

**B.S.ABDUR RAHMAN  
UNIVERSITY**

B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE & TECHNOLOGY  
(Estd.u/s 3 of the UGC Act, 1956)



**Action Taken Report on**

**Minutes of**

**INTERNAL QUALITY ASSURANCE CELL**

**(IQAC) Meeting**

**held on**

**31.08.2016, 2.00 p.m.**

**at**

**Seminar Hall – III,  
Convention Centre,  
BSAU**

**INTERNAL QUALITY ASSURANCE CELL**  
**ACTION TAKEN REPORT ON THE MINUTES OF**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD on 31<sup>st</sup> August 2016**

**Date: 19.01.2017**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 31<sup>st</sup> August 2016, 2.00 p.m. at Seminar Hall III, Convention Centre, B.S. Abdur Rahman University. The meeting was chaired by the Vice Chancellor. He presented the overview of the agenda of the meeting.

The following are the action taken based on the minutes of IQAC meeting.

| S.No | Contents / Deliberations  | Action Taken  |
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| 1    | <p>The Vice Chancellor emphasized the need for the Industry Institute meet and explained that such a meet will ensure close interaction between various industries and our University in terms consultancy, testing, and training of Industrial personnel, internship for our students, staff and others.</p> <p>After detailed discussion, it was decided to have the meeting on 22.10.2016. It was also decided that Dr. L. Aravind Kumaran, Assoc. Prof. /MBA in consultation with Mr. S. Tajudeen, Director (Training, Placement, Industry-University Interaction and Alumni Coordination) will finalize the detailed programme and initiate measures for organizing the event.</p> | <p>Noted. An Industry-Institute meet was organized on 22<sup>nd</sup> October, 2016, at our University convention centre.</p> <p>More than 211 firms / Companies participated and shared their expertise in this meet. The organizations of diverse field viz. Automobile, IT, Manufacturing, Civil, Banking, Healthcare, Instrumentation, Plastic, Marketing, Pharmaceuticals, and government organizations like FCCI and MSMEs were participated.</p> |

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| 2    | It was also decided to hold the Parent Teachers meeting on 01.10.2016.   | The Parent Teacher Meeting was held on 1 <sup>st</sup> October 2016. Around 1000 parents have attended the meeting.   |
| 3    | Vice Chancellor presented the observations made by the visiting NBA team during the exit meeting held on 21.08.2016. Vice Chancellor noted that for almost all the departments the deficiencies / weaknesses are in the areas of (i) quality research publications (ii) patents (iii) funded research projects and (iv) revenue through consultancy. Vice Chancellor observed that department must initiate specific measures to overcome these deficiencies / weaknesses. | <p>Noted.HOD / School Deans were informed to take active steps to enhance quality publications and revenue through Testing and Consultancy.</p> <p>HOD/School Deans were also emphasized to encourage potential faculty members to submit funded project proposal and patent filing.</p> <p>The following 5 programmes have been Accredited by NBA under Tier I Accreditation process, subsequent to the visit of Expert Team during 19-21 Aug 2016</p> <ul style="list-style-type: none"> <li>❖ B.Tech. (Computer Science &amp; Engineering)</li> <li>❖ B.Tech. (Information Technology)</li> <li>❖ B.Tech. (Electronics &amp; Communication Engineering)</li> <li>❖ B.Tech. (Electronics &amp; Instrumentation Engineering)</li> <li>❖ B.Tech. (Civil Engineering)</li> </ul> |
| `4   | It is also decided that the publications of our faculty members and research scholars must only be in indexed and non-paid journals. Registrar observed that even if numbers of publications are less in the   | Noted. A circular vide ref: Hr. No.782 / Dean (AR) / 2016 dt.28/06/2016 was already sent to HODs /School Deans, research scholars, faculty  |

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|      | immediate future emphasis must be on quality publications. The numbers can be increased subsequently.   | members and supervisors in this regard. HODs and School Deans were once again emphasized to disseminate this information to faculty members and research scholars.  |
| 5    | Dr. R. Raja Prabu, Dean (Academic Research) & NBA Coordinator reiterated that the University as a whole has embarked on outcome based teaching learning from the year 2013. Hence it is necessary to evaluate the attainment of the course outcomes for all the courses offered irrespective whether we are going for NBA Accreditation or not. After discussion it was decided that attainment of course outcomes are to be computed for all courses of this University. | Noted. HODs / School Deans of the Engineering departments were informed to encourage faculty members to evaluate the attainment of course outcome.<br>Power point presentation emphasizing significance of OBE including mapping of CO and attainment of CO was sent to faculty on 26.9.2016 from office of Dean (Academic Research). |
| 6    | It is also decided that all departments of this University particularly those offering programmes to the students, must conduct the board of studies meeting every semester. The attainment of the course outcome shall be one of the agenda items of the BOS meeting.  | Noted. All the departments offering various programs were informed to conduct BOS atleast twice a year. (i.e., one meeting each during Odd and Even Semester) to deliberate on Academic matters.  |
| 7    | Registrar emphasized that the department Heads must conduct periodic department level faculty meetings and communicate the minutes of the same to Office of the Registrar.  | Noted.  |
| 8    | Registrar informed the meeting of HODs and Deans that new posts of Deputy Dean (Academic Research), Deputy Dean (Academic Affairs)  | Noted. The orders pertaining to their appointment (Ref: Note from Registrar vide  |

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|      | <p>and Assistant Dean (Academic Affairs) are created to achieve the effective functioning of the Offices of the Dean (Academic Research) and Dean (Academic Affairs). He also informed the meeting that the following Professors are appointed for this post.</p> <ul style="list-style-type: none"> <li>• Deputy Dean (Academic Research) - Dr. J. Revathy, Prof./Civil</li> <li>• Deputy Dean (Academic Affairs) - Dr. M. Mohamed Ismail, Prof. /ECE</li> <li>• Assistant Dean (Academic Affairs) - Dr. R. Sathish Kumar, Assoc. Prof./Mech</li> </ul> | <p>Proc.No:2157:B1:2016 dated 29.08.2016) was issued to the respective faculty members and accordingly they took charge of respective positions.</p>   |
| 9    | <p>Vice Chancellor informed that the faculty advisor system of one faculty member mentoring about 20 students is to be implemented in spirit in all departments in the current semester. This alone will ensure proper grooming of our students.</p>   | <p>Noted. HoDs / School Deans were strictly informed to strengthen the faculty advisor system.</p>   |
| 10   | <p>Vice Chancellor also called upon HODs and Deans to take up project based learning and lab restructuring very seriously and ensure their proper implementation. He also asked HODs to implement the peer assisted learning for all slow learners immediately after the first cycle test. These measures and making students to do mini projects and additional lab exercises will also enable students spending their free slots productively.</p>   | <p>Noted. Project based learning was introduced in at least one course per semester per class in most of the Engineering departments. 23 courses were offered under Project based learning mode in the Odd Semester 2016-17.</p> <p>Peer assisted Learning was introduced in courses with maximum complexity in select programme.</p> <p>Special coaching classes were also introduced in hostel premises.</p> |



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|      |   | <p>APJ Abdul kalam Innovation Cell was established during 15<sup>th</sup> October 2016.</p> <p>Inno contest 2016 was organized by the Abdul Kalam Innovation centre on 24.11.16, inviting innovative projects of societal impact. 40 student teams participated in the event and 9 best ideas were awarded prizes.</p> |
| 10   | <p>Registrar informed the meeting that Mr. S. Mohamed Tajudeen, Director, Placement and Training is re-designated as Director - Training, Placement, Industry-University Interaction and Alumni Coordination with effect from 01.09.2016. His duties and responsibilities include developing soft skill of students, enhancing placement, interaction with industry and alumni.</p> | <p>Noted. The order was issued in this regard vide Proc. No. 2197:B1:2016 dt. 30.08.2016.</p>  |

Dr. M. Murugan  
Dean, Academic Affairs  
Co-ordinator, IQAC