

**17.3.16 a – Progress against SDG16-  
Active participation of Students /  
Stakeholders in various bodies**

## **Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

With the objective of inculcating the qualities of leadership, organization, commitment & responsibility in the students, an active Student Council is in place.

- ❖ In general, this student council will initiate & organise all the activities of the students, under the guidance of Faculty Proctors and Dean (Student Affairs).
- ❖ The representation of 18 student members would be from different disciplines, gender, nativity etc., The additional details of the student council can be found from <https://crescent.education/student-affairs/student-council/>
- ❖ Due representation of students is given in the various academic bodies of this institute including Class Committee, School Level Advisory Committee, Board of Studies, Academic Council, IQAC etc.
- ❖ Almost 50% of the composition of Class Committee comprises of student members. For each class committee, 6 student representatives of each class would be nominated by Head of the Department in consultation with respective faculty advisors.
- ❖ In the institute's quality control mechanism, class committee is the fundamental and important building block. In such an important academic body, 50% of the representation is done by the students.
- ❖ It is the class committee which takes a consensus decision on the teaching pedagogies, rubrics for evaluation, types & no. of assessments & assignments etc., which is the trucks of teaching-learning- evaluation process.
- ❖ In another academic forum viz., Library Committee 3 student members are nominated every year, 1 from UG, 1 from PG and 1 from research scholars.

- ❖ The Board of Studies of some of the departments consists of student nominations and they have equal right in the process of formulation of curriculum & syllabus contents. In fact, two student members would be nominated from each programme to the Board of Studies.
- ❖ A School Level Advisory Committee (SLAC), which is the only body comprises of all the stake holders viz., Students, Parents, Industry, Employers, Alumni etc., and which is very vital in the process of Outcome Based Education, essentially consists of 2 to 4 student members.
- ❖ The Internal Quality Assurance Committee (IQAC) also has a student representation, which makes many of the quality policies & initiatives.
- ❖ The Academic Council of this institute an apex body of the Academic Affairs comprises of 5 student members. It is the council which takes a final call on the Regulation, Curriculum, Syllabus, Evaluation, Award of Degree etc.,
- ❖ The Placement Committee also has student representatives, thereby the views of student community is ensured in the Placement & Career related activities.
- ❖ The administrative bodies such as Hostel Management Committee, Student Welfare Committee, Grievance Redressal Cell etc., have student representations.
- ❖ The ISTD Chapter of Crescent organises various cultural, literary & co-curricular activities, nurturing the innate talent of the student community, fully comprises of student members.
- ❖ The Social forum & NSS clubs voluntarily organises several extra-curricular activities and society related events, consists essentially student members.
- ❖ In addition, student representation is ensured both in the professional societies viz., IEEE, ASME, ASCE etc., and clubs like Rotract club, Literary Club, YRC, Writers Inc etc.,

## **Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

- ❖ The Government of India focuses on entrepreneurship to promote startups and also insist on “Make in India”.
- ❖ In line with this vision, it has been decided by the BoM of this institute to take necessary initiations, to establish an "Innovation & Incubation Centre".
- ❖ Accordingly, "Crescent Innovation & Incubation Council" (CIIC) has been established as a "Section - 8 not for profit company" and registered under Indian Companies Act 2013. The certificate is furnished. CIIC will act as a "One Stop Shop – Technology Business Incubator" (TBI) for start-ups.
- ❖ A full-time CEO is appointed, whose previous experience is on similar grounds and from a major industry.
- ❖ CIIC facilitates entrepreneurial & innovative ecosystem to all the stakeholders including the students, faculty, industry, investors and society at large
- ❖ CIIC is presently focusing on the disruptive technologies in the domains of Industry 4.0, Mobility Transportation & Life Sciences.
- ❖ CIIC has setup 25,000 sq.ft. state-of-art facility for start-ups.
- ❖ CIIC also has tie-up with Wadhvani Foundation for providing Social Entrepreneurship Course as a mandatory elective for all final year students.
- ❖ A tie-up with University of Missouri, USA for Life sciences Innovation & Entrepreneurship course is also being practiced.
- ❖ CIIC is recognized as one of the Incubator in Start-up India Hub and Institutional Innovation Council in Ministry of Human Resource Development (MHRD) Innovation Cell (MIC).
- ❖ Recently, CIIC has been recommended for Rs.1.8 Cr BIONEST Incubator grant from Biotech Industry Research Assistance Council (BIRAC), Department of Biotechnology, Govt. of India.

- ❖ CIIC also does the job of co-incubation & hand holding for some other institutes' incubation centre. Because of systematic planning and effective execution, CIIC in a short period of time is currently incubating more than 25 start-ups.
- ❖ The list of incubated companies of this institute include
  - Wegot Utility Solutions Pvt Ltd
  - Kankyo Cleantech India Pvt Ltd
  - Farmagain Agro Pvt Ltd
  - Rekindle Automations Pvt Ltd
  - Aindra Labs Pvt Ltd
  - Onium Life Sciences Pvt Ltd
  - Agrit Green House Solutions Pvt Ltd
  - Ravikas
  - Greenflora Biosciences Pvt Ltd
  - SCADA Geoinformatics Pvt. Ltd
  - Kardle Industries Pvt Ltd
  - Frutunes Food Products Pvt Ltd
  - Meiyur Education and Skill Development Pvt Ltd
  - Precise 3D Metrology and Design Solutions Pvt Ltd
  - MADIEE Games Pvt Ltd
  - Precilabz Techno Private Ltd
  - Bigphi Technologies Pvt Ltd
  - Jothna Software Solutions Pvt Ltd
  - XSDATA Factory Pvt Ltd
  - Mirrar Innovation Technologies Pvt Ltd
  - Sirpi Software Pvt.Ltd
  - ACRE-Alliance For Critical Regionalism Pvt Ltd
  - Hi fusion Energy
  - Patent Pro
  - Dhanvantri biomedical Pvt ltd
  - Sabari biomedical

- ❖ Under the CIIC umbrella, we have following verticals :
  - Crescent Innovation & Incubation Council (CIIC) – Demonstrating Entrepreneurship
  - Entrepreneurship Development Cell (EDC) – Seeding Entrepreneurship
  - Dr. APJ Abdul Kalam Innovation Centre – Nurturing Entrepreneurship
  - IPR – Intellectual Property Rights Cell
  - Centre for Qualitative Research in Human Nature and Organisational Politics
  - Centre for Innovation in Teaching and Learning



## MINUTES OF THE MEETING STUDENT COUNCIL

1. A meeting of newly formed Student Council for session 2018-19, chaired by Dean Student Affairs was conducted at EEE Seminar Hall from Sep 04 to 10.45pm. It was attended by students as per list attached.
2. **Need and Role of Student Council** At the outset, Dean Student Affairs explained the need of involvement of Students in the matter of Academics, Research and Cultural Matters etc in Crescent Institute of Science & Technology.
3. **Constitution of Student Council** Students Council for Academic Year 2018-19 will comprise of
  - (a) The Dean of Student's Welfare shall be the Chairperson of the Students Council
  - (b) Twenty three students are being nominated to the Academic Council on the basis of Merit in Studies, Sports and Extra-Curricular Activities.
  - (c) Students have been chosen for the committee from all streams and different batches . The committee has fair representation of girl students.
  - (d) These students are being further being put in sub committees and shall have the right to bring up any matter concerning the welfare of the Students of the University before the Students Council.
4. **Role of Student Council**
  - (a) With the permission of the Chairperson of the Students Council, the students of the sub committees shall have the right of participation in the discussions at any meeting when matters concerned with their subcommittee are taken up for consideration..
  - (b) The functions of the Students Council shall be also to make suggestions to the Appropriate Authorities of the Existing Specified I University Councils with regard to the Programmes of Studies, Student's Welfare and other matters related to them, In general and such suggestions shall be made on the basis of consensus of opinion of the Council.
  - (c) The Students Council shall meet at least twice in every academic year and the First meeting of the Council will be held in the beginning of the Academic Session.

5. Details of Sub committees are as under :-

➤ **Academic Council**

S.No	RRN	NAME	DEPT & YEAR
1	181361601026	Mr.Wasim Afzar	BCA/ II
2	160151601050	Ms.Niveditha	Biotech/IV
3	160051601026	Ms.Karthiyani	ECE/IV

➤ **QAE**

S.No	RRN	NAME	DEPT & YEAR
1	180071601113	Ms.Shaik Anisha	CSE/II
2	180041601002	Mr.Ayman Khan	EEE/II
3	180061601014	Mr.Varshan Mohan	EIE / II

➤ **Marketing & Producersment**

S.No	RRN	NAME	DEPT & YEAR
1	180051601033	Mr.Mohamed Dhanush	ECE/ II
2	170151601117	Ms.Karishma	Biotech/III
3	170031601036	Mr.Vel Pandiar	BBA.LLB (HONS)/ III
4	170041601036	Mr.Sathiya Seelan	EEE/III
5	171401601002	Ms.Aswarthy	B.Com LLB/III

➤ **Cultural**

S.No	RRN	NAME	DEPT & YEAR
1	160081601016	Ms.Judi Grace	B.TECH/IV
2	160151601050	Ms.Niveditha	Biotech/IV
3	171401601002	Ms.Aswarthy	B.Com LLB/III
4	170041601036	Mr.Sathiya Seelan	EEE/III



**>IT**

S.No	RRN	NAME	DEPT & YEAR
1	160081601008	Ms.Bhuvaneswari	IT/IV
2	160081601016	Ms.Judi Grace	B.TECH/IV
3	181361601026	Mr.Wasim Afzar	BCA/ II
4	180071601113	Mr.Shaik Anisha	CSE/II

**>Sports**

S.No	RRN	NAME	DEPT & YEAR
1	170151601117	Ms.Karishma	Biotech/III
2	180041601002	Mr.Ayman Khan	EEE/II
3	180051601079	Ms.Suraj Sakshi Kumar	ECE/II
4	18803101028	Ms.Nashita Naseen	BBA.LLB (HONS)/II

**>Placement& Cultural**

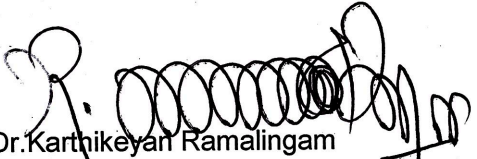
S.No	RRN	NAME	DEPT & YEAR
1	160051601092	Ms.Yuvashree	ECE/ IV
2	160081601008	Ms.Bhuvaneswari	IT/IV
3	160051601026	Ms.Karthiyani	ECE/IV

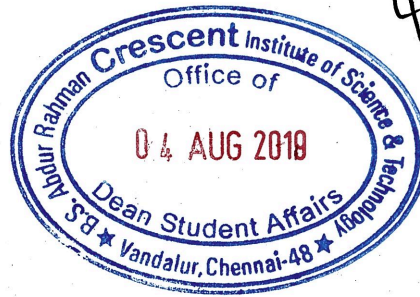
**>Environment& Improvement of Infrastructure**

S.No	RRN	NAME	DEPT & YEAR
1	180051601038	Mr.Ljaz	ECE/II
2	170121601009	Mr.Dhanush	Auto / III
3	181361601030	Ms.Rafeeka	BCA/II
4	180041601007	Ms.Irum Fathima	EEE/II

5	180151601033	Mr.Roshan ahhtar	Lifescience/ II
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6. Dean emphasized the importance of Student Council and hoped that the students in the council shall make valuable and constructive suggestions.

  
Dr. Karthikeyan Ramalingam  
Dean student Affairs  
4/9/2019



## Office of Director (IQAC)

Lr. No. 15 / Director (IQAC) / 2021

Date: 30.01.2021

### Internal Quality Assurance Cell (IQAC)

#### Minutes of 13<sup>th</sup> IQAC Committee Meeting

**Date & Time** : 30.12.2020 & 11 a.m.

**Mode of Meeting** : Online (Google Meet)

Meeting called to order at 11 a.m. by Chairman **Dr. A.Peer Mohamed**, Vice Chancellor.

The Vice Chancellor welcomed the members of the IQAC committee.

#### Members attended the meeting

- ❖ Dr. A. Peer Mohamed, Vice Chancellor
- ❖ Dr.A.Azad, Registrar
- ❖ Mr.V.N.A.Jalal, Sr.General Manager
- ❖ Dr.N.RajaHussain, Deputy Registrar
- ❖ Mr.Shah Abdul Kadher, Finance Officer
- ❖ Dr.M.S.Haji Sheik Mohammed, Dean, Academic Affairs
- ❖ Dr. S.S.M. Abdul Majeed Director, Admissions
- ❖ Dr.S.Kaja Mohideen, Director, PG Admissions
- ❖ Dr. M. Munir Ahamed Rabbani Controller of Examinations
- ❖ Dr.I.Raja Mohammed, Dean, Research
- ❖ Dr.S.RasoolMohideen, Dean, SMS
- ❖ Dr.VasanthiPadmanabhan, Dean, SOI
- ❖ Dr.K.Srinivasan, Dean, Management Studies
- ❖ Dr.M.Vijaya Vara Prasad Dean, CSP
- ❖ Dr.KarthikeyanRamalingham, Dean, Student Affairs

- ❖ Dr.X.ArputhaRathina, Associate Professor/ CSE
- ❖ Ms.S.SyedRafiammal, AP/ECE, Sr.Grade
- ❖ Mr. R. Tamil Selvan, Zone Chairman, PMJF Lion, Lions District
- ❖ Mr. K.N. Karthick Balan, Assistant Vice President, Group Technology Infrastructure, Deutsche Bank
- ❖ Mr. R. Bhaskar, Business Partner, SAICAD Centre
- ❖ Mr. Kavin Kumar Director, EPMCR, Chennai.
- ❖ Dr. K. Vipinendran, Parent
- ❖ Dr. A. Abudhahir, Director (IQAC)

#### **Members who could not attend the meeting**

- ❖ Mr. Abdul Qadir A. Rahman Buhari Pro Chancellor
- ❖ Mr. Varshan Mohan III year Student, B.Tech, EIE

#### **13.2: Approval of the Agenda of the 13<sup>th</sup> meeting**

The committee approved the agenda of the 13<sup>th</sup> meeting of IQAC.

#### **13.3: Confirmation of minutes of the 12<sup>th</sup> Meeting of IQAC**

Vice Chancellor presented the previous minutes of IQAC meeting to the members of the IQAC committee.

The committee approved the minutes of the previous minutes of IQAC meeting.

The minutes of the 12<sup>th</sup> meeting of IQAC is enclosed as Annexure.

#### **13.4: Review of the Action Taken Report (ATR) in respect of the 12<sup>th</sup> Meeting of IQAC**

Vice Chancellor presented the action taken report in respect of the minutes of previous IQAC meeting.

The committee noted and appreciated.

The action taken report is enclosed as Annexure.

### **13.5: Student Interim Feedback**

#### **Discussion**

Dean (Academic Affairs) presented the analysis of Level I and Level II student feedback.

The feedback parameters are formalized based on the following :

- Online theory
- Course materials
- Assessments/Assignments
- Encouragement by Teacher

The feedback collected through online was consolidated on a scale of 10 out of which 90% of the students gave a positive feedback to most of the courses. The committee noted and appreciated.

The detailed report is enclosed as Annexure.

### **13.6: Faculty Feedback on Curriculum**

#### **Discussion**

In connection with the major curriculum revision 2021, feedback was collected from faculty based on the following criteria. About 120 faculty members from 11 departments participated in the survey.

The feedback was analyzed based on the following criteria

- Complete alignment with AICTE model curriculum/ Adopting best practices of AICTE model curriculum.
- Changes in existing credit range/ credit range as per AICTE guidelines
- Syllabus to be framed in line with National Educational Policy.
- Credit limit for moving to higher semester etc

Dean (Academic Affairs) presented the analysis of the feedback and summarised. The members noted and appreciated.

The detailed report is enclosed as Annexure.

### **13.7: Student Feedback on Curriculum**

#### **Discussion**

Around 207 students submitted their responses through online.

**Dr.Vipinendran** Parent cum Academician appreciated the feedback process.

**Mr.Kavin Kumar** insisted that assessment questions must be application oriented. Also, he specified that the higher difficulty level questions must be given to train students.

**Mr.Kavin Kumar** further suggested that industrial internship must be included into curriculum.

**Mr.R.Bhaskar** mentioned that there is a big gap between faculty vs. students feedback; also suggested that there must be a link between the college and industries; students should be molded to solve real time problems which are the actual need of the industries; automotive components are of huge requirements, all the requirements must be complied.

**Vice Chancellor** suggested that feedback received from industries shall be considered seriously and the gap between the syllabus and outcome should be verified.

The detailed report is enclosed as Annexure.

#### **Recommendation(s)**

DAAC and EAAC reports of various departments shall be analysed to ensure the relevance of the course outcomes and assessment.

### 13.8: Student Satisfaction Survey (SSS)

#### Discussion

Student Satisfaction Survey (SSS) was conducted based on the questionnaire given by NAAC. The Survey was carried out using Moodle based Crescent LMS, for the entire population of the university in which 2278 of the students (about 31%) have responded to the questionnaire. The analysis was carried out on institute level, school level and program level and presented by Director (IQAC). Out of 23 questions, there are 22 closed end questions and 1 open end question.

**Senior General Manager** suggested that sports related questions may also be included in the SSS. **Director (IQAC)** explained that the SSS is conducted for teaching, learning and evaluation process. **Vice Chancellor** also mentioned this is conducted based on the NAAC guidelines.

**Mr.Kavin Kumar** insisted that emotional growth of the students is also for the holistic role that is the Happiness index which must also be measured along with the teaching learning. Faculty survey may also be conducted to assess the quality of online Teaching-Learning process.

**Director (IQAC)** said that definitely in future separate questionnaire will be framed exclusively for the faculty and students happiness index.

Dr.Vipenendran Parent and Academician said that Emotional Intelligence of the students and Faculty survey should be brought into practice in crescent campus; he also said that emotional intelligence club may be established for the students to organize/conduct workshops, to mould the students. **Vice Chancellor** welcomed the suggestion.

**Mr.R.Bhaskar** said that field visits shall be organized. In addition to industrial affiliate faculties, candidates with industrial experience shall be recruited as regular faculty members.

**Vice Chancellor** said that we already have affiliated faculty from industries which can be made more effective. Industrial problems shall be given in each course enhanced and also suggested that every subject can be given a industry based problem.

**Dean (School of Mechanics)** said the problems based learning is already in practice, and the same shall be developed based on industrial needs.

The committee appreciated the analysis and inferences.

The details are given as Annexure.

### **Recommendation(s)**

- Faculty survey shall be conducted.
- Index may be developed to measure the student happiness.
- Survey may be conducted for infrastructure and co-curricular activities.

## **13.9: Admission Statistics**

### **Discussion**

**Director (Admissions)** presented the Admission Statistics for the AY 2020-21 and arrived the inferences by analyzing the same with following previous two year data.

1. Demand Ratio (minimum 10:1)
2. Admission percentage (100%)
3. Admission quality (above 80% is eligible for exam)
4. Regional diversity (minimum 30%)
5. Gender diversity (minimum 40%)

**Director (Admissions)** requested the august gathering to share their views. **Senior General Manager** said that 10,000 applications were sold. **Director (IQAC)** suggested that the demand ratio must be improved. Also, he suggested that improving student diversity will improve the overall quality of the Institution.

**Director (Admissions)** said that the achievable is 40% in next year. As per the NIRF recommendation, the regional diversity required is 89-90% . **Director (Admissions)** also mentioned that the admissions can be improved through digital marketing.

**Dr.Vipinendran** mentioned that providing scholarships for girl students and north east students will improve admission quality & diversity.

**Senior General Manager** mentioned that the architecture department has a gender diversity of 50%-50%. He suggested that similarly arts programmes shall aim for a 50%-50% for a better diversity.



**Mr.R.Bhaskar** conveyed that production and manufacturing industry employ women from mechanical/automobile departments.

**Dr.Vipinendran** also suggested sending messages about scholarships to all alumni of the college as marketing initiatives.

**Mr.Kavin Kumar** mentioned to conduct outreach programmes. **Director (Admission)** said that already many programs have been conducted including puthiyathalamurai channel.

**Dr.Vipinendran** conveyed that advertisements should be circulated as early as possible.

**Mr.R.TamilSelvan** told to concentrate on 10<sup>th</sup> and 11<sup>th</sup> standard students from the month of January to improve the quality of admissions.

The members appreciated the efforts made by the Director (Admissions) during the Pandemic situation.

The details are given in Annexure.

### **Recommendation(s)**

Measures shall be taken to improve the demand ratio and diversity.

## **13.10: Placement & Higher studies statistics**

### **Discussion**

**Director (Placement)** briefed a report on the placement activities for the even semester AY 2020-21. In his presentation, he highlighted a on date 181 companies have visited. He also discussed the various events conducted to enrich the capabilities of students to place all the eligible students.

**Dr.Vipenendran** asked whether the placement department follows any particular strategy for the students to get directly placed in Dubai.

**Director (Placement)** told 18 students got internships in Bangalore from where they got placement in Taiwan.

**Dr.Vipenendran** Parent and Academician suggested leveraging the alumni in Dubai to get connections where they started hiring fresher with a high pay.

The details are given in Annexure.

**Recommendation(s)**

Better strategies may be devised to improve both the quality and percentage of placement.

**13.11: Tentative Agenda Items for quarterly IQAC meetings**

**Discussion**

Director (IQAC) presented the tentative agenda items to be discussed in the quarterly meeting of the IQAC.

The agenda items of the various meeting are given below :



Meeting 1 (Sep)	Meeting 2 (Dec)	Meeting 3 (Mar)	Meeting 4 (Jun)
Student Enrolment and Profile Catering to Student Diversity Teaching-Learning Process Teacher Profile and Quality Evaluation Process and Reforms Student Performance and Learning Outcomes Student Satisfaction Survey Student Support Student Progression Student Participation and Activities Alumni Engagement	Promotion of Research and Facilities Resource Mobilization for Research Innovation Ecosystem Research Publications and Awards Consultancy Collaboration Extension Activities Institutional Values and Social Responsibilities Best Practices Institutional Distinctiveness	Curriculum Design and Development Academic Flexibility Curriculum Enrichment Feedback System and Analysis Minutes of BOS Summary of statutory committee meetings (Academic council, Board of Management, Planning and Monitoring and Finance Committee)	Physical Facilities Library as a Learning Resource IT Infrastructure Maintenance of Campus Infrastructure Institutional Vision and Leadership Strategy Development and Deployment Faculty Empowerment Strategies Financial Management and Resource Mobilization Internal Quality Assurance System (IQAS)

01 Last week of September	02 Last week of December	03 Last week of March	04 Last week of June
<ul style="list-style-type: none"> <li>• Academic Audit Reports</li> <li>• Annual Quality Assurance Report (AQAR)</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Audit Reports</li> <li>• Examination Audit Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty performance appraisal</li> <li>• Department evaluative report (few)</li> </ul>	<ul style="list-style-type: none"> <li>• Plan of Action and achievements</li> <li>• Department evaluative report (few)</li> </ul>

The committee appreciated the new proposal of conducting the IQAC meetings.

### 13.12: Office of Director (Accreditation & Ranking)

#### Discussion

Director (IQAC) presented the rankings and accreditations achieved by the Institution, since last IQAC meeting.

- ❖ QS Rank : 551-600 band
- ❖ NIRF: 123 rank in overall Engineering category
- ❖ NIRF: 151-200 band in University category
- ❖ ARIIA: 6-25 band.

The committee noted and appreciated.

### 13.13: Minutes of Eighth Meeting of Planning and Monitoring Board

The committee noted the Minutes of 8<sup>th</sup> meeting of Planning and Monitoring Board. Enclosed as Annexure.

### 13.14: Minutes of 40<sup>th</sup> Meeting of Research Board

The committee noted the Minutes of 40<sup>th</sup> meeting of Research Board. Enclosed as Annexure.

**13.15: Minutes of 15<sup>th</sup> Meeting of Academic Council**

The committee noted the Minutes of 15<sup>th</sup> meeting of Academic Council.  
Enclosed as Annexure.

**13.16: Any Other Item with the Permission of the Chair**

NIL

*AS*  
  
30/01/21

**DIRECTOR (IQAC)**

**Prof. A. Abudhahir, B.E., M.E.E., Ph.D.,**  
Director Internal Quality Assurance Cell (IQAC)  
**B.S. Abdur Rahman**  
Crescent Institute of Science & Technology  
Vandalur, Chennai - 600 048.

  
30-1-21

**VICE CHANCELLOR**

**VICE CHANCELLOR**  
**B.S. Abdur Rahman**  
**Crescent**  
Institute of Science & Technology  
Vandalur, Chennai-600 048.

## **This institution practices Decentralization and Participative Management**

This institute defines and delegates the Academic, Administrative & Financial powers and involves the participation of all the stakeholders in order to achieve the vision & mission.

- ❖ The various authorities of the institute viz., Dean (Academic Affairs), Dean (Research), Dean (Student Affairs), COE, School Deans, Head of the Departments, Directors etc., are suitably empowered to bring in positive changes, so as to achieve the target, within the framework

### **Case study - I (Decentralization):**

Empowerment of course teachers to design the course, choose the appropriate teaching pedagogy, select the correct rubrics for evaluation & award of grades is available.

- ❖ In this institute, the course teachers are empowered to frame the syllabus, by considering the latest technological developments and requirements of the industry & the society.
- ❖ The same would be deliberated in the department meetings and based on the consensus, the same would be presented in the School Level Advisory Committee and the respective Board of Studies (BoS) for approval.
- ❖ Even after the approval of the Academic Council, the individual course teachers are empowered to change the contents of one module, based on the needs, after getting approval from the respective Chairman / BoS.
- ❖ The same would be ratified in the subsequent BoS and Academic Council.
- ❖ For example, in the course titled "ITBY09 - Wireless Networks", the Module - III has been revised by the course teacher during the delivery, with the approval of Chairman / BoS, Dean (Academic Affairs) & Chairman / Academic Council.

### **Case study - II (Decentralization):**

Financial powers to the staff in-charge of the laboratories.

- ❖ The teacher in-charge of the laboratories are empowered and given suitable and appropriate administrative & financial powers to procure a new equipment and maintenance of the same.
- ❖ While, the department budget is prepared by the respective Head of the Department, he would consolidate the budget proposals of all the labs and present the same to the budgeting & cost committee and then for finance committee approval.

### **Case study - III (Participative Management) :**

The programmes to be offered in the ensuing academic year would be deliberated in the Meeting of all Head of the Departments, Deans and Directors in the presence of Director (Admissions), Registrar and Vice Chancellor.

- ❖ For example, a meeting of all the Head of the Departments, Deans and Directors was convened on 30.08.2019 to discuss & finalize the programmes to be offered for the academic year 2020 - 21.
- ❖ In this meeting, the respective school Dean will make a presentation on the prospectus of introducing new programmes, variation in the sanctioned intake for the next academic year.

### **Case study - IV (Participative Management) :**

- ❖ All the changes in the Administration of the Research activities would be presented in the meeting of "Research Board" by the Dean (Research), where all the School Deans are present.
- ❖ Major policy decisions, amendment in the regulations, award of research incentives are discussed in the Research Board and approved by the Vice Chancellor

## **Transparency & Empowerment**

A well-defined and established organisational structure is in place, in order to carry out the long term planning, institutional policies and the day-to-day administrative affairs of this institute.

Due representation has been given to all the stakeholders in the appropriate administrative bodies.

### **Governing Body :**

- ❖ The Board of Management (BoM) is the apex governing body, which sets the vision & mission of the institute.
- ❖ The Vice Chancellor is the Chairman of the BoM.
- ❖ In general, the BoM approves all the major policies and gives direction for implementation.
- ❖ The BoM comprises of the members of the sponsoring society, eminent persons from the industry & academia, faculty members in rotation etc.,
- ❖ The recommendations of Planning & Monitoring Board, Finance Committee, Academic Council & other Advisory Boards would be approved by the BoM.

### **Planning and Monitoring Board :**

- ❖ This is a principal planning body which eventually prepares the strategic plan, perspective plan, short & long term plan for the institute.
- ❖ Planning and Monitoring Board is responsible for monitoring the various development programmes of the institute, including academic infrastructure & physical infrastructure.

### **Finance Committee :**

- ❖ The finance committee approves the budget proposal for the ensuing financial year and the expenditure incurred in the previous term.
- ❖ The finance committee would carefully scrutinise the proposed income & expenditure, as well as, the revised income & expenditure and accordingly makes appropriate decisions, for the approval from BoM.

### **Academic Council :**

- ❖ The academic council comprises of all the Deans of the school, Head of the Departments, in addition to external eminent persons both from industries & premier academic institutions.
- ❖ The regulation, curriculum and syllabus contents of the various programmes offered by this institute shall be scrutinised by the academic council and recommends the same to the BoM for final approval. The prospectus of introduction of new programmes would also be discussed in the academic council.

### **Research Advisory Committee :**

- ❖ The committee provides policy guidelines and direction for the growth of research (academic & sponsored) works.

### **Research Board :**

- ❖ The Research Board is an Internal Committee to oversee the academic research activities of the institute.
- ❖ Scrutiny and recommendation of the names of faculty members for approval by the Vice Chancellor to act as Supervisors.
- ❖ Scrutiny and recommendation of research scholars application after interview by the various committees for final approval by the Vice Chancellor.

### **Service rules, procedures, recruitment, promotional policies :**

- ❖ As per the guidelines of statutory bodies and approval by the BoM, a well-defined and disseminated service rules, procedures, recruitment & promotion policies are in place.
- ❖ The same is made available in the institute website for transparency.



## **Grievance Redressal Mechanism :**

The various grievance redressal mechanism available in this institute are furnished below :

- Anti-Ragging Cell
- Women empowerment Cell
- Women-Students Grievance Redressal Cell
- Students Counseling Cell
- Sexual Harassment . Complaint Redressal Cell
- Anti-Discrimination  
Cell
- Gender Sensitization Cell
- Staff Grievance Redressal Cell