

Minutes of the 14th Meeting of IQAC



Date : 31.03.2021

Mode of Meeting : Online

by

Office of Internal Quality Assurance Cell



Seethakathi Estate, GST Road, Vandalur,
Chennai – 600048, Tamil Nadu.

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Office of Director (IQAC)

Agenda of the 14th Meeting of Internal Quality Assurance Cell (IQAC)

Date: 31.03.2021

Time: 02.30 p.m.

Item No.		Presenter
A. Opening		
14.1	Call to Order	Chair
14.2	Approval of the Agenda of the 14 th Meeting	Chair
14.3	Confirmation of minutes of the 13 th Meeting of IQAC	Chair
14.4	Review of the Action Taken Report (ATR) in respect of the 13 th Meeting of IQAC	Chair
B. Items for Discussion		
14.5	NAAC A+ Grade and Peer Team visit Report	Director (IQAC)
14.6	Analysis of Faculty Feedback on Curriculum	Dean (AA)
14.7	Major Revision of Curriculum and Academic Regulations 2021	Dean (AA)
14.8	Analysis of Student Feedback (Level 1 & Level 2)	Dean (AA)
14.9	Analysis of Alumni (2020 Graduated) Feedback	Director (P&T)
14.10	Analysis of Faculty Performance Appraisal (2019-20)	Director (HR)
14.11	Analysis of Stakeholders' feedback (website)	Director (IQAC)
14.12	Revision of Level 1 & Level 2 Feedback Questionnaire	Director (IQAC)
C. Items for Recording		
14.13	Salient Activities and Achievements of Schools	Dean Concerned
	1. School of Electrical and Communication Sciences	
	2. School of Infrastructure	
	3. School of Physical and Chemical Sciences	
14.14	Salient Activities and Achievements of the Office of Director (IQAC)	Director (IQAC)
14.15	Resolutions made in Statutory Committee Meetings – BOM, AC, P&M and FC	Registrar
D. Other Discussions and Adjournment		
14.16	Any Other Item with the permission of the Chair	
	Date of Next Meeting	
	Concluding with Vote of Thanks by the Director (IQAC)	



Internal Quality Assurance Cell (IQAC)

Minutes of the 14th Meeting of IQAC

Date & Time : 31.03.2021 & 02.30 p.m.

Mode of Meeting : Online (Google Meet)

Dr A. Peer Mohamed, Vice-Chancellor, Chairman of IQAC, called the meeting to order at 02.30 p.m.

The Vice-Chancellor welcomed the members of the IQAC committee.

Attendees

Internal Members:

1. Dr A. Peer Mohamed, Vice-Chancellor
2. Dr A. Azad, Registrar
3. Dr N. Raja Hussain, Additional Registrar
4. Mr V.N.A Jalal, Sr. General Manager
5. Mr. Abdul Qadir A. Rahman Buhari, Pro Chancellor
6. Mr Shah Abdul Khader, Finance Officer
7. Dr M.S. Haji Sheik Mohammed, Dean, Academic Affairs
8. Dr S.S.M. Abdul Majeed Director, Admissions
9. Dr S. Kaja Mohideen, Director, PG Admissions
10. Dr M. Munir Ahamed Rabbani, Controller of Examinations
11. Dr I. Raja Mohamed, Dean, Academic Research
12. Dr Vasanthi Padmanabhan, Dean, SOI
13. Dr K. Srinivasan, Dean, Management Studies
14. Dr M. Vijaya Vara Prasad, Dean, CSP
15. Dr R. Karthikeyan, Dean, Student Affairs
16. Dr. S. Rasool Mohideen, Dean, SMS



17. Ms. S. Syed Rafiammal, AP/ECE,
18. Dr. X. Arputha Rathina, AP/CSE,
19. Mr. Varshan Mohan, Student
20. Dr A. Abudhahir, Director (IQAC)

External Members:

1. Mr K.N. Karthick Balan, Assistant Vice President, Deutsche Bank
2. Mr R. Bhaskar, Business Partner, SAICAD Centre
3. Mr. R. Tamil Selvan, Zone Chairman, PMJF Lion, Lions District
4. Mr. Kavin Kumar, Director, EPMCR, Chennai
5. Dr. K. Vipinendran, AP, Department of Printing Technology, Anna University

Invitees:

1. Dr. D.Najumnissa Jamal, Dean, SECS
2. Dr. S. Kutti Rani, Dean, SP & CS
3. Dr. K. Ganesh, Director, Placement & Training
4. Dr. Nikhat M Hamza, Director (HR)

14.2 Approval of the Agenda of the 14th Meeting

The committee approved the agenda of the 14th meeting of IQAC.

[The approved agenda is enclosed as Annexure \(14.2\).](#)

14.3 Confirmation of Minutes of the 13th Meeting of IQAC

The draft minutes of the 13th meeting of IQAC was circulated among the members. The suggestions given by the members were incorporated. The committee approved the final minutes of the previous IQAC meeting.

[The minutes of the 13th meeting of the IQAC is enclosed as Annexure \(14.3\).](#)



14.4 Review of the Action Taken Report (ATR) in respect of the 13th Meeting of IQAC

Vice-Chancellor presented the action taken report in respect of the minutes of the 13th meeting of the IQAC. The committee noted and appreciated.

[The action taken report is enclosed as Annexure \(14.4\).](#)

14.5 NAAC A+ Grade and Peer Team Visit Report

Director (IQAC) mentioned the NAAC peer team visit and the award of NAAC A+ Grade with the CGPA of 3.33 on the four-point scale. He presented criterion-wise score (metric-wise with graphical representation for all Quantitative Metrics (QnMs) and Qualitative Metrics (QIMs) and the observations made by the NAAC peer team, which include three major features of the Institution, the overall analysis of strengths and recommendations.

He emphasised that adequate measures would be taken to improve the metrics' score and subsequently criterion score further.

[The NAAC peer team report is enclosed as Annexure \(14.5\).](#)

14.6 Analysis of Faculty Feedback on Curriculum

Dean (Academic Affairs) presented feedback collected by the Curriculum Development Cell for revising the curriculum of the programmes such as BCA, B.Sc., B.Com. and BA. He also explained the questionnaire template used to change the curriculum and the following inferences from the analysis.

- Adapting best practices of UGC Model curriculum
- The most preferred choice for the second language is Tamil, French, German and Arabic.
- Micro courses with one or two credits may be introduced.



- Revision of syllabus incorporating more practical / skill-oriented contents in each module
- At least one module in each course should be student-centric, and the module should be specified in the curriculum framework.

Dean (AA) highlighted the importance of having lab-integrated theory courses in some Arts & Science programmes to improve students' practical skills. He told credit transfer facilities may be introduced to Arts & Science programmes. He conveyed that faculty showed interest in practising project-based learning for arts and humanities programmes.

[The report of faculty feedback on the curriculum is enclosed as Annexure \(14.6\).](#)

14.7 Major Revision of Curriculum and Academic Regulations 2021

The Curriculum Development Cell (CDC) conducted brainstorming sessions concerning revising the curriculum and syllabi of engineering, arts and science programmes under Regulations 2021 as per the guidelines of UGC and the respective regulatory bodies. The deliberations include the continuance of substitute exams, conducting online redo exams, credit transfer for arts and science programmes, a temporary break of study, limiting the credits of programmes as per AICTE and at least one SWAYAM course by the student in the entire programme of study.

Mr Karthick Balan suggested offering new programmes aligning with the National Education Policy (NEP) – 2020 with much research focus and industry integrated.



Mr R. Bhaskar expressed his concerns about the existence of a gap between the curriculum and the outcomes of the programme. He felt that outcomes were not in line with the expectations of the industries. He suggested that experts from the industries can effectively transform the knowledge and skills acquired through the curriculum into industry connected.

Dr Vipinendran said that the problems from Industry could be given to the students to solve to improve their skill sets required for placements.

Recommended Action(s)

The Vice-Chancellor suggested constituting a separate committee consisting of internal and external members to implement NEP 2020 in a phased manner as per the guidelines of the Ministry of Education (MoE), UGC, AICTE, PCI, BCI, COA etc.

Albeit industry experts are involving in curriculum development, partial delivery of the courses and guiding the students for their projects, more industry experts may be roped in to help the students acquire necessary skill sets.

[The presentation of Major Revision of Curriculum and Academic Regulations 2021 is enclosed as Annexure \(14.7\).](#)

14.8 Analysis of Student Feedback (Level I & Level II)

Two feedbacks, namely Level I (about the course teacher) and Level II (about the course and course teacher), are obtained from the students every semester. In addition, level II feedback for the odd semester 2020-21 was obtained course wise (around 350 courses) from students during February/ March 2021. The feedback was collected and collated at the department level, and essential suggestions given by the students for enhancing the curriculum & syllabi were summarised.



The Dean (Academic Affairs) explained the Feedback Level-II questionnaire and obtained feedback. Then, he presented the feedback analysis department-wise. The average score of all the departments is above eight on the 10-point scale. However, the feedback score of four faculty members (one each from Pharmacy and Mathematics & AS and two from English) is less than 8.

The programmes, namely B.Sc. (CS), B.Com. (Hons.), B.B.A. (General), M.Com., B.Com. LLB, M.Sc. and MBA did not submit the feedback report on time.

The feedback analysis about the course reveals that most of the students were very much satisfied with the syllabi of the courses. However, a few suggestions received about the courses are given below.

S. No.	Name of the Programme	Course Code	Course Name	Remarks/ Suggestions
1	M.Tech. Biotech.	LSD 6101	Advanced Biochemistry	• Portions are too vast. So it can be reduced for the end semester. We cannot cope up.
2	M.Tech. Biotech.	LSD 6103	Biomedical Instrumentation Technology	• Portions are vast. So it can be reduced for the end semester.
3	M.Tech. Biotech.	LSD 6104	Microbial Biology	• Portions are vast. Especially in this covid time, we cannot cope, please reduce it.



4	M.Sc. Microbiology	LSD 6101	Advanced Biochemistry	<ul style="list-style-type: none">• Advanced topics can be included.• Extremely concerned with kinetics. Finding bit difficult for derivation part in kinetics.• Basics of amino acids.• Portions can be reduced.
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Recommended Action(s):

The HODs/ Deans concerned are requested to counsel the faculty members who have scored less than 8 points and monitor their continuous improvement in future. Furthermore, the suggestions given by the students about the course shall be taken into consideration for revision of the syllabus / remedial action in the future.

[The report from Dean Academic Affairs is enclosed as Annexure \(14.8\).](#)

14.9 Analysis of Alumni (2020 Graduated) Feedback

The Director (Placement & Training) presented the alumni feedback analysis of the batch that graduated in 2020 from our Institute. The feedback questionnaire was mailed to 1634 alumni; 642 responded.

Following are the metrics in the alumni feedback questionnaire: Current position of alumni, appropriateness of Curriculum & Syllabi for placement and higher studies, Attainment of course outcomes, Teaching-Learning ambience, Quality of Lab-training, Assessment and Examination system, Campus Environment, Students' amenities, Co-curricular/Extra-curricular activities, Training offered by the Institute for placement, Sports activities, Hostel facilities, Transport and Administrative services.



The Alumni gave their responses on the four-point Likert scale. The analysis has been done as follows: Of the four-point Likert scale, for the first three indicators (Excellent, Very Good and Good) a 25% is set as a threshold, i.e., if the response is above 25%, it means that it is satisfactory; The threshold of 10% is set for the fourth indicator (Average); i.e., if the response is above 10% it means that improvement is needed. The following table shows the responses of the alumni.

S. No	Questionnaire	Excellent	Very Good	Good	Average
1	The curriculum & syllabi were appropriate for Placement and Higher studies	21%	30%	37%	12%
2	Attainment of Course outcomes	19%	34%	40%	6%
3	Teaching-Learning Ambience	28%	38%	28%	6%
4	Quality of Lab Training	22%	31%	37%	10%
5	Assessment & Exam system	25%	38%	32%	5%
6	Campus Environment	46%	30%	20%	4%
7	Student Amenities	31%	31%	28%	10%
8	Co-curricular & Extra-curricular activities	21%	28%	34%	17%
9	Training is given for Placement from P & T Cell	29%	25%	36%	10%
10	Sports Activities	19%	23%	35%	23%
11	Hostel Facilities	18%	22%	46%	14%
12	Transport Facilities	19%	28%	43%	10%
13	Administrative Services	21%	31%	36%	12%

[The copy of the presentation received from Director - Office of Alumni Relations is enclosed as Annexure \(14.9\).](#)



Recommended Action(s):

Based on this threshold analysis, measures are to be taken to improve the curriculum and syllabi for Placement and Higher studies, Attainment of Course outcomes, Quality of Lab Training, Co-curricular & Extra-curricular activities, Sports Activities, Hostel Facilities, Transport Facilities and Administrative Services.

14.10 Analysis of Faculty Performance Appraisal (2019-20)

The Director (HR) presented the analysis of faculty performance appraisal for the AY 2019-20. Individual faculty performance was assessed through various metrics, and the outcomes of the analysis are given below.

- Reviewers among faculty
- Scopus indexed journals published by faculty
- Books/ Book chapters published
- Patents filed/published/granted by faculty
- Sponsored projects
- Papers presented at the conferences
- Invited lectures and chairs

[The copy of the presentation received from Director - HR is enclosed as Annexure \(14.10\).](#)

14.11 Analysis of Stakeholders' Feedback (Website)

The Director (IQAC) presented the report of the Employer's feedback and Student feedback collected anonymously through the Institute's website. The 24 metrics in the employers' survey instrument were grouped into Students' Personal & Interpersonal Skills (16 Metrics), Curriculum & Innovation (7 Metrics) and Industry Institute Interaction (1 Metric) for arriving at sensible inferences from the analysis. The average scores on the ten-point scale are given below.



- Students' Personal & Interpersonal Skills - 6
- Curriculum & Innovation - 6
- Industry Institute Interaction - 7

The percentage distribution is given below.

S. No.	Employers' Survey Instrument (Combined Metrics)	Highly Satisfied	Just Satisfied	Not Satisfied
1	Students' Personal & Interpersonal Skills	60%	20%	20%
2	Curriculum & Innovation	58%	19%	23%
3	Industry Institute Interaction	74%	13%	13%

The 21 metrics in the students' survey instrument were grouped into Infrastructure (6 Metrics), Academic (6 Metrics), Extra-curricular (2 Metrics), Hostel (4 Metrics), Placement (1 Metric) and Student Affairs (2 Metrics) for arriving at sensible inferences from the analysis. The average scores on the ten-point scale are given below.

- Infrastructure - 8
- Academic - 8
- Extra-curricular - 8
- Hostel - 8
- Placement - 7
- Student Affairs - 8

The percentage distribution is given below.



S. No	Students' Survey Instrument (Combined Metrics)	Highly Satisfied	Just Satisfied	Not Satisfied
1	Infrastructure	89%	9%	2%
2	Academic	95%	2%	3%
3	Extra-curricular	95%	5%	0%
4	Hostel	98%	2%	0%
5	Placement	79%	21%	0%
6	Student Affairs	97%	3%	0%

The members noted and appreciated. The committee encouraged the governance and administration to improve the satisfactory level further.

[The presentation of Analysis of Stakeholders' Feedback \(website\) is enclosed as Annexure \(14.11\).](#)

14.12 Revision of Level I & Level II Feedback Questionnaire

The Director (IQAC) presented the need to revise the Level I & Level II student feedback questionnaire and the draft version of the proposed questionnaire.

Recommended Action(s):

The committee recommended obtaining the views of Deans and HoDs before finalizing the Level I & Level II student feedback questionnaire.

[The report from Dean Academic Affairs is enclosed as Annexure \(14.12\).](#)

14.13 Salient Activities and Achievements of Schools (School of Electrical and Communication Sciences, School of Infrastructure and School of Physical and Chemical Sciences)

The Deans of the following Schools presented the significant achievements of the faculty and students for the Academic Year 2019-20.



1. School of Electrical and Communication Sciences
2. School of Infrastructure
3. School of Physical and Chemical Sciences

The members noted and appreciated.

[The copies of the respective schools' presentations are enclosed as Annexure \(14.13\).](#)

14.14 Salient Activities and Achievements of the Office of Director (IQAC)

The Director (IQAC) presented salient activities and achievements of the Office of IQAC. The members noted and appreciated.

[The copy of the presentation received from the office of IQAC is enclosed as Annexure \(14.14\).](#)

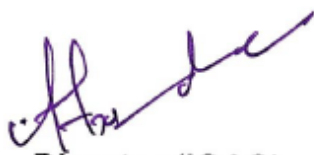
14.15 Resolutions made in Statutory Committee Meetings – BoM, AC, P&M and FC


The members noted the important resolutions made in the various statutory committee meetings (Board of Management, Academic Council, Planning & Monitoring and Finance Committee).

14.16 Any Other Item with the Permission of the Chair

NIL

The meeting ended with the vote of thanks proposed by the Director (IQAC).


Director (IQAC)


Vice-Chancellor