

22.05.2024

**CIRCULAR**

I am by direction to inform you that, IQAC meeting will be held on 28.05.24(Monday) 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 review Key Highlights of the SSR Report
3.	To consider the Data Verification and Validation (DVV) Procedure
4.	To develop an Action Plan and Timeline for DVV Readiness
5.	To plan for Follow-Up Queries from NAAC
6.	To consider the FDP on "Educator Empowerment : Enhancing Pedagogy, Research and Outcome Based Education"
7.	To consider all committes
8.	Any other matter with the permission of the chair

  
**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 28<sup>th</sup> May 2024 at 10.00 am in IQAC room.

### Members present:

1. Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2. Dr.M.Bhaskaran	Pro Vice Chancellor	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.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. Ms.Preetha Ganesh	Management Representative	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 10.30 a.m. The Vice-Chancellor, welcomed the members.

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

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

### **Item No. 1. Approval of the Minutes of the Previous Meeting & Action Taken Report**

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

- **Resolved** that the minutes of the previous meeting and the action taken report were noted and approved. The Vice Chancellor appreciated the efforts of all the members.

The Vice Chancellor appreciated the efforts of all the members.

### **Item No. 2 - Review of Key Highlights of the SSR Report**

- **Resolved** that the key highlights of the Self-Study Report (SSR) were reviewed and discussed. Significant achievements and areas requiring attention were identified.

### **Item No. 3 - Consideration of the Data Verification and Validation (DVV) Procedure**

- **Resolved** that an action plan and timeline for DVV readiness were developed. Specific tasks were assigned to members with deadlines to ensure timely completion. Regular progress meetings were scheduled to track DVV readiness.

### **Item No. 4 - Planning for Follow-Up Queries from NAAC**

- **Resolved** that potential follow-up queries from NAAC were discussed. A strategy was developed to address these queries efficiently, and designated members were assigned to handle specific types of queries.

### **Item No. 5 - Consideration of the FDP on "Educator Empowerment: Enhancing Pedagogy, Research, and Outcome-Based Education"**

- **Resolved** that the Faculty Development Program (FDP) on "Educator Empowerment: Enhancing Pedagogy, Research, and Outcome-Based Education" was considered. The importance of this FDP was endorsed, and its implementation was recommended. Dates and venue for the FDP were discussed and tentatively scheduled.

### **Item No. 6 - All Committees**

- **Resolved that** all statutory and institutional committees shall continue to function as per their mandates. Each committee is tasked with ensuring compliance, addressing relevant issues, and fostering a supportive and inclusive environment for students, faculty, and staff. Regular reviews and reporting mechanisms to be implemented to ensure the effective functioning of these committees throughout the academic year.

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

### Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 11.02.2024

S.No.	Issues	Action Taken
1	Rollout of Faculty Excellence Award 2023	The Faculty Excellence Award 2023 was officially rolled out. Guidelines and criteria for the award were communicated to all faculty members.
2	Promotion Process under Career Advancement Scheme (CAS)	The CAS promotion process was discussed, and the criteria were finalized. It was informed that CAS module is developed in ERP by IQAC to bring
3	Training Program on LCS and LMS for Faculty	A training schedule for the Learning Management System (LMS) and Learning Content System (LCS) was developed. Faculty members were notified of the training dates.



**Registrar**



**Vice Chancellor**

10

04.02.2024

**CIRCULAR**

I am by direction to inform you that, IQAC meeting will be held on 11.02.24 (Monday) 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 rollout of Faculty Excellence Award 2023
3.	To consider the process of Promotion under Career Advancement Scheme (CAS)
4.	To consider the Training program on LCS and LMS for faculty
5.	To consider the NAAC Accreditation for Second Cycle- SSR Submission.
6.	To Evaluate the Preparation and Quality of SSR Documentation
7.	To Define Roles and Responsibilities for SSR Submission
8.	To consider the ERP implementation of Target for every faculty
9.	To consider the rollout of orientation program Transforming Education: Leveraging NAAC Accreditation for Continuous Improvement
10.	To Consider Deployment of Perspective plan
11.	Any other matter with the permission of the chair

  
**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 11<sup>th</sup> February 2024 at 10.00 am in IQAC room.

**Members present:**

1. Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2. Dr.M.Bhaskaran	Pro Vice Chancellor	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.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. Ms.Preetha Ganesh	Management Representative	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 10.30 a.m. The Vice-Chancellor, welcomed the members.

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

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

### **Item No. 1. Approval of the Minutes of the Previous Meeting & Action Taken Report**

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

- **Resolved** that the minutes of the previous meeting and the action taken report were noted and approved. The Vice Chancellor appreciated the efforts of all the members.

The Vice Chancellor appreciated the efforts of all the members.

### **Item No. 2 - Consideration of the Rollout of Faculty Excellence Award 2023**

- **Resolved** that the Faculty Excellence Award 2023 was discussed. The criteria for selection were reviewed, and the rollout process was approved. A committee was formed to oversee the nomination and selection process, with a timeline set for the announcement of the awards.

### **Item No. 3 - Consideration of the Process of Promotion under Career Advancement Scheme (CAS)**

- **Resolved** that the promotion process under the Career Advancement Scheme (CAS) was considered. Guidelines and eligibility criteria were reviewed and approved. A schedule for the submission of applications was established, and the evaluation committee members were identified.

### **Item No. 4 - Consideration of the Training Program on LCS and LMS for Faculty**

- **Resolved** that the need for a training program on Learning Content System (LCS) and Learning Management System (LMS) for faculty members was discussed and approved. The training program will be conducted in phases, and dates were tentatively scheduled. The importance of faculty familiarity with these systems was emphasized.

### **Item No. 5 - Consideration of the NAAC Accreditation for Second Cycle - SSR Submission**

- **Resolved** that the timeline and preparation for the NAAC Accreditation Second Cycle - SSR Submission were discussed. The importance of timely and accurate submission was highlighted. The committee focus on ensuring that all criteria are met as per NAAC guidelines.

### **Item No. 6 - Evaluation of the Preparation and Quality of SSR Documentation**

- **Resolved** that the preparation and quality of the Self-Study Report (SSR) documentation were evaluated. Gaps and areas for improvement were identified. An action plan was developed to address these areas, with responsibilities assigned to specific team members.

**Item No. 7 - Definition of Roles and Responsibilities for SSR Submission**

- **Resolved** that roles and responsibilities for the SSR submission were clearly defined. Each member's tasks were outlined to ensure accountability and smooth coordination. Regular updates were mandated to track progress.

**Item No. 8 - Consideration of ERP Implementation of Targets for Every Faculty**

- **Resolved** that the implementation of specific targets for faculty within the ERP system was discussed. The importance of aligning these targets with institutional goals was emphasized. A rollout plan was approved, and training sessions for faculty were scheduled.

**Item No. 9 - Consideration of the Rollout of the Orientation Program "Transforming Education: Leveraging NAAC Accreditation for Continuous Improvement"**

- **Resolved** that the orientation program "Transforming Education: Leveraging NAAC Accreditation for Continuous Improvement" was considered. The program's agenda and objectives were approved. Dates and facilitators were identified, and the communication plan for the program rollout was established.

**Item No. 10-Accreditation and Compliance Committee**

- **Resolved that** the Accreditation and Compliance Committee will lead the efforts to secure NBA accreditation for additional departments. The committee will also mentor other institutions in the accreditation process, reflecting the institution's commitment to maintaining high standards and fostering collaboration.

**Item No. 11 - Deployment of Perspective Plan**

- **Resolved that** perspective plan in context of teaching & learning, research and development, Infrastructure development was evaluated and was in line with directions of vision of VISTAS

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

## Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 15.09.23

S.No.	Issues	Action Taken
1	To Conduct FDP on "Innovative Strategies for Effective Video Content Creation in ODL"	The FDP was scheduled, and invitations were sent to faculty.
2	To Consider the Orientation Program "Achieving Excellence: Understanding NAAC Accreditation"	The orientation program was approved, and the dates were tentatively set.
3	To Consider the Training Program for Non-Teaching Staff on Office Automation	The training program schedule was finalized, and the IT department is coordinating with the training team.

  
Registrar

  
Vice Chancellor


08.09.2023

**CIRCULAR**

I am by direction to inform you that, IQAC meeting will be held on 15.09.23 (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 submission of AQAR 2022-2023
3.	To Consider the preparation of NAAC Reassessment
4.	To Consider the rollout of CAS to all faculty
5.	To Conduct FDP on Innovative Strategies for Effective Video Content Creation in Open and Distance Learning (ODL): Tools, Techniques, and Best Practices.
6.	To plan for Internal Audit for the even Semester.
7.	To consider the Orientation Program "Achieving Excellence: Understanding NAAC Accreditation for Quality Assurance in Higher Education"
8.	To Consider the training program for Non teaching staff on Office Automation
9.	To Consider the statutory committees
10.	Any other matter with the permission of the chair

  
**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 15<sup>th</sup> September 2023 at 10.00 am in IQAC room.

### Members present:

1. Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2. Dr.M.Bhaskaran	Pro Vice Chancellor	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.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. Ms.Preetha Ganesh	Management Representative	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 10.30 a.m. The Vice-Chancellor, welcomed the members.

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

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

### **Item No. 1. Approval of the Minutes of the Previous Meeting & Action Taken Report**

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

- **Resolved** that the minutes of the previous meeting and the action taken report were noted and approved. The Vice Chancellor appreciated the efforts of all the members.

The Vice Chancellor appreciated the efforts of all the members.

### **Item No. 2 - Submission of AQAR 2022-2023**

- **Resolved** that the submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-2023 was discussed. A timeline was established, and responsibilities were assigned to ensure the timely and accurate submission of the report.

### **Item No. 3 - Preparation of NAAC Reassessment**

- **Resolved** that the preparation for NAAC reassessment was deliberated. A detailed action plan was formulated, highlighting key areas of focus. Teams were assigned specific tasks with clear deadlines to ensure thorough preparation.

### **Item No. 4 - Rollout of CAS to All Faculty**

- **Resolved** that the rollout of the Career Advancement Scheme (CAS) for all faculty members was considered. Guidelines and criteria were finalized, and the implementation process was scheduled. The HR department was directed to proceed with the necessary arrangements.

### **Item No. 5 - FDP on "Innovative Strategies for Effective Video Content Creation in Open and Distance Learning (ODL): Tools, Techniques, and Best Practices"**

- **Resolved** Faculty Development Program (FDP) on "Innovative Strategies for Effective Video Content Creation in Open and Distance Learning (ODL)" was approved.

### **Item No. 6 - Orientation Program "Achieving Excellence: Understanding NAAC Accreditation for Quality Assurance in Higher Education"**

- **Resolved** that the orientation program was endorsed, with tentative dates set. Preparations for the program are in progress to ensure a comprehensive understanding of NAAC accreditation among participants.

### **Item No. 7 - Training Program for Non-Teaching Staff on Office Automation**

- **Resolved** that the training program for non-teaching staff on office automation was approved. The IT department is coordinating with the training team to finalize the schedule and content.

### Item No. 8-Statutory Committee

**Resolved that** the statutory committees, as per the institutional and regulatory requirements, shall function with renewed focus for the upcoming academic year, ensuring strict compliance and addressing relevant concerns as follows:

1. **Anti-Ragging Committee:** Continue to actively monitor and prevent any instances of ragging. Regular awareness programs and strict enforcement of anti-ragging policies will be prioritized to maintain a safe environment for all students.
2. **Institutional Grievance Redressal Committee:** Ensure prompt and effective resolution of grievances raised by faculty, staff, and students to foster a transparent and supportive academic environment.
3. **Student Grievance Redressal Committee:** Focus on addressing student concerns related to academic and non-academic issues, ensuring that students' voices are heard and acted upon in a timely and fair manner.
4. **SC/ST/OBC Grievance Committee:** Actively work towards resolving issues faced by students belonging to these categories, promoting inclusivity, and ensuring their academic and social well-being.
5. **Internal Complaint Committee (ICC):** Continue addressing complaints related to gender-based discrimination and harassment, ensuring a safe and respectful environment for all members of the institution.
6. **Anti-Discrimination Cell:** Reinforce the institution's commitment to eliminating discrimination in any form, with proactive measures to create a more inclusive, equitable, and diverse campus community.

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

## Action Taken Report

Action taken on the resolution passed in the IQAC meeting held on 03.07.2023

S.No.	Issues	Action Taken
1	Action Taken Report on Academic Audit 2022-2023	Corrective actions from the Academic Audit were successfully implemented, and improvements were monitored.
2	Result of Online NAAC and OBE Test	Additional training was provided to address areas of improvement identified in the online NAAC and OBE tests.
3	Evaluation of Strategic Plan for IQAC	The strategic plan was revised based on the evaluation, with adjustments made to better align with institutional goals.



**Registrar**



**Vice Chancellor**

03.07.2023


**CIRCULAR**

I am by direction to inform you that, IQAC meeting will be held on 11.07.23 (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 Faculty Performance Evaluation 2022-2023
3.	To consider the analysis of VSAT Results 2023-2023
4.	To consider the enhancement of ODL process
5.	To consider the implementation of CAS in ERP
6.	To Consider the Action taken report on Academic Audit and administrative audit 2022-2023
7.	To consider the result of online NAAC and OBE Test
8.	To consider the stakeholder survey
9.	To consider the Evaluation of Strategic Plan for IQAC
10.	To consider the Anti-Ragging Committee
11.	Any other matter with the permission of the chair

  
Director IQAC

  
Registrar  
3/7/23

  
03/07/23  
Vice Chancellor  
3/7/23

## VELS INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE STUDIES

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 11<sup>th</sup> July 2023 at 10.00 am in IQAC room.

### Members present:

1. Dr. S. Sriman Narayanan	Vice-Chancellor	Chairperson
2. Dr.M.Bhaskaran	Pro Vice Chancellor	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.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. Ms.Preetha Ganesh	Management Representative	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 10.30 a.m. The Vice-Chancellor, welcomed the members.

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

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

### **Item No. 1. Approval of the Minutes of the Previous Meeting & Action Taken Report**

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

- **Resolved** that the minutes of the previous meeting and the action taken report were noted and approved. The Vice Chancellor appreciated the efforts of all the members.

The Vice Chancellor appreciated the efforts of all the members.

### **Item No. 2 - Faculty Performance Evaluation 2022-2023**

- **Resolved** that the Faculty Performance Evaluation for the academic year 2022-2023 was reviewed and discussed. Key performance indicators were analyzed, and areas for improvement were identified. It was decided to enhance the feedback mechanism and provide necessary support for faculty development.

### **Item No. 3 - Analysis of VSAT Results 2023-2024**

- **Resolved** Resolved that the analysis of the VSAT Results for 2023-2024 was completed. The results were discussed in detail, highlighting trends and performance gaps. Recommendations were made to improve the preparation and support for future candidates.

### **Item No. 4 - Enhancement of ODL Process**

- **Resolved** strategies for enhancing the Open and Distance Learning (ODL) process were discussed. It was agreed to incorporate new technologies and methods to increase engagement and effectiveness. A task force was formed to implement the suggested enhancements.

### **Item No. 5 - Implementation of CAS in ERP**

- **Resolved** that the implementation of the Career Advancement Scheme (CAS) in the ERP system was discussed. The technical requirements and timelines were reviewed, and it was decided to proceed with the integration. A project team was assigned to oversee the implementation.

### **Item No. 6 -Action Taken Report on Academic Audit 2022-2023**

- **Resolved** that the Action Taken Report on the Academic Audit for 2022-2023 was reviewed. The report highlighted the corrective actions taken and the improvements made. The committee expressed satisfaction with the progress and recommended further monitoring.

### **Item No. 7 - Result of Online NAAC and OBE Test**

- **Resolved** that the results of the online NAAC and Outcome-Based Education (OBE) tests were discussed. The results were found to be satisfactory, with a few areas identified for improvement. It was decided to provide additional training to address these gaps.

**Item No. 8 - Student Feedback**

- **Resolved** that the student feedback collected during the academic year was evaluated. The feedback was generally positive, but some areas for improvement were noted. It was decided to implement changes to address these concerns and to continue monitoring student satisfaction.

**Item No. 9 - Evaluation of Strategic Plan for IQAC**

- **Resolved** that the strategic plan for the Internal Quality Assurance Cell (IQAC) was evaluated. The plan's effectiveness was reviewed, and adjustments were recommended to align with the institution's evolving goals. A follow-up meeting was scheduled to finalize the revised plan

**Item No. 10 - Anti-Ragging Committee**

Resolved that the Anti-Ragging Committee shall continue to monitor and address any incidents of ragging within the institution, particularly with the arrival of first-year students. To conduct department wise awareness programs to prevent ragging and ensure a safe environment for all students.

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

**Action Taken Report**

Action taken on the resolution passed in the IQAC meeting held on 04.05.23

S.No.	Issues	Action Taken
1	AQAR Submission	The AQAR reports were uploaded
2	Academic Audit 21-22	The academic audit for 21-22 is planned for July 2023 alongside the 22-23 audit. A database of external panel members is being compiled for VC approval.

  
**Registrar**

  
**Vice Chancellor**