

**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

25.05.2016, 11.30 a.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 25th May 2016

Date: 04.07.16

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 25th May 2016 in Seminar Hall III of the 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 resolutions adopted in the meeting and subsequent action taken on the same.

S.No	Contents	Action Taken
1.	A presentation on the proposal put forth by the committee formed to formulate the slotted timetable framework for regular, evening, Saturday & Sunday and summer term programs of the university is presented. The presentation also covered issues regarding the three or four period time slots for lab courses, University timings and conduct of CAT & Semester End examinations.	Noted.
2.	The members noted that providing three or four period slots for one or two lab courses is possible in the framework but it will restrict the modularity of the scheduling framework.	Noted.
3.	The meeting decided to have 50 minutes periods, eight periods a day and 60 minutes lunch. There shall be no tea breaks as the students can use the free slots available to them for refreshing themselves. The faculty members handling the third and seventh period of the days will accommodate the justifiable delays of students, when they transit from labs to classrooms or from classrooms to labs.	Noted.



S.No	Contents	Action Taken										
4.	<p>The University timing will be as below.</p> <table border="0"> <tr> <td>Commencement of Morning Class</td> <td>09.00 am</td> </tr> <tr> <td>Period 1 to 4</td> <td>09.00 am to 12.20 pm</td> </tr> <tr> <td>Lunch</td> <td>12.20 pm to 01.20 pm</td> </tr> <tr> <td>Period 5 to 8</td> <td>01.20 pm to 04.40 pm</td> </tr> <tr> <td>Departure of Buses</td> <td>04.50 pm</td> </tr> </table>	Commencement of Morning Class	09.00 am	Period 1 to 4	09.00 am to 12.20 pm	Lunch	12.20 pm to 01.20 pm	Period 5 to 8	01.20 pm to 04.40 pm	Departure of Buses	04.50 pm	Noted.
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5.	It was decided to conduct CAT examinations centrally by providing eight or ten days for each cycle of CAT. The planning for this will be done by CoE.	Noted.										
6.	The semester end examination will be conducted as it is being conducted now, according to the program curriculum for various semesters.	Noted.										
7.	<p>The time table coordinator, Dr. Mohamed Ismail, Professor, Department of ECE, will organize a meeting of all departments. Timetable coordinators to make them understand modular scheduling. Dr. M. Murugan shall explain the methodology of modular scheduling to all department coordinators and implement the same from the August 2016 semester onwards.</p>	<p>Noted.</p> <p>The meeting of Time Table Co-ordinators of various departments was organized on 07.06.16 to disseminate slotted Time Table framework and nuances involved in it.</p> <p>Efforts were initiated to implement the Slotted Time Table system in all the programmes offered by the University from the academic year 2016-17.</p> <p>The effect to this will be brought as agenda item in the upcoming 9th meeting of Academic</p>										



S.No	Contents	Action Taken
		Council proposed on 29.07.2016. This will also be brought as ratification item in the upcoming BOM meeting.
8.	Some concerns regarding the general low occupancy level of students, ragging and the limited availability avenues for accommodating them were raised. It was decided that ensuring the productive utilization of free time of students will be a key element for the success of the system.	<p>Noted.</p> <p>HoDs / School Deans were informed to engage the students in department libraries, Computer Laboratories, Research Laboratories during their free time. It was also emphasized to encourage students to execute PBL project in their free time.</p> <p>Librarian, Central Library was instructed to strengthen the existing facility and use it to the maximum to accommodate the students.</p>
9.	Prof. V. Sankaranarayanan, Director, University Project, explained the salient features of the curricular framework for the new flexible M.Tech program. He asked HoDs to design curriculum with courses that have 1, 2, 3 & 4 credits so that more modularity and flexibility is built in to the curriculum.	Noted.

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