

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


09.03.2021


CIRCULAR

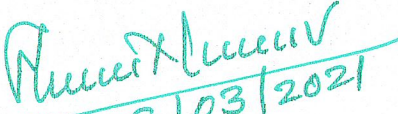
I am by direction to inform you that, IQAC meeting will be held on 19-03-2021 (Friday) at 10.00 am in the IQAC Board Room (ENB 011B). The members of IQAC are requested to attend the meeting.

Agenda

1. Approval of the Minutes of Previous Meeting & ATR
2. Review on Academic audit (2019-2020)
3. Approval of Curriculum & Syllabus template to be implemented from academic Year (2021-2022)
4. Norms for credit transfer
5. Creation of Data Center
6. Discussion on Programmes
 - a. Introduction of New programs for 2021-2022
 - b. ODL and OL programmes
 - c. Technical Programmes in Regional Languages
7. Outcome based Education (OBE) Software
8. FDP on Outcome based Education (OBE) for all the Departments
9. NBA Accreditation
10. Refund policy for Admission Process
11. Training for Nonteaching faculty
12. "Perspective Plan of VISTAS" - Review
13. Any other item with permission of the Chair


Director IQAC 9/3/21


Registrar 9/3/21


09/03/2021
Vice Chancellor

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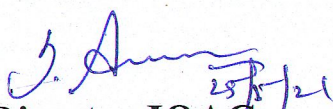
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CIRCULAR

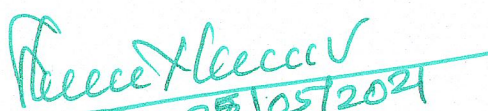
I am by direction to inform you that, IQAC meeting will be held on 09-06-2021 (Wednesday) at 10.00 am in the IQAC Board Room (ENB 011B). All the members are requested to attend the meeting.

Agenda for the Meeting

S.No.	Items of Agenda
1	To consider the Minutes of the previous meeting and Action taken Report.
2	To consider the proposal to motivate the Departments to apply National Board of Accreditation (NBA) in the forthcoming Academic Year for the Accreditation.
3	To consider the proposal to conduct the annual FDP Programme every year, based on the out of the Faculty Development Program on "Practical Implementation of Pedagogy in OBE"
4	To consider the proposal to procure the OBE Software by VISTAS to implement the OBE, based on demo program held on 26th and 27 th May 2021.
5	To consider the reports of Director, IQAC with regard to the follow up action being taken on the clarifications sought by the NAAC after submission of SSR on 18-05-2021.
6	To consider the report of the Director, IQAC with regard to the award of VSAT scholarship scheme.
7	To consider the report of the Director, IQAC with regard to the Research publication in WoS


Director IQAC


Registrar


Vice Chancellor

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Director IQAC

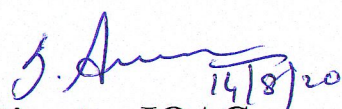
14.08.2020

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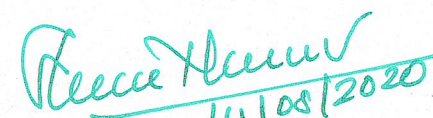
I am by direction to inform you that, IQAC meeting will be held on 21-08-2020 (Friday) at 10.00 am in the IQAC Board Room (ENB 011B). The members of IQAC are requested to attend the meeting by joining through zoom (<https://us02web.zoom.us/j/89480906396>)o

Agenda

1. Approval of the Minutes of Previous Meeting & ATR
2. Review of recommendation by UGC and NBA Expert team
3. Feedback on Online Examination
4. Strategies for effective implementation of Online teaching - learning
5. Data preparation for NIRF Ranking
6. Consolidation of AQAR for the academic years 2018-2019 and 2019-2020
7. Any other item with permission of the Chair


Director IQAC


Registrar
14/8/20


for Vice Chancellor
14/08/2020

VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES
(VISTAS)

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 9th June 2021 at 10.00 am in IQAC room.

Members present:

1.	Dr. S. Sriman Narayanan	Vice-Chancellor	(Chairperson)
2.	Ms.PreethaGanesh	Vice-President	Member
3.	P.Saravanan	Registrar	Member
4.	Dr. A. Udhayakumar	Controller of Examination	Member
5.	Dr. M. Chandrasekaran	Dean,AcademicCourses	Member
6.	Dr. A.Subramanian	Dean (Student Affairs)	Member
7.	Dr.P.R.Ramakrishnan	Dean, ManagementStudies	Member
8.	Capt. N. Kumar	Dean, Maritime Studies	Member
9.	Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member
10.	Dr.R.A.Kalaivani	Director, BasicScience	Member
11.	Ms.BadduBhargavi	Ph.DScholar,VISTAS	Member
12.	Dr.S.Arun	DirectorIQAC	Coordinator

The Meeting was called to order at 10.00 a.m.

The Vice-Chancellor, welcomed the members.

Dr. S. Arun, Professor, Department of Computer Science Engineering and Director, IQAC briefed the Action Taken Report on the minutes of the previous meeting.

After this, the Agenda were taken for discussion. After detailed discussion, the following resolution were made:

Item No. 1.

Considered the Minutes of the previous meeting and Action taken Report.

RESOLVED that the minutes of the previous meeting and action taken report briefed by the Director, IQAC, **is noted and approved.**

The Vice Chancellor appreciated the efforts of all the members.

Item No. 2

Considered the proposal to motivate the Departments to apply National Board of Accreditation (NBA) in the forthcoming Academic Year for the Accreditation.

RESOLVED to approve that the following departments from School of Engineering shall apply National Board of Accreditation (NBA) in the forthcoming Academic Year i.e. 2022-2023 for Accreditation:

1. B.Tech in Information Technology
2. B.E Electronics and Communication Engineering
3. B.E Electrical and Electronics Engineering
4. B.E. Biomedical Engineering

Item No. 3

Considered the proposal to conduct the annual FDP Programme every year, based on the out of the Faculty Development Program on “Practical Implementation of Pedagogy in OBE”

RESOLVED to conduct the Faculty Development Program on “Practical Implementation of Pedagogy in OBE every year by IQAC is **approved**.

Item No. 4

Considered the proposal to procure the OBE Software by VISTAS to implement the OBE, based on demo program held on 26th and 27th May 2021.

RESOLVED to procure the OBE Software by VISTAS to implement the OBE is **approved**.

Item No. 5

Considered the reports of Director, IQAC with regard to the follow up action being taken on the clarifications sought by the NAAC after submission of SSR on 18-05-2021.

RESOLVED that the follow up action being taken on the clarifications sought by the NAAC after submission of SSR on 18-05-2021 is **noted and approved**.

Item No. 6

Considered the report of the Director, IQAC with regard to the award of VSAT scholarship scheme.

RESOLVED that the report on the VSAT scholarship scheme is noted and appreciated.

ALSO RESOLVED that all the faculties should work on VSAT scholarship scheme so that most Meritorious students get the benefits out of it.

Item No. 7

Considered the report of the Director, IQAC with regard to the Research publication in WoS

RESOLVED that the report on the Research publication in WoS is noted and the faculty members are appreciated for their efforts.

On deliberation on the above item (NO.7), the Committee advised that more emphasis should be given to publishing in SCI/SSC 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.

With this the meeting was concluded and the IQAC Director thanked everyone for attending the meeting.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 19th Mar 2021

S.No.	Issues	Action Taken
1	OBE Software - Procurement	OBE software was procured and demo was given to faculty members.
2.	Perspective plan for 5 years	It was circulated to all IQAC committee members

VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 19th March 2021 at 10.00 am in IQAC room.

Members present:

1.	Dr. S. Sriman Narayanan	Vice-Chancellor	(Chairperson)
2.	Ms.PreethaGanesh	Vice-President	Member
3.	P.Saravanan	Registrar	Member
4.	Dr. A. Udhayakumar	Controller of Examination	Member
5.	Dr. M. Chandrasekaran	Dean,AcademicCourses	Member
6.	Dr. A.Subramanian	Dean (Student Affairs)	Member
7.	Dr.P.R.Ramakrishnan	Dean, ManagementStudies	Member
8.	Capt. N. Kumar	Dean, Maritime Studies	Member
9.	Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member
10.	Dr.R.A.Kalaivani	Director, BasicScience	Member
11.	Ms.BadduBhargavi	Ph.DScholar,VISTAS	Member
12.	Dr.S.Arun	DirectorIQAC	Coordinator

The Meeting started at 10.00 a.m. and the Vice-Chancellor, welcomed the members. Before taking up the Agenda for the meeting, Dr. Arun, Professor, Department of Computer Science Engineer and Director, IQAC briefed about the Action Taken Report on the minutes of the previous meeting.

The Agenda items were taken for the discussion. After detailed discussion, the following resolution were made:

Item No. 1.

Considered the Minutes of the previous meeting and Action taken Report.

Resolved that the minutes of the previous meeting and action taken report briefed by the Director, IQAC, is noted and approved.

The Vice Chancellor appreciated the efforts of all the members.

Item No.2.

Considered the 'Academic Audit Report' for the academic year 2019-2020.

Resolved that the Academic Audit report for the academic year 2019-2020 is noted and the compliance report on the deficiency pointed out in the Academic Audit be submitted by the Departments.

(Contd.2)

Item No.3.

Considered the templates submitted by the Dean, Academic courses to revise the Curriculum & Syllabus for the UG and PG Programmes under the statutory bodies of UGC/AICTE/NCTE/BCI and DG Shipping, to implement the revised Curriculum and Syllabus from the academic year 2021-2022.

The Committee after thorough review of the template structure submitted by the Dean, Academic courses to revise the Curriculum & Syllabus for the UG and PG Programmes as per the statutory bodies of UGC/AICTE/NCTE/BCI and DG Shipping, and unanimously **resolved to recommend the said template to competent authority for its approval.**

Also resolved that the credit for Language paper can be reduced after checking the norms and instead more weightage can be given to core courses.

Item No.4.

Considered the norms for credit transfer earned on MOOC online courses / semester as per UGC / AICTE norms to curriculum and it should be reflected in the grade sheet

Resolved that the NPTEL papers be encouraged and if passed, respective paper be exempted in the subsequent Semester.

Also Resolved that the Merit Scholarship be adjusted with the fees for the NPTEL Examination.

Item No.5.

Considered the proposal of Director – IQAC for Creation of Data Center and to centralize all the software, ERP, Module now available, in a single place.

Resolved that the proposal is approved.

Item No. 6

The approval of the Board of Management for the introduction of the following Programmes is reported for information:

(a) New programs for 2021-2022

(b) ODL and OL Programmes

UGC Programmes	AICTE Programmes
B.B.A AviationManagement	B.Tech Computer Science(ArtificialIntelligence)
B.B.A Fintech and Digitalbanking	B.Tech Computer Science(DataScience)
B.B.A Logistics andshipping	MBA Hospital and HealthcareManagement
B.Sc (Hons)Agriculture	
B.Sc(Hons)Horticulture	
B.A FilmProduction	
B.Sc VisualEffects	
B.ScMultimedia	
B.ScHome Science	
B.Sc Nutrition and Dieting	
B.Sc Food Technology	

The above reporting item of introduction of new courses from the academic year 2021-2022 is noted.

Item No. 7

Considered the proposal of procurement of Outcome based Education (OBE) Software – InPods at the cost of Rs.7,67,000/- (Rupees Seven Lakhs six thousand only) usable for faculty of all the Departments.

Resolved that the proposal of procurement of Outcome based Education (OBE) Software – InPods at the cost of Rs.7,67,000/- (Rupees Seven Lakhs six thousand only) usable for faculty of all the Departments **is approved**.

Item No.8.

Considered the proposal of Faculty Development Programme (FDP) on Outcome based Education (OBE) for all the Departments and training given to Non-Teaching.

Resolved that the proposal of Faculty Development Programme (FDP) on Outcome based Education (OBE) for all the Departments be implemented after getting support from NTTER.

Further, the Vice-Chancellor and the other members appreciated about the effort taken for giving Training to Non-Teaching staff on excel Programme at three levels (Basic/Intermediate/Advanced).

-:4:-

Item No. 9

Considered the submission of application for NBA Accreditation for the following courses:

- B.Tech InformationTechnology
- B.E Electronics and CommunicationEngineering
- B.E Electrical andElectronicsEngineering
- B.E BiomedicalEngineering

Resolvedthat the submission of application for NBA Accreditation for the following courses **is approved:**

- B.Tech InformationTechnology
- B.E Electronics and CommunicationEngineering
- B.E Electrical andElectronicsEngineering
- B.E BiomedicalEngineering

Item No.10

Considered the refund policy for Admission Process

Resolved that refund policy for Admission Process **be followed as per the VISTAS norms.**

Item No. 11

Considered the “Perspective Plan of VISTAS” to be demonstrated on Trello board and to offer the views and perspective of the members.

The members appreciated the perspective plan and suggested as follows:

- Each card in Trello can be drilled down with subtasks and timeline.
- A perspective plan for 20 years need to be planned such that it can be drilled down to 10 yrs. /5yrs. /2yrs. subsequently

After the discussion on the above Agenda items, the Members with the permission of the Chair have suggested the following:

- The Faculty members can be grouped to 3 categories. First category to publish in high rated impact factor SCI journals. Second category to publish in Scopus journal and third category should be given time to equipthemselves.
- To look into United Nation Sustainable Development goals on climate change and clean energy and this can become one of the best practice in ourInstitution.

With this the Vice-Chancellor has concluded the meeting and thanked the members.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 21.8.2020

S.No.	Issues	Action Taken
1.	Data preparation for NIRF Ranking	The respective documents of NIRF Ranking Was completed and submitted
2	Consolidation of AQAR for the academic years 2018-2019 and 2019-2020	The AQAR consolidation was completed for the academic year 2018-2019 and 2019-2020

Minutes of the IQAC held on 21.08.2020

The meeting of Internal Quality Assurance Cell (IQAC) was held on August 21st, 2020 at 06.00 pm in zoom. 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. M. Chandrasekaran	Dean, Academic Courses	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. Capt. N. Kumar	Dean, Maritime Studies	Member	Sr.Teacher
9. Dr.P. Shanmugasundaram	Director, School of Pharmacy	Member	Sr.Teacher
10. Mr. N. Perumal	Delivery Unit Lead, Accenture	Member	Industrialist
11. Ms. Baddu Bhargavi	Ph.D Scholar,VISTAS	Member	Alumnus
12. Dr.S. Arun	Director IQAC	Coordinator	Sr.Teacher

Members on Leave

1. Dr. P. Magesh Kumar	CEO, Calibsoft Pvt Ltd,Chennai	Member	Industrialist
2. Mr. V. Vinoth	iOPEX Technologies	Member	Alumnus
3. Dr. A. Subramanian	Dean, Student Affairs	Member	Sr.Teacher
4. Dr.P. Mahalingam	Dean, (Languages)	Member	Sr.Teacher
5. Dr. R.A. Kalaivani	Director, Basic Science	Member	Sr.Teacher
6. Ms.Preetha Ganesh	Management Representative	Member	Management

Agenda

1. Approval of the Minutes of Previous meeting & ATR held on 13-03-2020. 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 recommendation by UGC and NBA Expert team

- The strengths and weakness of each department who went for NBA accreditation was discussed based on the marks obtained for different criteria.
- Criteria's related to Course outcome & program outcome, Student performance, Continuous improvement are the specific areas which needs improvement. Departments should be encouraged to concentrate and focus on the mentioned areas so that better outcome can be attained in the coming years.

3. Feedback on Online Examination

The Controller of Examinations Dr. A. Udhayakumar gave a brief about the online examinations. The highlights are as below

- The proctored Online University Examination commenced from 1st July 2020. These examinations were held in 3 Phases.
- Phase 1 examination was conducted through online for final year students till 22nd July 2020 and the result was published on 30th July 2020.
- Phase 2 examinations is currently being conducted online for arrear students including passed out students. Nearly 2500 question banks were prepared by faculty members and COE applauded the efforts of Faculty members for the preparation of voluminous Question Bank.
- Phase 3 examinations will be conducted online for School of pharmacy, School of Law and School of maritime studies from 26th Aug to 10th sep 2020
- One of the biggest challenges in conducting the online examination was internet issue faced by students and the massive Question bank preparation.
- Online Ph.D viva was conducted during the lockdown period and total Ph.d eligible scholars is 100

The IQAC members requested the COE to get the feedback from all faculties and students regarding the conduct of online examination.

4. Strategies for effective implementation of Online teaching – learning

- The members of IQAC recommended the LMS (Learning Management System) to be implemented as early as possible. It was advised that Moodle needs to be used across the Institution which would facilitate the online Teaching.
- The lab Infrastructure need to be revisited and needs to be upgraded in phased manner. A committee needs to be formed which would analyze the current Infrastructure used in classroom and lab and the committee will submit a report.

5. Data preparation for NIRF Ranking

- The overall NIRF observation was discussed. It was advised that the weaker section need to be strengthened. The main focus should be on peer perception, where it needs to be improved drastically. It was recommended to workout strategies for the improvement of Peer Perception.

6. Consolidation of AQAR for the academic years 2018-2019 and 2019-2020

- For the consolidation of AQAR for 2018-2019 and 2019-2020, seven seven sub committees have been formed
- The committee convenors need to circulate the data templates which needs to be filled up by the department within a few days. It was informed that by Septmeber end the consolidated AQAR would be ready
- It was decided that a separate IQAC meeting need to be convened on the second week of October exclusively for finalizing the AQAR before submission

7. Discussion on New Education Policy

- IQAC director outlined the new education policy to all committee members
- It was adviced that the faculty members should be made aware of the new Educational Policy

8. Framework for Syllabus revision

The Dean Academics Dr. M. Chandrasekaran apprised about the Framework for syllabus revision

- It was brought to notice that for every three years Syllabus revision takes place and in 2018 Syllabus revision happened as per UGC recommendation. New courses were added based on LOC (Learning Outcome based Curriculum) given by UGC.
- It was directed that 2021-2022 syllabus revision committee needs to be framed and recommendations from departments have to be solicited.
- It was recommended that from 2021-2022 there will be 3 soft skills courses when compared to the 2 existing soft skill courses
- It was recommended by all IQAC members that more emphasis should be on MOOC, Coursera, NPTEL, Internship Projects, GATE and Industry oriented education and these should be given more weightage.
- COE emphasized that optimization should be done on subject codes when new syllabus is introduced
- It was emphasized that theory integrated with practical courses need to be introduced for few schools
- It was recommended that more Generic electives needs to be introduced in emerging areas.

9. Any other item with permission of the Chair

- It was informed that Placement training by ICT academy will be conducted in the coming year
- It was recommended that few faculty members need to be selected and they need to be trained by external team for soft skills. This team will impart the knowledge internally.
- It was suggested that mock interviews will give confidence to the students to face the actual company interview.
- It was suggested to collate the useful videos and Technical information and make as a package available to students.
- Intra Departmental academic audit needs to be conducted every semester and the audit should also cover the pandemic situation

The chairman thanked the members for attending the meeting.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 13th Mar 2020

S.No.	Issues	Action Taken
1	Intra Departmental academic audit	This will be rolled out at the end of this semester
2	Annual Quality Assurance Report	The sub - committee has been formed for preparing and consolidating the AQAR for the academic years 2018-2019 and 2019-2020
3	Different groups like teachers, researchers, administrators needs to be formed	Management group has been formed with key persons in each department
4	Enhance soft skills	Apart from existing 2 soft skills , another soft skill will be added in the new syllabus revision as per recommendation from IQAC.