VIT[R]

Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 4th IQAC Meeting

Date / Time : 15 May 2019 / 11.00 AM – 01.00 PM

Venue: Conference Hall, Academic Block (7th Floor), Chennai Campus

Members present:

1. Dr. Anand A. Samuel, Vice Chancellor
2. Dr. S. Narayanan, Pro Vice Chancellor (Vellore Campus)
3. Dr. N. Sambandam , Pro Vice Chancellor (Chennai Campus)
4. Dr. K. Sathiyanarayanan, Registrar
5. Mr. R. Ashok Ranjith, Cognizant Technology Solutions
6. Mr. S. Naveen Kumar, Tata Consultancy Services
7. Dr. G.L. Samuel, Professor, IIT Chennai
8. Dr. Partha Sharathi Mallick, Director, RAAC
9. Dr. P. Kuppan, Deputy Director, IQAC
10. Dr. S. Renuga Devi, Assistant Director, IQAC
11. Dr. G.N. Sumathi, Assistant Director, RAAC
12. Dr. A. Brintha Therese, Deputy Director RAAC
13. Dr. G. Jayaraman, Dean, Academics, Vellore
14. Dr. V.S. Kanchana Bhaaskaran, Dean, Academics, Chennai
15. Dr. Mohan Ganesh, Controller of Examinations, Vellore
16. Dr. V. Sugumaran, Deputy Controller of Examinations, Chennai
17. Dr. P. Ramesh Babu, Dean, Academic Research, Vellore
18. Dr. Kalyani Desikan, Dean, Academics Research, Chennai
19. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
20. Dr. P.C. Sabumon, Dean, Sponsored Research, Chennai
21. Dr. Priti Talwar, On behalf of Director, Students Welfare, Vellore
22. Dr. R. Padmanabhan, Director, Students Welfare, Chennai
23. Dr. S. Karthi, On behalf of Director, Placement & Training, Vellore
24. Dr. B. Murali Manohar, Director, Librarian
25. Mr. C.S. Mohan Kumar, Assistant Director, Systems
26. Mr. K. Baskar, Chief Finance Officer
27. Dr. S.K. Sekar, Director, Estates
28. Dr. P. Jagadeesh, Professor, School of Civil Engineering
29. Dr. T. Shankar, Associate Professor, School of Electronics Engineering
30. Dr. R. Thirumalaivasan, Associate Professor, School of Electronics Engineering
31. Dr. S. Balakrishnan, Assistant Professor, School of Advanced Sciences
32. Mrs. R. Vimala, Parent

Leave of Absence:

1. Dr. V. Palani, Genewin Biotech, Bangalore
2. Dr. Madhan Mohan, ABB, Chennai
3. Mr. M.R. Ravi Sankar, Advocate, Vellore
4. Dr. P.K.Manoharan, Additional Registrar
5. Dr. Angeline Gautami Fernando, Asst. Professor (Sr.), VIT Business School
6. Dr. Arockia Selva Kumar, Associate Professor, School of Mechanical and Building Sciences
7. Mr. S.M. Kannan, Alumni Representative
8. Ms. Shivani Priya, Student Representative
9. Mr. S. Nithin, Student Representative
10. Mr. Ruchir Saraswat, Student Representative
11. Ms. Pelluri Sai Ramya Meghana, Student Representative

Dr. N. Sambandam, Pro Vice Chancellor, VIT Chennai Campus welcomed all the IQAC members. Dr. Anand A. Samuel, Vice Chancellor, VIT highlighted the following in his introductory remarks:

1. VIT has been awarded the No. 1 position among the private institutions in ARIIA (Atal Ranking of Institutions for Innovation Achievements) Ranking 2019.
2. VIT ranked in ToP 20 consistently for the last four years among engineering institutions in NIRF Ranking.
3. VIT in the Top 550 of the QS World University Ranking by Subject in 3 subjects – Computer Science and Information System, Electrical and Electronics Engineering and Chemistry.
4. Counselling for admission to B.Tech. Degree Courses are in progress.
5. VIT is in the process of preparing NAAC SSR for 4th Cycle of Accreditation and submission of Institutional Information for Quality Assessment (IIQA) by end of August 2019.
6. New Faculty recruitment
7. Three week Orientation Programme (13th May 2019 to 31st May 2019) for the newly joined faculty members.
8. Online MBA program in Analytics for working professionals will be offered in January 2020.
9. Development of studio for online content development by June 2019.

Dr. P. Kuppan, Deputy Director, IQAC made a presentation on the activities of IQAC. The following agenda items were discussed during the meeting:

1. Confirmation of last IQAC Minutes of Meeting held on 5th December 2018
2. Action taken status of last IQAC meeting suggestions
3. IQAC activities since the last meeting
4. Recent Recognition received by VIT
5. Analysis of Quality Circle Meeting (QCM) Winter Semester 2018-19
6. Feedback Analysis
7. Review of Curricular, Teaching-Learning, Research Performance, Resource Mobilization for Research and Students' Progression
8. IQAC Suggestions
9. Any items with the permission of Chairperson

1. **Confirmation of minutes of last IQAC meeting held on 26.02.2019**

   Minutes of the last IQAC meeting was presented and approved by the members.

2. **Action taken status of last IQAC meeting suggestions**

S. No	IQAC Suggestions	Action Taken Status
1	Present the number of students who have registered for placements and the percentage of students placed.	Total Registered - 5910 Total Placed - 4211 % Placed - 71.2 %
2	Quality initiatives in curricular aspects, Teaching-Learning and Evaluation can be highlighted in the next meeting.	Dean Academics to present in the next meeting
3	Develop a platform (mobile enabled app) to communicate/update all the achievements of VIT to the stakeholders.	The links to our social media handles: **Linkedin:** https://www.linkedin.com/school/velloreinstitute-of-technology/ **Facebook:** https://www.facebook.com/VITuniversity **Instagram:** https://www.instagram.com/vellore_vit/ **Twitter:** https://twitter.com/VIT_univ **YouTube:** https://www.youtube.com/vituniversityvellore
4	VIT Alumni domain experts shall be invited to share their expertise with faculty and students through Webinar mode.	VIT Alumni and student interactions have been organised.
5	Student's course registration can be completed before they go on vacation, and make alterations in courses after the results have been declared.	It may not be possible to implement immediately due to technical issues in the course registration software. This will be considered in the next registration.
6	On completion of pre-requisite course, the next level course should be made automatically available for student registration.	The students are free to take the courses once they complete the pre-requisite. Automatic registration may reduce the flexibility offered to the students in choice of course.
7	Need for additional resources and facilities for UG students to make a mark in extracurricular activities (e.g. purchase of 3-axis/5-axis machining facility)	In FY 2019-20 budget allocation, additional budgets are allotted for augmentation of facilities.
8	Research scholars and students can be	For students, through E-Cell there have been several motivational activities such as Awareness

	motivated to become entrepreneurs.	camps, hackathons, entrepreneur talk sessions, business plan coaching sessions and E-Summit. Hundreds of students are also offered internship positions with startups so that they draw inspiration from founders. In addition, focused efforts such as Students Startup Venture grants (Rs.1 Lakhs for idea to prototype / Rs.5 Lakhs for those who start their venture immediately after graduation through VITTI and NIDHI PRAYAS grant of up to Rs.10 Lakhs/ idea are provided through TBI. A concept note on Faculty entrepreneurship policy / start-up policy is under consideration. Once this policy is approved, this would by and large take care of 'Research Scholars' becoming entrepreneurs.
9	Extend the seed money facility to research activities undertaken by UG/PG students.	Action yet to be taken
10	Partial support for students attending reputed conferences.	Partial support to students' clubs/chapters is provided to participate in events.

3. **IQAC activities since the last meeting**

    IQAC activities since the last meeting was read and noted by the members.

4. **Recent Recognition received by VIT**

    Presented and noted by the members. The IQAC members appreciated the initiatives taken by by VIT to become No.1 (under private) in the ARIIA (Atal Ranking of Institutions for Innovation Achievements) Ranking 2019 and consistently maintaining top position among private institutions (<20 overall ranking) in NIRF ranking under Engineering category for the last 4 years. Also, appreciated for being raked in the top 550 of the QS World University Ranking by Subject in 3 subjects: CS&IS, EEE and Chemistry'

5. **Analysis of Quality Circle Meeting (QCM) Winter Semester 2018-19**

    The continuous improvement in satisfaction level of students are noted and appreciated.

6. **Feedback Analysis**

    The feedback analysis and action taken status was presented and noted by the members.

7. **Review of Curricular, Teaching-Learning, Research Performance, Resource Mobilization for Research and Students' Progression**

Academics at VIT

Dr. Jayaraman briefed about the academic activities such as

- USP of academics- FFCS and CAL and program curriculum components
- Course registration process and other course options like audit courses, additional courses etc.
- UG research experience

Review of Curricular, Teaching-Learning, Research Performance, and Resource Mobilization for Research and Students' Progression was presented and noted by the members. The IQAC members' suggestions are given below.

8. **Suggestions from VIT-IQAC**

1. Students satisfaction on lab and infrastructure need to be improved which is currently around 88%.
2. An option may be given to students to write exam in digital mode or hard copy mode. Vice Chancellor informed that for a student with genuine reason is allowed to give exam in hardcopy mode and it is taken care.
3. Catalogue of activities/services to society to solve societal problems as part of CSRD activity.
4. Bring in social impactful projects and measure its outcomes as part of the output of TARP course.
5. Include International Relations office representative for IQAC meeting
6. Communicate the CAT marks and FAT marks to parents
7. Publish the important research output in regional language for public access

The meeting ended with the vote of thanks by Dr. Brintha Therese, Deputy Director, RAAC .
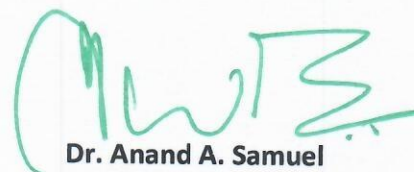
Dr. P. Kuppan
Deputy Director, IQAC
Coordinator, IQAC
IQAC Coordinator
Vellore Institute of Technology
Vellore – 632014, Tamil Nadu, India.

Dr. Anand A. Samuel
Vice Chancellor

Dr. Anand A. Samuel BE, MS, PhD
Vice Chancellor
Vellore Institute of Technology (VIT)
Vellore – 632 014, Tamil Nadu, India

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the 3rd IQAC Meeting

Date / Time : 26 February 2019 / 11.00 AM – 01.00 PM

Venue: Board Room (3rd Floor), Vellore Campus

Members present:

1. Dr. Anand A. Samuel, Vice Chancellor
2. Dr. S. Narayanan, Pro Vice Chancellor (Vellore Campus)
3. Dr. N. Sambandam , Pro Vice Chancellor (Chennai Campus)
4. Dr. K. Sathiyanarayanan, Registrar
5. Dr. P.K.Manoharan, Additional Registrar
6. Dr. G.L. Samuel, Professor, IIT Madras
7. Mr. S. Naveen Kumar, Tata Consultancy Services (attended thro' skype)
8. Dr. V. Palani, Genewin Biotech, Bangalore
9. Mr. S.M. Kannan, Alumni Representative
10. Dr. Partha Sharathi Mallick Director RAAC
11. Dr. P. Kuppan, Deputy Director, IQAC
12. Dr. S. Renuga Devi, Assistant Director, IQAC
13. Dr. G.N. Sumathi, Assistant Director, RAAC
14. Dr. A. Brintha Therese, Deputy Director RAAC
15. Dr. D. Jayaraman, Dean, Academics, Vellore
16. Dr. V.S. Kanchana Bhaaskaran, Dean, Academics, Chennai
17. Dr. Mohan Ganesh, Controller of Examinations, Vellore
18. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
19. Dr. P. Ramesh Babu, Dean, Academic Research, Vellore
20. Dr. M. Helen Shanthi, Dean, Academic Research, Chennai
21. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
22. Dr. Arun Kumar Sarma, Dean, Sponsored Research, Chennai
23. Dr. Priti Talwar, On behalf of Director, Students Welfare, Vellore
24. Dr. S. Hemamalini, Director, Students Welfare, Chennai
25. Dr. V. Samuel Rajkumar, Director, Placement & Training
26. Dr. B. Murali Manohar, Director, Librarian
27. Mr. C.S. Mohan Kumar, Assistant Director, Systems
28. Mr. K. Baskar, Chief Finance Officer
29. Dr. S.K. Sekar, Director, Estates
30. Dr. P. Jagadeesh, Professor, School of Civil Engineering
31. Dr. T. Shankar,Associate Professor, School of Electronics Engineering
32. Dr. R. Thirumalaivasan, Associate Professor, School of Electronics Engineering
33. Dr. S. Balakrishnan, Assistant Professor, School of Advanced Sciences
34. Dr. Angeline Gautami Fernando, Asst. Professor (Sr.), VIT Business School
35. Dr. Arockia Selva Kumar, Associate Professor, School of Mechanical and Building Sciences
36. Ms. Shivani Priya, Student Representative
37. Mr. S. Nithin, Student Representative

Leave of Absence:

1. Mr. R. Ashok Ranjith, Cognizant Technology Solutions
2. Dr. Madhan Mohan, ABB, Chennai
3. Mr. M.R. Ravi Sankar, Advocate, Vellore
4. Mrs. R. Vimala, Parent
5. Mr. Ruchir Saraswat, Student Representative
6. Ms. Pelluri Sai Ramya Meghana, Student Representative

Dr. Anand A. Samuel, Vice Chancellor welcomed all the IQAC members. In his introductory remarks, the new initiatives implemented at VIT are shared with the members as below.

1. Implementation of 7th pay scale and faculty cadre fitment

2. At least 50 more foreign professors will be recruited to improve the world ranking.

3. Referral scheme to be introduced for referring high profile candidates to join VIT.

4. The stipend for full-time Ph.D scholars has been increased to Rs.20,000/- to motivate them and to attract better scholars. From the academic year 2019 -2020, the scholars with GATE score more than 80 percentile, will be provided a stipend of Rs.25,000/-

5. The Raman Research Award has been introduced to provide incentives for the research scholar's in addition to regular stipend.

Publication No.	Reward for publications with Zero Impact Factor	Reward for publications with Positive Impact Factor
1st Publication	Rs.6000/-	Rs.10,000/-
2nd Publication	Rs.6000/-	Rs.15,000/-
3rd Publication	-	Rs.20,000/-
4th Publication	-	Rs.20,000/-
5th Publication	-	Rs.20,000/-
From 6th Publication	-	Rs.30,000/-

Dr. P. Kuppan, Assistant Director, IQAC made a power point presentation on the activities of IQAC. The following agenda items were discussed during the meeting:

1. Confirmation of last IQAC Minutes of Meeting held on 5th December 2018
2. Action taken status of last IQAC meeting suggestions
3. IQAC activities since the last meeting
4. Analysis of Quality Circle Meeting (QCM) Winter Semester 2018-19
5. Review of Academic & Research performance and Student Progression
6. Green Audit Report 2018
7. Benchmarking parameters for quality initiatives of schools
8. NAAC Preparation
9. IQAC Action plan set before the next meeting
10. IQAC Suggestions

1. **Confirmation of minutes of last IQAC meeting held on 05.12.2018**

   Minutes of the last IQAC meeting was presented and approved by the members.

2. **Action taken status of last IQAC meeting suggestions**

S. No	IQAC Suggestions	Action Taken Status
1	The senior faculty with projects to train the junior faculty	Research groups are formed in various areas of research and senior faculty members guide the new faculty members in funding, publication and Research. For instance senior faculty members of SMEC have submitted project proposals along with Junior faculty members to various funding agencies like INDO-UKIERI, INDO-ASEAN, INDO-DENMARK, Royal Academy of Engineering -UK. As an outcome of this initiatives, we have received Two Research Grants from Royal Academy of Engineering -UK and One Consultancy from Valeo India Pvt Ltd, Chennai.
2	Improving the proposals that have been unapproved for SEED grant	A research committee is constituted in the schools to scrutinize and give their feedback on the unapproved proposals for SEED grant. Based on the inputs from the senior faculty the project proposals were improved and submitted for getting SEED grant.
3	Conducting sessions on How to write successful proposals	Academic Staff College regularly conducts programmes on research proposal writing. For example, "How to Write a Successful Proposals" topic has been covered in different sessions in the year 2018 (January-December).
4	Granting the unutilized fund of SEED grant to the best project proposals which failed to get external funding	The idea of SEED grant includes conducting pilot studies for good project proposals which failed to get external funding
5	Facilities need to be tracked for improving consultancy	Identified the testing and calibrations setup in each laboratory to carry out the consultancy in the nearby industries. The schools are also planning to go for NABL certification for select testing facilities of laboratories.

6	Faculty share from consultancy revenue can be increased to motivate more faculty to take up consultancy	Consultancy policy has been revised
7	Postgraduate students and Ph.D. scholars carrying out innovative projects can be granted up to Rs. 2 lakhs which will motivate them to complete the projects speedily and explore for patent filling	Submitted to the Vice Chancellor for consideration
8	Faculty members who have made more publications may be included while projecting the faculty publications	Implemented.
9	Faculty have to consider journals that are included both in Scopus and Web of Science	Continuous efforts are being made in improving the quality of publications by school faculty members, through discussions in school / departmental meetings, There is an improvement of average impact factor of VIT
10	Faculty who have published in very high impact factor journal needs to be recognized	Recognised during Annual Research Award function
11	VIT publications that have made social impact need to be tracked and publicised	Faculty members who have published papers having social impact (like on the topics related to Agriculture, medicine) are informed to submit a summary. Steps to be taken for publication in newspapers and other Medias.
12	The placement of engineering students, Undergraduate (3 years), internships and placements details need to be provided separately	Implemented.
13	More focus have to be given to learning basics in engineering course subjects than servicing to specific industry requirements	Senior faculty members are assigned fundamental courses to ensure sound fundamentals for the students
14	Track the passed out students for a period of at least one year to collect data on how many of them have taken up entrepreneurship and publish to share their glory	Passed out students details are collected through VIT Alumni Association (VITAA) online registration. VITAA also coordinate with TBI in updating our Alumni Entrepreneurs details.
15	Need to follow-up the international MoUs so that all are functional	The MoUs details are given to the School /Centers for follow up and make it more functional.

16	To improve the perception ranking	• O/o RAAC regularly updates VIT achievements to eminent academicians in national and international institutions. • Also planning to conduct VIT Annual Global Research Meet in US during 3-5 Oct 2019. • Faculty members are encouraged for joint publications with foreign professors.
17	Advertising the invitation of a particular student batch in an open source for conducting alumni meetings	VITAA Chapter meetings / events (including batch-wise events / Re-Unions, etc.,) are communicated to our alumni members through Email, website (VITAA & VIT website), LinkedIn, Facebook (the information is hosted on all social networking sites) and by SMS.
18	Increasing the number of club and chapters especially due to the high student strength	Suggestion forwarded to the Director, Students' Welfare
20	Document and publicize students success stories	Department of Student Welfare has started making documentary videos of students nominated for best outgoing student 2019 award. The first video was captured on 24th Feb 2019. A process of sharing the student's achievement in the form of email to all VITians is in place already.
21	Starting a faculty seminar where these success story student/s present and teach the faculty on their area of strength and achievement	• Department of Student Welfare shares the most important achievements in the form of emails to all VITians group. • Achievement of relevant student teams in international / national competitions is showcased in all major events of school like conferences and workshops.
22	Publicity branding of student/faculty innovation	• All the innovations of students and faculty is publicized in VIT website and in social medias • A separate Student Outreach Department has been created. All our students and Faculty members' innovations/achievements are being communicated to showcase@vit.ac.in. (Common email ID at University Level) to publicize in various social media like Facebook, Twitter, YouTube, Instagram and LinkedIn etc.

3. **IQAC activities since the last meeting**

   IQAC activities since the last meeting was read and noted by the members.

4. **Analysis of Quality Circle Meeting (QCM) Winter Semester 2018-19**

   Noted by the members.

5. **Review of Academic & Research performance and Student Progression**

   Review of Student Progression, Academic and Research performance was presented and noted by the members.

6. **Green Audit Report**

   The green audit report of 2018 was presented and noted by members. The members appreciated the efforts taken by VIT for green initiatives

7. **Benchmarking parameters for Quality Initiatives of Schools**

   The Benchmarking parameters for quality initiatives of schools were presented. The members suggested fixing the benchmark values as per the quality standards set by Quality assurance agencies

8. **NAAC Preparation**

   Dr. P. Kuppan, Deputy Director, IQAC highlighted on

   - The NAAC Assessment Process
   - Quality Indicator Framework (QIF)
   - Qualitative and Quantitative Metrics
   - Grading Pattern
   - Timeline for NAAC SSR Preparation

9. **Suggestions from VIT-IQAC**

   The external IQAC members have appreciated the quality initiatives of VIT and detailed presentation of IQAC report. They have suggested the following.

   1. Present the number of students who have registered for placements and the percentage of students placed.
   2. Quality initiatives in curricular aspects, Teaching-Learning and Evaluation can be highlighted in the next meeting
   3. To develop a platform (mobile enabled app) to communicate/update all the achievements of VIT to the stakeholders.
   4. VIT Alumni domain experts shall be invited to share their expertise with faculty and students through Webinar mode.
   5. Student's course registration can be completed before they go on vacation, and make alterations in courses after the results have been declared.
   6. On completion of pre-requisite course, the next level course should be made automatically available for student registration.
   7. Research scholars can be motivated to become entrepreneurs.

8. Need for additional resources and facilities for UG students to make a mark in extracurricular activities (e.g. purchase of 3-axex/5-axes machining facility)
9. Extend the seed money facility to research activities undertaken by UG/PG students.
10. Partial support for students attending reputed conferences

10. Actions plans set for IQAC before the next meeting

1. Analysis of the QCM minutes of Winter 2019

2. NIRF-2019 ranking post analysis

3. Review of students' placement and higher education

4. Review of faculty and student achievements in 2018-19

5. Review of seminars/conferences/workshops/FDP conducted in AY 2018-19

6. IQAC Guest Lectures/Seminars

The meeting ended with the vote of thanks by Dr. Brintha Therese, Deputy Director, RAAC .
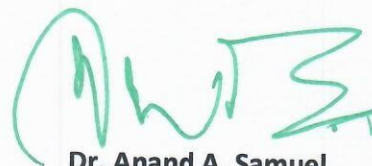
Dr. P. Kuppan
Deputy Director, IQAC
Coordinator, IQAC
IQAC Coordinator
Vellore Institute of Technology
Vellore – 632014, Tamil Nadu, India.

Dr. Anand A. Samuel
Vice Chancellor

Dr. Anand A. Samuel BE, MS, PhD
Vice Chancellor
Vellore Institute of Technology (VIT)
Vellore – 632 014, Tamil Nadu, India

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(Deemed to be University under section 3 of UGC Act, 1956)

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 2nd IQAC Meeting

Date / Time : 05 December 2018 / 11.00 AM – 01.00 PM

Venue: Conference Hall, Academic Block (7th Floor), Chennai Campus

Members present:

1. Dr. Anand A. Samuel, Vice Chancellor
2. Dr. S. Narayanan, Pro Vice Chancellor (Vellore Campus)
3. Dr. N. Sambandam , Pro Vice Chancellor (Chennai Campus)
4. Dr. K. Sathiyanarayanan, Registrar
5. Dr. P.K.Manoharan, Additional Registrar
6. Dr. G.L. Samuel, Professor, IIT Madras
7. Mr. R. Ashok Ranjith, Cognizant Technology Solutions
8. Dr. Partha Sharathi Mallick Director RAAC
9. Dr. P. Kuppan, Assistant Director, IQAC
10. Dr. G.N. Sumathi, Assistant Director, RAAC
11. Dr. A. Brintha Therese, Deputy Director RAAC
12. Dr. D. Jayaraman, Dean, Academics, Vellore
13. Dr. V.S. Kanchana Bhaaskaran, Dean, Academics, Chennai
14. Dr. Mohan Ganesh, Controller of Examinations, Vellore
15. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
16. Dr. P. Ramesh Babu, Dean, Academic Research, Vellore
17. Dr. M. Helen Shanthi, Dean, Academic Research, Chennai
18. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
19. Dr. Priti Talwar, On behalf of Director, Students Welfare, Vellore
20. Dr. S. Hemamalini, Director, Students Welfare, Chennai
21. Dr. V. Samuel Rajkumar, Director, Placement & Training
22. Dr. B. Murali Manohar, Director, Librarian
23. Mr. K. Baskar, Chief Finance Officer
24. Dr. P. Jagadeesh, Professor, School of Civil Engineering
25. Dr. T. Shankar, Associate Professor, School of Electronics Engineering
26. Dr. R. Thirumalaivasan, Associate Professor, School of Electronics Engineering
27. Dr. S. Balakrishnan, Assistant Professor, School of Advanced Sciences
28. Dr. Angeline Gautami Fernando, Asst. Professor (Sr.), VIT Business School
29. Dr. Arockia Selva Kumar, Associate Professor, School of Mechanical and Building Sciences
30. Mr. Ruchir Saraswat, Student Representative
31. Ms. Pelluri Sai Ramya Meghana, Student Representative

Leave of Absence:

1. Mr. S. Naveen Kumar, Tata Consultancy Services
2. Dr. Madhan Mohan, ABB, Chennai
3. Dr. V. Palani, Genewin Biotech, Bangalore
4. Mr. M.R. Ravi Sankar, Advocate, Vellore
5. Mr. S.M. Kannan, Alumni Representative
6. Dr. Arun Kumar Sarma, Dean, Sponsored Research, Chennai
7. Mr. C.S. Mohan Kumar, Assistant Director, Systems
8. Mr. R. Karunakaran, Head, Estates Office
9. Mrs. R. Vimala, Parent
10. Ms. Shivani Priya, Student Representative
11. Mr. S. Nithin, Student Representative

Dr. Anand A. Samuel, Vice Chancellor welcomed all the IQAC members. In his introductory remarks, he shared the activities that have been initiated at VIT:

- Students are given option to do one course through MOOC platform
- The number of industry friends of VIT shall be increased from 1048 to 2000 industries by 2019
- To allow fresh registration for the courses for students during May-June 2019 summer vacation period to enable the students to spend more time in capstone projects
- NIRF data for 2019 Ranking has been uploaded and working on NAAC data compilation
- Some of the Programme based Labs and Simulation based labs need to be moved to virtual mode
- NABL Accreditation has been obtained for Strength of Materials Lab in Civil Engineering. Also, efforts are being made to get the accreditation for more number of labs in other schools and centers. This will enable to take up more consultancy and testing projects from Govt. organisations and industries.

Dr. P. Kuppan, Assistant Director, IQAC made a power point presentation on the activities of IQAC. The following agenda items were discussed during the meeting:

1. Confirmation of last IQAC Minutes of Meeting held on 14th August 2018
2. Action taken status of last IQAC meeting suggestions
3. IQAC activities since the last meeting
4. Analysis of Quality Circle Meeting (QCM) Fall Semester 2018-19
5. Feedback Analysis Report – Fall Semester 2018-19
6. Academic Calendar of VIT 2018-19
7. AQAR – 2017-18
8. IQAC Suggestions
9. Proposed New Curriculum
10. Action plan set for IQAC before the next meeting

1. Confirmation of minutes of last IQAC meeting held on 14.8.2018

Minutes of the last IQAC meeting was presented and approved by the members.

2. Action taken status of last IQAC meeting suggestions

S. No	IQAC Suggestions	Action Taken Status
1	Education Tourism Scheme with VIT sponsorship to attract more foreign faculty members to VIT	The idea forwarded to HR for consideration
2	Diversity ratio – Steps should be taken to provide "Equal Opportunity" even in admission	Admission is purely based on merit. Equal Opportunity is ensured at the time of Admission through standardised entrance exams
3	Repository of Expert Lecture – VIT-Video Channel can be developed	• ASC is working with Impartus to have VIT Video Channel • Video recording of Industry experts lectures
4	Rewarding mechanism to encourage students to innovate - to be formulated	• Hack-a-thon, Make-a-thon and Techno-VIT etc., are conducted. • On Duty, financial support and other supports are given to participate • Achievements by the students are recognised through Newspaper, social media, VIT website, University day etc., • Attractive cash prize / internship / placement
5	Encourage foreign university students to join VIT to earn credit	Office of International relations is visiting the partner institutions in foreign to invite them to VIT for internship and credit course
6	Students can be encouraged to take entrepreneurship in farming	School of Bio Technology has started Skill Development and Value Added Programmes for UG & PG Students on farming related field
7	Ranking depends on perception of VIT to outside world. VIT should take initiatives to enhance perception	• VIT provides financial support to the faculty members to organise/ attend international conferences and to strengthen networking. • Faculty members are visiting industries during vacation and Continuous Assessment Test (CAT) period. • Office of Ranking and Accreditation takes initiatives to enhance VITs perception
8	Students should be encouraged to write competitive examinations like National Creative Aptitude Test (NCAT)	Short terms courses are organised by schools to encourage and prepare the students to appear for competitive examinations
9	Higher Education Cell may be set up to assist the students who are all interested in higher studies	Higher education training is taken care by Student Welfare Office by promoting GATE, GRE, TOEFL, etc apart from school level initiatives.

10	Entrepreneurship Help Desk may be created at VIT	VIT-TBI have been helping the students to innovate and to become entrepreneurs. Students are facilitated to work on their idea, build a prototype and to launch their own ventures

3. **IQAC activities since the last meeting**

IQAC activities since the last meeting was read and noted by the members.

4. **Analysis of Quality Circle Meeting (QCM) Fall Semester 2018-19**

Noted by the members.

5. **Feedback Analysis Report – Fall Semester 2018-19**

Noted. The following points were made by the IQAC members.

- The student feedback may be given either to student body via club/chapters (using google forms) or to external agency to bring more trust in the process

6. **Academic Calendar of VIT 2018-19**

Academic Calendar of VIT Winter 2019 semester was presented and noted by the members.

7. **Annual Quality Assurance report 2017-18**

The Annual Quality Assurance Report 2017-18 was presented by Dr. Kuppan P Coordinator, IQAC and noted by the members. They have made suggestions to improve the academic and research performance, and student vertical progression.

8. **Suggestions from VIT-IQAC**

Sponsored Projects and SEED Grant

- For utilizing the SEED grant of VIT, below suggestions are made:
  - ➤ The senior faculty with projects to mentor the junior faculty members
  - ➤ Improving the proposals that have been unapproved for SEED grant
  - ➤ Conducting sessions on 'How to write successful proposals'
  - ➤ Granting the unutilized fund of SEED grant to the best project proposals which failed to get external funding

Patent

- Postgraduate students and Ph.D scholars carrying out innovative projects can be granted up to Rs. 2 lakhs which will motivate them to complete the projects speedily and explore for patent filling

Consultancy Projects

- Facilities need to be tracked for improving consultancy

- Faculty share from consultancy revenue can be increased to motivate more faculty to take up consultancy

Paper Publications

- Faculty members who have made more publications may be included while projecting the faculty publications
- Faculty have to consider journals that are included both in Scopus and Web of Science
- Faculty who have published in high impact factor journals need to be recognized
- VIT publications that have made social impact need to be tracked and publicised

Placement and Training

- The placement of engineering students, Undergraduate (3 years), internships and placements details need to be provided separately
- More focus have to be given to learning basics in engineering course subjects than servicing to specific industry requirements
- Track the passed out students for a period of at least one year to collect data on how many of them have taken up entrepreneurship and publish to share their glory.

International Relations

- Need to follow-up the international MoUs

Ranking and Accreditation

- To improve the perception ranking

Alumni Activities

- Advertising the invitation of a particular student batch in an open source for conducting alumni meetings

Student Progression and Achievements

- Increasing the number of club and chapters especially due to the high student strength
- Document and publicize students' success stories
- Having a success story sharing of those students who have made a mark in national or international competitions
- Starting a faculty seminar where these student's present their area of strength and achievement
- Publicity branding of student/faculty innovation

9. **Proposed New Curriculum**

Dr. G. Jayaraman, Dean, Academics proposed the following:

- Revising the existing curriculum as per AICTE model curriculum, without diluting quality and retaining the VIT distinctiveness
- A Student can take one online course per semester
- Introduction of more number of Value Added Courses (VAC) apart from curriculum

10. **Actions plans set for IQAC before the next meeting**

   1. Result Analysis of Fall 2018 Examinations
   2. Analysis of the QCM Winter 2019 meeting
   3. Analysis of publication details of faculty and students in 2018
   4. Academic Auditing of Fall Semester 2018-19
   5. IQAC Guest Lecture
   6. Auditing of the MoU outcomes
   7. Data submission to the magazine rankings
   8. Green Audit of campus

The meeting ended with the vote of thanks by Dr. Brintha Therese, Deputy Director, RAAC.

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

IQAC Coordinator
Vellore Institute of Technology
Vellore – 632014, Tamil Nadu, India.

Dr. Anand A. Samuel
Vice Chancellor

Dr. Anand A. Samuel BE, MS, PhD
Vice Chancellor
Vellore Institute of Technology (VIT).
Vellore – 632 014, Tamil Nadu, India

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date / Time : 14 August 2018 / 11.00 AM – 01.00 PM

Venue: Board Room, III Floor, 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. N. Sambandam , Pro Vice Chancellor (Chennai Campus)
4. Dr. K. Sathiyanarayanan, Registrar
5. Dr. P.K.Manoharan, Additional Registrar
6. Mr. R. Ashok Ranjith, Cognizant Technology Solutions
7. Mr. S. Naveen Kumar, Tata Consultancy Services
8. Dr. V. Palani, Genewin Biotech, Bangalore
9. Dr. G.L. Samuel, Professor, IIT Madras (thro' Web Conference)
10. Mr. M. R Ravi Sankar, Advocate, Vellore
11. Mr. S.M. Kannan, Alumni Representative (thro' Web Conference)
12. Dr. Partha Sharathi Mallick, Director, RAAC
13. Dr. P. Kuppan, Assistant Director, IQAC
14. Dr. A. Brintha Therese, Deputy Director RAAC
15. Dr. D. Jayaraman, Dean, Academics, Vellore
16. Dr. V.S. Kanchana Bhaaskaran, Dean, Academics, Chennai
17. Dr. Mohan Ganesh, Controller of Examinations, Vellore
18. Dr. K. Hari Krishnan, Deputy Controller of Examinations, Chennai
19. Dr. P. Ramesh Babu, Dean, Academic Research, Vellore
20. Dr. M. Helen Shanthi, Dean, Academic Research, Chennai
21. Dr. Z.C. Alex, Director, Sponsored Research, Vellore
22. Dr. Amit B Mahinderakar, Director, Students Welfare, Vellore
23. Dr. S. Hemamalini, Director, Students Welfare, Chennai
24. Dr. S. Karthi, On behalf of Director, Placement & Training, Vellore
25. Dr. B. Murali Manohar, Director, Librarian
26. Mr. C.S. Mohan Kumar, Assistant Director, Systems, Vellore
27. Mr. K. Baskar, Chief Finance Officer
28. Mr. R. Karunakaran, Head, Estates Office
29. Dr. P. Jagadeesh, Professor, School of Civil Engineering
30. Dr. T. Shankar, Associate Professor, School of Electronics Engineering
31. Dr. R. Thirumalaivasan, Associate Professor, School of Electronics Engineering
32. Dr. S. Balakrishnan, Assistant Professor, School of Advanced Sciences
33. Dr. Angeline Gautami Fernando, Asst. Professor (Sr.), VIT Business School
34. Dr. Arockia Selva Kumar, Associate Professor, School of Mechanical and Building Sciences
35. Mrs. R. Vimala, Parent

36. Mr. S. Nithin, Student Representative, (Vellore Campus)
37. Mr. Ruchir Saraswar (16BEE1077)
38. Ms. Pelluri Sai Ramya Meghana, Student Representative

Leave of Absence:

1. Dr. Madhan Mohan, ABB, Chennai
2. Dr. G.N. Sumathi, Assistant Director, RAAC
3. Dr. Arun Kumar Sarma, Dean, Sponsored Research
4. Ms. Shivani Priya, Student Representative

Dr. Anand A. Samuel, Vice Chancellor welcomed all the IQAC members for first IQAC meeting of this AY 2018-19. All the members of IQAC introduced themselves and expressed their happiness over their nomination as members of newly constituted IQAC.

In his introductory remarks, Vice Chancellor informed the members about the activities that have been initiated at VIT:

- Schemes to integrate industry and academia
- For Placement and Training, 2000 industries as partners of VIT before June 2019
- 1000 industries have already registered as partners through PAT
- VITAA will help in adding more industries where our Alumni work
- Companies of our parents of passed out students will also be roped in

Then the Vice Chancellor asked Dr. P. Kuppan, Assistant Director, IQAC to carry out with the Agenda. He made a power point presentation on the activities of IQAC. The following agenda items were discussed during the meeting:

1. **Thanking the outgoing IQAC members**

   Dr. Kuppan thanked the outgoing IQAC members and he also appreciated the services rendered by the outgoing IQAC members for the quality enhancement of VIT.

2. **Confirmation of minutes of last IQAC meeting held on 25.5.2018**

   Minutes of the last IQAC meeting was read and approved by the members.

3. **Action taken status of last IQAC suggestions**

The action taken status of the last IQAC meeting suggestions are presented and noted by the members

4. **Institution Plan 2018-19**

Institute Plan AY 2018-2019 was presented and noted by the members.

5. **Academic Calendar of VIT 2018-19**

Academic Calendar of VIT 2018-2019 was read and noted by the members.

6. **Proposed activities of IQAC 2018-19**

Proposed activities of IQAC 2018-2019 was read and noted by the members.

7. **IQAC activities since the last meeting**

IQAC activities since the last meeting was read and noted by the members.

8. **Review of Student Progression, Academic and Research performance**

Review of Student Progression, Academic and Research performance was presented and noted by the members. The members appreciated the IQAC for the effort taken to collate all the data from the different schools and research centers.

9. **Suggestions from VIT-IQAC**

The following suggestions are given by the IQAC members:

1. Education Tourism Scheme with VIT sponsorship to attract more foreign faculty members to VIT

2. Diversity ratio – Steps should be taken to provide "Equal Opportunity" even in admission

3. Repository of Expert Lecture – VIT-Video Channel can be developed

4. Rewarding mechanism to encourage students to innovate - to be formulated

5. Encourage foreign university students to join VIT to earn credit

6. Students can be encouraged to take entrepreneurship in farming

7. Ranking depends on perception of VIT to outside world. VIT should take initiatives to enhance perception

8. Students should be encouraged to write competitive examinations like National Creative Aptitude Test (NCAT)

9. Higher Education Cell may be set up to assist the students who are all interested in higher studies

10. Entrepreneurship Help Desk may be created at VIT

10. **Actions plans set for IQAC before the next meeting**

1. Training programme on effective conduct of Quality Circle meetings

2. National seminar on "Digitalization of Higher Education for Quality Enhancement of Teaching, Learning and Research: Challenges and Opportunities"

3. Analysis of QCM Fall-2018 reports

4. Submission of AQAR to NAAC

5. Submission of data to NIRF 2019

6. Submission of data for FICCI 2018 award

7. Analysis of students Mid semester feedback

8. Quality week

11. Any other items with the permission of Chairman

There being no other items the meeting was concluded with a vote of thanks.

Dr. Brintha Therese, Deputy Director, RAAC thanked the members for their valuable suggestions.

Dr. P. Kuppan
Assistant Director, IQAC& IIS
Coordinator, IQAC
IQAC Coordinator
Vellore Institute of Technology
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Dr. Anand A. Samuel
Vice Chancellor

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