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Vellore ■ Chennai
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date / time : 17 February 2017 / 11.30 Am – 01.00 PM

Venue: Board Room, Dr MGR Block, Vellore 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 K, Registrar
5. Dr. V.S. Viswanathan, Wipro
6. Dr. C. Rajendran, IIT Chennai
7. Dr. V. Masilamani, IIIT D & M Kancheepuram
8. Dr. Partha Sharathi Mallick, Director, RAAC
9. Dr. P. Kuppan, Assistant Director, IQAC
10. Dr. Hari Seetha, Assistant Director, RAAC
11. Dr. A. Brintha Therese, Assistant Director RAAC
12. Dr. D. Jayaraman, Dean, Academics, Vellore
13. Dr. V.S. Kanchana Bhaskaran, Dean, Academics, Chennai
14. Dr. G. Buvaneswari, Dean, Academic Research, Vellore
15. Dr. M. Helen Santhi, Dean, Academic Research, Vellore
16. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
17. Dr. Arun Kumar Sarma, Dean, Sponsored Research, Chennai
18. Dr. Mohan Ganesh, Controller of Examinations, Vellore
19. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
20. Dr. Mahindra Amit Baburao, Director, Student Welfare, Vellore
21. Dr. S. Hemamalini, Director, Student Welfare, Chennai
22. Mr. K.K. Giri, Alumni Representative
23. Ms. Aditi Palsapure, Student Representative

Leave of Absence:

1. Mr. K.S. Shetty, TESP Tools Private Limited
2. Dr. V. Balakumar, Simplex Infrastructures Limited
3. Dr. K. Rajeshwari, Bioklone Biotech Private Limited
4. Dr. D. Ramesh Kumar, Salem Microbes Private Limited
5. Mr. S.V. Suderson, Daimler India Commercial Vehicles
6. Mr. N. Gopalakrishnan, Administrative Officer, Chennai

Agenda

1. Review of ATR of previous meetings
2. Review of QCM of Fall 2016-17
3. Review of Students Feedback of 2016-17
4. Review of publications and extramural projects
5. Suggestions for Quality assurance, sustenance and improvement

Minutes

Dr. Anand A. Samuel, Vice Chancellor, welcomed the members and briefed on the recent initiatives taken by VIT University towards enhancing the quality in Teaching-learning-evaluation and recent recognitions/awards received by VIT. The following are some of the salient points put forth:

1. VIT University was ranked first in 2016 for Scopus indexed publications in India.
2. University of the Year-2016 award received from FICCI, New Delhi
3. QS four star rating by the Quaquarelli Symonds (QS), United Kingdom
4. Top among private Institutions in India in Webometrics ranking
5. Guest lectures from industry experts to teach the 8th module in all the courses
6. Appointing Industry experts as adjunct faculty members
7. Setting up of 10 research centers in VIT on various fields
8. Usage of more ICT in teaching-learning
9. Teaching through smart boards

Also, Dr. Gunasekaran P, Pro Vice Chancellor, Chennai Campus welcomed the members and stressed the importance of encouraging the faculty members to publish more in Science Citation Index journals. This was followed by a detailed power point presentation by Dr. Kuppan P, IQAC Coordinator. The activities of IQAC since the last meeting were highlighted. The following are the salient features of the presentation.

1. The review of Quality Circle meeting (QCM) shows that the students' satisfaction level improved considerably in the second QCM.
 - QCM conducted for most of the courses
 - Mixed feedback from the students
 - Average of 72% no issues
 - Action taken reports available only for 66% of the issues slated

1. The analysis of Scopus database shows that a total of 2807 papers (article: 2159, Review: 171, conference: 449) were published in 2016 by VIT faculty and which is highest in India. It is also noted that number of review papers published in 2016 is substantially increased when compared to 2015 (45 nos).
2. There is a slight increase in the number of collaborative publications in 2016 and also increase in collaboration with foreign institutions (from 59 countries)
3. Subject wise analysis of publications data was also presented, Engineering 21%, Computer Science 12%, Materials Science 8%, Chemistry 8%, Biochemistry and Biology 7%, Physics 7%, etc.
4. There is an increasing trend at VIT to publish papers in journals rather than in conference proceedings.
5. The number of consultancy projects in 2015-16 is 151 nos and worth of Rs. 121.0 lakh were taken by faculty members. However, it is noted that only a small group of faculty members are involved.
6. The turn-over in the extramural projects were around 20% in 2016 and has not yet touched the 50% mark as expected. However, in 2016 highest number of project proposals (196 nos) was submitted and it is expected that good number of them will be sanctioned in the near future.
7. The average overlay of the extra mural in 2016 is Rs. 21.3 lakh
8. There is a significant increase in number of industrial visits organised for the students in 2016. About 1700 students visited industries as part of course industrial visits and about 35% of final year students are executing their projects in industries.
9. The Annual Quality Assessment Report of VIT has been prepared.
10. The academic performance of all schools and centers were evaluated through the School Evaluation reports.
11. The midterm academic review of course content was carried out with the help of HoDs. All the faculty members have uploaded their course materials in the academic portal.
12. The analysis of students' satisfaction survey shows that satisfaction level is more than 90% on the infrastructure and campus life, lab facility and faculty.

Activities of VIT-IQAC in AY 2016 – 2017

- *Involved in data collation, ranking and accreditation exercises (QS, THE, NIRF)*
- *Preparation of annual reports and surveys (AQAR, MHRD, UGC and others)*
- *Data submitted for HEI rating and awards, QS Star, FICCI, ASSOCHAM, BBC News*
- *Developed a template for Internal Academic Auditing as per the guide lines of NAAC*
- *Reviewed the current standings in research, teaching-learning and administration*

- Conducted a 3 day QS Summer School Summit during Dec. 5-8, 2016 to discuss about quality enhancement in Summer schools Worldwide
- Analysis of QCM and Students' feedback data

Suggestions from IQAC members:

The IQAC Members were happy about the initiatives taken by the University for quality sustenance and quality enhancement. The following suggestions were received from them.

1. Currently, Scopus indexing and Science Citation Index are being used for analysis journal publications by faculty. It is suggested to go **SCImago Journal Rank** (SJR indicator). It is a size-independent indicator and its values order journals by their "average prestige per article" and can be used for journal comparisons in science evaluation processes
2. Analysis of the number of projects contributing to 80% of research revenue can be presented in the next meeting.
3. Break-up of students' feedback can be presented in the next meeting.
4. Analysis of publication data such as Scopus indexed papers per faculty and SCI journals per faculty.
5. The final year students should be encouraged to take more industry relevant projects.
6. The papers published by students can be presented in the next meeting.
7. It is also suggested to conduct more certification programmes to the students to enhance their job prospects and employability skills.
8. Development of online portal for submission of School Academic Evaluation Report.
9. Tracking the progress of every graduate for at least 3 years with the help of term project guide.

The following are the actions plans set for IQAC before the next meeting

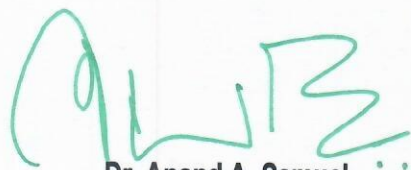
1. Follow up on the action taken report (ATR) on the QCM
2. Auditing of Faculty and Students achievements
3. Midterm academic auditing of the course content for the current academic year (Winter 2017)
4. Meeting with the NAAC working group to finalize the Internal Symposium on Quality Enhancement in Higher Education and guide lines for Academic Evaluation of schools
5. Analysis of the students placement data
6. Analysis of academic performance of students



Dr. P. Kuppan
Assistant Director, IQAC & IIS
Coordinator IQAC

IQAC Coordinator
VIT University

Vellore – 632014, Tamil Nadu, India.



Dr. Anand A. Samuel
Vice Chancellor

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

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date / time : 30 August 2016 / 11.00 – 01.30 PM

Venue: MB Board Room, Vellore 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. V. Balakumar, Simplex Infrastructures Limited
5. Dr. K. Rajeswari, Bioklone Biotech Private Limited
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9. Dr. Partha Sharathi Mallick, Director, RAAC
10. Dr. G. Jayaraman, Deputy Director RAAC & Coordinator IQAC
11. Dr. A. Brintha Therese, Assistant Director RAAC & Coordinator IQAC
12. Dr. D. Subhakar, Dean, Academics, Vellore
13. Dr. V.S. Kanchana Bhaskaran, Dean, Academics, Chennai
14. Dr. M. Helen Shanthi, Associate Dean, Academic Research, Chennai
15. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
16. Dr. Mohan Ganesh, Controller of Examinations, Vellore
17. Dr. Mahindra Amit Baburao, Director, Student Welfare, Vellore
18. Dr. S. Hemamalini, Director, Student Welfare, Chennai

Leave of Absence:

1. Dr. K. Sathiyarayanan, Registrar
2. Mr. K.S. Shetty, TESP Tools Private Limited
3. Mr. S.V. Suderson, Daimler India Commercial Vehicles
4. Dr. C. Rajendran, IIT Chennai
5. Dr. S. Babu, Associate Dean, Academic Research, Vellore
6. Dr. Arunkumar Sarma, Director, Sponsored Projects, Chennai
7. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
8. Mr. N. Gopala Krishnan, Administrative Officer, Chennai
9. Ms. Meenakshi Shanmugasundaram, Alumni Representative
10. Ms. Anupama Joy, Student Representative
11. Mr. R. Sai Pranav, Student Representative

Agenda

1. Review of ATR of previous meetings
2. Proposed action plan for AY 2016 - 2017
3. Recommendations / targets for 2016 – 2017
4. Actions plan for IQAC before the conduct of the next meeting

Minutes

Prof. Anand A. Samuel, Vice Chancellor, welcomed the members and briefed on the recent initiatives taken by VIT University towards enhancing the quality in Teaching-learning-evaluation and related areas. The following are some of the salient points put forth:

1. English language learning made more meaningful by the introduction of practical classes
2. Students are made to understand the basics of the subject by 'doing'. Example cited was the visit organised for the B.Com students to the bank for on site learning
3. Smart boards were fixed in 62 class rooms on a trial basis
4. Auto lecture capturing initiated.
5. Research based learning mode will be extended to undergraduate students
6. Certificates programmes will be made available for industry personnel
7. Rubrics framework for teaching-learning-evaluation is being sent by Dean Academics. From next year it will decentralised and tangible rubrics will be framed by the faculty members for their subjects
8. Adjunct professors (~ 120) have been appointed by the university to enhance teaching-learning as well as research activities
9. Rs.10 lakhs have been given to schools to organise on-line lectures by foreign professors

This was followed by a detailed power point presentation by Dr. G. Jayaraman, IQAC Coordinator. The activities of IQAC in 2015 – 2016 were also highlighted. The following are the salient features of the presentation.

1. The turn-over in the extramural projects were around 30 – 35 in the past years and has not yet touched the 50% mark as expected (except in 2013).
2. The average overlay of the extra mural projects were in the range Rs. 15 – 25 lakhs
3. It was mentioned that the number of review articles published (in Scopus indexed journals) in 2016 has crossed 100 for the first time and with the cumulative impact factor near to 100.

4. School wise analysis of the publication of the review papers were also presented
5. It was mentioned that some of the publications did not have completed affiliation and therefore it was suggested that the university should take steps to correct this anomaly.
6. There is slight increase in the number of collaborative publications (with respect to review articles) in 2016.
7. Analysis of the citations indicated that the self-citations are less than 25%
8. There is an increasing trend at VIT to publish papers in journals rather than in conference proceedings.
9. The target of 25% of the faculty with PhD to publish review papers (in 2016) seems to be a reality as it is 10.72%.
10. Publication of 1 research article per full time scholar was slated. However, the percentage as of date was only 10%.
11. It was indicated that the modalities for research award was changed as per the suggestions of IQAC.
12. Quality circle meetings will be used for qualitative assessment of the teaching-learning process where as for quantitative measures the interim student satisfaction survey (to be done immediately after CAT I) will be used.
13. It was pointed out the number of responses in the quality circle meetings were less and also the action taken reports are still not complete. Steps need to be taken to achieve zero deficiency with respect to quality circle meetings and related ATR.
14. Instead of categorising the faculty into research professors and for the identification of specific areas for focussed research activities, the Universities have narrowed down to nine centres. Guidelines related to the functioning of the research centres and targets have been outlined by the University, with an objective of enhancing research quality.
15. The suggestions that the research manuscripts should pass through a peer review committee was deferred. It was then decided that such arrangements can be made optional to the faculty.

Proposed action plans for AY 2016 – 2017

1. Auditing of course files: This will be based on the materials submitted in the academic portal. The course committee will be responsible for auditing the course files instead of the HoD. However, upon completion of the auditing a completion report will be sent by the HoD to the O/o IQAC at the end of each semester

2. Conduct of internal academic audit: Taking into consideration the NAAC guidelines, an elaborate evaluative report format was shared with the schools / centres. The Schools / Centres are expected to submit the report to the O/o IQAC. The information given therein will be audited by a special committee constituted for this purpose.
3. As per plan, the external committee for the conduct of the Academic and Administrative Audit (AAA) need to be constituted.
4. Digitisation of the academic and administrative process is being done in a phased manner: (a) digital diary concept is being introduced; (b) portals will be made ready for capturing the data with respect to student and faculty achievements, outcomes of MoUs, dynamics performance evaluation of faculty members.

Recommendations / targets for AY 2016 – 2017

1. At least one course per school should be made available on-line (0 as on date)
2. One certificate course per school should be offered in on-line mode (0 as on date)
3. Publications in journals with impact factor to increase to 75% (currently it is 50%)
4. At least five faculty members from each school to visit industries during the student project period (0 as on date).
5. Collaborative research publications to increase by 50% (40% in 2015; 20% in 2016; increase to at least 30% to be set).
6. 100% of the faculty to have publication in Scopus indexed journals (81% on date)
7. 75% of the faculty members to be doctorates (62% as on date)


Suggestions from the IQAC members

1. Analysis of the quality should be extended to micro level (to the departments) rather than analysis at the school level.
2. Participation in conferences will help the faculty to develop contacts with other research groups
3. Specific procedures should be laid down by the University for helping the doctoral students to get post-doctoral fellowships in other institutions
4. Computer Programming should be made mandatory for students in all the programmes and this will help in placements.

The IQAC calender for AY 2016 – 2017 was finalised.


Dr. G. Jayaraman
 Deputy Director RAAC & Coordinator, IQAC

Co-ordinator, IQAC & IIS
VIT University, Vellore, TN


Dr. Anand A. Samuel
 Vice Chancellor

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