme	Each School had separate session of FDP Program on their respective Technical areas and the feedback was quite good.

