ACADEMIC YEAR 2018-19

Analysis on Feedback from Employers: Action Taken Report

Date: 20.09.19

A. Employers are members of Board of Studies (BOS) of Departments / Schools and also in School Level Advisory Committee (SLAC) / Planning & Monitoring Board meetings. Their views on the following parameters are considered for further recommendation in the appropriate forum.

- ❖ Changes / Modification in Curriculum and Syllabus
- ❖ Introduction of new courses
- ❖ Inclusion of cutting edge technology courses
- ❖ Employability related courses
- ❖ Value added courses
- ❖ Starting of new programmes to cater the needs of an Industry & society etc.

B. Following are the salient points emanated from the employers during conduct of BOS / SLAC meetings in the departments / schools during December 2018 – January 2019 (Phase I) and June-July 2019 (Phase II) & conduct of Planning & Monitoring Board meeting on 02.02.2019.

- ❖ E1 : Starting new programmes based on market demand from the academic year 2019-20.
- ❖ E2 : Offering skill based value added courses in open source software & in emerging areas.
- ❖ E3 : Revision of curriculum & syllabi as per industry trend at regular intervals
- ❖ E4 : Offering specialization oriented elective courses

C. The point E1 was considered through agenda item 2 of Planning & Monitoring Board meeting (Page no. 3 of minutes of meeting) which was held on 02.02.19 & agenda item 13.2.1 of 13th Meeting of Academic Council which was held on 06.03.2019 (Page no. 13 & 14 of minutes of the meeting)

D. The point E2 was considered through agenda item 6 of Planning & Monitoring Board meeting (Page no. 6 & 7 of minutes of meeting) which was held on 02.02.19 & agenda item 13.2.6, 13.11.11 & 13.12.2 of 13th Meeting of Academic Council which was held on 06.03.2019 (Page nos. 18,19,30 & 32 of minutes of the meeting)

E. The point E3 was considered through agenda item 13.17.1 of 13th Meeting of Academic Council which was held on 06.03.2019 (Page no. 38 & 39 of minutes of the meeting) & agenda item 14.11.1 & 14.11.2 of 14th Meeting of Academic Council which was held on 17.09.19 (Page no. 30 & 32 of minutes of the meeting)

F. The point E4 was considered through agenda item 13.8.1 of 13th Meeting of Academic Council which was held on 06.03.2019 (Page no. 26 of minutes of the meeting) & agenda item 14.25.1 of 14th Meeting of Academic Council which was held on 17.09.19 (Page no. 55 & 56 of minutes of the meeting)

Annexure: Highlighted pages of Minutes of 13th & 14th Academic Council meeting minutes and Minutes of the meeting of Planning & Monitoring Board.

Dean, Academic Affairs

**Minutes of Thirteenth Meeting of the
Academic Council (Senate)**
**B.S. Abdur Rahman Crescent Institute of
Science & Technology
held on March 6, 2019**

Resolution:

After detailed discussion the above item was approved.

Item 13.1.6

To consider and ratify the establishment of Centre for Innovation in Teaching and Learning (CITL)

Note on Agenda

Centre for Innovation in Teaching and Learning has been created in December 2018 to encourage creation of innovative teaching pedagogies & facilitate faculty members to record video lectures for uploading in the Institution website for the benefit of students. 25 short video lectures have been recorded in the last two months using this facility.

The Academic Council (Senate) may consider and ratify the item.

Discussion:

The members appreciated the efforts of the Institution in establishing Centre for Innovation in Teaching and Learning and suggested to utilize this facility for enhancing the Teaching – Learning process.

Resolution:

After deliberations the above item was ratified.

ITEMS MOVED BY THE DEAN ACADEMIC AFFAIRS

Approvals and Ratifications

Item 13.2.1

To consider and approve the start of new programmes from the academic year 2019-20

Note on Agenda

As a part of diversification and to cater to the needs of the society and industry, it is proposed to start the following programmes from the academic year 2019-20:

PG Programme

- MBA (Innovation, Entrepreneurship & Venture Development)

PG Diploma Programme

- Post Graduate Diploma in Management (PGDM) (2 years)

This was also deliberated in the IQAC meeting held on 29.01.2019 and also in the   Planning & Monitoring Board meeting held on 02.02.19 and obtained its approval.

The Academic Council (Senate) may consider and approve the same.

Discussion:

Prof. Thangamuthu suggested to offer programmes in cutting edge areas such as Artificial Intelligence, Nano Science etc.

Registrar mentioned that AICTE has given a model curriculum and Syllabi for the MBA (Innovation, Entrepreneurship & Venture Development) Programme and have identified BSACIST as one of the Institutions to offer this programme from the academic year 2019-20.

He also explained the salient features of the 2 year PGDM programme and mentioned that many courses in this programme will be handled by affiliate faculty members from academia / industry to enhance the employment prospects of students pursuing this programme.

Resolution:

After detailed discussion the above item was approved.

Item 13.2.2

To consider and ratify the M. Arch. (General) Regulations 2018

Note on Agenda:

The Regulations of M. Arch. was deliberated in the Board of Studies of Crescent School of Architecture and framed in the Academic year 2018 -19.

The Regulations of M. Arch. R2018 is given in Annexure 13.2.2.

Dr. Khurram Mustafa mentioned that the integrity of students towards feedback measurement is questionable and suggested that feedback not to be considered for appraisal.

Dr. V. Jagadeesh Kumar suggested that students and faculty members can jointly develop a mobile app to collect feedback from students.

Prof. Thangamuthu emphasized the significance of exit feedback and alumni feedback; and subsequent action taken on the same.

Vice Chancellor informed the Director, Data Centre to develop an app for obtaining students feedback. He also informed the Dean, AA to present a progress report in this regard in the next academic council meeting.

Resolution:

After detailed deliberations the above item was ratified.

Item 13.2.6
To consider and ratify the skill based value added courses on industry specific software and Robotics

Note on Agenda

IIT Bombay- Spoken Tutorial

- Our institute has signed an MOU with IIT Bombay- Spoken Tutorial(ST).This program is about teaching and learning a particular FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP & MySQL, Java, C/C++, LibreOffice etc. via an easy Video tool - Spoken Tutorials. This software has been developed by IIT Bombay in line with current industry needs.

- The Institute has registered for 14 courses namely C/C++, Java, Netbeans and Python, PHP & MySQL, Arduino, Oscad - now eSIM, Scilab, Linux-Ubuntu, LaTeX, Python, QCAD, LaTeX & Xfig, LibreOffice, Impress, Q-CAD,FRONT ACCOUNTING in the even semester 2018-19. Totally 1241 students have enrolled for various courses. The students pursue the courses by registering in the IIT Bombay (ST) portal under the monitoring of course coordinator and Institute Faculty Organizer. After successful completion of the course, the institute facilitate issue of certificate by IIT Bombay (ST).

Robotics Lab

- Exclusive Robotics Lab is being established in the Institute premises. The following skill based courses are offered to the students in association with M/S. Prag Robotics pvt Ltd, Chennai. The prototype industry Robot will be made available in the laboratory to enhance the teaching - learning process.

    - Internet of Things
    - Data Science
    - Artificial Intelligence
    - Service Robotics
    - Industrial Robotics
    - Deep Learning

This was also deliberated and noted in the IQAC meeting held on 29.01.19 and Planning and Monitoring and Board meeting held on 02.02.19.

The Academic Council (Senate) may consider and ratify the same.

Discussion:

Vice Chancellor informed that value added programmes such as Students Pilot License, Diploma in Assistant Flight Dispatcher, Diploma in Cabin Crew management and Diploma in Ground Handling are also offered to the students.

Prof. Thangamuthu suggested printing of value added courses pursued by the students during the period of study in the consolidated mark sheet issued by the Institution. He told that this practice is in existence in some Universities like Bharthidasan University etc. Prof. Raju was also endorsed this view.

Prof. Thangamuthu also mentioned that this new initiative by the Institution will increase the employment opportunity of students.

Vice Chancellor informed the Controller of Examinations to explore the possible implementation of this initiative at the earliest.

Resolution:

After detailed discussion the above item was ratified.

Analytics is to be offered in BCA programme. This course will be conducted by professionals and industry experts.

The detailed syllabus is given in Annexure 13.8.2.

The Academic Council (Senate) may consider and approve the same.

Resolution:

After discussion the above item was approved.

Item 13.8.3

To consider and approve the revision in curriculum and syllabi of III and IV semester of BCA (with specialization in Cloud Technology and Information Security, Mobile Applications and Information Security, Data Science) and B.Sc. (Computer Science), Regulations 2016

Note on Agenda

To cater to the need of the industries, the curricula and syllabi of III & IV semester of B.Sc. (Computer Science), BCA (with specialization in Cloud Technology and Information Security, Mobile Applications and Information Security, Data Science) are revised. These revised curricula and syllabi are to be implemented from the Academic Year 2019-20 onwards.

The curricula and syllabi for the programmes BCA (CTIS), BCA (MAIS), BCA (Data Science) and B.Sc. Computer Science are given in **Annexure 13.8.3.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After discussion the above item was approved.

EECX23 Software for Circuit Simulation was decided to be offered as laboratory integrated course to impart practical training to the students.

These revisions were discussed in the Board of Studies of the Department of Electrical and Electronics Engineering and the Board has recommended the same for approval. The revised curriculum and syllabi is given in <u>Annexure 13.10.3.</u>

The Academic Council (Senate) may consider and approve the same.

Resolution:
After discussion the above item was approved.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Item 13.11

To consider the recommendations of the Board of Studies of the Department of Electronics and Communication Engineering

Item 13.11.1

To consider and approve the value added courses offered by the Department of Electronics and Communication Engineering

Note on Agenda

The Department of Electronics and Communication Engineering is offering the following value added courses:

- **Automotive Open System Architecture (AUTOSAR)** in association with M/s. Jasmin Infotech, Chennai.
- **Graphical Programming using Lab view** in association with M/s. National Instruments, Bangalore.

The syllabi of the courses were discussed in the Board of Studies of the Department of Electronics and Communication Engineering and the board has recommended the same for approval.

The detailed syllabi of the value added courses are given in **Annexure 13.11.1.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After discussion the above item was approved.

DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION ENGINEERING

Item 13.12

To consider the recommendations of the Board of Studies of the Department of Electronics and Instrumentation Engineering

Item 13.12.1

To consider and approve the revised curriculum and syllabi of B.Tech. Electronics and Instrumentation Engineering under Regulations 2013

Note on Agenda

The elective courses Piping and Instrumentation Layout in Process Industries and Internet of Things were included in the B.Tech. EIE Regulations 2013, as per the request of students. These courses will increase the employability opportunities of the students in the industries. These revisions were discussed in the Board of Studies of the Department of Electronics and Instrumentation Engineering and the board has recommended the same for approval.

The detailed curriculum and syllabi is given in Annexure **13.12.1.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After deliberations the above item was approved.

Item 13.12.2

To consider and approve the Value Added Courses offered by the Department of Electronics and Instrumentation

Note on Agenda

For the students to pursue their career in large scale industrial environments, system integration houses and to equip them in design, engineering, installation, commissioning, project management, maintenance, etc., a value added course on **Intrinsically Safe Instrumentation** in collaboration with EATON MTL Instruments is proposed for B.Tech EIE Students.

The systematic and periodic checking of Test & Measuring Instruments is very essential for reliable measurements. To offer students to pursue their career as Calibration or Maintenance Engineer in preparation of calibration schedules, carrying out the calibration as per the prepared and approved schedule, ensuring that instruments are always in calibrated state, a value added course "Calibration of Instruments" is framed.

The syllabi of the courses were discussed in the Board of Studies of the Department and the Board has recommended for approval

The detailed syllabi of the courses are given in **Annexure 13.12.2.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After discussion the above item was approved.

Item 13.16.3

To consider and approve the inclusion of elective courses for Ph.D. Scholars

Note on Agenda

The course **MECZ01 Energy Resources and Conversion Technique** is to be offered for the Ph.D. Scholars based on the recommendation of the doctoral committee and is included in the elective courses. This was discussed in the Board of Studies of the Department of Mechanical Engineering and the board has recommended the same for approval.

The detailed syllabi are given in **Annexure 13.16.3.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After deliberations the above item was approved.

DEPARTMENT OF POLYMER ENGINEERING

Item 13.17

To consider and approve the recommendations of the Board of Studies of the Department of Polymer Engineering

Item 13.17.1

To consider and approve the revision in the syllabi of B.Tech. Polymer Engineering under Regulations 2017

Note on Agenda

The industrial experts suggested to revise the syllabus of the following courses of B.Tech. Polymer Engineering:

- PEC 2101 - Chemistry of Macromolecules
- PEC 2213 - Rubber and Plastic compounding
- PEC 3101 - Plastic Processing Engineering
- PEC 4101 - Mould and Die Design

- PECX008 - High Performance Polymers
- PECX018 - Extrusion Moulding Technology
- PECX 030- Rapid Proto typing – 3D Printing
- PECX002 - Thermoplastic Elastomers
- PECX 004 - Heat resistant Polymers

These courses were revised as per the suggestions of experts and the board has recommended the same for approval.

The curriculum and the syllabi of the revised courses are given in **Annexure 13.17.1.**

The Academic Council (Senate) may consider and approve the same.

Resolution:

After discussion the above item was approved.

SCHOOL OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF COMMERCE

Item 13.18

To consider and approve the recommendations of the Board of Studies of the Department of Commerce

Item 13.18.1

To consider and approve the curricula and syllabi of B.Com. (Hons), BBA (General), BBA (Family Business) and M.Com

Note on Agenda

The curricula and syllabi of the programmes B.Com. (Hons), BBA (General), BBA (Family Business) and M.Com were framed and deliberated in the Board of Studies of the Department of Commerce and the board has recommended the same for approval.

B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956
GST Road, Vandalur, Chennai 600 048

**Minutes of Fourteenth Meeting of the
Academic Council (Senate)
B.S. Abdur Rahman Crescent Institute of
Science & Technology,
held on September 17, 2019**

Security, Data science) and B.Sc. Computer Science are given in **Annexure 14.10.3.**

The Academic Council may consider and approve the same.

Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

Item 14.10.4

To consider and approve the inclusion of courses in the specialization Multimedia and Web Application Development in BCA under Regulations 2016

Note on Agenda

To cater to the need of current scenario, the curriculum and syllabus of BCA is revised to offer specialized courses in Multimedia and Web Application Development.

The revised curricula and syllabi for the BCA programme (with specialization in Multimedia and Web Application Development) is given in **Annexure 14.10.4.**

The Academic Council may consider and approve the same.

Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

SCHOOL OF ELECTRICAL AND COMMUNICATION SCIENCES
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Item 14.11

To consider and approve the recommendations of the Board of Studies of the Department of Electrical and Electronics Engineering.

Item 14.11.1

To consider and approve the revision of curriculum & syllabi of V, VI and VII semester Part-time B.Tech. Electrical and Electronics Engineering, Regulations 2017.

Note on Agenda

The syllabi of core and elective courses of V, VI, and VII semesters of Part-Time B.Tech. Electrical and Electronics Engineering were revised. These revisions were discussed in the Board of Studies of the Department of Electrical and Electronics Engineering and the board has recommended the same for approval.

The following courses were revised as a result of feedback from employers:

PTEEC3101 Power Electronics

PTEEC3201 Embedded system

PTEECX14 Power System Simulation software

PTEECX23 Software for Circuit Simulation

PTECCX82 VLSI Design

PTECCX86 Digital Signal Processors

These revisions are to be implemented from the Academic Year 2019-20 onwards.

The curriculum and the detailed syllabi of the V, VI and VII semesters are given in **Annexure 14.11.1.**

The Academic Council may consider and approve the same.

Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

Item 14.11.2

To consider and approve the revised curriculum & syllabi of M.Tech. Power Systems Engineering, Regulations 2019.

Note on Agenda

As part of major revision in the curriculum of all M.Tech. Programmes of the Institution, the curriculum and syllabus of M.Tech. Power Systems was thoroughly revised.

The following courses were revised:

EED 6102 Advanced Power System Analysis

EED 6104 Power System Protection

EED 6212 Power System Dynamics

The Board of Studies of the Department of Electrical and Electronics Engineering has recommended the same for approval.

These courses will be offered from the Academic Year 2019-20 onwards.

The detailed syllabi of the courses are given in **Annexure 14.11.2.**

The Academic Council may consider and approve the same

Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Item 14.12

To consider the recommendations of the Board of Studies of the Department of Electronics and Communication Engineering.

Item 14.12.1

To consider and approve the revised curriculum and Syllabi of M.Tech Communication Systems under Regulations 2019.

Note on Agenda

As part of major revision in the curriculum of all M.Tech. Programmes of the Institution, the curriculum and syllabus of M.Tech. Communication Systems was thoroughly revised.

- Lab integrated courses are introduced from semester I onwards for the students to have more hands on learning in the basics. Two courses in M.Tech Communication Systems, namely Advanced Digital Communication Techniques and Advanced Digital Signal Processing are included as lab integrated courses as suggested by our alumni Mr.Imadudin, (2017-2019) batch, M.Tech Communication Systems, currently working in WABCO, Chennai.

SCHOOL OF ARABIC AND ISLAMIC STUDIES

Item 14.24.1

To consider and approve the revised curriculum and syllabi of M.A Islamic Studies under Regulations 2017.

Note on Agenda:

The curriculum and syllabi of M.A. Islamic Studies were discussed in the Board of Studies of the School of Arabic and Islamic Studies.

- The nomenclature of course ISC 7214 – Business Arabic and Translation is to be changed into Advanced Translation Skill Development in order to highlight the advanced level of the course.

- In the course ISC 6101- Thematic Tafseer: Commentary of Holy Quran, a unit is added for comparative study of Tafseer to introduce the methodology of various commentaries of Holy Quran.

The syllabus of the course was discussed in the Board of Studies of the School of Arabic and Islamic Studies and the board has recommended the same for approval.

The revised syllabus of the above course is given in **Annexure 14.24.1.**

The Academic Council may consider and approve the same.

Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

DEPARTMENT OF MANAGEMENT STUDIES

Item 14.25.1

To consider and approve the revised curriculum and syllabi of MBA Regulations, 2018

Note on Agenda

The following courses were newly introduced as per the suggestions of industry experts:

- Business Analytics
- R Programming for business research analytics
- Financial modeling using python

- Data Visualization
- Business Analytics tools using spread sheet and SPSS.

The syllabi of following courses were revised as per the suggestions of faculty, students and expert members:

- MSDY 023   Banking Management
- MSDY 061   Supply Chain Management
- MSDY 062   Purchase Management

The syllabi of the courses were discussed in the Board of Studies of the Department of Management Studies and the board has recommended the same for approval.

The revised curriculum and syllabi of MBA Regulations, 2018 are given in **Annexure 14.25.1.**

The Academic Council may consider and approve the same.
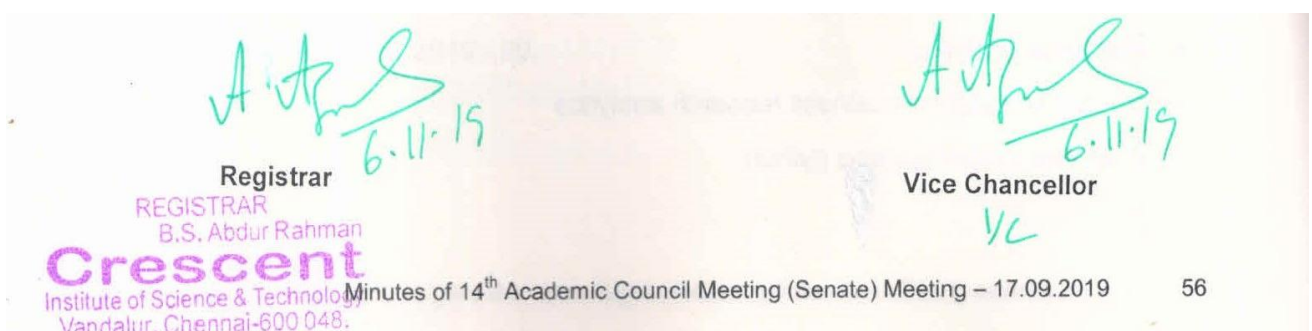
Resolution:

After deliberations, the agenda item was approved for implementation from the Academic Year 2019 - 20.

Any other item

Mr. Siva Sankara Prasad Thupalli appreciated the introduction of KPI's, on par with industry, to holistically analyze the performance of faculty members and administrative heads. He insisted on arriving at faculty performance index, on annual basis, by drafting standard operating procedure.

Vote of thanks by Registrar

The Registrar thanked all the members of Academic Council, in particular, expert members from academia and Industry for their valuable time, active participation and excellent suggestions for the holistic development of the Institution.

Registrar
REGISTRAR
B.S. Abdur Rahman

Crescent
Institute of Science & Technology
Vandalur, Chennai-600 048.

Vice Chancellor
VC

MINUTES OF THE PLANNING AND MONITORING BOARD MEETING

20 February 2019

The meeting of the Planning and Monitoring Board was held on 02.02.2019 at 11:00 a.m. at Seminar Hall – III, Convention Centre.

Agenda of the meeting:

1. **To consider and approve the minutes of previous Planning and Monitoring Board meeting and action taken report of the same.**
2. **To consider and approve the starting of New Programmes in the academic year 2019-20.**
3. **To consider and approve the "Crescent Quality Mandate – 2018".**
4. **To consider and record the progress made by the institution in the key performance indicators in the calendar year 2018.**
5. **To consider and record the infrastructure facilities created / maintenance work carried out during July – Dec. 2018.**
6. **To consider and approve the focused skill based courses proposed in the even semester 2018-19.**
7. **To consider and approve the implementation of LMS – uLetkz, creation of Crescent Centre for Teaching and Learning and Crescent Centre for Leadership.**
8. **To consider and record the progress made in the automation of academic and administrative activities through TCSion.**
9. **To consider and record the progress towards Entrepreneurship activities.**
10. **To suggest strategies for admission in the academic year 2019-20.**
11. **Any other item**

The following members were present:

S.No.	Name	Designation
1.	Prof. Sahol Hamid Bin Abu Bakar	Vice Chancellor
2.	Dr. A. Azad	Registrar
3.	Dr. M.S. Haji Sheik Mohammed	Dean (Academic Affairs)
4.	Dr. I. Raja Mohamed	Dean (Academic Research)
5.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Communication Sciences)
6.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)
7.	Dr. R. Raja Prabhu	Director (Accreditation & Ranking)
8.	Dr. Latha Tamilselvan	Professor, Department of Information Technology

S.No.	Name	Designation
9.	Mr. V.N.A.Jalal	Senior General Manager
10.	Prof. K. Ashok Vardhan Shetty	Former Vice Chancellor, Indian Maritime University, Chennai
11.	Mr. Mohamed Kasim Khan	Project Manager, NMEICT, IIT Bombay, Mumbai.
Special Invitees		
12.	Dr. Nikhat M Hamza	Director, HR / FT &D
13.	Dr. N. Raja Hussain	Deputy Registrar (Administration)
14.	Dr. P. Sheik Abdul Khader	Director (Data Centre)

Note: Dr. Santhosh Satya, Professor, IIT Delhi (UGC nominee) and Dr. V. Jagadeesh Kumar, Professor, IIT Madras (Expert Member) could not attend the Planning and Monitoring Board (PMB) meeting due to official reasons.

The meeting was chaired by the Vice Chancellor. He welcomed the gathering and introduced the external expert members of the Planning and Monitoring Board. The Registrar presented the overview of the agenda of the meeting. Dean AA facilitated the deliberation by providing details of each agenda item. The salient deliberations and resolutions are as follows:

1. **To consider and approve the minutes of the previous planning and Monitoring Board Meeting and action taken report of the same.**

   Note on Agenda:

   The Board shall consider and approve the minutes of the previous meeting held on 19th August 2018 and action taken report of the same.

   Discussion:

   - Registrar presented the Action Taken report of the previous meeting.
   - Prof. Ashok Vardhan Shetty appreciated the initiatives taken by the Institution to strengthen the alumni connect. He suggested to offer Certificate course on "Drone Technology" and recommended MBA & B.Com students to undergo certified courses offered by NSE Stock Exchange.
   - Mr. Kasim Khan emphasized that Hindustan Aeronautical Limited (HAL), Bangalore in association with CSIR has taken initiatives to construct two seater Aircraft for commercial use. The Institute can buy an aircraft after getting proper approval from CSIR for educational purpose.
   - Mr. Kasim Khan also informed that Bombay Stock Exchange provides opportunities for B.Com Students to take up internship during their II and III year of study. He also suggested that courses on programming and GST related

software's to be introduced in the curriculum of B.Com programmes to increase the employability of the students in the current market scenario.

Resolution:

The PMB confirmed the minutes of the previous PMB meeting and also approved the action taken plan.

2. **To consider and approve starting of new programmes in the academic year 2019-2020.**

   Note on Agenda:

   As a part of diversification and to cater the needs of the society, industry and market trends, it is proposed to start the following programmes from the academic year 2019-20.

   UG Programmes

   - BA LLB (Hons)
   - BCA (Multimedia and Web Application Development)
   - B.Com. (Hons)
   - BBA (General)
   - BBA (Entrepreneurship & Family Business)
   - B.A. English (Hons)

   PG Programme

   - M.Tech. Avionics

   PG Diploma Programme

   - PGDM (2 years)

   ### *Discussion:*

   - The Registrar informed that the B.A. English (Hons) will be designed in par with B.A. programmes offered in Cambridge / Harvard University, U.K. He also emphasized to include more elective courses in the BCA (Multimedia and Web Application Development) programme.

   - Mr. Kasim Khan suggested that buying much proprietary software for institution is not warranted. Instead quality software which are available in open source such as SCI LAB, LIBRE OFFICE , LINUX UBUNTU, PYTHON, LATEX, Q CAD, BLENDER, INKSCAPE etc. developed by IIT Bombay (Spoken Tutorial) can be explored for wide spread usage in the institution. He also emphasized on the usage of quality open source software for curriculum requirements.

- Dr. K. Ashok Vardhan Shetty suggested that the entire programme should have courses on computer skills. He also emphasised on usage of quality open source software for meeting curriculum requirements.
- Dr. K. Ashok Vardhan Shetty suggested that BBA LLB students should be exposed to WATSON software.
- Mr. Kasim Khan suggested to offer PGDM programme on par with IIM programmes.
- Mr. Kasim Khan also suggested to rename the Data Centre as "Computer Centre". Since this is the terminology commonly used in IIT's and eminent academic Institutions.

Resolution:

PMB approved the starting of above eight programs from the academic year 2019-20.

3. **To consider and approve the "Crescent Quality Mandate – 2018".**

Note on Agenda:

Adhering to the direction of UGC and its approved objectives for improving quality education in Higher Education Institution, the Institution has framed the following objectives as "Crescent Quality Mandate – 2018" to achieve the same by 2022:

- Improve the graduate outcomes
- Engage Students in socially productive activities
- Train students in professional skills for global competitiveness and employability
- Ensure the availability of teachers and their orientation on emerging educational trends and pedagogies
- Promoting quality research and innovations by faculty
- Learning outcome based curriculum framework
- ICT for effective teaching learning process and digitization of institutional activities
- Establishment of alumni connects and strong alumni network
- Accreditation and ranking of Institution and all programmes
- Green and Clean campus

Discussion:

- Dr. K. Ashok Vardhan Shetty suggested to avoid quantitative achievement in quality mandate policy. Percentage of attainment need not be mentioned, but this target can be set internally to check the attainment over a period of time.
- Dr. K. Ashok Vardar Shetty suggested to change the objective 3, point 1 as "Inculcate soft skills & Emotional Intelligence" instead of "inculcate soft skills".
- He also suggested that a team from crescent can visit top private universities in India like O.P. Jindal Global University, Asoka University etc. to study the best practices adopted by them for implementation at Crescent.
- Mr. Mohamed Kasim Khan suggested that the Institute can apply for State Private University status, so that the Institution can function independently by having its own statute and ordinances.

Resolution:

The Planning and Monitoring Board approved the "Crescent Quality Mandate 2018.

4. **To consider and record the progress made by the institution in the key performance indicators in the calendar year 2018.**

Note on Agenda:

As per the directions of Vice Chancellor, to monitor the performance of the departments / schools, nine performance criteria were framed with target indicators in the year 2017. The progress made by the departments / schools in the calendar year 2018 is presented herewith.

From the calendar year 2019, "Performance Assurance Audit System" will be followed for tracking / monitoring performance of various departments / divisions / centers by adopting dashboard system (with performance metrics & indicators) in line with blue ocean strategies. For individual departments / divisions / centers, one senior professor will be made as in charge to continuously monitor the performance and suggest remedial measures.

Discussion:

PMB members satisfied with the achievement of targets indicators by various departments /Schools in the performance criteria. Also appreciated the introduction of performance Assurance Audit by adopting dash board system.

Resolution:

The progress made by departments /Schools in achieving the performance criteria in the calendar year 2018 is noted and approved.

5. **To consider and record the infrastructure facilities created / maintenance work carried out during July – Dec. 2018.**

    Note on Agenda:

    The following infrastructure facilities were created/maintenance work carried out during the period July – Dec 2018:

    - Establishment of Crescent Innovation and incubation centre (23000 sq.ft.) – Rs.25 Lakh was spent for face lifting 8000 sq.ft.area.
    - Establishment of Crescent School of business at 6th floor of Crescent School of Architecture (6000 sq.ft. area). Rs.34 Lakh was spent for interior works.
    - Establishment of Centre for Innovation in Teaching and Learning (1000 sq.ft.). Rs.14 lakh   was spent for interior and studio works.
    - Establishment of Centre for Leadership at the 6th floor of Crescent School of Architecture Block (1000 sq.ft.). Rs.14 Lakh was incurred for interior works.
    - Formation of new road about 1 km around school of mechanical science block. Rs.50 Lakh is allocated and the work is in progress.
    - Creation of Structural Engineering laboratory and three P.G class room (5000 Sq.ft.) - backside of Mechanical Sciences Block at a cost of Rs.35 Lakh.
    - Establishment of Waste management yard (3000 sq.ft.) and Eco bin at a cost of Rs.12 Lakh.
    - Face lifting of landscape works (approximate cost: Rs.10 Lakh).
    - Crescent School of Architecture - completion of 7th floor - studio and lecture halls (4000 Sq.ft). Amount spent is around Rs. 1.1 Crore.
    - Erection and commissioning of solar plant 300kw @ Rs.1.5 Crore
    - General face lifting works in various blocks - MBA, Pharmacy and other development works @ Rs.25 Lakh.

    Resolution:

After deliberations, the agenda item is noted and approved.

6. **To consider and approve the focused skill based courses proposed in the even semester 2018-19.**

Note on Agenda:

- **IIT Bombay- Spoken Tutorial**

   Our institute has signed an MOU with IIT Bombay- Spoken Tutorial(ST).This program is about teaching and learning a particular FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP & MySQL, Java, C/C++, LibreOffice etc. via an easy Video tool - Spoken Tutorials. The Institute has registered for 14 courses namely C/C++, Java, Netbeans and Python, PHP & MySQL, Arduino, Oscad - now eSIM, Scilab, Linux-Ubuntu, LaTeX, Python, QCAD, LaTeX & Xfig, LibreOffice, Impress, Q-CAD,FRONT ACCOUNTING in the even semester 2018-19. Totally 1241 students have enrolled for various courses.

- **Robotics Lab:**

   The following skill based courses are proposed to be offered on:

   - Internet of Things
   - Data Science
   - Artificial Intelligence
   - Service Robotics
   - Industrial Robotics
   - Deep Learning

Discussion:

- Mr.Kasim Khan suggested that the institution should have a clear policy for the usage of open source software and licensed software.
- He also mentioned that the faculty of the institution shall develop expertise in open software so that they can train the students. Also crescent can act as nodal centre for offering training in FOSS to neighbouring institutions which gives visibility to the institution and branding.

   Resolution:

   The Agenda item is noted and approved.

7. **To consider and approve the implementation of LMS – uLetkz, Creation of Centre for Innovation in Teaching and Learning; and Crescent Centre for Leadership.**

   Note on Agenda:

   Our institute has signed an MOU with **uLetkz** Learning Solutions Pvt. Ltd., to provide the students a learning platform to connect with peers and faculty members. An app named "CRESCENT" has been made available in this regard to enable digital education (cloud-based educational ERP).

Centre for Innovation in Teaching and Learning has been created to facilitate faculty members to record video lectures which are to be made available to students in the institute website. So far 25 short video lectures have been recorded using this facility.

Crescent Centre for Leadership was established with the intention of conducting leadership training programs for Vice-Chancellors, Academic heads, Administrative heads and other senior officials. The recently organized events are:

- o Global Vice Chancellor's Training Programme for University Administration & Management - July 30th to August 2, 2018 -Sponsored by MHRD, Government of India.
- o Youth Leadership Training for Students of Women's Christian College -24th November 2018.
- o Leadership Training for School Headmasters and Principals - 7th and 10th December 2018.

Discussion:

- Mr.Kasim Khan observed that The Centre for Innovation in Teaching and Learning can be renamed as "Teaching and Learning centre" which is a popular terminology.
- The Institute can apply for funding under Pandit Madan Mohan Malaviya Scheme, for enhancing the activities of Teaching and Learning centre. After making sufficient progress, it can be renamed as "Centre for Excellence in Teaching and Learning".
- Mr.Kasim Khan stressed to develop own Learning Management System rather than outsourcing from a third party agent. In case of third party, the security of the data is under threat. He suggested that most popular Institutions use MOODLES software to configure their own LMS.
- Professor Ashok Vardhan Shetty appreciated the establishment of Centre for Innovation in Teaching and Learning and Crescent Centre for Leadership and its progress.
- Mr. Kasim Khan suggested the Centre for Leadership and Training to publish white paper on recently conducted global meet in Chennai to

improve visibility and to show case its outreach activities. The CLT can also submit a report on the outcomes of the global meet to the Govt. of Tamilnadu.

Resolution:

- The agenda item is noted and approved.

8. **To consider and record the progress made in the automation of academic and administrative activities through TCS ion.**

Note on Agenda:

Appreciable progress has been made in the automation of academic and administrative activities in the following modules:

- Academics & Time Table Module
- Exam & Grading Module
- Purchase Module
- Letters Module
- Finance Module
- Library Module
- Admission Module
- HRMS Module
- Transport Module
- Hostel Module

Discussion:

- Dean, Academic Affairs briefed the salient progress made in the TCS ion automation System on various aspects.
- Mr. Kasim Khan suggested framing of data security policy which shall be binding when MoU is signed with third party agency.
- Mr. Kasim Khan also stressed the need for developing an exclusive software (by Institution Professors) which can be customised based on Institute's Automation needs. Upon Successful development and implementation this can be made available as open source software.

This will enrich the visibility of the Institution. Also leads to savings of money in the annual budget.

- Professor Ashok Vardhan Shetty observed that the automation system under current use is neither user friendly nor flexible software. The feedback from other users was also not very positive.

Resolution:

The Agenda item is considered and recorded.

9. **To consider and record the progress towards Entrepreneurship activities.**

Note on Agenda:

Crescent Innovation & Incubation Council has been created to promote entrepreneurship activities, IPR activities, student incubation, start-up firm's etc. Four thematic workshops and one conference have been organized during July 2018 to till date. Salient activities organized are:

- TamilNadu Entrepreneurship Empowerment Conference -18-21, October, 2018 - 350 participants.
- E Leaders Workshop - Wadhwani Foundation - 14th & 15th Sep 2018 - 70 participants.
- Workshop on Innovation on Entrepreneurship -16 July 2018 - 300 participants.
- Leadership Talk Series – 08.01.2019 - 780 Students.
- Session on Intellectual Property Rights -11.01.2019 - Facebook Live session - 400 students.
- Intellectual Property Rights - Dr. K. Kantha Babu - 29.9.2018 - Overview and interaction session with students, scholars and faculties.

Discussion:

- Members of Planning and Monitoring Board acknowledged the efforts of the Institution towards promoting the Entrepreneurial activities.

  - Dr. Ashok Vardhan Reddy suggested that leading Entrepreneur belonging to any domain shall be invited at regular intervals (at least once in a month) to deliver motivational lectures. The students shall be exposed to entrepreneurship from first year onwards. He also stressed the need for

continual and systematic effort to promote Entrepreneurial environment in the Institution.

10. To suggest strategies for admission in the academic year 2019-20.

Note on Agenda:

The following admission strategies are proposed:

- Implementation of a comprehensive branding and marketing strategy

- Implementation of highly effective online and social media marketing strategy

- Organizing Open Day for school students

- Organizing Leadership training programmes for School Principals

- Establishment of Local Admission Centres in selected cities across the Nation

- Participating in Educational Expo in India and Abroad

- Improving student diversity by campaigning in northern states

- Organizing carrier guidance programme for school students

- Utilizing the support of Alumni Association for admission campaign

- Arranging for media coverage (both TV and Newspaper) of important events and students achievements.

Discussion:

- Mr. Kasim Khan suggested to start a "you Tube" Channel named "Crescent Entrepreneurship" with uploaded videos of Entrepreneurship lectures. In addition to promoting Entrepreneurship, this will give more visibility to the Institution.

- He also added that students publishing white papers in public forum will also increase the visibility of the Institution.

- Registrar mentioned that senior academicians will participate in the education Expo's. He cited his participation in the Oman Education fair and participation of Dean, AA in the Qatar Education Expo in this regard.

Resolution:

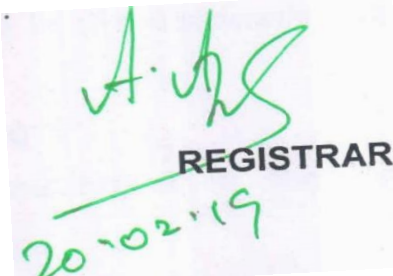After deliberations the agenda item is noted.

11. **Any other item**

- Conduct of Value Added Programme on "Automotive skills" by AMZ Automotive Pvt Ltd, Rajasthan.

  Registrar stated that decision will be taken after going through the MoA document details.

- Mr. Kasim Khan informed that social media policy can be framed stating the code of Conduct for the various stake holders of the Institution.

The Registrar thanked the members of Planning and Monitoring Board for their kind presence and valuable suggestions for the development of the Institution.

REGISTRAR

20·02·19