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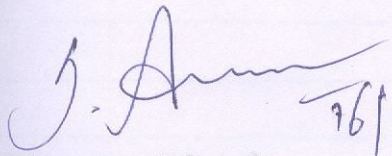**Email: director.iqac@velsuniv.ac.in**
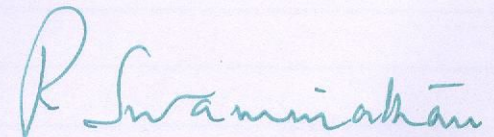
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Director IQAC

16.12.2019

CIRCULAR

I am by direction to inform you that, IQAC meeting will be held on 18.12.2019 (Wednesday) at 11.00 am at IQAC Board room (ENB 011B), Engineering Block. The members of IQAC are requested to attend the meeting.

Agenda

- NBA team Visit
- Update on Faculty Development Programme
- Review about URKUND Software
- Academic Audit

16/12/19

Director IQAC

Registrar

16/12/19 **Vice Chancellor**

Minutes of the IQAC held on 18.12.2019

18th Dec 2019

The meeting of Internal Quality Assurance Cell (IQAC) was held on March 26th, 2019 at 3.00 pm in the IQAC Board Room, Engineering Block. 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 VISTAS
2. Dr. A.R. Veeramani — Registrar — Member — Admn.Officer
3. Dr. S. Venkataraman — Controller of Examination — Member — Admn.officer
4. Dr.P. Mahalingam — Dean, Student Affairs — Member — Sr.Teacher
5. Dr. M. Chandrasekaran — Dean, Academic Courses — Member — Sr.Teacher
6. Dr. A.Subramanian — Dean, Student Affairs — Member — Sr.Teacher
7. Dr. P.R.Ramakrishnan — Dean, Management Studies — Member — Sr.Teacher
8. Capt. N. Kumar — Dean, Maritime Studies — Member — Sr.Teacher
9. Dr.P. Shanmugasundaram — Director, School of Pharmacy — Member — Sr.Teacher
10. Dr.S. Arun — Director IQAC — Coordinator — Sr.Teacher
11. Mr.P.Magesh Kumar — Management Representative — Member — Management
12. Mr.Venkatesh Narayanan — Principal Consultant,Fhyzics Business Consultatnts Pvt.Ltd — Member — Industrialist
13. Mr. N. Perumal — Delivery Unit Lead, Accenture — Member — Industrialist
14. Mr. V. Vinoth — iOPEX Technologies — Member — Alumnus
15. Ms. Baddu Bhargavi — Ph.D Scholar,VISTAS — Member — Alumnus

Agenda

- **NBA team Visit**

  The preparatory work for NBA visit on 3rd, 4th and 5th of January 2020 for 4 departments were discussed elaborately. The presentation of CSE, Mechanical Engineering, Marine Engineering and MBA were reviewed and necessary corrections were suggested.

- **Update on Faculty Development Programme**

  The Faculty Development Programme on Innovative Pedagogy was conducted on 27-07-2019 and all the Faculty members who had joined VISTAS in that Academic year attended the same. Experts handled the sessions and the feedback from the participants were very good.

- **Review about URKUND Software**

  The quality of URKUND Software was discussed and as it was not upto the standard, IQAC proposed to acquire Turnitin license

- **Academic Audit**

  It was informed that Academic Audit for 2018-19 was held in all the departments which contains questionnaire containing 52 indicators verified by External member. The details would be discussed in the forthcoming meeting

The chairman thanked the members for attending the meeting.

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

Director IQAC
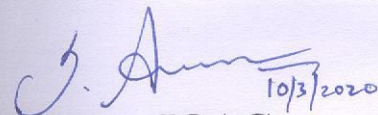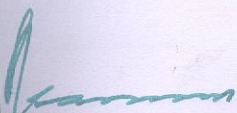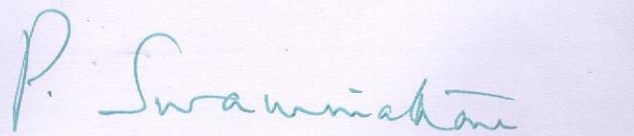
10.03.2020

CIRCULAR

I am by direction to inform you that, IQAC meeting will be held on 13.03.2020 (Friday) at 12.00 noon in the IQAC Board Room (ENB 011B). The members of IQAC are requested to attend the meeting.

Agenda

1. Approval of the Minutes of Previous Meeting & ATR
2. Review of Academic Audit
3. Review of Best Practices
4. Strategies to enhance the placement of students
5. Updates on ERP
6. Brainstorming on areas to concentrate based on NAAC and NBA metrics
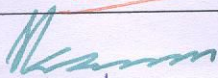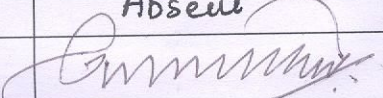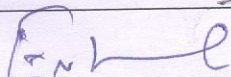7. Any other item with permission of the Chair

10/3/2020

Director IQAC

Registrar
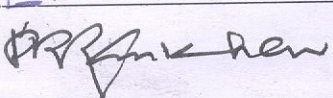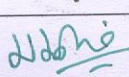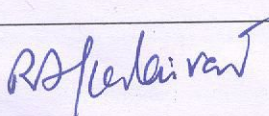
P. Swaminathan
10/3/2020
Vice Chancellor

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

13th March 2020

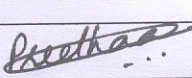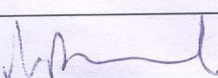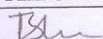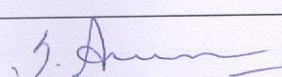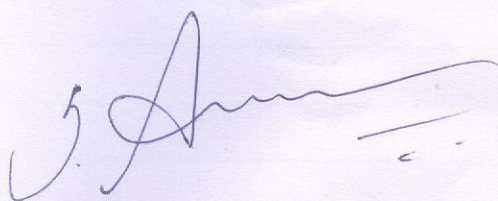| S.No	Name	Designation & Address	Signature
CHAIRPERSON			
1.	Dr. P. Swaminathan	Vice- Chancellor, VISTAS	P. Swaminathan
THREE ADMINISTRATIVE OFFICIALS AND EIGHT SENIOR TEACHERS			
2.	Dr. S. Sriman Narayanan	Pro- Vice- Chancellor, VISTAS	*signature*
3.	Dr. P. Saravanan	Registrar, VISTAS	*signature*
4.	Dr. A. Udhayakumar	Controller of Examination, VISTAS	A-dee. 18/3
5.	Dr. M.Chandrasekaran	Dean (Academic Courses), VISTAS	Absent
6.	Dr. A.Subramanian	Dean (Student Affairs), VISTAS	*signature*
7.	Dr. E.N. Ganesh	Dean (Engineering), VISTAS	*signature*
8.	Dr. P.R.Ramakrishnan	Dean, School of Management Studies, VISTAS	*signature*
9.	Dr. P.Mahalingam	Dean (Languages), VISTAS	*signature*
10	Capt. N. Kumar	Dean, School of Maritime Studies, VISTAS	
11	Dr. R.A. Kalaivani	Director, School of Basic Sciences, VISTAS	RA Kalaivani
12	Dr. P.Shanmugasundaram	Director, School of Pharmaceutical Sciences, VISTAS	*signature*
ONE MEMBER FROM THE MANAGEMENT			
13	Ms. Preethaa Ganesh	Management Representative	Preethaa
TWO NOMINEES FROM EMPLOYERS /INDUSTRIALISTS/STAKEHOLDERS			
14	Dr. P. Magesh Kumar	CEO, Calibsoft Pvt Ltd, Chennai	
15	Mr. N. Perumal	Delivery Unit Lead, Accenture, Chennai	*signature*
TWO NOMINEES FROM LOCAL SOCIETY, STUDENTS AND ALUMNI			
16	Ms.Baddu Bhargavi	Ph.D Scholar,VISTAS	Bhu.
17	Mr. V. Vinoth	Software Engineer, iOPEX Technologies, Chennai	
DIRECTOR / CO-ORDINATOR OF IQAC			
18	Dr.S. Arun	Professor / CSE, VISTAS	J. Arun

Minutes of the IQAC held on 13.03.2020

The meeting of Internal Quality Assurance Cell (IQAC) was held on March 13th, 2020 at 12.00 pm in the IQAC Board Room. The Meeting was presided by the Vice Chancellor and attended by the following members of the IQAC Cell.

1.	Dr. P. Swaminathan	Vice- Chancellor	Chairperson	Head of University
2.	Dr. S. Sriman Narayanan	Pro-Vice-Chancellor	Member	Admn.Officer
3.	Dr. P.Saravanan	Registrar	Member	Admn.Officer
4.	Dr. A. Udhayakumar	Controller of Examination	Member	Admn.officer
5.	Dr. A.Subramanian	Dean, Student Affairs	Member	Sr.Teacher
6.	Dr.E.N Ganesh	Dean, (Engineering)	Member	Sr.Teacher
7.	Dr. P.R.Ramakrishnan	Dean, Management Studies	Member	Sr.Teacher
8.	Dr.P. Mahalingam	Dean, (Languages)	Member	Sr.Teacher
9.	Dr. R.A. Kalaivani	Director, Basic Science	Member	Sr.Teacher
10.	Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member	Sr.Teacher
11.	Ms.Preetha Ganesh	Management Representative	Member	Management
12.	Mr. N. Perumal	Delivery Unit Lead, Accenture	Member	Industrialist
13.	Ms. Baddu Bhargavi	Ph.D Scholar,VISTAS	Member	Alumnus
14.	Dr.S. Arun	Director IQAC	Coordinator	Sr.Teacher

Members on Leave

1.	Dr. M. Chandrasekaran	Dean, Academic Courses	Member	Sr.Teacher
2.	Capt. N. Kumar	Dean, Maritime Studies	Member	Sr.Teacher
3.	Dr. P. Magesh Kumar	CEO, Calibsoft Pvt Ltd,Chennai	Member	Industrialist
4.	Mr. V. Vinoth	iOPEX Technologies	Member	Alumnus

Agenda

1. **Approval of the Minutes of Previous meeting & ATR held on 18-12-2019**
   The minutes of the previous meeting was read by the Director IQAC and was approved. The Vice Chancellor appreciated the efforts of all the members.

2. **Review of Academic Audit**
   o The comments given by experts in academic audit were discussed. It was brought to notice that some of the comments given by experts were NIL and all the members unanimously felt that this should be seriously avoided from next audit.

   o Apart from external audit, it was suggested that internal audit should be conducted at Intra departmental level every semester which would improve the quality of the department. A separate audit checklist would be provided by IQAC for Internal audit based on NAAC/NBA assessment criteria's.

   o A core team appointed by the Vice Chancellor will call for a meeting with each department and would discuss the outcome of Internal Audit.

   o The Remedial action should be taken by the department based on the audit report which would be scrutinized by IQAC for each department.
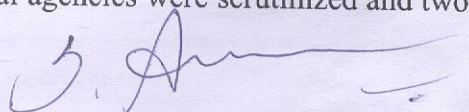
3. **Review of Best Practices**

   o Some of the best practices followed by Universities having A++ scores were discussed.

   o As the Annual Quality Assurance Report (AQAR) is the benchmark for assessing the Institution on a regular basis, it was suggested that the data has to be collected and uploaded every year in an efficient manner, so that continuous improvement could be achieved

   o It was suggested to form different groups like teachers, researchers, administrators so that each faculty would be more focused on their respective areas.

   o It was suggested that curriculum needs to be updated every year based on current Technology and Trends.

   o The External Expert Mr. Perumal emphasized that Projects done at final semester should be of good quality and project review process and metrics should be redefined so that student does not do project with project centre. The Project expectation from faculty should also be reasonable from the student.

4. **Strategies to enhance placement of students**
   The Vice Chancellor informed that the following steps have been taken to improve the placement opportunities for students
   i. To enhance soft skills, softskills-3 will be introduced and will be rolled out for two departments as a preliminary phase.
   ii. Several Soft skills Training from external agencies were scrutinized and two external teams have been shortlisted.

iii. The internal faculty members who handle soft skills would be trained by external experts.

iv. Placement is providing group offer letter which needs to be avoided

v. Each department can have a dynamic placement wing and bring in core companies in addition to the centralized placements.

5. Updates on ERP

The Director IQAC informed the members that new academic modules in ERP has been developed and is in testing phase and it will be rolled out in a month or two.

- The details in ERP, will comprise of necessary attachments too and so in the future, can be incorporated to the website too

- Each upload in ERP will follow an approval process

- By this initiative consolidated report at department/Institution level can be taken

- In future, Academic Performance Indicator (API) would be calculated from the data submitted.

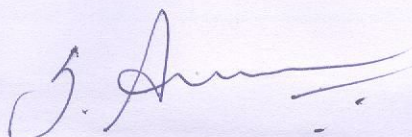## 6. Brainstorming on areas to concentrate based on NAAC and NBA metrics

The IQAC Director briefed on the leanings based on NAAC and NBA exercise. He appraised on the need for segregating the roadmap based on things to be done by the students, the faculty, on the Department level and the Institution level. The Vice Chancellor asked the members to go through the document and come with their inputs for the next meeting

7. Other Items

a) The following refinements in Website was suggested by the Controller of Examinations

- E-Application should be admitted in VISTAS and it was brought to notice that only old prospectus is available in website.
- Strength of the department needs to be highlighted which includes funded projects
- BoS constitution should be uploaded
- Office Bearers of Alumni
- Registration form for Alumni
- National Academic Repository Link should be available

b) From the year 2020-2021, the constitution of IQAC members would be restructured by including teachers from different levels.

The chairman thanked the members for attending the meeting.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 18th Dec 2019

S.No.	Issues	Action Taken
1	URKUND Software	The Turntin Software licence has been acquired and it is replaced with URKUND which would help the faculty members to provide quality research papers
2	Academic Audit	The Academic Audit outcome was discussed in the meeting on 13-03-2020