Amrita Vishwa Vidyapeetham,
Coimbatore
Internal Quality Assurance Cell (IQAC)

Minutes

&
Action Taken Report (ATR) for Academic Year (AY) 2016-2017
Internal Quality Assurance Cell (IQAC) Minutes

Venue: Amrita School of Engineering
Amritapuri, Kollam, Kerala

Date: 10.08.2017
Time: 9.30 AM

The following members were present:

1. Prof. Prashant R. Nair, Vice-Chairman, IQAC
2. Mrs. Hemamala K., IQAC Coordinator, Amrita School of Business, Coimbatore campus
3. Dr. Rekha Bhat, IQAC Coordinator, Amrita School of Arts & Sciences, Mysore campus
4. Mr. Sabastin S., IQAC Coordinator, Department of Management, Bangalore campus
5. Dr. P. Kanagasabapathi, IQAC Coordinator, Amrita School of Engineering, Amritapuri campus
6. Dr. Smitha Chandran, IQAC Coordinator, Amrita School of Engineering, Amritapuri campus
7. Dr. Rajiv Nair, IQAC Coordinator, Department of Management, Amritapuri campus
8. Dr. Joe Joseph, IQAC Coordinator, Amrita School of Dentistry, Kochi campus
9. Mr. Shabu K.R., IQAC Coordinator, Amrita School of Arts & Sciences, Kochi campus
10. Dr. Kavya KC, IQAC Coordinator, Amrita Center for Nanosciences, Kochi campus

The following members could not attend the meeting. Leave of absence was granted to them.

1. Mr. E.K.M. Nampoothiri, IQAC Coordinator, Amrita School of Medicine, Kochi campus
2. Dr. Sheela Pavithran, IQAC Coordinator, Amrita School of Nursing, Kochi campus
3. Mrs. Vandana M., IQAC Coordinator, Department of Management, Kochi campus
4. Dr. Aneesli TP., IQAC Coordinator, Amrita School of Pharmacy, Kochi campus
5. Dr. Sudarsal S., IQAC Coordinator, Amrita School of Biotechnology, Amritapuri campus
6. Dr. P.V. Ramadas, IQAC Coordinator, Amrita School of Ayurveda, Amritapuri campus
7. Mrs. P. Suja, IQAC Coordinator, Amrita School of Engineering, Bangalore campus

The meeting was chaired by the Vice-Chairman, IQAC, Prof. Prashant R. Nair. The meeting began with a prayer. The Vice-Chairman, IQAC extended a warm welcome to all the IQAC Coordinators from various campuses and schools of Amrita Vishwa Vidyapeetham. He also briefed the IQAC on the sharing of the best practices of AMRITA with events like NAAC-sponsored National seminar on "Evaluation Reforms for Quality Education in Higher Education Institutions" at RVS College of Arts and Sciences, Coimbatore as part of the knowledge exchange of the IQAC.
Item #1: Consider the Action Taken Report (ATR) of various schools of Amrita Vishwa Vidyapeetham
Resolution #1: Resolved to confirm the Action Taken Reports (ATR) and inclusion in the Annual Quality Assurance Report (AQAR)

Item #2: Table the Annual Quality Assurance Report (AQAR) for the year 2016-2017 at the academic council
Resolution #2: Resolved to table the Annual Quality Assurance Report (AQAR) for the year 2016-17 for the consideration of the academic council of the university

Item #3: Publication Coordinators
Resolution #3: Resolved to nominate a faculty from IQAC at school-level as a publication coordinator for ensuring quality & affiliation & accurate reporting of research publications for rankings and accreditation.

Item #4: University Newsletter
Resolution #4: Resolved to provide all information from IQAC initiatives and interventions to the university newsletter

Prof. Prashant R. Nair
Vice-Chairman IQAC & Secretary
ASE-AMRITAPURI

1. International conference on Robotics and Automation for Humanitarian Applications in Dec 2016 at Amritapuri
   A core team was formed for RAHA. Many different teams were formed underneath. Entire lab, other centres also pitched into different sections. Student volunteers, university staff, GAD, food, transport, ICTS, etc all worked in unison to make it a fruitful event. RAHA app kept everyone up to date wherever one is located.

2. Work closely with ministry of skills and entrepreneurship and develop e-content for ITI
   NIMI has selected Ammachi labs for creating e-content. E-content started working on the pilot course with selected team members.

3. Amrita MOOC
   It has come to a hold as mysangham team was working with project along with A-View for Chhattisgarh government.

4. Initiating a project with the skills ministry of Andhra APSSDC
   APSSDC and Ammachi labs along with A-View have started training 21st century skills to their mentors. Mentors were brought to Amritapuri Amrita university for training and also were taken to schools with Ammachi labs and A-View trainers to apply their training skills.

5. Initiating a project with the skills ministry of Chhattisgarh
   My sangham team working with A-View towards completion of ChiPs project.

6. Electronics through crafts will be focused more this year.
   This project is on hold for sometime.

7. Tailoring and Computer courses to be deployed in all the centers
   All over the centres in India tailoring course has been deployed and most of the centres have computer course deployed. Field staff from university visited the centres in all villages across
India and educated the village co-ordinators how to conduct Legal awareness sessions, LEE sessions, Course. Also conducted assessments to completed batches and distributed certificates.

Bar bending Simulator Version 2 has been delivered to the Land T in April.

### ASE-COIMBATORE
- Ensure Faculty Publication in standard research forum.
- Encourage student participation in technical contests.
- Three TAG groups were formed in the department to improve the research activities of faculties and students.
- OBE is introduced to many of the civil engineering courses to improve the teaching learning process.

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<tr>
<th>Plan of Action</th>
<th>Action Taken Report</th>
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| 1. Setting up labs for Teaching:, Embedded Systems, Computer Architecture | 1. Labs have been set up as planned for teaching.  
2. Nearly 100 students are involved in developing innovative applications in the research facilities  
3. ICPC training was conducted for the first year B.Tech students of CSE and 20 students have been selected for next levels of training to participate in ICPC regional competitions 2017.  
4. Deloitte innovation award in Smart Hackathon in 2017. Large number of students have participated and secured notable positions in various international technical contests and competitions like Google Summer of Code, ACM ICPC regionals, Bosch Inscribe etc |
| 2. Setting up research facility in Image/ Video Processing, Computational Thinking |  
| 3. ICPC Training for First year B.Tech |  
| 4. Specialized training for to students for participation in international contests and competitions |  

### ASAS-MYSORE
- To set in research culture and to increase teachers’ contribution to intellectual output in terms of publication in SCOPUS indexed journals, it is recommended to allow the teachers dedicated hours of research work.

- Considering the dearth for competent Arts graduates as also quality high school teachers and with the objective of reviving Arts education it is planned to introduce a 4-year BA B.Ed programme

- Completion of Ladies hostel

- In order to set in research culture and enhance research output in the campus, every Saturday is dedicated to research/publication work by the faculty members. This has resulted in an increased number of journal paper publications. Also all 30 are published in Scopus indexed Journals.

- Introduction of BSc-BEd & BA-BEd was initiated. Required infrastructural augmentation including setting up of the lab were taken up and the intent was submitted to NCTE followed by NCTE inspection for introducing the programme in the year 2018-19

- Ladies hostel is on the verge of completion and will soon be ready to be occupied.
• Renovation of the multipurpose hall to utilise the space for constructing three more floors accommodating computer labs, guest rooms and library
• Renovation of Office and Administrative block
• Introduction of new programmes

• The plan to start the work is approved and the work is in progress
• An integrated programme in BSc-MSc Visual Communication is introduced. Required infrastructural augmentation such as upgrading the studio, purchase of additional cameras, tripods etc., was undertaken as per the requirement.

ASEd-MYSORE
• Placement Activities
• Content Enrichment Classes
• Soft skill training
• I A M Technique
• Community Related Activities.

ASN-KOCHI
• Conducted two day National Conference on Organ Transplantation: Together, Towards Tomorrow
• Increased the number of publications in indexed journals

AMRITA SCHOOL OF PHARMACY
1. Improve Institution Industry Interaction: IIIPC committee (Industry Institution Interaction & Placement Committee) was constituted last year. This major activities carried out by the committee include:
   • Invited talks of various expertise every month for the students
   • Presentations at different schools & Colleges to promote admission
   • Visited various Pharmaceutical Industries for MoU for student training & placement.

AMRITA SCHOOL OF DENTISTRY
• Steps initiated for NABH accreditation. EDR system being developed. Increased participation from staff for outreach activities. Dental Exhibition was held to promote oral awareness and sensitize the public to new modalities of treatment. Surveillance system (CCTV) was set up.
• Staff provided intensive training in research methodology to increase research output. Undergraduate students and interns encouraged to take up research and papers published by undergraduate students.
• More seminars, lectures, quiz programme in basic sciences, Continuing Dental Education programmes conducted. Increased participation from postgraduates in outreach programmes.
• Staff provided intensive training in bioethics so as to sensitize students to ethical principles in oral health care.
• Efforts were made to instil values in students by delivering “Values-based” lectures and participation in activities benefitting the society. “Knowing the Legends” programme initiated among first year students. Students mentored to share value based concepts among peers
• Tobacco cessation activities were strengthened. No tobacco day was observed with more vigour. Health promoting school programme was initiated among tribal school children. Students distributed rice packets to many needy families
• Inspiring lecture delivered by Ms Tiffany Brar, Founder of Jyothirgamaya organization on World Disability Day. Dental check up programme held at Raksha special school

AMRITA SCHOOL OF BIOTECHNOLOGY
With the induction of one more batch of students for BSc Biotechnology, additional class rooms and laboratory space were need to be created, which was attended by restructuring the existing School infrastructure.

AMRITA CENTRE FOR NANO SCIENCES
• Introduced strict lab safety measures
• Introduced new standards for data documentation – digital and notebook based
• Strict adherence to six monthly reviews
ASB-COIMBATORE

- Seven seminars/workshops were held during the year.
- All the course outlines were monitored. They were submitted in time with clearly laid out course objectives and evaluation criteria.
- Mondays and Tuesdays pre-lunch time has been slotted for faculty members who do not have a class in that time to come together to discuss and collaborate on their research ideas. Thursdays have been dedicated for the Business Research Project work for second year MBA students.

ASB- KOCHI

- Recruitment of faculty in the Professor grade: Recruitment done, and more Ph.D. holders have been offered faculty positions after the interview process
- Internal quality training for admin staff: An audit was done and individual orientation sessions were given to the admin staff
- Transportation arrangements for students traveling to Ettimadai for placement purposes
- Improvements in within-campus placement training: More sessions dedicated to soft skills, aptitude and placement counselling
- Increase consultancy assignments: Brought in many organizations to discuss possibilities (FIEO, CPPR etc.)