

Minutes of the Meeting

16th Meeting of the Planning and Monitoring Board (PMB)

Held on : 26-04-2024 (Friday) at 11.00 am.

Venue : Board Room, 6th Floor, Founder's Block, HITS Campus.

Hon'ble Chancellor Dr. Anand Jacob Verghese, presided over the meeting.

Members were Present:

S.No.	Members	Designation	Position
1.	Dr. Ashok George Verghese	Pro-Chancellor	Patron
2.	Dr. Aby Sam	Executive Director	Member
3.	Dr. S. N. Sridhara	Vice-Chancellor	Member
4.	Dr. R.W. Alexander Jesudasan	Pro Vice-Chancellor	Member
5.	Dr. V. N. Rajasekharan Pillai	Former UGC Chairman & Former Vice Chancellor of IGNOU.	Expert of Eminence - Member
6.	Dr. M. P. Poonia (Attended Online)	Former Vice Chairman, AICTE, New Delhi	Expert of Eminence - Member
7.	Dr. Pon Ramalingam	Director - IQAC	Member
8.	Mr. Enid Verghese Jacob	Deputy Director	Member
9.	Dr. Angelina Geetha	Dean - Engineering & Technology.	Member
10.	Dr. Sheeba Chander	Dean - SPADE	Member
11.	Dr. Muthukumar Subramanian	Registrar	Member & Secretary

Leave of absence granted to the following members:

S.No.	Name of member	Designation
1	Rev. Fr. Dr. Xavier Alphonse	Former Principal, Loyola College and Former UGC Member
2	Dr. N. Manoharan	Director – Projects & International Affairs (i/c)

1. Welcome address by the Vice-Chancellor.

Dr. S. N. Sridhara, Vice-Chancellor welcomed the Hon'ble Chancellor, Pro-Chancellor, Executive Director, External members of eminence Dr. V. N. Rajasekharan Pillai and Dr. M. P. Poonia (Attended Online) and other members for the 16th Meeting of the Planning and Monitoring Board (PMB).

He remarked that this Planning and Monitoring Board has been dropped by UGC in its new Regulation 2023, but HITS prefers to continue this board, because it provides a good platform for planning and devises strategies for monitoring the progress effectively. Hence, requested the external members to extend their fullest support in the coming years too. He also briefed the agenda of the meeting.

2. Address by the Hon'ble Chancellor.

Hon'ble Chancellor extended a warm welcome to the members of PMB. As it was the first meeting chaired by him after assuming the office of the Chancellor, he recollected the growth of HITS in spite of the many challenges faced during the period of Corona. The lockdown period also paved the way for conducting classes and examinations online smoothly.

He thanked the members, specially the external members for their contribution towards the development of the institution for the past three years.

He solicited the expertise from the external and other members to develop the institution to International standards and encouraged to devise Sustainable Development Goals (SDG) 2027 and road map to achieve it in 10 years.

He suggested a team of faculty members to visit international institutions to observe their best practices, implement it at HITS in order to place HITS in the global arena. Further suggested equipping ourselves to face challenges like climate changes, global warming and societal changes, etc.

3. Confirmation of the Minutes of the 15th Meeting of the Planning and Monitoring Board.

The Registrar placed the Minutes of the 15th meeting of the Planning and Monitoring Board held on 23-06-2023 for confirmation.

The Minutes was confirmed by the members.

4. The Action Taken Report (ATR) on the Minutes of the 15th Meeting of the PMB.

The Registrar placed the ATR of the Minutes of the 15th meeting of the Planning and Monitoring Board held on 23-06-2023 for confirmation.

The ATR was confirmed by the members with the following suggestions.

- **ATR Item No. 6.3. NBA Accreditation:** Dr. Aby Sam, Executive Director encouraged to complete the NBA accreditation process for MBA, MCA, M.Tech. Aeronautical Engineering and B.Tech. Biotechnology programmes before the completion of admissions.

5. Research – Status and Strategies for improvement.

Dr. Angelina Geetha, Dean E & T presented the following details of Research and Consultancy activities.

- The total number of Research Scholars currently pursuing research leading to Ph.D. is 550 under the following categories.

Category	No. of Scholars
FT	96
PTE	377
PTE (Int)	14
PTI	63
Total	550

- The enrollment of Research Scholars in the Academic Year 2023-24 is 102.

Year	FT	PTE	PT (Int)	PTI	Total
2019-20	23	42	0	13	78
2020-21	11	58	4	2	75
2021-22	15	40	3	5	63
2022-23	14	89	2	11	116
2023-24 (July Session)	28	65	6	3	102

- The Pro-Chancellor directed the concerned to upload the brochure for Research and Consultancy on website and suggested revising the extension fees for the scholars those who are exceeding the maximum duration (6 Yrs).
- The Executive Director, Dr. Aby Sam suggested to increase the Scopus indexed research publications in order to enhance the NIRF scores in the coming years.
- Dr. Rajasekharan Pillai suggested that the students to choose their faculty guide for research. He encouraged to collaborate with ANRF in order to cater to the needs of MSME. He further suggested a team to visit IITs to observe their collaboration with MSME projects in the areas Semiconductor, Sustainable Energy, etc. He also suggested forming Research Advisory Committee for streamlining the process.

- The Pro Vice-Chancellor encouraged to improve the quality of the Thesis submitted by the scholars.
- Dr. Rajasekaran Pillai suggested to identify resource persons for Professor of Practice (PoP) in the core areas of semiconductor, and sustainable energy etc. and also advised to have “Research Advisory Board or Committee” in the Research Department for which the Vice Chancellor replied that the committee is already in place.
- The Executive Director, Dr. Aby Sam insisted that the Research Scholars should mention the institution name in all their research papers.
- The Vice-Chancellor informed that we have got already published more than 102 patents which would be commercialized in the future, and also received an award from ASSOCHAM for obtaining more Patents. HITS has 12 Centers of Excellence which will be elevated as National Testing Centres in the future. He also informed that QMAX Center of Excellence for Defence projects has been initiated and also a Royal Enfield Training Centre inside the campus to provide training to the students has been established.

6. Infrastructure developments:

- a. It was decided to name the new academic block (Venus block) after “**Founder Chancellor Dr. (Mrs.) Elizabeth Verghese**”. (For housing the School of Liberal Arts and Applied Sciences (SLAAS))
- b. The School of Allied Health Sciences (SAHS block) will be housed with School of Allied Health Sciences, School of Pharmacy and College of Nursing. Each school will be provided with one Seminar Hall, classrooms with Projector - AV support systems, Staff room, Dean room, etc.
- c. The Executive Director, Dr. Aby Sam suggested to utilize the classrooms optimally based on the class strength. The ceiling for bigger rooms can be up to 60 students and the class rooms can be partitioned for smaller strength.

He further informed that the Venus block consists of 58 class rooms with a total area of 50,700 sq.ft. houses 6 Laboratories, Hangouts and can accommodate more than 3,000 students. The SAHS block has 8 laboratories for Allied Health Sciences, Pharmacy and Nursing.

- d. The Chancellor directed the concerned to furnish the floor-wise drawing plan, details of SAHS and SLAAS classroom numbers, year-wise allocation, classroom size and features, laboratories, hangouts, seminar / conference halls, etc.
- e. It was suggested to allocate the Edison block to the School of Law.

7. Functioning of “Directorate of Online Education” - CODE under the Director and Status report on Off-Campus Centre.

Dr. Pon Ramalingam, Director IQAC, presented a status report on CODE as follows.

- The CODE programmes are designed well for working professionals, women professionals and Industry experts who wants to upgrade their skills.
- OL courses of MBA, MCA, BBA examinations are conducted through online.
- Weekend online courses are being offered. Digital contents such as PPT and handouts are shared through LMS. Pre-recorded videos are uploaded in the LMS for the access to the students.
- Totally 140 eVBAB students from South Africa joined CODE programmes such as B.Com, BA, BBA, BCA, MA, MBA and MCA during the AY 2021 and 423 in AY 2022, Out of 3000 eVBAB students with scholarship, only 423 students are enabled to join Asian countries.
- The total admission in the AY 2022 was 1659, 110 admissions in 2023. Total student strength at CODE is 1,909. Faculty details: FT-5, Shortage of faculty – 12.
- Students data will be migrated to the MSERP and it will be completed by May 2024
- The Pro Chancellor asked to advertise about the starting of B.Sc Data Science courses with fee of Rs. 1.25 lakhs, immediate joiners will be given discount, etc, and Virtual Lab sessions will be provided to them.
- Preparations for offering degrees to the first batch of MBA, MCA students in the ensuing 15th Convocation are required.
- The Chancellor directed to conduct a separate Convocation for CODE and it may be conducted through online mode if possible. He also suggested to send the degree certificates through registered post / courier if they are unable to attend convocation.
- Dr. Pon Ramalingam informed that classrooms are required to conduct classes and lab sessions.
 - It was suggested to allocate Jubilee Block 2nd floor classrooms for CODE students
 - 1 Bigger studio and 3 smaller studios are required for CODE
 - The classes for ODL students will be conducted in the weekend on Saturdays and Sundays.
- The Chancellor suggested to include HITS CODE Logo at the background during the online sessions and in the Pre-recorded videos.

- The CODE faculty members will be provided with digital writing pad for taking classes and proctored Software needs to be procured for Digital valuation.
- The CODE Academic schedule was presented as given below.

Sl. No	Sem	Enrolment Year	Number of Learners Enrolled	Academic Schedule		End Semester Examination	
				From	To	Start Date	End Date
1	I	2023	110	Nov 2023	June 2024	29.06.2024	13.07.2024
2	III	2022	1659	Jan 2024	June 2024	15.06.2024	29.06.2024
3	IV	2021	140	Jan 2024	May 2024	01.06.2024	15.06.2024

Way forward

- Increase the learners' enrolment from 1900 to 5000.
- Introduce two to three new online programmes and certification courses in the emerging domains like Cyber Security, Digital Forensics, Data Analytics, etc.
- Active promotion in social media to provide wide visibility of CODE Programmes.
- Prepare more number of pre-recorded live-videos for the courses.
- Assist industry internship and placement for the CODE learners.
- Organize more seminars, workshops and training for the learners

8. Any other business with permission of the Chair.

- The Chancellor directed the concerned to provide the details of all Lab software's required for student's project work.
- It was suggested to make all the final year students to register for Placement drives.
- Special guest lectures from IIT Madras can be arranged for the students to guide them on their project works.
- It was suggested to sign more MoUs with reputed industries in order to provide more industry exposure to the students.
- Dr. Rajasekaran Pillai suggested to strengthen Alumni Chapters activities abroad by forming appropriate committees.

9. Vote of thanks by Pro Vice-Chancellor.

The Pro Vice-Chancellor thanked all the Members for their valuable suggestions and specially thanked Dr. Rajasekaran Pillai for his guidance towards improving the Research and Development activities.



REGISTRAR

Copy to all the members.