



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



MINUTES OF THE

24th MEETING OF INTERNAL QUALITY ASSURANCE CELL

Date: 27.11.2024

Time: 02.30 p.m.

Venue: International Conference Hall



**Minutes of the 24th Meeting of
Internal Quality Assurance Cell
Held on 27.11.2024 at 02.30 p.m.
Venue: International Conference Hall**



A. OPENING

24.1 Call to Order

Call to order for the 24th Meeting of Internal Quality Assurance Cell (IQAC) on November 27, 2024.

The Vice Chancellor extended a warm welcome to the IQAC Committee members, expressed his special gratitude to the external members for their physical presence, and shared key institutional updates from the previous IQAC meeting.

24.2 To record the leave of absence of the members

Of the 25 members, NINE members were absent for the meeting.

Please refer to Appendix 1 (Page No. 8) for the members list.

24.3 Approval of Agenda of 24th Meeting of IQAC

The Agenda of the 24th Meeting of IQAC was approved.

Please refer to Appendix 2 (Page No. 9) for the Agenda.

24.4 To review the action taken on the decisions of the 23rd Meeting of IQAC held on July 13, 2024

Dr. M. Rajeev Kumar, Dean (QA) has presented the Action Taken Report of the 23rd Meeting of IQAC. The observations and action taken is given below:

Item No.	Observation	Action Taken
23.5	To discuss the stakeholders' feedback mechanism and follow-up action for course(s) and curriculum revision	<ul style="list-style-type: none">• Awareness of Outcome-Based Education (OBE) is provided to students during the Induction-cum-Acquaintance (IcA) program.• The R25 regulation is planned to focus on future technology.• The curriculum will be framed based on the guidelines of NEP 2020.
23.6	To discuss the proposals on best practice(s) to be	The following proposed best practices for the AY 2024-25 <ul style="list-style-type: none">• Research and Innovation• Industry and higher Learning Courses taught by

	implemented in the institution for the AY 2024-25	Visiting Faculty and Professor of Practice are communicated to the school Deans for implementation across the institution		
23.7 (a)	To discuss the placement statistics for the AY 2023-24		During the 23rd Meeting of IQAC	Improvement Observed
		Total Students	2236	
		Students enrolled for Placements	1503	
		Students eligible for Placements	1433	
		Students Placed	902	947
		Placement % vs Total Students	40.3 %	42.35 %
		Placement % vs Placement Enrolment	60.01	63.01 %
		Placement % vs Eligibility	62.94 %	66.09 %
23.7 (b)	To discuss the statistics of higher studies for the AY 2023-24		During the 23rd Meeting of IQAC	Improvement Observed
		Aeronautical Engineering	4	9
		Automobile Engineering	2	3
		Biomedical	2	3
		Biotechnology	6	9
		Civil Engineering	2	4
		Computer Science and Engineering	72	116
		Electronics and Communication Engineering	20	34
		Information Technology	2	2
		Mechanical Engineering	2	5
		Physics	2	5
		Chemistry	1	5
		B.Com.	-	9
		Law	-	9
		B.Sc.	-	2

		BBA	-	2
		English	-	1
		Total	115	218

B. ITEMS FOR DISCUSSION AND CONSIDERATION

24.5 To discuss the quantitative metrics consolidated for the AQAR submission for the AY 2023-24

Dr. M. Rajeev Kumar, Dean (QA), presented the consolidated quantitative metrics for AQAR submission, providing a detailed overview of the institution's extended profile and each criterion. He compared the projected scores for AY 2023-24 with the previous year, highlighting progress and areas of concern.

Internships and Industry Collaboration

Dr. A.R. Arvind, Industry Representative, raised concerns about the less number of internships, Dr. P. Chandrakumar, Dean (Industry Relations & TBI), proposed mandating internships in the curriculum and sought support from the Dean (Academics) to motivate students. The Vice Chancellor endorsed these suggestions, emphasizing the importance of internships for institutional growth.

Also, Dr. A.R. Arvind insisted to encourage the faculty members to register as project/ competition evaluators organized under AICTE, UGC etc.

Examination Grievances

Prof. Muttan emphasized the need for action-taken report on grievances and collecting student feedback post re-evaluation to ensure transparency and continuous improvement. Dr. A.R. Arvind recommended distributing evaluated scripts to students before result declaration and robustly automating the examination processes to reduce errors.

Research and Innovation

0.02% of faculty research proposal is identified as a serious concern by the committee members. Dr. P. Chandrakumar, Dean (R&D), highlighted the measures initiated such as introducing Seed Funds and Research Development Funds to incentivize faculty engagement in research. Prof. Muttan emphasized to motivate the faculty and students to involve in interdisciplinary projects. Dr. A.R. Arvind suggested streamlining the documentation and administrative

tasks through automation to facilitate and support faculty members, for improving the publication and patent count. Additionally, Dr. P. Chandrakumar, Dean (R&D), highlighted the allocation of a Seed Fund of Rs. 60 lakh to support faculty in developing research prototypes and publishing in high-impact factor journals. He also mentioned the Research Development Fund (RDF) of Rs. 50 lakh has been provided to the top 75 performing faculty members based on their publication impact factor over the past two consecutive years. These initiatives are expected to enhance faculty engagement and boost research output.

Furthermore, Dr. A.R. Arvind inquired about the status of international patents to foster a stronger patenting culture among students and faculty. Prof. Muttan followed up by asking whether the institution actively encourages faculty and students to secure copyrights. In response, Dr. M. Rajeev Kumar stated that the institution primarily focuses on national-level patents, filed under the institution's name as the inventor, and emphasized that the institution maintains a satisfactory record of patent filings, publications, and grants. Dr. A.R. Arvind suggested establishing an institution affiliated journal for publication with ISSN no.

e-content Development and Skill Enhancement

The committee reviewed e-content development and skill enhancement initiatives to ensure alignment with the curriculum and research priorities. Dr. S. Raju, Dean (Academics) reported the availability of facilities for e-content creation and highlighted ongoing efforts to integrate digital content into the academic framework. Prof. Muttan recommended to incorporate Technology Readiness Levels (TRL) into the curriculum and suggested solving probable GATE/GMAT model questions in every course starting from the first semester. This approach aims to prepare students for competitive exams effectively. Dr. A.R. Arvind proposed adopting a gallery-based e-learning approach to make the content more engaging and visually appealing for students.

Additionally, the committee members enquired about the placement initiatives to improve the placement percentage which is 40.35% for the AY 2023-24. Few initiatives like simulation-based interviews, feedback mechanisms from unsuccessful candidates to identify areas for improvement, communication training and intensive training during semester-break were recommended.

Faculty Financial Support and Student Publications

Dr. A.R. Arvind enquired about the less percentage of faculty members (34.74%) availing financial support despite the institution's readiness to provide assistance. In response, Dr. M. Rajeev Kumar, Dean (QA), highlighted that some faculty members receive excess funding beyond their initially sanctioned amount upon successful completion of their minimum sanctioned amount for research and innovation. The Vice Chancellor acknowledged the issue and requested to sort-out the concern raised.

To address academic outputs, Dr. A.R. Arvind recommended making student publications mandatory for projects, internships, and on-the-job training. He further proposed developing a standard operating procedure (SOP) to institutionalize this process. The Vice Chancellor endorsed the proposal, emphasizing the need to promote in-house publications.

Dr. M.S.R. Mariappan, Dean (SoMGT), shared that the School of Management has already implemented mechanisms to convert internships into publications. Additionally, Dr. A.R. Arvind suggested encouraging students to pursue Project Management certifications to enhance their professional competencies. The recommendations were noted for implementation and further action.

Finally, Prof. Muttan has insisted to include PO attainment of all programmes as agenda item in the forthcoming meetings.

24.6 To discuss the academic initiatives related to NEP 2020 in the proposed R25 regulations

Dr. S. Raju, Dean (Academics), presented the academic initiatives related to NEP 2020 in the proposed R25 regulations. He outlined the current system being followed and discussed how Vel Tech is progressing with preparatory work, using the latest AICTE curriculum as a model.

Prof. Muttan shared insights on NEP 2020 and how it could be effectively implemented by addressing its eight key principles. He also urged the Dean (Academics) to consider these principles seriously before finalizing the regulations and syllabi. He also insisted the need to focus more on the Model Multidisciplinary Education and Research University (MERU). Dr. A.R. Arvind suggested for use simulation-based software to enhance the mathematical

modeling skills of students. Dr. R.S. Valarmathi, Dean SoEC, added that MATLAB is already being practiced in all schools as part of simulation.

24.7 To discuss the activities of the Office of R&D for the year 2024-25

Dr. P. Chandrakumar, Dean (R&D), presented the activities of the Office of R&D for the year 2024-25. Dr. A.R. Arvind inquired about the support provided by the institution to faculty members regarding publication and other related charges. The Dean of R&D confirmed that a policy is in place for faculty, covering testing charges and the Research Development Fund (RDF), which faculty can utilize for any research-related expenses.

Prof. Muttan suggested preparing a five-year research plan and recommended collaborating beyond traditional fields. He emphasized the value of collaborating with sectors such as medical and agriculture and urged identifying leading scientists in various fields for future technology tie-ups.

Dr. A.R. Arvind inquired about the source of future technology and asked whether a roadmap for fundamental research is available. The Vice Chancellor suggested that the Dean (R&D) to present the progress at every IQAC meeting.

24.8 To discuss the status of NBA accreditation: 5 UG and 1 PG programme

Dr. M. Rajeev Kumar, Dean (QA) presented the status of NBA accreditation. Prof. Muttan suggested to presenting attainment of all courses in every meeting.

Dr. M. Rajeev Kumar added the National Board of Accreditation (NBA) Expert Team Visit Scheduled from 20.12.2024 to 22.12.2024 for the following programmes

- B.Tech. Biotechnology
- Master of Business Administration

Also, the National Board of Accreditation (NBA) SAR preparation for the following programmes

- B.Tech. Biomedical Engineering
- B.Tech. Civil Engineering
- B.Tech. Computer Science and Engineering
- B.Tech. Electronics and Communication Engineering

24.9 To discuss the Awards, Rankings Participated/ Received

Dr. M. Rajeev Kumar, Dean (QA), presented the awards and rankings the institution has participated in or received. He provided a comparative analysis of the NIRF Rankings for the years 2022, 2023, and 2024 in the Engineering, Overall, and University categories. He also presented the QS World University Rankings and THE World University Rankings.

Dr. A.R. Arvind inquired about the aspiration level of the institution. Dr. M. Rajeev Kumar confirmed that the goal is to be in the top 50 within the next five years. Prof. Muttan suggested prioritizing the rankings.

C. Closing

24.10 Any other item(s) with the permission of the Chair

Dean Quality Assurance requested the chair to include Dr. A. Jayabal (Professor & Dean SCom), as a Member (Senior Administrator) of IQAC and chair has approved the request.

24.11 To consider and approve the date for conducting the next IQAC meeting

The next meeting of IQAC will be during the second week of February 2024.

24.12 To conclude with the Vote of Thanks by Dean (QA)

Dr. M. Rajeev Kumar (DQA) proposed the vote of thanks.


Member Secretary

Dr. M. Rajeev Kumar
Dean - Quality Assurance
Vel Tech
Rangarajan Dr. Sagunthala
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(Decreed to be University Inst. by UGC Act, 1956)


Chairman

Prof. Rajat Gupta
Vice Chancellor
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
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Appendix 1 Members Present/ Absent

1. Prof. Rajat Gupta
Vice Chancellor **Chairperson**
 2. Mrs. Rangarajan Mahalakshmi K.
Chairperson and Managing Trustee **Member**
(Management representation)
 3. Dr. S. Muttan Professor of Eminence,
Centre of Medical Electronics, **Member (Employer**
Department of ECE, College of **representation)**
Engineering, Anna University Guindy
 4. Dr. A. R. Arvind **Member (Industry**
DGM-Engine machining & EV projects, **representation)**
Project Planning, Ashok Leyland Limited,
Chennai
 5. Mr. J. E. Simon, **Member (Local Nominee)**
Station Manager Railways (Retired).
- Senior Administrator**
6. Dr. E. Kannan
Professor & Registrar
 7. Dr. S. Raju
Professor & Dean (Academics)
 8. Dr. P. Chandrakumar,
Professor, Dean (R&D and Industry
Relations & TBI)
 9. Dr. P. Suresh,
Professor & Dean (International
Relations & HRDC)
 10. Dr. P. Vijayaraman,
Dean (Campus to Corporate)
 11. Dr. K. Jagajjanani Rao
Dean (Research Studies)
- Senior Faculty**
12. Dr. R. S. Valarmathi,
Professor & Dean/ SoEC
 13. Dr. M. S. R. Mariyappan,
Professor & Dean/ SoM
 14. Dr. Mathew Alphonse,
Associate Professor (Mech.)
- Member Secretary**
15. Dr. M. Rajeev Kumar,
Dean (Quality Assurance)

Members not attended the meeting.

- Mr. Viswanathan Venkata Subramanian (Employer representation)
- Mr. Ranjith A (VT No. 071) (Alumni Representation)
- Dr. R. Sivaraman (Controller of Examinations)
- Dr. S.P. Chokkalingam (Professor & Dean/ SoC)
- Dr. Gunasekaran (Professor & Dean/ FME)
- Dr. B. Venugopal (Professor & Dean/ SoL)
- Dr. E. Suresh Paul (Professor & Dean/ SoMTC)
- Ms. Pasupuleti Rekha Shanmukhi, (VtU19523) (3rd Year CSE)
- Ms. Sneha Paul. J (VtA1179) (3rd Year B.A. LL.B)

Appendix 2 | Agenda of the 24th Meeting of IQAC



**Vel Tech Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology**
Office of Quality Assurance
**24th MEETING OF INTERNAL QUALITY ASSURANCE
CELL**



Date & Time: 27.11.2024 @ 02.30 pm

Venue: International Conference Hall

Draft Agenda

A. Opening

Item No.		Presenter
24.1	Call to Order	Chair
24.2	To record the leave of absence of the members	Chair
24.3	Approval of the Agenda for the 24 th Meeting of IQAC	Chair
24.4	To review the action taken on the decisions of the 23 rd Meeting of IQAC held on July 13, 2024	Chair

B. Items for Discussion and Consideration

Item No.		Presenter
24.5	To discuss the quantitative metrics consolidated for the AQAR submission for the AY 2023-24	DQA
24.6	To discuss the academic initiatives related to NEP 2020 in the proposed R25 regulations	DA
24.7	To discuss the activities of the Office of R&D for the year 2024-25	DRD
24.8	To discuss the status of NBA accreditation: 5 UG and 1 PG programme	DQA
24.9	To discuss the Awards, Rankings Participated/ Received	DQA

C. Closing

Item No.		Presenter
24.10	Any other item(s) with the permission of the Chair	
24.11	To consider and approve the date for conducting the next IQAC meeting	
24.12	To conclude with the Vote of Thanks by Dean (QA)	