

IQAC Coordinator

02.12.2015

CIRCULAR

I am by direction to inform you that, the IQAC meeting No. 12 will be held on 4.12.2015 (Friday) at 11.00 am at Lecture Theatre at Engineering Block. The members of IQAC are requested to attend the meeting.

Agenda

- 1. Approval of the Minutes of Previous Meeting No 11 & ATR**
- 2. Review of the NAAC Peer Team Report**
- 3. Post Feedback Mechanism**
- 4. Qualification of Teaching Staff**
- 5. Entrepreneurship Skill Development**



IQAC Coordinator

Director - IQAC
Vels Institute of Science, Technology and
Advanced Studies (VISTAS), Vels University
Pallavaram, Chennai - 600 117.

Minutes of the IQAC held on 4.12.2015

4th Dec 2015

The meeting No. 12 of Internal Quality Assurance Cell (IQAC) was held on Dec⁴th, 2015 at 11.30 am in the Lecture Theatre. The Meeting was Presided by the Vice Chancellor and attended by the following members of the Cell.

1. Dr.V. Tamizh Arasan	Vice- Chancellor	Chairperson	Head of University
2. Dr.B. Krishnamoorthy	Registrar	Member	Admn.Officer
3. Dr.P.Sathyamoorthi	Controller of Examination	Member	Admn.officer
4. Dr.R.Dinakaran Michel	Director, Life Sciences	Member	Sr.Teacher
5. Dr.K. Rajagopal	Department of Biotechnology	Member	Sr.Teacher
6. Dr.M. Chandrasekaran	Director, IQAC	Coordinator	Sr.Teacher
7. Mr.Mark Keith Faraday	Department of HCM	Member	Sr.Teacher
8. Dr.R.A. Kalaivani	Department of Chemistry	Member	Sr.Teacher
9. Dr.V.Vanitha	Department of Bio-Chemistry	Member	Sr.Teacher
10. Dr.S.Vasantha	Department of MBA	Member	Sr.Teacher
11. Mr.R.Jaganathan	Department of Centre for Career development and Placement	Member	Sr.Teacher
12. Mr.P.Jagadeesan	Department of Commerce	Member	NSS Coordinator
13. Dr.R.Sivakumar	Management Representative	Member	Management
14. Mr.S.Karthikeyan	Customer Relations Manager Reliance Communications	Member	Alumnus
15. Ms.Sindhuja	Support Engineer,Zoho Software Pvt Ltd	Member	Alumnus
16. Mr.T.A.Bharath	Vice-President, Wheels India	Member	Industrialist
17. Mrs.S.A.Rexoline Jayanti	Department of English	Member	Sr.Teacher

Agenda

1. To approve the minutes of the IQAC meeting No. 11 held on 29.04.2015

The minutes of the meeting No. 11 was read by the IQAC Coordinator. The Action Taken Report was also submitted by the Coordinator. The Vice Chancellor appreciated the efforts of all the members in making the NAAC visit smooth. The minute was proposed by Dr. K. Rajagopal and seconded by Ms. Sindhuja

2. Review of NAAC peer team Visit

The report of the NAAC peer team was read by the IQAC coordinator and the areas to be improved were discussed in detail. The chairperson urged all concerned to take up remedial measures as early as possible.

3. Post Feedback Mechanism

Discussion was held on how to improve and implement the Post Feedback Mechanism. Suggestions were given by IQAC Members that, it should include the comparative ranking at Department level, School Level and University Level. The IQAC coordinator should implement the feedback system for the whole University.

4. Qualification as Teaching staff

The reason for limited research work was highlighted and it was advised that more Ph.D. and NET/SET degree holders need to be recruited in the upcoming academic year.

5. Entrepreneurship Skill Development

Mr. T.A. Bharath insisted that more Entrepreneurship programs need to be conducted so that it enhances the Entrepreneurship skills. Faculty members should indulge in mentoring to encourage the students to acquire Entrepreneurship skills.

6. Any other item

The Coordinator thanked everyone for attending the meeting.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting No.11 held on 27th April 2015

S.No.	Plan & Actions at the beginning of the year	Implementation
1.	Making all arrangements for the Peer Team Visits : Preparation of NAAC SSR, Department Evaluation Reports and any other requirements of NAAC	SSR and Evaluation Report prepared and submitted to NAAC. All other necessary documents have been made ready.

Signature of Co-ordinator – IQAC

Seal
Director - IQAC
Vel's Institute of Science, Technology and
Advanced Studies (VISTAS), Vellore University
Pallavaram, Chennai - 600 117.

Signature of Chairperson - IQAC

Seal
Vice Chancellor
VEL'S INSTITUTE OF SCIENCE
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Vels Institute of Science, Technology and Advanced Studies (VISTAS)
Internal Quality Assurance cell (IQAC)
Vels University, Chennai
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IQAC Coordinator

24.05.2016

CIRCULAR

I am by direction to inform you that, IQAC meeting No. 13 will be held on 27.05.2016 (Friday) at 11.00 am at Lecture Theatre, Engineering Block. The members of IQAC are requested to attend the meeting.

Agenda

1. Approval of the Minutes of Previous Meeting No 12 & ATR
2. Planning of Activities for Academic Year (2016-2017)
3. Faculty Development Program at University Level
4. Budget for (2016-2017)
5. Research Publications during January-May 2016.
6. Feedback System for the forthcoming semester



IQAC Coordinator

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Minutes of the IQAC held on 27.05.2016

27th May 2016

The meeting No. 13 of Internal Quality Assurance Cell (IQAC) was held on May 27, 2016 at 11.30 am in the Lecture Theatre. The Meeting was Presided by the Vice Chancellor and attended by the following members of the committee.

1. Dr.V. Tamizh Arasan	Vice- Chancellor	Chairperson	Head of University
2. Dr.R.Krishnamoorthy	Registrar	Member	Admn.Officer
3. Dr.S. Venkataraman	Controller of Examination i/c	Member	Admn.officer
4. Dr.R.Dinakaran Michel	Department of Microbiology	Member	Sr.Teacher
5. Dr.K. Rajagopal	Department of Biotechnology	Member	Sr.Teacher
6. Dr.M. Chandrasekaran	Department of Mechanical	Member	Sr.Teacher
7. Mr.Mark Keith Faraday	Department of HCM	Member	Sr.Teacher
8. Dr.R.A. Kalaivani	Department of Chemistry	Member	Sr.Teacher
9. Dr.P. Shanmugasundaram	Department of Pharmacy	Member	Sr.Teacher
10. Dr.N. Kumar	Department of MBA	Member	Sr.Teacher
11. Mr.P.Jagadeesan	Department of Commerce	Member	NSS Coordinator
12. Dr.S. Arun	Department of CSE	Coordinator	Sr.Teacher
13. Mr. P. Magesh Kumar	Management Representative	Member	Management
14. Mr.Madhusudhana Rao	Regional Manager,IBM India	Member	Industrialist
15. Ms.Sindhuja	Support Engineer,Zoho Software Pvt Ltd	Member	Alumnus
16. Mr.T.A.Bharath	Vice-President, Wheels India	Member	Industrialist

Agenda

1. To confirm the minutes of the IQAC meeting No. 12 held on 4-12-2016

The minutes of the meeting No. 12 was read by the IQAC Coordinator. The Action Taken Report was also submitted by the Coordinator. The Vice Chancellor welcomed the gathering. The minutes of the meeting was proposed by Dr. P. Shanmughasundaram and seconded by Mr. Madhusudhana Rao.

2. Planning of Activities for Academic Year (2016-2017)

Discussion was held for the upcoming academic year events like Conferences, Symposium, Seminars, Industrial Visits, FDP, MoU for each Department. Such events should be of good quality and should adhere to latest technologies and trends which increase the potential and visibility of the students.

3. Faculty Development Program at University Level

The IQAC coordinator informed that the Faculty Development Program (FDP) on “Student Centric Pedagogy” has been planned to be conducted on the 2nd, 4th & 5th of July 2016 at University Level. FDP will have 5 presentations spread over the 2nd & 4th F.N, which will be common for all the faculty members. Five more presentations will be made on the 4th A.N & 5th to the faculty members, divided into 4 groups in 4 different venues. All the faculty members were expected to attend the session and enrich their knowledge. The coordinator informed that a total of 25 eminent resource persons would handle the sessions.

4. Budget for (2016-2017)

The IQAC wanted to ensure that Department wise budget for the upcoming academic year is prepared and submitted for review. The budget should incorporate all the expenses for the upcoming academic year.

5 Research Publications during January-May 2016

The IQAC insisted a report to be submitted on papers published in scopus indexed journal by each faculty member. IQAC also keenly urged all the members that more student participation in paper publication should be encouraged. Students should be motivated to participate in various conferences and Symposium.

6. Feedback System for the forthcoming semester

IQAC informed that a upgraded performance Evaluation system will be rolled out for the upcoming academic year (2016-2017).The focus will be strengthening the post feedback mechanism and modified evaluation report. The members asked the IQAC coordinator to submit the detailed report of the same during the next meeting.

7. Any other item

The Coordinator thanked everyone for attending the meeting. The next meeting would be held on 2.12.2016.

Action Taken Report

Action taken on the resolution passed in the IQAC meeting No. 12 held on 4th December 2015.

S.No.	Issues	Action Taken
1.	Review of NAAC peer team report	The deficiencies pointed out by Peer Team have been discussed and entrusted with respective Deans and Directors to make a plan to rectify the deficiencies.
2.	To Strengthen post feedback Mechanism	Based on the analysis of the Feedback teachers have been asked to improve themselves. Specific problems pointed out in feedback have been given to specified teachers to correct the situation.
3.	Qualification of Teaching Staff	Special drives for recruitment of Ph.D holders have been held and 54 Ph.D., holders and 13 NET/SLET holders have been recruited.
4.	To increase Entrepreneurship Skill Development programs	Entrepreneurial Development Cell has been strengthened, Entrepreneurial awareness training camp has been organized for all the final year students. The Incubation Centre has been strengthened to motivate students-starts up.

Signature of Coordinator – IQAC

Seal **Dr.S. ARUN, M.E., Ph.D.,**
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Advanced Studies (VISTAS), Vels University
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Signature of Chairperson - IQAC

Vice Chancellor

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