

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date / time : 08 October 2015 / 01.00 PM

Venue: 201 Admin Block, Chennai Campus, VIT University, Chennai

Members present:

1. Dr. Anand A. Samuel, Vice Chancellor
2. Dr. S. Narayanan, Pro Vice Chancellor (Vellore Campus)
3. Mr. T.S. Thiagarajan, Registrar
4. Dr. K. Rajeswari, Bioklone Biotech Private Limited
5. Dr. D. Ramesh Kumar, Salem Microbes Private Ltd
6. Mr. S.V. Suderson, Daimler India Commercial Vehicles
7. Mr. V.S. Viswanathan, Wipro
8. Dr. C. Rajendran, IIT Chennai
9. Dr. V. Masilamani, IIIT D & M, Kancheepuram
10. Dr. G. Jayaraman, Coordinator IQAC & IIS, Vellore
11. Dr. A. Brintha Therese, Coordinator IQAC, Chennai
12. Dr. D. Subhakar, Dean, Academics, Vellore
13. Dr. V.S. Kanchana Bhaskaran, Dean, Academics, Chennai
14. Dr. S. Babu, Associate Dean, Academic Research, Vellore
15. Dr. Nayeemullah Khan, Associate Dean, Academic Research, Chennai
16. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
17. Dr. Arunkumar Sarma, Director, Sponsored Projects, Chennai
18. Dr. R. Selvakumar, Controller of Examinations, Vellore
19. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
20. Dr. K. Kannabiran, Director, Student Welfare, Vellore
21. Dr. P.Vanchinathan, Professor, School of Advance Sciences, Chennai
22. Prof. Ravi Prakash Dwivedi, Assistant Professor, School of Electronics Engineering, Chennai
23. Mr. N. Gopala Krishnan, Administrative Officer, Chennai
24. Mr. R. Sai Pranav, Student Representative

Leave of Absence:

1. Mr. K.S. Shetty, TESPA Tools Private Limited
2. Dr. V. Balakumar, Simplex Infrastructures Limited
3. Dr. Saradha Rajkumar, Director, Student Welfare, Chennai
4. Mr. K.K. Giri, Alumni Representative
5. Ms. Anupama Joy, Student Representative

Agenda

- [1] Role of IQAC at VIT
- [2] Preliminary analysis on quality radars on selected parameters
- [3] Targets set forth for the AY2015 – 2016
- [4] IQAC calendar for AY 2015 – 2016
- [5] AQAR 2014 – 2015

Minutes

[1] The meeting started with a welcome note from Dr. Anand A Samuel, Vice Chancellor, VIT University and the Chairperson of VIT-IQAC. It was also pointed out that the IQAC is reconstituted as per the guidelines of NAAC.

[2] This was followed by self introduction by the members of the committee.

[3] Dr. G. Jayaraman, Coordinator, VIT-IQAC made a brief power point presentation highlighting the status of VIT-IQAC and the responsibilities set. Some of the salient features pointed out in the presentation were:

- a. Reconstitution of VIT-IQAC (Annexure – 1)
- b. Responsibilities of VIT – IQAC (Annexure – 2)
- c. On the parameters taken up for initial analysis and development of quality radar (Annexure – 3)
- d. Areas identified for improvement
 - i. To increase the number of research papers in journals as against the number of publications in conference proceedings
 - ii. To increase the number of review articles so as to increase the h-index of the University and therefore its visibility
 - iii. To increase the number of extramural projects
 - iv. To encourage the students to undertake final year projects in industries
 - v. Alternatively, industry sponsored projects to be taken up by the students at VIT
 - vi. To encourage students to take up competitive examinations
- e. Academic and administrative audit parameters (Annexure – 4)

[4] After the presentation there was an open discussion. The following are the suggestions / comments from the IQAC members:

- a. Quality parameters need to be defined quantitatively and the bench marks need to be set
- b. Analysis on the quality parameters to be done at the school level and not to stop at the University level
- c. Learning basic concepts by the students need to be strengthened
- d. More industry based workshops need to be organised and the students need to be involved in that. The faculty members could visit the industry for a period of 2 – 3 days along with the student, during the project period

- e. One credit courses could be introduced and the lectures for these could be by the industrial experts
- f. Develop the culture in students to take up the competitive examinations
- g. Develop parameters for quality circle meetings. It should be more than the feedback from the students.
- h. Mechanism to evaluate the industry projects should be evolved
- i. Basic courses such as in chemistry and physics need to be strengthened and should be more practical oriented
- j. Professors to work in industry for 2 to 3 months in industries
- k. Comprehensive evaluation to be included in every year

[5] Vice Chancellor commended the suggestions from the experts and informed that a mechanism is already in place to overcome some of the issues raised by the external members:

- a. A new curriculum, Curriculum for Applied Learning (CAL), is introduced for the first year students (AY 2015 – 2016 admission). As per the guidelines, in addition to the regular practical classes, the students should undertake projects ('J' component) in each semester
- b. In order to strengthen the fundamental concepts, open book examination has been introduced. Also the comprehensive examination that is conducted for the final year students tests the basics in the core courses.
- c. VIT is gearing up to go digital in all fields – academic, research and administration. To test the feasibility digital week was organised at Chennai campus last semester. Also, in one of the examinations the students were asked to give the examination with the digital pad.
- d. In order to motivate the students to take up the comprehensive examination, credits are given to students who have cleared the competitive examination.

[6] The following are the decisions taken:

- a. To provide quantitative information for discussion during the next IQAC meeting
- b. To come up with quantitative quality parameters at various levels and for bench marking


[7] The following are the targets put forth for the academic year 2015 – 2016:

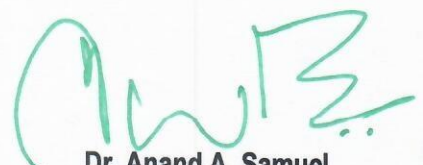
- a. Increase in effective applications to extramural grants by 50%
- b. Review articles by 25% of the faculty (with PhD) in Scopus index journals with high impact factor
- c. 80% of the students to undertake final year projects in industries / research institutions
- d. One international conference to be conducted per school
- e. Publication of at least one paper by internal full time PhD scholars in Scopus indexed journals with impact factor

[8] The IQAC calendar for the AY 2015 – 2016

1	September 2015	Reconstitution of IQAC
2	October 2015	1. First IQAC meeting for the academic year 2015 – 2016 2. Submission of the Annual Quality Assurance Report to 3. NAAC for the year 2014 – 2015
3	November 2015	1. Meeting with focused group of students 2. Audit on the action taken reports of the quality circle meeting and work review 3. Conduct of 'IQAC Day' to sensitise the faculty and staff
4	December 2015	Second IQAC meeting for the academic year 2015–2016
5	January 2016	Academic audit for the Fall 2015 – 2016 semester
6	February 2016	1. Analysis of the audit report 2. Third IQAC meeting for the academic year 2015– 2016
7	March 2016	One day seminar on 'Enhancing Quality in Academic Research'
8	April 2016	Audit on the action taken reports of the quality circle meeting and work review
9	May 2016	Administrative Audit
10	May 2016	Fourth IQAC meeting for the academic year 2015 – 2016

[9] It was informed that the Annual Quality Assurance Report 2014-2015 is almost prepared and will be submitted to NAAC by the end of October 2015.


Dr. G. Jayaraman
 Coordinator, IQAC & IIS
 Co-ordinator, IQAC & IIS
 VIT University, Vellore, TN


Dr. Anand A. Samuel
 Vice Chancellor
 Dr. Anand A. Samuel B.E., M.A., M.Phil.
 Vice Chancellor
 VIT University
 Vellore - 632 014

ANNEXURE – 1

Constitution of VIT – IQAC

Chairperson	Vice Chancellor
Management Representative(s)	Vice Presidents
Administrative Representative(s)	Pro Vice Chancellor
Deans, Directors, Heads (VC, CC)	Dean Academics, Vellore Campus
	Dean Academics, Chennai Campus
	Associate Dean (Academic Research), Vellore Campus
	Associate Dean (Academic Research), Chennai Campus
	Director (Sponsored Projects), Vellore Campus
	Director (Sponsored Projects), Chennai Campus
	CoE, Vellore Campus
	CoE, Chennai Campus
	Director (Student Welfare), Vellore Campus
	Director (Student Welfare), Chennai Campus
	Registrar, Vellore Campus
	Administrative Officer, Chennai Campus
Student Representatives	Anupama Joy (12BMD0005)
	R Sai Pranar (13BCE1108)
Industry Representatives	Dr. Rajeshwari (Bioklone Biotech Private Limited)
	Dr. Ramesh kumar (Salem Microbes Private Limited)
	Mr. Suderson (Daimler India Commercial Vehicles)
	Mr. Viswanathan (Wipro)
Alumni Representative	Mr. Giri K.K
Academic Representatives	Dr. C. Rajendran, IIT Chennai
	Dr. V. Masilamani, IIIT D & M Kancheepuram
Member Co-ordinators	Dr. G. Jayaraman
	Dr. A. Brintha Therese

ANNEXURE – 2

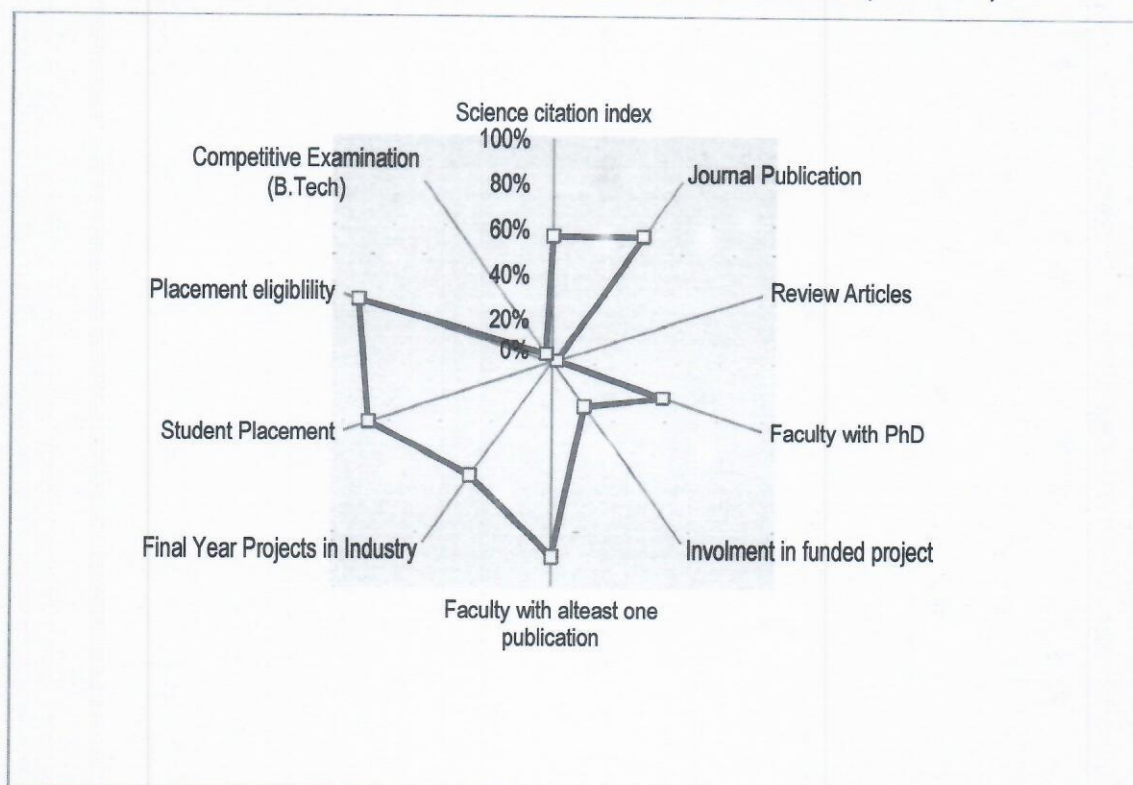
Responsibilities of VIT – IQAC

1. Collation and maintenance of the data related to academics, research and administration
2. Develop on-line methodologies (portal) for the data collation process
3. Preparation of annual quality reports for submission to NAAC
4. Preparation of reports as needed by governmental and non-governmental (for ranking) agencies
5. Analysis of data pertaining to
 - a. Quality circle meetings
 - b. Research publications
 - c. Students projects
 - d. Partnering with external agencies
 - e. Research funding intramural and extramural projects
 - f. Activities related to University Social Responsibility
6. Conduct of quality related meetings / seminars / conferences
7. Conduct academic as well as administrative audit (both internal and external)
8. Develop quality benchmarks / parameters for selected academic / research / administrative activities

ANNEXURE – 3

Parameters taken up for initial analysis – developing quality radar

1. Number of research papers published (2014) in Scopus indexed journals but has impact factor as given by Thompson Reuters
2. Number of original research papers (in 2014) published in Scopus indexed journals
3. Number of review articles published (in 2014) in Scopus indexed journals
4. Number of faculty members with PhD
5. Number of faculty members involved in funded research projects
6. Number of faculty members with atleast one publication in 2014
7. Number of final year BTech projects done at industry (in AY 2014 –2015)
8. Number of students placed (in AY 2014 –2015)
9. Number of students eligible for placement (in AY 2014 –2015)
10. Number of students who have taken up the competitive examinations (in AY 2014)



ANNEXURE – 4

Academic and Administrative Audit parameters

At School level

1. Industrial exposure of the students – industry visits, internships and projects
2. Out-of-classroom learning – information on guest lectures, seminars, conferences, workshops arranged by the School and participation in such activities elsewhere – information should include the details of the beneficiaries
3. Efforts taken towards strengthening the infrastructure facilities as against the increasing student strength
4. Conduct of Quality Circle Meetings and action taken reports
5. Regular conduct of meetings at all levels and the meeting minutes
6. Effectiveness of the Memorandum of Understanding signed
7. Research output analysis
8. Student progression
9. Achievements of students (inclusive of competitive examinations) and faculty members, including publication of books / book chapters

At Faculty level

1. Question papers and sample answer sheets of the continuous assessment
2. Result analysis at all levels
3. Steps taken for slow learners or non-performers
4. Steps taken for professional development

Administrative Audit

Create dashboard and instill e-governance in activities related to Finance, Purchase and Research

Modalities in Auditing

1. Academic audit will be taken up every semester and administrative audit will be performed once a year
2. "NAAC working group" will be assigned the responsibility of conducting the audit
3. Reports to be analysed by IQAC

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date / time : 23 January 2016 / 12.00 Noon – 01.30 PM

Venue: Room No. 201, Administrative Block, VIT Chennai Campus

Members present:

1. Dr. Anand A. Samuel, Vice Chancellor
2. Dr. S. Narayanan, Pro Vice Chancellor (Vellore Campus)
3. Dr. P. Gunasekaran, Pro Vice Chancellor (Chennai Campus)
4. Dr. K. Sathiyarayanan, Registrar
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9. Dr. G. Jayaraman, Deputy Director RAAC & Coordinator IQAC
10. Dr. A. Brintha Therese, Assistant Director RAAC
11. Mr. N. Gopala Krishnan, Administrative Officer, Chennai
12. Dr. S. Babu, Associate Dean, Academic Research, Vellore
13. Dr. Nayeemullah Khan, Associate Dean, Academic Research, Chennai
14. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
15. Dr. Arun Kumar Sarma, Director, Sponsored Projects, Chennai
16. Dr. Mohan Ganesh, Controller of Examinations, Vellore
17. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Vellore
18. Dr. S. Sasikumar, On behalf of Director, Student Welfare, Vellore

Leave of Absence:

1. Mr. K.S. Shetty, TESP Tools Private Limited
2. Mr. S.V. Suderson, Daimler India Commercial Vehicles
3. Dr. V.S. Viswanathan, Wipro
4. Dr. C. Rajendran, IIT Chennai
5. Dr. Subhakar D, Dean, Academics, Vellore
6. Dr. V.S. Kanchana Bhaskaran, Dean, Academics, Chennai
7. Dr. Saradha Rajkumar, Director, Student Welfare, Chennai
8. Mr. K.K. Giri, Alumni Representative
9. Ms. Aditi Palsapure, Student Representative
10. Mr. R. Sai Pranav, Student Representative

Agenda


1. Action taken on the suggestions
2. Pending actions

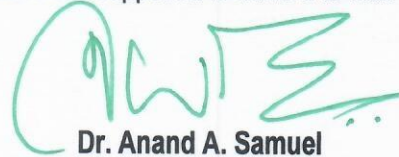
Minutes

1. To start with Dr. P. Gunasekaran, Pro Vice Chancellor welcomed the members.
2. VIT-IQAC coordinator made a brief presentation on the action taken report
3. During the presentation it was also pointed out that the IQAC day was conducted in order to sensitise the faculty on quality issues and to find possible solutions to some specific processes.
4. It was also pointed out by the coordinator that a seminar is being organised on March 11, 2016 on the theme "Enhancing the Quality of Academic Research in Higher Educational Institutions".
5. The members also appreciated the efforts taken by VIT in evaluating the project students.

Suggestions put forth by the committee

1. The research publication analysis should include not only the research output of the schools in general, but should involve identification of faculty categories as teaching and research-oriented.
2. The projects proposals to be reviewed by an internal committee before it is being sent for extramural funding. It was said that this process is already in place for the proposals submitted by the faculty who do not have prior experience on funded projects.
3. Similarly, the manuscripts submitted could also pass through a technical review committee if the quality needs to be improved. A committee could also be formed to correct the grammatical errors and other non-technical mistakes. In addition, the number of papers submitted should be accounted.
4. The IQAC should identify specified areas for focusing on research activities.
5. The faculty members should also try to establish as many external contacts as possible. This will not only aid in good technical support but also will set an image for the University.
6. Mock interviews could be conducted for students. This will enable students to face the challenges during their placement interviews or during admission to higher education.
7. Specific targets should be set and the faculty members are supposed to adhere to that.


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