

IQAC GENERAL BODY MEETING

Minutes

Date:05-11-2020

Time :5.30 pm

Online mode : meet.google.com/chw-oqsb-sen

Member present

1. **Col Dr G Thiruvassagam**, Vice Chancellor, Chairman
2. **Mr S Karikalan**, Senior Vice President-AMET, (Member Management)
3. **Dr.N.Manoharan**, Pro-Vice chancellor
4. **Dr M Jayaprakashvel** Registrar i/c, Secretary
5. **Dr A Jaffar Hussain**, Former Professor and Head-Botany, Presidency College (External Member)
6. **Dr Geetha Swaminathanm**, Former Vice Principal, IQAC Coordinator and Controller of Examinations, Stella Mary's College, Chennai (External Member)
7. **Dr A Brindha Therese**, Deputy Director, Ranking and Accreditation, VIT University, Chennai (External Member)
8. **Prof Dr T Sasilatha**, Dean, EEE Marine & Dean -Academics, (Member)
9. **Dr S Prabhakaran**, Professor, Marine Engineering
10. **Capt K Karthik**, Dean-Nautical Science
11. **Mr.R.Sundar**, Assistant Professor, Department of Marine Engineering
12. **Dr.M.Rajavelan**, Asst.Professor, Department of Marine Engineering
13. **Dr.S.Poongavanam**, Professor, AMET Business School
14. **Dr.D.Rajasekar**, Professor, AMET Business School
15. **Ms.Akshya Sreenath**, Student member
16. **Mr.Vaibav**, Student member
17. **Dr.D.Arivazhagan**, Professor, AMET Business School Member-Coordinator

Agenda of the meeting:

1. Introduction of new members
2. Presentation of report on NIRF, ARIIA, AQAR 2019-20
3. Details of preparative works for NAAC Cycle 2
4. Review of planned activities of 2019-20
5. Plan for the academic year 2020-21
6. Any other Agenda with the permission of the Chair

Points discussed and recommendations made

General

1. **Col. Dr. G. Thiruvassagam**, Vice Chancellor has welcomed all the members. Vice Chancellor also introduced the newly nominated members.
2. The Vice Chancellor has narrated the overall vision of the University in the post accreditation period and also emphasized the necessary steps taken to improve the grade in the NAAC Re-Accreditation Process even under this Covid'19 pandemic.
3. The Vice Chancellor has appreciated the Coordinator - IQAC, the Core Working Group members, the Registrar, Joint Registrar and Dr.Prabhakaran for their efforts in preparing NAAC evidences.
4. The Chairman of IQAC also appreciated the efforts put by Capt.Karthik for his academic related international activities and also asked the mariners to contribute for E-Content.
5. **Dr. D.Arivazhagan**, Coordinator, IQAC has presented the data, details and submissions towards as per the agenda in the form of a PowerPoint presentation
6. The Coordinator, IQAC thanked the Vice Chancellor, all Core Working Group members and Registrar for their contribution in NAAC preparatory work.
7. The Coordinator, IQAC mentioned that IQAC of AMET has been formally inaugurated on 13-05-2013 with internal faculty as its members and under the able guidance of the Vice Chancellor 15th Nov 2015 AMET got NAAC accreditation.
8. The Coordinator, IQAC appreciated many initiatives taken to improve the quality of education by Dr.M.Jayaprakashvel than Coordinator IQAC under the guidance of our Vice chancellor.
9. As per the agenda Coordinator IQAC presented the report on National Institutional Ranking Framework (NIRF) MHRD- AMET comes under this ranking list for the first time under the rank band of 201-250 , Atal's Ranking of Institutions on Innovation Achievement (ARIIA) AMET comes under Band B i.e., Rank between 26th to 50 among private self-financed Universities, In Performance Indicators in Maritime Education and Training (**PIMET**) Ranking by International Association of Maritime Universities (IAMU), Japan, **AMET placed 3rd place in overall ranking and in research bench mark AMET stands second secured. In Comprehensive Inspection Programme (CIP) by DGS AMET achieved A1 Grade.**

10. All the members appreciated the efforts taken by AMET and congratulated the Team lead by the Vice Chancellor
11. Capt.Karthik emphasized on AMET presence in International Association Maritime University and the senior Vice president appreciated the achievement in IAMU Ranking and requested marine faculty to contribute more in Marine related Research work

Reported Items

12. Co-ordinator, IQAC enlightened the AQAR 2019-20 with the following points:

- 12.1. IQAC took **20** Quality initiatives
- 12.2. Number of IQAC meetings conducted for Quality improvement: **13**
- 12.3. Achieved ranking in **CIP,NIRF,ARIIA** and **PIMET**
- 12.4. Syllabus revision was carried out in **15 UG** and **2 PG** programme
- 12.5. All programme focused on **employability/ entrepreneurship/ skill development**
- 12.6. A new programme **B.Voc** (Banking, Financial Services and Insurance) introduced
- 12.7. **30** number of value added programme conducted for students
- 12.8. All the students participated in home based digital internship under Covid' 19 period
- 12.9. Student Faculty ratio is **1:14**
- 12.10. Number of faculties : **237**
- 12.11. Number of ICT enabled class Rooms : **117**
- 12.12. Number of Faculty with Ph.D : **84**
- 12.13. Honours and recognition received by teachers : **136**
- 12.14. Number of days from the date of semester-end/ year- end examination till the declaration of results : **14 days**
- 12.15. Average percentage of Student complaints/grievances:**0.97**
- 12.16. Over all Pass percentage of students : **95%**
- 12.17. Teachers awarded National/International fellowship : **5**
- 12.18. Research funds sanctioned and received from various agencies, industry and other organisations : **491 lakhs**

- 12.19. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry : **164**
- 12.20. Awards for Innovation won by Institution/Teachers/Research scholars/Students : **87**
- 12.21. No. of Incubation centre created, start-ups incubated on campus: **28**
- 12.22. Ph.D's awarded : **10**
- 12.23. Research Publications in the Journals notified on UGC website : **504**
- 12.24. Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year : **253**
- 12.25. Patents published/awarded/applied : **2**
- 12.26. Revenue generated from Consultancy : **389 lakhs**
- 12.27. Revenue generated from Corporate Training : **120 lakhs**
- 12.28. Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) : **329**
 - 12.28.1. MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc.: **34**
 - 12.28.2. Library Services - Added
 - 12.28.3. Total Books : **10948**
 - 12.28.4. Reference Books : **4416**
 - 12.28.5. e-Books : **60000**
 - 12.28.6. Print Journals : **132**
 - 12.28.7. e-Journals : **29730**
- 12.29. **RFID** technology has been implemented
- 12.30. **Talking Library** Established
- 12.31. E-Content Under : **Udemy, Vidyamithra, Teachers Academy, LMS**
- 12.32. **Media Centre** Established
- 12.33. Financial Support from institution : **1420** students benefitted
- 12.34. Government and NGO Scholarship : **670** students benefitted
- 12.35. No. of registered Alumni: **12217**
- 12.36. Number of professional development organized for Faculty : **149**

- 12.37. Number of administrative training programmes for Non-teaching staff : **14**
- 12.38. Number of Quality initiatives under taken by IQAC : **20**
- 12.39. (Number of gender equity promotion programmes organized : **18**
- 12.40. Number of initiatives to address locational advantages and disadvantages : **107**
- 12.41. Activities conducted for promotion of universal Values and Ethics: **97**
13. The Coordinator, IQAC enlightened the next agenda on **Details of preparative works for NAAC Cycle 2** with the following data
- 13.1. AQAR for 2015-17,2017-18,2018-19,2019-20 submitted
- 13.2. NBA SAR submitted expecting physical verification
- 13.3. Tentative IIQA submission 3rd Week of November 2020
- 13.4. Criteria 1 Curricular Aspects – 150
- 13.5. Criteria 2 Teaching Learning and Evaluation – 200
- 13.6. Criteria 3 Research Innovation and Extension – 250
- 13.7. Criteria 4 infrastructure and Learning Resources – 100
- 13.8. Criteria 5 Student Support and Progression – 100
- 13.9. Criteria 6 Governance Leadership and Management – 100
- 13.10. Criteria 7 Institutional Values and best practice – 100
- 13.11. Data collected for 5 years from the Departments
- 13.12. Additional Information work is under progress
- 13.13. Departmental level - documents collection and filing work is under progress
- 13.14. Website uploading document preparation under progress
14. The Coordinator, IQAC presented the next agenda as follows:
PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE ACADEMIC YEAR TOWARDS QUALITY ENHANCEMENT AND OUTCOME ACHIEVED BY THE END OF THE ACADEMIC YEAR 2019-20

Plan of Action	Achievements/Outcomes	% of Outcome
Spearheading the preparative works for the NAAC Re-Accreditation	1. IQAC formed a core working group which works on each criteria for NAAC Re-Accreditation.	80%
	2. One workshop, one brainstorming session and two orientation programmes on NAAC parameters were conducted	

	3. Forms and procedures for the OBE were prepared and circulated by the IQAC	
Prioritizing the ranking works such as NIRF, Swachata Ranking etc	NIRF Rank achieved first time under Engineering Category	100%
Continuing the regular works of the IQAC to promote the overall quality of the University	1. Established AMET Research Connect Forum for discussing recent happening in Research. The ARCF has conducted Eight events in 2019-20	100%
	2. Conducted Five workshops/orientation programmes for the promotion of OBE	
	3. Implemented the Academic Integrity Policy in the University to promote ethics in research	
	4. Funded research has increased. AMET has also sanctioned student projects and seed money for faculty. Altogether a total of 177 industry projects worth Rs 632 Lakhs (INR)	
To implement and monitor the Outcome Based Education	The IQAC has arranged almost 5 FDP programmes on OBE which includes CO-PO Mapping, Course attainment and Basics of OBE	100%
To create and sustain a vibrant research atmosphere in the campus	IQAC has formed a committee to identify the good publication and suggest incentive to the faculty member who published that paper. Incentives to the faculty who publishing Books and incentives for other research activities	100%
To establish forms and procedures to sustain quality ambience in the University	IQAC has created forms and procedures for feedback from stakeholders, digital home based internship evaluation & submission and Students Scholarship form etc	100%

INTERNAL QUALITY ASSURANCE CELL (IQAC) FUTURE PLANS FOR THE ACADEMIC YEAR 2020-2021

- ❖ To get NAAC Accreditation with A Grade (with a CGPA more than 3.6) which will facilitate AMET to start Off Campuses and Offshore Campuses

- ❖ AMET is progressively marching towards getting established as an International Maritime Knowledge Hub by expanding its all-academic, research and outreach activities in the chosen fields
- ❖ To attract highly qualified and experienced personnel for faculty positions for imparting quality education and skills and motivating them to do research with excellent financial compensation in a congenial working environment.
- ❖ To enhance laboratory facilities with state-of-the-art equipment and advanced technological tools for teaching and research purposes.
- ❖ To reach out to industries, research laboratories and academic institutions around the world for collaboration and joint research programmes for identifying and finding solutions to technical and technological problems.
- ❖ To concentrate on the environmental concerns plaguing the earth due to industrial activities and deliver mitigation efforts.
- ❖ To reach out to the community through various programmes for awareness, involvement and participation to usher in a better society.
- ❖ Spearheading the preparative works for providing more skill development programme, increasing paper publication, Community service and environmental friendly campus
- ❖ Prioritizing the ranking works such as NIRF, ARIIA Ranking etc
- ❖ Continuing the regular works of the IQAC to promote the overall quality of the University
- ❖ To increase number of workshops on Outcome Based Education
- ❖ To conduct one funded conference
- ❖ To create and sustain a vibrant research atmosphere in the campus
- ❖ To establish forms and procedures to sustain quality ambience in the University

The Co-ordinator, IQAC given the **Prospective Action plan for the Departments and Faculty** to achieve the above goals:

Department Activities for Academic year 2020-21

S.No	Description	Number of activities/events Planned in Online mode/offline mode
1.	International Conference/Seminar with Proceedings (ISBN) –Core Departments	10(all Depts.)
2.	National Conference/Seminar with Proceedings(ISBN)-Core and allied Departments	10(All Depts.)
3.	Department Symposium	10(All Depts.)
4.	Alumni Guest Lecture	30(All Depts.)
5.	Alumni Meeting	22(All Depts.)
6.	Industrial Visit	For all Students
7.	Internship (for all students)	For all Students
8.	Parents Meeting	22(1/Sem)
9.	Professional development/ training programme for teaching Faculty	22(1/ Sem)
10.	Administrative training programme for Non-Teaching Staff/Technical Staff	4
11.	Professional Development Programme/Orientation/Induction Programme/Refreshers course/Short term course for teachers (FDP)	22(1/ Sem)
12.	Workshop/Seminar on Research Methodology/IPR/Entrepreneurship/ Skill Development	22(1/ Sem)
13.	Feedback on curriculum and other parameters from all four stakeholders	1/ Sem
14.	Personality Development/Career Guidance programme	22(1/ Sem)

15.	Academic Administrative Audit	All Departments(1/Year)
16.	Functional MOU with at least 2 activities	22 MOUs (1/ Sem)
17.	Board of Studies	All Departments (1/Year)
18.	Meeting of OBE Committees and their minutes	As per requirement At least 2 per Sem (all Departments)
19.	Value Added Courses	One/Semester for entire students of the Department(18 value added courses from all the Departments)
20.	Department level cultural and sports events	22 numbers(2/Sem)
21.	Student Organized Club Events	22 numbers (2/Sem)
22.	Career Development Activities	11(1/Sem)
23.	Promotion events for higher studies	11(1/Sem)
24.	Coaching for competitive examinations	10(1/Sem)
25.	Industry Engagement in Course Delivery/Internship/Guest Lecture	30(1/Sem) from all the Departments
26.	Review of syllabus by External Experts	1/Year
27.	Promotion of Green Campus Activities	22 activities(1/Sem)
28.	Department Level Magazine/Newsletter	1/Sem
29.	Student Awards for Competitions outside the University-sports/cultural/talent events	5/Sem (55 events from all the Department)
30.	Student Participation in Innovation Contests/ Hackathons	10/Sem

Faculty Commitments for Academic year 2020-21

S.No	Description	Expected output
1.	Student Results obtained	75% (Each Faculty)
2.	Student Feedback	75% (Each Faculty)
3.	Publication in Journals(UGC/Scopus/Web of Science)	300 (All faculty members)
4.	Paper Presented in National/International Conference(ISBN Number)	300 (All faculty members)
5.	Mentor/Mentee Report	1/Sem (All faculty members)
6.	Library Online/Offline Entry	30/Month (Each Faculty)
7.	Course file for Handling subjects	1/Subject (Each Faculty)
8.	Book(s)/Article(s)/Chapter(s) published	300 (All faculty members)
9.	Extension Activities with NGO organized with recognition letter	150 (All faculty members)
10.	Community Services organized with recognition letter	150 (All faculty members)
11.	Research Projects/Consultancies/Seed money Project	150 (All faculty members)
12.	Video Lectures for LMS/Private /Govt. MOOC Platform	600 (All faculty members)
13.	Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme Attended	300 (All faculty members)
14.	Seminar/Workshop/Guest Lecture Attended	300 (All faculty members)
15.	Guest Lectures Arranged	300 (All faculty members)
16.	Academic/Industrial Membership	150 (All faculty members)
17.	National/International/	150 (All faculty

	Academic/Innovation/Research Award	members)
--	------------------------------------	-----------

Suggestions Given by Committee Members:

15. Ms.Geetha Swaminathan appreciated the content and suggested to strengthen the students survey to secure more marks
16. The Pro-Vice Chancellor suggested the IQAC coordinator to find the gap between the requirement and the present status. He also advised to create more center of Excellence.
17. Dr.Brindha Therasa emphasized on more patents and Ph.D produced by the University. She also advised the IQAC to concentrate more on Teaching learning and Evaluation & Research Innovation and Extension which need to be emphasized much in all reports
18. The Vice Chancellor appreciated the efforts put by Dr.Rengamani, Professor of AMET Business School, and Mrs.Subha, Associate Professor of English Department for their contribution in E-content development in the Udemy, Techers Academy, Vidyamithra and e-PG-pathasala platforms.
19. The Vice Chancellor also requested Capt.Karthik to develop e-content on Utilizing Artificial Intelligence in Ship
20. The Registrar suggested to concentrate more on collaboration activities, Research contribution and quality of energy conservation
21. Dr,Jaffer Hussain Congratulated the Vice chancellor and the IQAC Team for their progress and wished them to get good results in NAAC cycle 2
22. Dr.T.Sasilatha suggested to go for programme Outcome attainment for all courses to achieve the University vision and mission.
23. Dr.Manoharan emphasized on the gap analysis and to do the SWAT analysis.
24. Dr.Rajasekar, Director Research briefed about the research area and current status
25. Mr.Sundar explained about the infrastructure facilities newly created and improvised
26. Dr.Rajavelan listed out work done in Teaching Learning & Evaluation, Institutional Values & Best Practices
27. Dr.Poonagavanam briefed about student support activities.
28. The Senior Vice president appreciated all the CWG members on behalf of the Management.

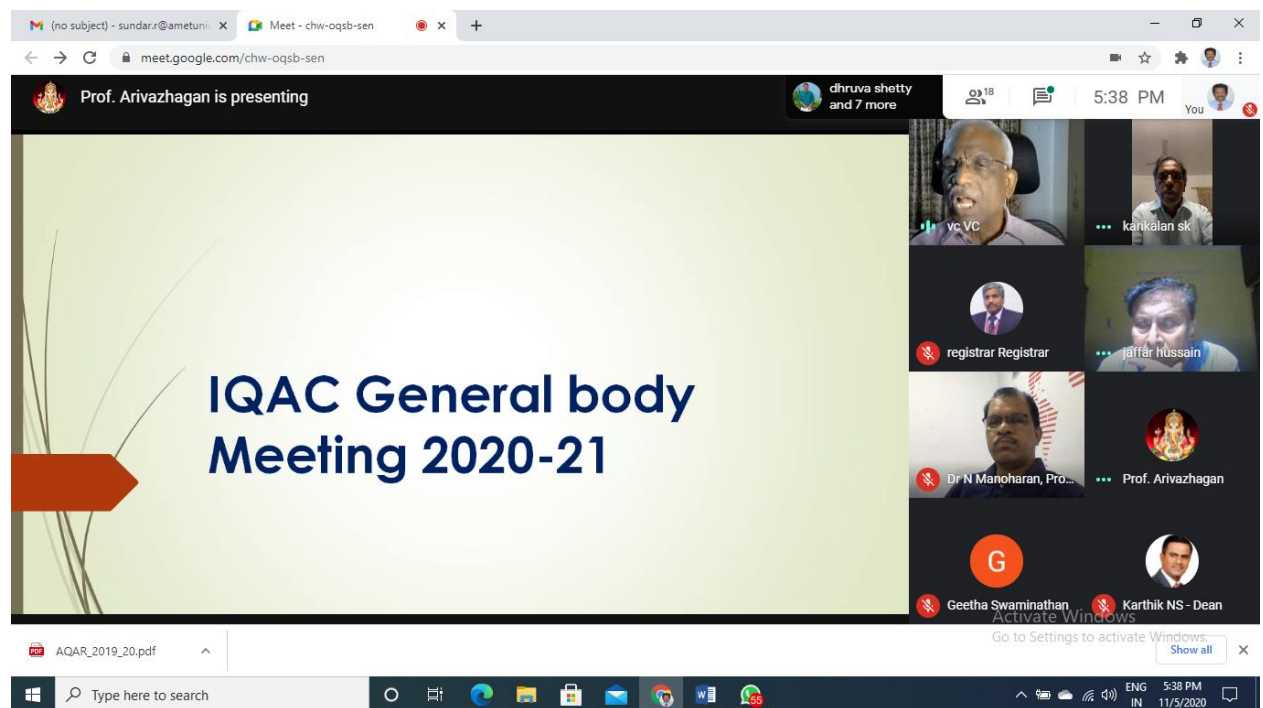
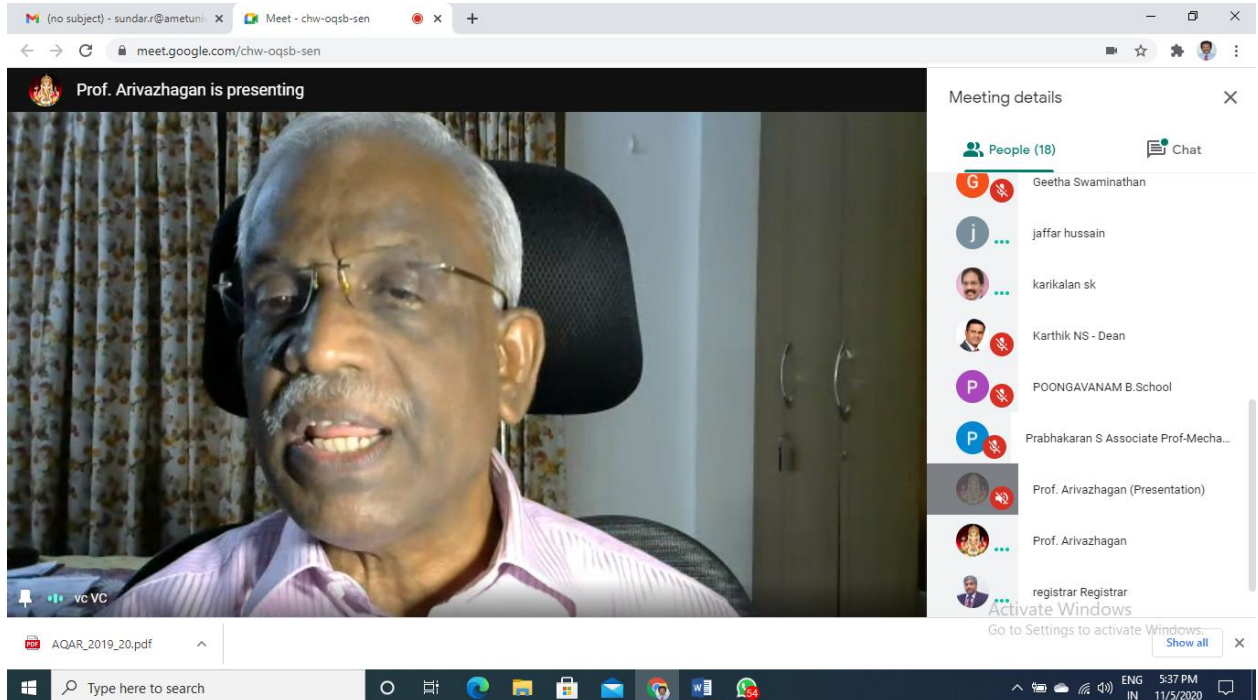
29. The student members expressed their satisfaction on quality of online classes conducted by the University in this pandemic period.
30. The Co-ordinator, IQAC conveyed his gratitude to Dr.M.Jayaprakashvel and Dr.S.Prabhakaran for their support in NAAC preparatory work.
31. The Vice Chancellor concluded the meeting with fixing tentative date for submission of IIQA.
32. The Co-ordinator, IQAC proposed vote of thanks.

Registrar i/c

Encl: Screenshots of Online Meeting

Google Meet Screenshots

The Vice Chancellors opening Address



The IQAC Co-ordinator Presentation

Prof. Arivazhagan is presenting

Akshaya Shreek... and 6 more

5:44 PM

Achievements 2020-21

- ❖ **NIRF** (National Institutional Ranking Framework)
- ❖ **ARIIA** (Atal ranking of institutions on innovation achievement)
- ❖ **PIMET** (Performance Indicators in Maritime Education and Training)
- ❖ **CIP** (Comprehensive Inspection Programme)

Meeting details

AQAR_2019_20.pdf

Activate Windows
Go to Settings to activate Windows.

Members Discussion

(no subject) - sundar.r@ametuni... x

Meet - chw-oqsb-sen

meet.google.com/chw-oqsb-sen

Akshaya Shreek... and 5 more

6:53 PM

registrar Registrar

vc VC

kanikalan sk

Dr N Manoharan, Pro VC, AMET U...

jaffar hussain

Prof. Arivazhagan

Prabhakaran S Associate Prof-Mechanical

POONGAVANAM B.School

Geetha Swaminathan

Activate Windows
Go to Settings to activate Windows.

Type here to search

ENG IN 6:53 PM 11/5/2020

meet.google.com/chw-oqsb-sen

6:58 PM

Geetha Swamina... and 4 more

15

registrar Registrar

vc VC

karikalan sk

Dr N Manoharan, Pro VC, AMET University, Chennai.

jaffar hussain

Prof. Arivazhagan

Dr T Sasilatha has left the meeting

Dr.M.Rajavelan EEE - Marine - Asst.Prof.

POONGAVANAM B.School

Dr.Rajasekar MBA - Asst Prof

Activate Windows
Go to Settings to activate Windows.

11/5/2020

meet.google.com/chw-oqsb-sen

7:00 PM

Karthik NS - Dean and 5 more

16

registrar Registrar

vc VC

karikalan sk

Dr N Manoharan, Pro VC, AMET University, Chennai.

jaffar hussain

Prof. Arivazhagan

Dr.M.Rajavelan EEE - Marine - Asst.Prof.

POONGAVANAM B.School

Dr.Rajasekar MBA - Asst Prof

Activate Windows
Go to Settings to activate Windows.

11/5/2020