

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Internal Quality Assurance Meeting (AY 2018 – 2019)

**Date / Time :** 20 October 2018 / 11.00 AM

**Venue:** Raman Hall, VIT-AP University, Amaravati.

**Members present:**

As per enclosed attendance sheet

**Agenda**

1. Role of IQAC at VIT-AP
2. Preliminary analysis on quality radars on selected parameters
3. Targets set forth for the AY2018 – 2019
4. IQAC calendar for AY 2018 – 2019

**Minutes**

1. The Meeting started with a welcome note and a brief Presentation about the campus activities from Dr. D. Subhakar, Vice Chancellor, VIT-AP University and the Chairperson of VIT-AP-IQAC.
2. This was followed by self-introduction by the members of the committee.
3. Mr. M. Kalyan Chakravarthi, Coordinator, VIT-AP-IQAC made a brief power point presentation highlighting the status of VIT-AP-IQAC and the responsibilities set. Some of the salient features pointed out in the presentation were:
  - a. Constitution 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.
  - 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
  - e. Academic and administrative audit parameters (Annexure – 3)

After the presentation there was an open discussion. The following are the suggestions / comments from the external members:

- a. Grievance Cell in the campus is can have external experts and academic redressal can be internal.
- b. The h-Index and citation index of the publications is crucial and is important for ranking.
- c. Sabbatical leave can be given to faculty for getting trained in industry. Professors should work in industry for 2 to 3 months in industries.
- d. MOOC's for faculty to be included in performance Evaluation.
- e. Campus development activities or challenges can be given to students (crowd sourcing). This can also in turn trigger many ideas and lead to incubation.
- f. Learning basic concepts by the students need to be strengthened
- g. The paperless campus concept was appreciated.
- h. Has encouraged for creation of centers of excellence.
- i. Develop the culture in students to take up the competitive examinations
- j. Has suggested for improving government and private funded extramural projects and consultancy projects.
- k. The students are expected to have an environment for starting up their own venture companies in the campus.
- l. The online coding examinations and their evaluation software are to be changed. Skill rack to be implemented.

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. The TBI is being created in the VIT-AP campus and will target the Consultancy, Incubation and Extramural Projects.
- b. In order to strengthen the fundamental concepts, open book examination has been introduced. Also the comprehensive examination that is conducted for the students, tests the basics in the core courses.
- c. Centers of Robotics and center for Artificial intelligence is in the pipeline and process is already laid for their establishment.
- d. MOOC's may be included in performance evaluation of the entire faculty.
- e. The online coding examinations and their evaluation software used was module called E-BOX. Now V-Propel, software designed by VIT, Chennai, shall be implemented for evaluation the coding based exams.

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.

The following are the targets put forth for the academic year 2018 – 2019:

- Create the space for IQAC on Website.
- Creating provisions for data availability on VTOP, a data management system.
- Making the repository of the processes in the university.
- Conduction of File audits and monitoring the Stock Audits.

[8] The IQAC calendar for the AY 2018 – 2019

- Convening First IQAC meet on 20<sup>th</sup> of october'18 for Quarter 1.
- Deficiencies to be listed based on ATR of First IQAC meet and fulfilled throughout the Academic Year.
- Internal Auditing of labs and course files of Fall18-19 during 24<sup>th</sup> Nov'18- Second week of Dec'18
- Convening Second IQAC meet in March'19 for Quarter 2.
- Continuous assessment of Examination outcomes and University Goals set to different Coordinators.
- Convening Third IQAC meet in May'19 for Quarter 3.
- Internal Auditing of labs and course files of Winter 18-19 Before Summer Vacation.
- Convening Fourth IQAC meet in August'19 for Quarter 4.
- Submission of First AQAR to NAAC in the month of September'19.



**Dr. D. Subhakar**

**Chair Person (VIT-AP, IQAC)  
& Vice Chancellor (VIT-AP)**

