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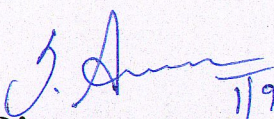**Email: director.iqac@velsuniv.ac.in**
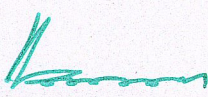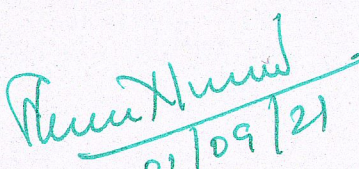
Director IQAC

1.09.2021

CIRCULAR

I am by direction to inform you that IQAC meeting will be held on 14-09-2021 (TUESDAY) at 10.00 am in the IQAC Board Room (ENB 011B). 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 report of the Director, IQAC on the completion of Moodle initial preparatory works to be rolled out across the university in 2021-22
3	To Consider the report of the Director, IQAC with regard to the UGC Expert team visit to our Institution on 27th & 28th of September 2021 in connection with the award of 12B status to VISTAS.
4	To Consider the report of the Director, IQAC with regard to the follow up action taken on the conduct of English Proficiency Test for Faculty
5	To Consider the report of the Director, IQAC with regard to using of ERP across the Institution and updating the information by the faculty.
6	To Consider the report of the Director, IQAC on the action taken for improving the usage of National Digital Library to students, Research Scholars and Faculty members.
7	Analysis of Feedback of students

Director IQAC

Registrar

Vice Chancellor

VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 14th Sep2021 at 10.00 am in IQAC room.

Members present:

1.	Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2.	Ms.Preetha Ganesh	Management Representative	Member
3.	Dr. P. Saravanan	Registrar	Member
4.	Dr. A. Udhayakumar	Controller of Examination	Member
5.	Dr.M.Chandrasekaran	Dean (Academic Courses)	Member
6.	Dr.C.Dhanasekaran	Dean (Campus Planning and Development	Member
7.	Dr.Ambika Kumari	Dean, School of Law	Member
8.	Dr.V.Jayalakshmi	Director, Digital Infrastructure	Member
9.	Dr.Shanmuga Sundaram	Director, School of Pharmaceutical Sciences	Member
10.	Dr.A.Kathiresan	Director, School of Life Sciences	Member
11.	Dr. Rajini.G	Professor, School of Management Studies & Commerce	Member
12.	Dr.Ilango.T	Professor, Dept. of Civil Engineering	Member
13.	Mr.Udaya Sankar	Lead of Education initiatives for south India	Member
14.	Mr.Paul Sundar Singh	Managing Director, Accenture	Member
15.	Ms.Baddu Bhargavi	Ph.D Scholar,VISTAS	Member
16.	Mr. Arun Kumar Muralitharan	Senior QA Engineer, Cred Avenue	Member
17.	Dr.S. Arun	Director, IQAC	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 Engineeringand 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 on the minutes **is noted and approved**.

> The Vice Chancellor appreciated the efforts of all themembers.

Item No. 2

Considered the report of the Director, IQAC on the completion of Moodle initial preparatory works to be rolled out across the university in 2021-22.

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RESOLVED that the completion of Moodle initial preparatory works which would cause the central repository for all academic activities and to be rolled out across the university in 2021-22 **is noted and appreciated.**

Item No. 3

Considered the report of the Director, IQAC with regard to the UGC Expert team visit to our Institution on 27th & 28th of September 2021 in connection with the award of 12B status to VISTAS.

RESOLVED that the visit of the UGC Expert Team in connection with the award of 12B status to VISTAS is noted.

ALSO RESOLVED that all the faculty members be motivated to cooperate for the related work to achieve the success.

Item No. 4

Considered the report of the Director, IQAC with regard to the follow up action taken on the conduct of English Proficiency Test for Faculty

RESOLVED that the follow up action taken on the conduct of English Proficiency Test for Faculty**is noted.**

Item No. 5

Considered the report of the Director, IQAC with regard to using of ERP across the Institution and updating the information by the faculty.

RESOLVED that using of ERP across the Institution and updating the information by the faculty **is approved**.

Item No. 6

Considered the report of the Director, IQAC on the action taken forimproving the usage of National Digital Library to students, Research Scholars and Faculty members.

RESOLVED that the action taken forimproving the usage of National Digital Library to students, Research Scholars and Faculty members **is noted and appreciated.**

Item No. 7

Feedback analysis was done and the report was submitted to management

The Vice-Chancellor thanked the members and then the meeting was concluded.

Action Taken Report

Action taken on the resolution passed in the IQAC meetingheld on 9th June 2021

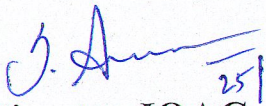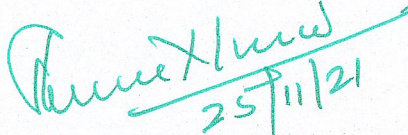| S.No.	Issues	Action Taken
1.	VISTAS will procure the OBE Software and henceforth will use this software to implement the OBE.	VISTAS procured the OBE software
2	Clarifications for the responses given by NAAC	Responses were provided to NAAC on time for the clarifications.

Director IQAC

25.11.2021

CIRCULAR

I am by direction to inform you that IQAC meeting will be held on 9-12-2021 (THURSDAY) at 10.00 am in the IQAC Board Room (ENB 011B). The members are requested to attend the meeting.

Agenda for the Meeting

S.No.	Items of Agenda
1	Considered the Minutes of the previous meeting and Action taken Report.
2	Considered the proposal submitted by the Dean, Academic Affairs with regard to the revision of curriculum and Syllabus for School of Engineering as per AICTE to take effect from the academic year 2022-2023.
3	Considered the approval of new format of Faculty Performance Appraisal [2020-2021] and formation of Faculty Performance Appraisal Assessment committee to assess the performance of the faculty and to conduct an orientation programme on the said subject on 20-12-2021.
4	Considered the introducing of Leave Management system henceforth by ERP for all faculty members instead of manual process followed hitherto.
5	Considered the report of the Director IQAC for continuing to mentor other Institutions by the VISTAS for NAAC Accreditation.
6	To Consider the proposal of the Director IQAC with regard to the publication of papers in Scopus indexed journal by each faculty members, encouraging the students in participation of paper publication and also to motivate the students to participate in various conferences and Symposium.

Director IQAC 25/11/21

Registrar 25/11/21

Vice Chancellor 25/11/21

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VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

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

Members present:

1.	Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2.	Ms.Preetha Ganesh	Management Representative	Member
3.	Dr. P. Saravanan	Registrar	Member
4.	Dr. A. Udhayakumar	Controller of Examination	Member
5.	Dr.M.Chandrasekaran	Dean (Academic Courses)	Member
6.	Dr.C.Dhanasekaran	Dean (Campus Planning and Development	Member
7.	Dr.Ambika Kumari	Dean, School of Law	Member
8.	Dr.V.Jayalakshmi	Director, Digital Infrastructure	Member
9.	Dr.Shanmuga Sundaram	Director, School of Pharmaceutical Sciences	Member
10.	Dr.A.Kathiresan	Director, School of Life Sciences	Member
11.	Dr. Rajini.G	Professor, School of Management Studies & Commerce	Member
12.	Dr.Ilango.T	Professor, Dept. of Civil Engineering	Member
13.	Mr.Udaya Sankar	Lead of Education initiatives for south India	Member
14.	Mr.Paul Sundar Singh	Managing Director, Accenture	Member
15.	Ms.Baddu Bhargavi	Ph.D Scholar,VISTAS	Member
16.	Mr. Arun Kumar Muralitharan	Senior QA Engineer, Cred Avenue	Member
17.	Dr.S. Arun	Director, IQAC	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 and 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 on the minutes **is noted and approved**.

> The Vice Chancellor appreciated the efforts of all the members.

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Item No. 2

Considered the proposal submitted by the Dean, Academic Affairs with regard to the revision of curriculum and Syllabus for School of Engineering as per AICTE to take effect from the academic year 2022-2023.

> **RESOLVED** that the proposal of revision of curriculum and Syllabus for School of Engineering as per AICTE to take effect from the academic year 2022-2023 is approved.

> **ALSO RESOLVED** that the matter be placed in the meeting of the Academic Council.

Item No. 3

Considered the approval of new format of Faculty Performance Appraisal [2020-2021] and formation of Faculty Performance Appraisal Assessment committee to assess the performance of the faculty and to conduct an orientation programme on the said subject on 20-12-2021.

> **RESOLVED** that new format of Faculty Performance Appraisal [2020-2021] and formation of Faculty Performance Appraisal Assessment committee to assess the performance of the faculty and to conduct an orientation programme on the said subject on 20-12-2021 **is approved**.

Item No. 4

Considered the introducing of Leave Management system henceforth by ERP for all faculty members instead of manual process followed hitherto.

> **RESOLVED** that introducing of Leave Management system henceforth by ERP for all faculty members instead of manual process followed hitherto **is approved.**

Item No. 5

Considered the report of the Director IQAC for continuing to mentor other Institutions by the VISTAS for NAAC Accreditation.

> **RESOLVED** that continuing to mentor other Institutions by the VISTAS for NAAC Accreditation is **approved.**

Item No. 6

Considered the proposal of the Director IQAC with regard to the publication of papers in Scopus indexed journal by each faculty members, encouraging the students in participation of paper publication and also to motivate the students to participate in various conferences and Symposium.

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RESOLVED that the publication of papers in Scopus indexed journal by each faculty members, encouraging the students in participation of paper publication and also to motivate the students to participate in various conferences and Symposium **is approved**.

The Vice Chancellor thanked the members and with this the meeting was concluded.

Action Taken Report

Action taken on the resolution passed in the IQAC meetingheld on 14thSep 2021

S.No.	Issues	Action Taken
1	UGC Expert Committee Visit	The inspection was completed successfully
2.	English Proficiency Test - Followup	All Faculty members got certificate in English Proficiency Test
3	ERP data updation by Faculty	All faculty completed entering data in ERP

Vels Institute of Science, Technology and Advanced Studies (VISTAS)
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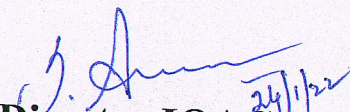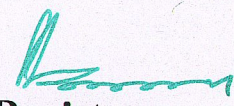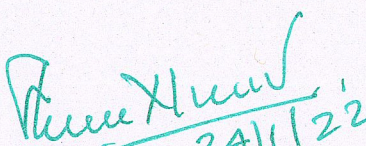
Director IQAC

24.01.2022

CIRCULAR

I am by direction to inform you that IQAC meeting will be held on 7-2-2022 (MONDAY) at 10.00 am in the IQAC Board Room (ENB 011B). 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 report of the Director, IQAC with regard to Student Feedback
3	To consider the Faculty Development Program on OBE
4	To consider the Consolidation of AQAR for the academic years 2020-2021
5	To consider the Data preparation for NIRF Ranking
6	To consider the report of the Director, IQAC with regard to the Research publication in WoS
7	Any other item with permission of the Chair

Director IQAC 24/1/22

Registrar 24/1/22

Vice Chancellor 24/1/22

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VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 7'h February 2022 at 10.00 am in IQAC room.

Members present:

1.	Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2.	Ms.Preetha Ganesh	Management Representative	Member
3.	Dr. P. Saravanan	Registrar	Member
4.	Dr. A. Udhayakumar	Controller of Examination	Member
5.	Dr.M.Chandrasekaran	Dean (Academic Courses)	Member
6.	Dr.C.Dhanasekaran	Dean (Campus Planning and Development	Member
7.	Dr.Ambika Kumari	Dean, School of Law	Member
8.	Dr.V.Jayalakshmi	Director, Digital Infrastructure	Member
9.	Dr.Shanmuga Sundaram	Director, School of Pharmaceutical Sciences	Member
10.	Dr.A.Kathiresan	Director, School of Life Sciences	Member
11.	Dr. Rajini.G	Professor, School of Management Studies & Commerce	Member
12.	Dr.Ilango.T	Professor, Dept. of Civil Engineering	Member
13.	Mr.Udaya Sankar	Lead of Education initiatives for south India	Member
14.	Mr.Paul Sundar Singh	Managing Director, Accenture	Member
15.	Ms.Baddu Bhargavi	Ph.D Scholar,VISTAS	Member
16.	Mr. Arun Kumar Muralitharan	Senior QA Engineer, Cred Avenue	Member
17.	Dr.S. Arun	Director, IQAC	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 and 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 on the minutes **is noted and approved**.

> The Vice Chancellor appreciated the efforts of all the members.

9

Item No. 2

Feedback analysis was done and the report was submitted to management

Item No. 3

A Faculty development program is planned on the month of march for all faculty members so that every faculty is enabled to use the OBE

Item No. 4

For the consolidation of AQAR for 2020-2021 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.

Item No. 5

It was advised that data collection for NIRF Ranking needs to be submitted by end of January 2022.

Item No. 6

Considered the proposal of the Director IQAC with regard to the publication of papers in Scopus indexed journal by each faculty members, encouraging the students in participation of paper publication and also to motivate the students to participate in various conferences and Symposium.

RESOLVED that the publication of papers in Scopus indexed journal by each faculty members, encouraging the students in participation of paper publication and also to motivate the students to participate in various conferences and Symposium **is approved**.

The Vice Chancellor thanked the members and with this the meeting was concluded.

Action Taken Report

Action taken on the resolution passed in the IQAC meetingheld on 9th Dec 2021

S.No.	Issues	Action Taken
1	Performance Appraisal [2020-2021] new format to be circulate.	All faculty submitted the faculty performance appraisal.
2.	Leave Management system rollout	All Faculty members use the new leave management system for availing Leave.

Vels Institute of Science, Technology and Advanced Studies (VISTAS)
Internal Quality Assurance cell (IQAC)
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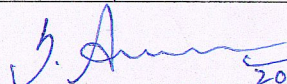**Email: director.iqac@velsuniv.ac.in**
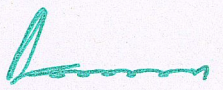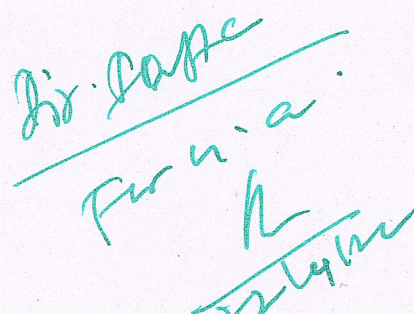
20.04.2022

CIRCULAR

I am by direction to inform you that, IQAC meeting will be held on 20.05.22 (Friday) at 10.30 am in the IQAC Board Room (ENB 011B). The members of IQAC are requested to attend the meeting.
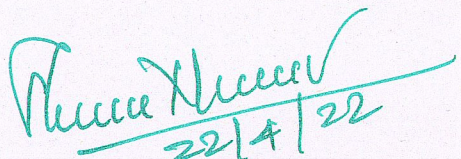
Agenda

S.No.	Items of Agenda
1.	To consider the approval of the Minutes of Previous Meeting & ATR
2.	To consider the FPI 2020-2021 Outcomes
3.	To consider the submission of AQAR 2020-2021
4.	To consider the Evaluation of External Academic Audit 2020-2021
5.	To consider the Internal Academic Audit – Proposal
6.	To consider the Faculty Development Program on OBE
7.	To Consider the NBA Accreditation comments - Review
8.	To consider the NIRF Ranking Updates
9.	To consider the Datacenter updates
10.	To consider the IQAC Calendar – Proposal for 2022-2023
11.	To consider the implementation of NEP – Dual and Joint degree programmes by Indian and Foreign Universities
12.	To consider the OBE Software Updates
13.	Any other matter with the permission of the chair

Director IQAC 20/4/22

Registrar 22/4/22

Vice Chancellor 22/4/22

VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 20ʰ May 2022 at 10.00 am in IQAC room.

Members present:

1. Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2. Dr. P. Saravanan	Registrar	Member
3. Dr. A. Udhayakumar	Controller of Examination	Member
4. Dr.M.Chandrasekaran	Dean (Academic Courses)	Member
5. Dr.C.Dhanasekaran	Dean (Campus Planning and Development	Member
6.		
7. Dr.V.Jayalakshmi	Director, Digital Infrastructure	Member
8. Dr.Shanmuga Sundaram	Director, School of Pharmaceutical Sciences	Member
9. Dr.A.Kathiresan	Director, School of Life Sciences	Member
10. Dr. Rajini.G	Professor, School of Management Studies & Commerce	Member
11. Dr.Ilango.T	Professor, Dept. of Civil Engineering	Member
12. Mr.Paul Sundar Singh	Managing Director, Accenture	Member
13. Ms.Baddu Bhargavi	Ph.D Scholar,VISTAS	Member
14. Mr. Arun Kumar Muralitharan	Senior QA Engineer, Cred Avenue	Member
15. Dr.S. Arun	Director, IQAC	Coordinator

Members on Leave

1. Ms.Preetha Ganesh	Management Representative	Member
2. Dr.Ambika Kumari	Dean, School of Law	Member
3. Mr.Udaya Sankar	Lead of Education initiatives for south India	Member

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.The Vice-Chancellor appreciated the efforts of all the members.

After this, the Agenda items were taken for discussion and the following resolution were made:

3

Item No. 1.

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

RESOLVED that the report of the action taken on the minutes of the previous meeting **is noted and approved**.

Item No. 2

Considered theFaculty Performance Appraisal for 2020-2021.

RESOLVED that Faculty Performance Appraisal for 20-21 and FPI parameters is approved.

Item No. 3

Considered the uploading the AQAR for the academic year 2020-2021..

RESOLVED that the uploading the of AQAR for the academic year 2020-2021 is approved.

ALSO RESOLVEDthat the work of AQAR preparation for the Academic Year 2021-2022 be taken in June 2022.

Item No. 4

Considered the report of the External Academic Audit 2020-2021

RESOLVED that the report of the External Academic Audit 2020-2021 is approved.

Item No. 5

Considered the new proposal of conducting Internal Academic Audit was proposed by IQAC.

Proposal 1:Audit can happen between inter-Schools by exchanging HOD/Senior faculty members

Proposal 2: A panel comprising of Dean Academics, Dean Research, Director IQAC and few senior Professors can formed to conduct the Audit.

Proposal 3: A team comprising of NAAC Criteria team coordinators will be formed and they will audit the entire departments.

RESOLVED that the following proposal3 for conducting Internal Academic Audit is approved.

4

Proposal 3: A team comprising of NAAC Criteria team coordinators will be formed and they will audit the entire departments

Item No. 6

Considered the report of the Director, IQAC on FDP on Outcome based education with special focus on Writing and Mapping Course outcomes at a meeting held on 6.05.2022 based on AICTE exam reforms.

RESOLVED that the report of the Director, IQAC on FDP on Outcome based education with special focus on Writing and Mapping Course outcomes at a meeting held on 6.05.2022 based on AICTE exam reforms is approved.

ALSO RESOLVEDto conduct hands on OBE workshop school-wise with their respective subject matter experts.

Item No. 7

Considered the NBA SWOC report.

RESOLVED to note the NBA SWOC report

ALSO RESOLVED to add GATE training for Engineering Stream students.

The Vice Chancellor informed that a Higher Education cell and Career Counseling will be strengthened at the Institution level.

The IQAC members went through the NBA SWOC report and it was suggested to add GATE training for Engineering Stream students. The Vice Chancellor informed that a Higher Education cell and Career Counseling will be strengthened at the Institution level.

Item No. 8

Considered the current NIRF Ranking.

RESOLVED that the current NIRF Ranking is noted.

The Vice—Chancellor has informed members that the VISTAS should aim for overall ranking of 101-150.

Item No. 9

Considered the finalization of needed resources to enhance the datacenter in VISTAS.

RESOLVED to approve the needed resources to enhance the datacenter in VISTAS, so as to function by July 2022.

Item No. 10

Considered that IQAC calendar to be rolled out for 2022-2023

RESOLVED to approve the IQAC calendar for 2022-2023 and the same be rolled out.

Item No. 11

Considered the proposal of offeringTwinning, Joint Degree and Dual Degree Programme in the forthcoming year.

RESOLVEDto offer Twinning, Joint Degree and Dual Degree Programme in the forthcoming year is approved.

ALSO RESOLVED that the International Affairs, VISTAS has to fasten the process.

Item No. 12

Considered the report of the Director, IQAC about the completion of Software Configuration by Inpodsso as to check CO-PO mapping, uploading marks and OBE Reports.

RESOLVEDthat the report about the completion of Software Configuration by Inpodsso as to check CO-PO mapping, uploading marks and OBE Reports is approved.

The Vice Chancellor thanked the members and the meeting was concluded.

Action Taken Report

Action taken on the resolution passed in the IQAC meetingheld on 7.2.2022

S.No.	Issues	Action Taken
1	FDP on OBE	FDP on Outcome based education with special focus on Writing and Mapping Course outcomes was held on 6.05.2022
2.	Consolidation of AQAR for 2020-2021	AQAR for the academic year 2020-2021 was completed

b