



**Minutes of the
INTERNAL QUALITY ASSURANCE CELL
(IQAC) Meeting**

held on

14.08.2018, 10.30 a.m.

at

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

16th August 2018

MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 14th August 2018 at 10:30 a.m. at Seminar Hall – III, Convention Centre, B. S. Abdur Rahman Crescent Institute of Science & Technology.

- Agenda of the meeting:**
- 1) Minutes of previous meeting & Action Taken Report
 - 2) Curricular Aspects
 - 3) Teaching Learning and Evaluation
 - 4) Research, Consultancy and Extension
 - 5) Infrastructure and Learning Resources
 - 6) Student Support and Progression
 - 7) Governance, Leadership and Management
 - 8) Alumni connect
 - 9) Admission
 - 10) Any other item

The following members were present:

S.No.	Name	Designation
1.	Dr. A. Azad	Registrar
2.	Dr. M.S. Haji Sheik Mohammed	Dean (Academic Affairs) & Coordinator - IQAC
3.	Dr. I. Raja Mohamed	Dean (Academic Research)
4.	Maj. Gen. Gurdeep Singh Narang	Dean (Student Affairs)
5.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)
6.	Ms. Nikath M Hamza	Director (HR /FTA /PR)
7.	Dr. P.Sheik Abdul Khader	Director (Data Centre)
8.	Mr. C. N. Suresh Babu	Deputy Registrar (Students)
9.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Communication Sciences)
10.	Dr. S. Rasool Mohideen	Dean (School of Mechanical Sciences)
11.	Dr. S. Kutti Rani	Dean (School of Physical & Chemical Sciences)
12.	Dr. Ayub Khan Dawood	Dean (School of Social Sciences & Humanities)
13.	Dr. S. Hemalatha	Dean (School of Life Sciences)
14.	Ar. G. Jayalakshmi	Dean (Crescent School of Architecture)
15.	Dr. P.S.Syed Masood Jamali	Dean (School of Arabic & Islamic Studies)
16.	Mr. S. Shuja Ahamed	General Manager, FIP
17.	Mr. PMJF Lion R. Thamil Selvan (Parent)	Zone Chairman, Lions District 324 A6
18.	Ms. V. Nivedita (Student)	III year student, B.Tech. Biotechnology
19.	Dr. K. Vipinendran	Associate Professor, CEG Anna University

S.No.	Name	Designation
20.	Dr. J. Revathy	Professor, Department of Civil Engineering
Special Invitees		
21.	Mr.V.N.A. Jalal	Sr. General Manager
22.	Dr. R. Raja Prabu	Director (Accreditation & Ranking)
23.	Dr. N. Raja Hussain	Deputy Registrar (Administration)
24.	Dr. M.Vijaya Vara Prasad	Dean (Crescent School of Pharmacy)
25.	Dr. Afzalur Rahman	HoD (Commerce)

The meeting was chaired by the Registrar. He presented the overview of the agenda of the meeting and sought the expert advice and suggestions of the members of the IQAC. The Dean Academic Affairs & IQAC Coordinator highlighted the various steps taken by the institution for maintaining discipline and quality in Education.

The salient deliberations of the meeting are as follows:

1) Minutes of previous meeting & Action Taken Report:

- The minutes of the previous meeting was confirmed and approved and the action taken report on the same was explained.
- Orientation programmes for the freshers as well as senior students were conducted on different days.
- B. Tech. freshers underwent a 10-day orientation programme as proposed by AICTE.
- Faculty members are also to undergo Train the Trainer programme for handling orientation programme for freshers. This year 3 senior members have been chosen to undergo this training. Other faculty members will also be delegated in the future for such programmes.

2) Curricular Aspects:

- **UG & PG curriculum and syllabus: Revision –Conduct of Board of Studies – reg.**
 - It was suggested by Director (Accreditation & Ranking) that Choice Based Credit System (CBCS) is to be implemented in spirit and to do so slotted timetable is to be followed.
 - The Registrar insisted that students should be allowed to choose their course teachers too. During the Orientation Programme, one day should be given for the students to go through the available courses and course teachers and then choose a particular teacher. He also pointed out that while following CBCS, no substitute examination or arrear examination can be allowed. Students will have to re-do the course.
 - Dr. Vipinendran suggested that courses offered across the branches can be given a common slot.
 - Dean (Student Affairs) recommended that common slot for open electives can be given after lunch hour so that students can reach the respective classes on time.
 - Registrar also advocated that tutorials can be held for weak learners on Saturdays. Difficult subjects can be identified and immersive teaching can be provided to help students learn better.

- **AICTE model curriculum for B.Tech. programmes, MBA, M.Tech. & MCA – implementation from 2019-20 – reg.**
 - The need to adhere to AICTE model curriculum was highlighted by the Dean Academic Affairs. Since the curriculum was revised recently for majority of the programmes, it was decided to revise the curriculum according to AICTE in the forthcoming academic year.
 - Director (Accreditation & Ranking) insisted that OBE has to be adopted by all programmes.
- **Madras Flying Club Aviation academy - Student Pilot license – Value added diploma course:**
 - Dean Academic Affairs informed the members about the certificate and diploma courses on aviation offered by the Institution in collaboration with Madras Flying Club.
 - He also informed that there is an overwhelming response from the students to join these courses, and reported that such course could help students to add value in their career.
- **Part time B.Tech Mechanical Engg – Mando – Curriculum & Syllabi:**
 - The curriculum and syllabi for the part-time B.Tech. Mechanical Engineering programme were displayed.
 - Dean (School of Mechanical Sciences) informed that the curriculum is designed more like the regular B.Tech. programme, but electives and certain core courses are offered aligned with the profession of the Mando and Apollo Tyres employees. This programme can also be taken up by other part-time employees.

3) Teaching, Learning & Evaluation:

- **Result Analysis for Even semester of Academic Year 2017-18:**
 - The comparison of result analysis between the academic years 2016-17 and 2017-18 was discussed. The result of the 1st year students has improved compared to the previous year, owing to the steps taken to modify the curriculum and adopting new teaching methodologies.
- **Root Cause Analysis and Action Plan of Even Semester 2017-18:**
 - Root cause analysis for various courses in which there has been poor performance was done by the course teachers in all the semesters.
 - Problems have been identified and remedial measures were suggested while submitting the root cause analysis. Those measures were implemented to prevent failure of students in the same courses.
 - Registrar suggested that various teaching methods can be adopted to overcome failure of students in difficult courses, such as, providing links to Youtube videos by professors from other universities, multimedia instruction, using PPT in classrooms already prepared by distinguished professors that is available on internet (acknowledging the source).

- He reiterated that arrangement should be made for conducting tutorials for students who fail in the 1st Continuous Assessment and stressed on the need to avoid failure of students by taking appropriate remedial measures.
- New and fresh faculty members should be given proper guidance to handle classes, especially tough courses.
- Deputy Registrar (Administration) recommended that government funding can be obtained for conducting remedial classes for students.
- Dean (School of Electronics & Communication Sciences) informed that Peer-Assisted Learning is conducted in the hostel and residential tutors and professors who reside in the staff quarters handle classes for weak learners.
- **Introduction of Social Entrepreneurship Course – Wadhvani Foundation:**
 - The course on Social Entrepreneurship in collaboration with Wadhvani Foundation is offered to students of final year. A team of seven faculty members were given intensive training by Wadhvani Foundation and these faculty members handle this course for all the branches.
 - Another set of faculty members will be trained in the forthcoming session to handle this course.
- **Student discipline and related issues: Conduct of orientation programmes – Rules and Regulations handbook– suggestions for improvement:**
 - An orientation programme was conducted for senior students (year-wise) for three days, in which they were sensitized about the rules and regulations of the programme.
 - Academic toppers were also awarded during this orientation programme, a way to motivate the students to perform well in their academics.
 - Members were also informed that an undertaking with regard to adhering to the rules and regulations of the Institution was obtained from all the students - freshers as well as seniors.

4) Research, Consultancy and Extension:

- **Review on research activities – Jan 2018 – July 2018:**
 - Dean (Academic Research) presented the status of research activities of the institution from January 2018 to June 2018.
 - The research scholars who are found to be not progressing well are to be given appropriate support and proper guidance.
 - Registrar informed that to curb plagiarism a form for approval from the respective research supervisor and Dean (Academic Research) is to be submitted by research scholar before communicating a paper to a journal.
- **Review on Sponsored Research & Consultancy:**
 - Registrar suggested that the testing facility in the Institution should be made known to the industry thus improving the consultancy and testing of the institution.

- Proposals can be submitted, one from each department to DRDO, DST and other government funding agencies.

➤ **Extension activities of societal importance – progress:**

- Extension activities of societal importance are considered important for NAAC. Hence any societal activities that are done by the departments are to be recorded.
- DR (Admin.) informed that our institution has adopted 5 villages under Unnadh Bharath Abhiyan scheme.

5) Infrastructure and Learning Resources:

➤ **Infrastructure Completed in last academic year:**

- Air conditioners have been fixed in rooms of the Ladies hostel.
- New A/C buses were procured and additional CCTV cameras were fixed in the campus.
- New architecture block has been completed upto 5th floor and handed over to Crescent School of Architecture. The old architecture block was renovated and handed to the School of Pharmacy.
- 300kwp additional solar plant No.3 order placed at a cost of Rs.1,20,75,000/-

➤ **Proposed Infrastructure – Academic block – Chancellory Block – Incubation Centre:**

- A Chancellory block which would house offices for the administrative officers along with record room is to be constructed.
- A block has been identified for starting the Crescent Innovation & Incubation Centre. Face lift work is to be carried out.

6) Student Support and Progression:

➤ **Establishment of Crescent Innovation and Incubation Cell – future plan:**

- A new block is identified to start the Crescent Innovation & Incubation Centre. The incubation activities will start in a month.
- It is proposed to incubate 10 start-ups per year.
- The incubation policy is being drafted.

➤ **Augmentation of Mentor, Counsellor – Students support:**

- The institution already has Class Advisors & Faculty Advisors who serve as mentors for the students.
- It is insisted to record the grievances of the students properly. The records of counselling given by HoDs and Professional Counsellor should also be maintained properly.
- Dean Academic Affairs proposed to start a Student Council with 10 student members.
- Dean Student Affairs mentioned that the student office bearers of various clubs and committees can be brought together to constitute a Student Committee.
- Director (Accreditation & Ranking) suggested that student representation can also be inducted in some statutory bodies of the institution like IQAC.

- Registrar insisted that such student representatives should have a good record in academics and discipline and be good in communication skills.
- The Senior General Manager recommended having a separate place for student activities such as cultural events and other co-curricular events.
- Registrar mentioned that such place should be accessible and visible to all.
- Deputy Registrar informed that government fund is available for cultural events and a Cultural Coordinator is to be appointed.
- Dean Academic Affairs pointed out that common room facilities are to be provided for boys and girls separately. At present the Structural Engineering lab is identified as the space for creating student facilities.
- Dean (School of Architecture) informed that an open reading area and an open theatre with a raised platform can be created near Higginbotham (Banyan Café), which can serve as a place for students to gather for practicing for cultural events.
- Registrar suggested that a place with light roof construction can be created for this purpose and these spaces should be named (as required by UGC) and directions must be provided for easy identification by students.

➤ **Slow Learners & Advanced Learners Student Support Mechanisms:**

- Peer-assisted learning is provided for slow learners and courses are offered in Pre-do sessions for the advanced learners.
- Gender sensitization programmes ought to be conducted by our institution for our students. Dr. Vipinendran suggested that professional speakers, psychologists and women speakers may be invited for such events. Events can be conducted for the boys and girls separately, if required.

7) Governance, Leadership and Management:

➤ **Automation of Academic and Administrative process (TCS-ion): Progress review:**

- LMS (Learning Management System) is still not in place and work needs to be expedited.


8) Alumni connect:

- Dean Academic Affairs explained that alumni connect is not utilized optimally and hence a proper working model is required.
- The last year events organized by Alumni were glanced through. The events to be proposed for the current year shall be prepared by the new office bearers who shall take charge after the Annual General Body Meeting to be held on 1st September 2018.
- It was suggested by the Registrar that alumni members can be invited as mentors for start-ups.
- A person in the designation of Deputy Director (Alumni) is to be created.
- A global alumni meet should be organized and our institution should keep track of our alumni all over the world.
- Scholarships can be awarded to needy students by getting funds from alumni.
- A separate finance account and audit has to be created and conducted for this Centre for Alumni Affairs.

9) Admission:

- Registrar explained that of all the students the students of the First Year are most important as our ambassadors. As immediate seniors they are the ones to spread word about our institution thus bringing in admissions. So the classrooms and other infrastructure should be improved. Food, canteen, hostel and restrooms are certain strategic areas that need to be concentrated on.
- Dr. Vipinendran recommended that placement details should be used to promote admission.
 - National level technical events should be conducted to bring students from all over the nation, which would be an opportunity for them to know more about the institution.
 - Endowment awards can be given to students subject-wise with gold and silver medals which would be act as an appreciation for students and would improve the image of the institution as well.
- Director Admissions suggested that students (11th standard) from nearby schools may be invited for science events.
 - Good and attractive brochures with necessary information need to be printed.
 - The programmes offered by our institution should have the nomenclature given in the approved list with specialization, such as Polymer Technology can be named Rubber and Plastic Technology.
- Dean (Student Affairs) that funding for such week-long programmes can be gotten from INSPIRE (DST).
- DR (Administration) also suggested that our institution could provide space and sponsorship for conducting events such as study exhibition organized by leading dailies.
- Mr. PMJF Lion R. Thamil Selvan advocated that Open House may be held before the month of January every year. He also suggested that letters can be written to the parents of the students highlighting the institution's achievements and strengths.
- Ms. V. Nivedita (Student), commended that student volunteers can be involved in pre-admission activities, such as taking the parents and candidates for a visit to respective schools/departments, which would be more effective than faculty or other members of the staff.


16/08/18
Dr. M.S. Haji Sheik Mohammed
Dean, Academic Affairs
Coordinator, IQAC


16.8.18
Dr. A. Azad
Registrar
REGISTRAR
B.S. Abdur Rahman
Crescent
Institute of Science & Technology
Vandalur, Chennai-600 048.

B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE & TECHNOLOGY
Vandalur, Chennai – 48.

Internal Quality Assurance Cell - Meeting

Attendance Sheet

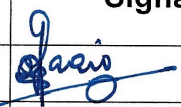
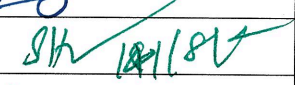
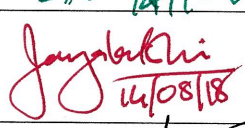
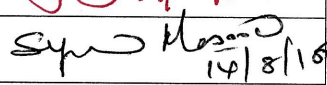
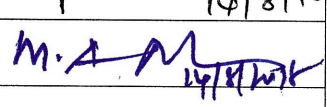
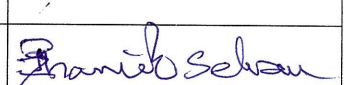
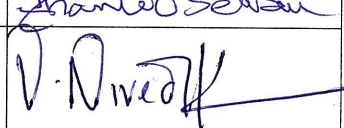
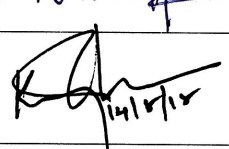
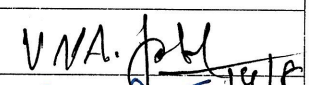
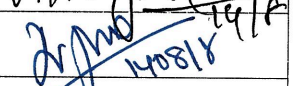

Date and Time : 14.08.2018 at 10.30a.m

Venue : Hall No III, Convention Centre, BSAU

Agenda :

1. Curricular Aspects
2. Teaching Learning and Evaluation
3. Research, Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Alumni connect
8. Admission
9. Any other item

S. No.	Name	Designation	Signature
1.	Prof. Sahol Hamid Bin Abu Bakar	Vice Chancellor	
2.	Mr. Abdul Qadir A. Rahman Buhari	Chairman, Board of Management	
3.	Dr. A. Azad	Registrar	
4.	Ms. Nikath M Hamza	Director, HR / FTA / PR	
5.	Dr. M.S. Haji Sheik Mohammed	Dean (Academic Affairs)	
6.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)	
7.	Mr. Shah Abdul Kader	Deputy Registrar (Finance)	
8.	Mr. C.N. Suresh Babu	Deputy Registrar (Students)	
9.	Mr. S. Shuja Ahamed	General Manager, FIP	
10.	Dr. Vasanthi Padmanabhan	Dean (School of Infrastructure)	
11.	Dr. P. Sheik Abdul Khader	Director (Data Centre)	
12.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Sciences)	
13.	Dr. S. Rasool Mohideen	Dean (School of Mechanical Sciences)	
14.	Dr. S. Kutti Rani	Dean (School of Physical and Chemical Sciences)	
15.	Dr. Ayub Khan Dawood	Dean (School of Social Sciences & Humanities)	

S. No.	Name	Designation	Signature
17.	Maj. Gen. Gurdeep Singh Narang	Dean (Student Affairs)	
18.	Dr. S. Hemalatha	Dean (School of Life Sciences)	
19.	Ar. G. Jayalakshmi	Dean (Crescent School of Architecture)	
20.	Dr. P.S.Syed Masood Jamali	Dean (School of Islamic Studies)	
21.	Dr. M. Munir Ahamed Rabbani	Controller of Examinations	
22.	Mr. Sujit Jacob Tharakan	President, Alumni Association	
23.	Mr. PMJF Lion R. Thamil Selvan	Zone Chairman, Lions District 324 A6	
24.	Ms.V.Niveditha	III Year student, B.Tech. Bio-technology	
25.	Dr.K. Vipinendran (Parent)	Associate Professor, CEG, Anna University	
26.	Mr. Kevin Kumar	Director, Engineering Project Management Consultancy & Research (EPMCR) Pvt. Ltd., Chennai	
Special Invitees			
27.	Mr. V.N.A. Jalal	Sr. General Manager	
28.	Dr. R. Raja Prabu	Director (Accreditation & Ranking)	
29.	Dr. N. Raja Hussain	Deputy Registrar (Administration)	

30. Dr. M. VIGAYA VARA PRASAD

Dean, Crescent School of Pharmacy

31. Dr. Afzalur Rahman

HOD Commerce

