



Action Taken Report on

Minutes of

INTERNAL QUALITY ASSURANCE CELL

(IQAC) Meeting

held on

27.10.2017, 10.00 a.m.

at

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE MEETING HELD ON 27th OCTOBER 2017

Date: 09.01.2018

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 27th October 2017 at 10:00 a.m. at Seminar Hall – III, Convention Centre, B.S. Abdur Rahman Crescent Institute of Science and Technology.

Agenda of the meeting:

- 1) Minutes of previous meeting & Action Taken Report
- 2) 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) Achievement of KPI's by Departments / Schools
- 8) Plan of Action 2017-18

The meeting was chaired by the Vice Chancellor. He presented the overview of the agenda of the meeting. He also highlighted the various steps taken by the Institute for maintaining discipline and quality in Education.

The salient deliberations and action taken on the same are presented as follows:

| S.No | Deliberations as per Minutes | Action Taken |
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| | <p>Minutes of previous meeting & Action Taken Report</p> <p>The minutes of the previous meeting was confirmed and approved. The Action taken report of the previous meeting was also deliberated and approved.</p> | <p>Noted</p> |

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| <p>1)</p> | <p>Curricular Aspects The revision of PG Curriculum and Regulation in 2016 and UG Curriculum and Regulation in 2017 were discussed. All these revisions were done keeping in mind the industry needs and to enhance employability of students.</p> <p>Proposed initiatives:</p> <p>➤ Revision of syllabus and Conduct of Board of Studies</p> <ul style="list-style-type: none"> • UG curriculum and syllabi are revised in July 2017. Further amendments can be made in the curriculum and syllabi to suit the industry needs. • Another round of Board of Studies is to be conducted in December 2017 by the departments to fine tune the curriculum & syllabus contents of 3rd and 4th semester of all B.Tech. programmes (except B.Tech. Bio- Technology). The syllabus content has to be thoroughly revised / modified to meet the industry requirements. • Elective courses can be added to the PG programmes based on the recent technological advancement. If required, syllabus content of the existing courses also can be modified. | <p>Noted</p> <p>Noted</p> <p>Board of studies of 17 Departments were conducted between Dec. 2017 and 8th Jan. 2018 and fine tuning of the curriculum was done and syllabus content of 3rd & 4th Semester were finalized for all B.Tech. Programmes (except B.Tech. Bio- Technology).</p> <p>To cater to the needs of the industry, elective courses in some PG programmes were revised and new elective courses were also introduced.</p> |
| | <p>Plans for New Programmes</p> <ul style="list-style-type: none"> • A new Masters programme in M.Pharm. Pharmaceutical Biotechnology and Management is proposed. • German language Level I and Level II can be offered as Value Added Course. These courses can be offered in the evening after regular hours. | <p>Crescent school of Pharmacy initiated efforts to conduct a detailed feasibility study on starting M.Pharm. in Pharmaceutical Biotechnology and Management.</p> <p>Noted. German language will be introduced in the curriculum of B.Tech. programme and few humanities programmes for implementation from the Academic year 2018-19.</p> |

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| | <ul style="list-style-type: none"> • M.Sc. Chemistry can be offered as part-time programme • B.Sc. Mathematics can be offered with a nominal fee structure to attract students. | <p>Noted. Respective departments were informed to conduct feasibility study.</p> |
| | <p>Teaching, Learning and Evaluation Innovation</p> <ul style="list-style-type: none"> • Affiliate faculty members are inducted in each department and school. These faculty members handle one or two credit courses and also offer guest lecturers or short term courses. • At least one course is offered as Project Based Learning (PBL) in a semester. Project Based Learning is appreciated by students. More industry related projects can be given to students. • Peer Assisted Learning is also introduced to enhance learning of weak learners. • Choice Based Credit System is introduced. Such courses are offered as evening courses. • Regulation of all programmes facilitates students to study MOOC (Massive Open Online Course) courses and transfer of credits. | <p>Noted. Departments have identified 10 eminent academicians and 10 industry experts to serve as affiliate faculty to handle one or two credit courses or portion of syllabus content.</p> <p>All the Engineering departments offered one course per semester per batch under PBL mode in the Odd Semester 2017-18.</p> <p>Peer assisted learning was introduced in select courses across different programmes.</p> <p>Courses were offered in the evening (Redo/Predo) to further enhance the Choice Based Credit System and also to facilitate students to complete the programme in time / plan for industry project in the eighth semester. In the Odd Semester 2017-18, 64 courses were offered and 232 students were benefited.</p> <p>Institution always encourages students and faculty members to pursue NPTEL courses</p> |

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| <p>Students are encouraged to learn courses online offered by SWAYAM portal, NPTEL, COURSEERA and other such platforms.</p> <ul style="list-style-type: none"> • CEO & Leadership Training and Social Entrepreneurship are the new courses included in all the B.Tech. programmes. • CEO & Leadership Training must be a practical, activity-oriented course. Activity based components such as Group discussions; Case Studies should be given in the syllabus. It is suggested that the syllabus can be modified to make it more practical. • Social Entrepreneurship course should also be made practical and activity oriented. It was noted that the conduct of Two-day workshop for the teachers by Prof. Razmi Chik, Asst. Vice-Chancellor, Malaysian Academy of SME and Entrepreneurship, Malaysia was useful. But emphasized to have more such orientation programmes for the faculty handling the course. • Government projects like Swacch Bharat Scheme offers opportunity in societal projects with huge employment potential. Students can be given exposure to such projects through the Social Entrepreneurship course. They must also be encouraged to participate in club activities organized for social cause. • Industry Internship is made mandatory in all UG programmes. This would give students the necessary exposure to work place conditions. | <p>under Swayam portal. In the Odd Semester 2017-18, 23 students and 18 faculty members successfully completed NPTEL courses.</p> <p>Efforts are initiated to tie up with M/s. Wadhvani Foundation-NEN, Bangalore to offer Entrepreneurial courses.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted and will be implemented in true spirit as per B.Tech. Regulations 2017.</p> |
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| <p>➤ Monitoring</p> <ul style="list-style-type: none"> • Classroom activities are monitored by Registrar, Dean and Deputy Dean of Academic Affairs, HODs and School Deans. • 3 Class Committee Meetings are conducted per semester to discuss the attendance details, academic performance and discipline matters of students. • Student feedback on Course Teachers and effectiveness of courses are collected in 2 levels every semester <p>➤ Student discipline - Related issues: Inviting suggestion for improvement.</p> <ul style="list-style-type: none"> • Strict rules should be imposed for maintaining discipline among students. • Hostel gates should be closed by 9.00 a.m. to control late coming to classes. • Students not wearing ID cards may be fined an amount of Rs.50/. • Students, especially first year students who do not have driving license should not be allowed to come to university by bike. • Dress code is to be imposed. Students can be allowed to come in ethnic wear once in a year. | <p>Noted</p> <p>Ensured conduct of 3 class committee meetings by all the departments/Schools in the Odd Semester 2017-18.</p> <p>Students' feedback Level 1 and Level 2 were collected. All the departments submitted sample feedback reports and Analysis report to the office of Dean AA for the ODD semester 2017-18.</p> <p>Noted</p> <p>Hostel authorities were instructed to ensure that the students start from hostel at the right time.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
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| <p>➤ Evaluation</p> <ul style="list-style-type: none"> • Question papers have been restructured for both UG and PG programmes. • Revisions have been made in the conduct of Continuous Assessment Tests (CAT). According to Regulation 2017 only two CATs are to be conducted per semester and provision for Substitute exam is given for any one CAT. • Provision for Supplementary examination for students of final year and students with less credit is given in Regulation 2017. • Internal mark of a course is not to be considered as valid after two attempts. • Steps are to be taken to strengthen DAAC. • Overall results of the first year students are found to be less. Suggestions were invited to overcome sort out this problem. • Students find switching over from school learning to self learning difficult. They should be encouraged to take up self-learning and peer assisted learning. | <p>Noted</p> <p>Successfully implemented across all Engineering and Arts programmes in the Odd Semester 2017-18.</p> <p>Noted. Efforts initiated to conduct Supplementary examinations during July 2018.</p> <p>Noted. Informed to all the stakeholders after obtaining approval from Academic Council for creating awareness and subsequent implementation.</p> <p>HODs / School Deans were informed to meticulously monitor the DAAC activities of the department.</p> <p>Noted. First year coordinator was informed to take necessary steps in this regard. More over peer assisted Learning implemented in the hostel premises (during 9.00-10.30 p.m.) and in select courses in some programmes (within or after office hours).</p> <p>Noted</p> |
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| | <ul style="list-style-type: none"> • Question bank can be provided to students. • Journal club can be formed for encouraging students to write and to make presentations. Positive aspects should be highlighted and any criticism should be given as scope for improvement. | <p>Noted.</p> <p>Writer Inc - a student magazine is being published since May 2016 in digital format and before that as hard copy since 2005.</p> |
| | <p>3) Research, Consultancy and Extension</p> <p>➤ Existing System</p> <ul style="list-style-type: none"> • Micro funding to students projects is offered through A.P.J. Abdul Kalam Innovation Center. • Research fellowship is awarded to deserving candidates. • Research incentive is awarded to faculty members to encourage them to pursue research related activities like paper publications, funded project and sponsored research. <p>➤ Extension</p> <ul style="list-style-type: none"> • Students are encouraged to take part in extension activities such as NSS, YRC and Rotaract • Students do a lot of social activities through Crescent Blood Donors club. • Literary Club and Crescent Creative Stroke (Arts Club) are functioning to encourage students to take part in creative and artistic activities. | <p>Noted.</p> <p>3 Ph.D. scholars were awarded JRF/SRF during Oct. - Dec. 2017.</p> <p>Dean Research called for details from faculty members in this regard vide circular ref. no. 1077 / Dean (R) /2018 dated 17.10.2018.</p> <p>Noted.</p> |

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| | <ul style="list-style-type: none"> Centers such as Apple iOS Application Centre, Innovation Centre and Entrepreneurship Development Cell are created to motivate students to take up innovative project, transforming ideas into products and patent the product / venture in to business model through incubation cells. | <p>Apple iOS conducted a certification program on "Android Application Development" during Sep-Dec 2017 and one day App Inventor training program on 07.09.2017.</p> |
| | <p>➤ Proposed initiatives</p> <ul style="list-style-type: none"> Seed money of Rs.50, 000/ to Rs.1, 00,000/ can be allotted to faculty members for executing innovative research project. Student mentoring system from 3rd year of study can be introduced. A group of students can be attached to a faculty member of their choice. In the 4thYear, those students can take up a project under the mentoring of the faculty member. This will result in quality publication / student start-up/ patent filing. | <p>Noted. Dean Academic Research facilitated identifying faculty members, department wise (as per recommendation of respective Heads of Department), for the issue of seed money in the Odd Semester 2017-18</p> <p>Noted.</p> |
| | <p>4) Infrastructure and Learning Resources</p> <p>➤ Infrastructure: Work in progress</p> <ul style="list-style-type: none"> Architecture Building and Ladies hostel are in completion stage. Automation of Academic and Administrative process is in progress. <p>➤ Infrastructure: Proposed Plans</p> | <p>New Architecture Block and Ladies Hostel are completed.</p> <p>There is an appreciable progress in the automation of Academic activities and Administrative processes.</p> |

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| | <ul style="list-style-type: none"> • A 7-floor Academic Block and an International House are proposed to be built. Academic block will serve as classrooms for all the programs. International House will accommodate an office for International Collaboration and Affairs and accommodation facilities for foreign students and faculty members. <p>➤ Learning & Research Resources: Proposed Plans</p> <ul style="list-style-type: none"> • Central Instrumentation facility is proposed for enabling collaborative and inter-disciplinary research activities. This will also facilitate optimum utilization of available resources. • In this regard, the Dean, Academic Research is asked to form a team to take survey of available instruments in all the labs and their utility. • University shall have one or two Technical Officers to maintain / repair the instruments / equipments on need basis. • The space available in the Nano Centre can be used for starting this Central Instrumentation Facility. • Available instruments / equipments can be listed out and displayed in the University website under the office of Dean Academic Research to facilitate research scholars to identify and utilize the resources. | <p>Noted. Efforts initiated to prepare concept drawing for the proposed academic block.</p> <p>Noted.</p> <p>It is proposed to strengthen the space available in the Polymer Nano Centre to accommodate Central Instrumentation Facility.</p> <p>Dean, Academic Research initiated efforts to identify equipment of different departments to be made available in the Central Instrumentation facility.</p> <p>Details about Department wise Research equipment / Instruments are made available in the institution website for the benefit of research scholars.</p> |
| | <p>5) Student Support and Progression</p> <p>➤ Curricular Activities – Support</p> <ul style="list-style-type: none"> • Merit scholarship is awarded to all deserving candidates. • Department / School wise societies are already in function. • Student chapters in professional bodies also exist. | <p>Noted</p> <p>Noted</p> |

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| <ul style="list-style-type: none"> • Various events and activities are mentioned in the Academic calendar and the same is uploaded in the website. • Orientation programme is organized for the first year students to introduce them to the University's system, rules and regulations. <p>➤ Curricular Activities – Progression</p> <ul style="list-style-type: none"> • Class Advisors are allotted for each class and they take care of the overall administrative function of the class. • A group of 20 students is attached to a Faculty Advisor to facilitate proper guidance for students both personally and academically. • Parents – Teachers meeting is organized at least once in a semester to ensure transparency in monitoring the performance of students. • History Card is provided to all students from which a consolidated report of the student can be obtained. • Centre for International Affairs is established to help students in guiding them for taking up higher studies and jobs abroad. | <p>Noted.</p> <p>Functioning of Class Advisor and Faculty Advisor is monitored across departments.</p> <p>Parents – Teachers meeting was conducted on 14.10.2017. Around 500 parents were participated and interacted with respective HODs / Deans / class advisor / course faculty / first year coordinator.</p> <p>Noted. 20 programmes were conducted during ODD semester 2017-18.</p> <p>Vice chancellor participated in the Town Hall Talk program on 21st November 2017 and interacted with students and research scholars. He motivated the students and research scholars to excel in their studies. He also welcomed ideas for the holistic improvement of</p> |
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| | <p>➤ Co-curricular Activities – Support</p> <ul style="list-style-type: none"> • The students are given opportunity to interact with the Vice Chancellor directly through VC connect programme. • Professional Counsellor is available on campus for giving personal guidance to students. • As per the norms of UGC, Anti-ragging Cell is functioning in the campus to avoid ragging in any form inside and outside the campus. • Women Sexual Harassment Cell and Grievance Redressal Cell are established to curb any form of harassment to girl students or female staff members. • Students are encouraged to participate in Sports and Cultural activities. <p>➤ Co-curricular Activities – Progression</p> <ul style="list-style-type: none"> • Placement and Training Cell gives training to students for interviews and provides placement opportunities. • Incubation Centre is proposed to be established in the near future. • Coaching for competitive exams is given by some departments. Other departments have also proposed to train their students for GATE. | <p>the institution in addition to understanding their problems.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted. Placement and Training Cell conducted 4 programmes during ODD semester 2017-18.</p> <p>Efforts initiated to establish Incubation Centre in the institute.</p> <p>Noted.</p> |
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| <p>6) Governance, Leadership and Management</p> <ul style="list-style-type: none"> • A separate office for Human Resource Management and Personal Relations (PR) is established. The PR office takes care of branding and perception of the University. • Industry Institute Interaction Cell is established to enhance better relationship with Industry and to improvise the academia in line with industry. <p>➤ Alumni Office</p> <ul style="list-style-type: none"> • A separate Alumni Office is established and is functioning inside the campus. <ul style="list-style-type: none"> • A platform for alumni has been launched and will be shared with faculty members who can go through the portal and give feedback for further improvements. A faculty representative from each department can be delegated for monitoring the enrolment of final year students. • Parents of alumni can be invited for a day's meet as a part of annual alumni events, which can also improve admission of the university. <p>➤ Green Initiatives by the Estate Office: Scope for improvement</p> <ul style="list-style-type: none"> • Additional solar power plant is proposed to be implemented in the campus. <ul style="list-style-type: none"> • Rain Water harvesting system is to be designed and implemented in the campus. • Certificate for Green building is being issued to staff quarters | <p>Noted</p> <p>Noted</p> <p>Alumni platform is working in the name "Alma Connect". As on 01.01.18 around 1000 alumni members are connected.</p> <p>Noted</p> <p>Efforts initiated to install solar power units of 300kw capacity in the Institution premises. In this regard, procedures were initiated to identify the consultant and subsequent call for tender.</p> <p>Noted</p> <p>Noted</p> |
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| | <p>and ladies hostel. Certification of the same for other buildings is also proposed.</p> | |
| | <p>7) Innovations and Best Practices</p> <p>➤ Innovations – Existing</p> <ul style="list-style-type: none"> • Apple iOS Development Centre and Dr. A.P.J Innovation Centre are established to promote innovation and creativity among students. • Interdisciplinary elective options are offered to the students to widen their knowledge spectrum. <p>➤ Innovations – Proposed</p> <ul style="list-style-type: none"> • Departments have been asked to motivate the students to come up with start- up companies by working along with faculty mentors for prolonged period. <p>➤ Best Practices – Existing</p> <ul style="list-style-type: none"> • Project Based Learning and Peer Assisted Learning are incorporated in teaching – learning process. <p>➤ Best Practices – Proposed</p> <ul style="list-style-type: none"> • Industry internship is made mandatory for all UG and PG Students. | <p>Noted</p> <p>Noted</p> <p>Efforts initiated. M/S.TINCORR Construction Solutions, an Entrepreneurial firm was started by Mr. Hasnain Razwi (2013-17 Batch) Civil student under the mentorship of faculty members.</p> <p>Noted</p> <p>Industry internship was made mandatory across UG and PG Engineering program as one credit course. HODs/School Deans were informed to facilitate internship to students.</p> |
| | <p>➤ Plan of Action 2017 – 18</p> <p>Departments and Schools are working on holistic plan in the following University Transformation parameters which are proposed to achieve excellence in the Internal Quality Assurance performance indicators. This will also result in overall development of the University as well as for the enhancement of the faculty members. Plans are chalked out to</p> | |



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| | <p>improve the following areas:</p> <ul style="list-style-type: none"> ○ Admission ○ Affiliate faculty ○ Fund generation ○ Research publication ○ International collaboration ○ MOOC ○ Teaching by research scholars ○ Organizing conferences and seminars ○ Industry-Institute interaction ○ Alumni connect <p>A six month review on the Performance of various departments / schools on the University Transformation Parameters was presented. All the IQAC committee members satisfied with the progress made by the departments / schools in this regard.</p> | <p>Noted</p> <p>Progress of Departments / Schools in the University Transformation KPI's under ten criteria was monitored and an annual progress report for the calendar year 2017 was prepared.</p> |
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Date : 09.01.2018


 Dr. M.S. Haji Sheik Mohammed
 Dean, Academic Affairs
 Co-ordinator, IQAC


 Prof. Sahol Hamid-Bin Abu Bakar
 Vice Chancellor
 Prof. Sahol Hamid Abu Bakar, P. Eng., FASc.,
 Vice Chancellor
 B.S. Abdur Rahman
Crescent
 Institute of Science & Technology
 Vandalur, Chennai-600 048.