

**B.S.ABDUR RAHMAN
UNIVERSITY**

B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE & TECHNOLOGY
(Estd. u/s 3 of the UGC Act, 1956)

Formerly B.S.ABDUR RAHMAN Crescent ENGG College



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

held on

03.09.2014, 2.30 p.m.

at

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



Minutes of the meeting of Internal Quality Assurance Cell
held on 3.9.2014 at 2.30 pm in Seminar Hall III
of the Convention Centre

Members Present:

1. Prof. Jalees A.K. Tareen, Vice Chancellor
2. Dr. V.M. Periasamy, Pro Vice Chancellor
3. Dr. V. Murugesan, Registrar
4. Mr. V.N.A. Jalal, Director Admissions
5. Dr. I. Mohammed Bilal, Controller of Examinations
6. Dr. T.R. Rangaswamy, Dean (Academic Affairs)
7. Dr. S.S.M. Abdul Majeed, Dean (Student Affairs) & HOD (Polymer Engineering)
8. Dr. S. Hemalatha, Dean, SLS
9. Dr. K.M. Mehata, Dean, SCIMS
10. Dr. S. Kaja Mohideen, Dean, SECS
11. Dr. M.V. Molykutty, Dean, SI
12. Prof. S. Ravi, Dean, CSA
13. Dr. T. Rangarajan, Dean, CBS
14. Dr. I.B. Shameem Banu, Dean, SPCS
15. Dr. P.S. Syed Masood, Dean, SIS

Invited Members Present:

1. Dr. P. Vasanthakumar, Prof. & HOD, Aero. Engg.
2. Dr. M. Subramanian, Prof. & HOD, Auto. Engg.
3. Dr. M.S. Haji Sheik Mohamed, Prof. & HOD, Civil Engg.
4. Dr. P.K. Jawahar, Prof. & HOD, ECE
5. Dr. D. Najumnissa Jamal, Prof. & HOD, EIE
6. Dr. Latha Tamilselvan, Prof. & HOD, IT
7. Dr. Sharmila Sankar, Prof. & HOD, CSE
8. Dr. P.S. Sehk Uduman, Prof. & HOD, Maths
9. Dr. M. Basheer Ahamed, Prof. & HOD, Physics
10. Dr. Easwaramoorthy, Prof. & HOD, Chemistry
11. Dr. R. Rajaraman, Professor, Mech. Engg.
12. Dr. K.N. Srinivas, Professor, EEE

Vice Chancellor welcomed the members of IQAC and other invited members. Further, the following agenda items were discussed one by one and the following resolutions were adopted in the meeting.

1. NAAC Report

The NAAC team visited B.S. Abdur Rahman University during 8th to 10th April 2014, under the Chairmanship of Prof. Anil K. Bhatnagar, former Vice Chancellor, Pondicherry University. B.S. Abdur Rahman University was awarded with 'A' grade by NAAC. The NAAC committee has suggested a few recommendations for quality improvement of BSAU. In order to implement the recommendations, the following points were discussed one by one.

- **Attract highly qualified and experienced faculty**

Already qualified and experienced faculty from foreign countries like USA, etc. was recruited as faculty members in the School of Life Sciences. It was resolved to give priority to recruit highly qualified and experienced faculty for all other programmes in the coming years.

It was also resolved to appoint faculty by invitation from reputed institutions in India and abroad.

- **Create additional positions especially in humanities & sciences and start relevant and need based courses in these areas**

The following science and humanities courses were included as a core course in the curriculum of all B.Tech. programmes of our University.

- ✓ Sociology, Ethics and Human Values
- ✓ Biology for Engineers
- ✓ Law for Engineers
- ✓ Introduction to Economics

It was resolved to offer UG and PG programmes like M.Sc. Physics, M.Sc. Electronics, M.Sc. Material Science, B.Com. BBA, etc.

- **Keep pace with modern technological and scientific advancement**

It was resolved to utilize the newer technology for teaching, learning process like animation, simulation, etc. It was also decided to enhance the utilization of ICT facilities, Smart boards, etc.

- **Prioritize International research collaborations**

It was resolved to review the functioning of MoUs signed with foreign and Indian institutions and activate the research collaborations and other tasks envisaged in the MoU.

- **Introduce Pedagogic reforms to encourage more creativity among new generation of faculty members**

It was resolved to introduce pedagogy reforms through Faculty Training Academy (FTA) of B.S. Abdur Rahman University. Further, pedagogy reforms like role play, case studies, thrust area based quiz programme, industry standard experiments, etc. will be given priority to enhance teaching learning process.

It was resolved to conduct more workshops and training programmes to introduce pedagogy reform through FTA of BSAU.

- **Generate more funds from different agencies for the requirements**

It was decided to encourage faculty members to submit project proposals funded by various agencies. Further, it was decided to encourage submission of inter-disciplinary projects.

- **Procure and ensure proper use of state-of-the-art instruments / facilities**

It was resolved to utilize all state-of-the-art instruments and other facilities available in all the departments as a common facility for all the departments in the Institution. For the effective utilization of the equipment, it was resolved to recruit skilled Technicians to operate and maintain the equipment.

- **Facilitate more number of teachers to participate in National and International seminars and conferences**

It was resolved to motivate the faculty members to participate and present research work in National and International conferences, obtaining travel grants from funding agencies and from the University grants.

- **Enhance the Quality of Research including publications in refereed journals and institutionalizing consultancy and collaborative activities**

It was decided to enhance the activities of the Centre for Research and Consultancy to target more funded projects both from Government Agencies and R&D centres of industries to promote research in cutting edge areas.

It was resolved to concentrate more on collaborative research, joint publications and joint research proposals both within the country and abroad. It was further resolved to enhance the activities of all the MoUs signed by the University through the respective department. Further, it was decided that the faculty members already recruited and who do not possess Ph.D. degree should register for Ph.D. immediately to enhance the research culture.

- **Establish some Centres of Excellence**

It was resolved to enhance the functioning of “Centre for Energy Research Studies” of B.S. Abdur Rahman University. It was decided to constitute a committee to identify core groups in the areas of energy, polymer research, Electronics & Communication, Computer Science & Application Development, Mechatronics, Robotics, Civil Engineering and Life Sciences so as to carryout interdisciplinary research.

- **Attract foreign students**

It was decided to get approval from Chairman, Board of Management to give more importance for admitting students from other countries. It was decided to create infrastructure facilities like hostel, etc. to suit the requirements of foreign nationals.

2. **Value Added Programme**

It was decided to launch all value added programmes approved for the different departments from 1st October 2014.

3. **Establishment of a Centre for Innovation, Incubation & Training (CIIT)**

Vice chancellor informed that, if Innovation and Incubation are professionally facilitated through training and guidance, some of the projects and patents can even spin off into industry through effective entrepreneurship models. This Centre will also utilize the services of Government Organizations, Industries, Laboratories and other the voluntary organizations to promote entrepreneurship. The Centre shall also invite projects of challenge from industries for development by the various engineering and sciences disciplines of the University. Hence, it was resolved to establish Centre for Incubation, Innovation & Training (CIIT) in B.S.Abdur Rahman University. The concept can be split into two centres and concept paper be prepared for discussion.

4. **Root-cause analysis for the poor performance in Semester End Exams**

Vice Chancellor informed that all HODs / Deans should analyze the root cause of the poor performance of the students to improve the outcome of the Teaching / Learning process. Students and their parents are to be informed about their academic performance and attendance. Dr. V. Sankaranarayanan, Director (Univ. Proj) suggested in his letter to IQAC, that all the students should be informed after each Continuous Assessment Test so that remedial action can be taken against those students who performed poor in the Continuous Assessment Test (CAT). It was resolved to arrange SMS facility to give information regarding the performance of all students immediately after Continuous Assessment Tests I, II and III to their

parents. Vice Chancellor suggested some honorarium to the Class Advisors who are engaged in giving SMS, to cover up the cost and extra efforts.

5. Enhancement of Teaching, Learning process

It was resolved to enhance the utilization of e-resources by the staff members. It was decided to modify the outcomes of each course suitably as per the syllabus framed. The process of teaching method for theory and lab courses are to be changed as per the outcome mentioned in the syllabus. Vice Chancellor informed Dr. Abdul Majeed, HOD, Polymer and library-in-charge to arrange workshop for the proper utilization of learning resources available in the library by all staff members. Vice Chancellor also suggested to develop a broad Question Bank for each course covering the entire syllabus utilizing the services of internal faculty and outside experts. Dr. V.M. Periasamy, Pro Vice Chancellor is nominated as Chairman for developing the question bank for all courses offered in the University.

6. Progress of NBA activities

Dr. V.M. Periasamy, Pro-vice Chancellor gave the detailed information about the progress of submission of self assessment report to NBA. As per the directions of our Vice Chancellor, various activities in connection with the NBA Accreditation of our Post Graduate Programmes were initiated. Based on the guidelines and norms of NBA Accreditation, the relevant details for the following five PG programmes were uploaded in the website of NBA in first phase of accreditation.

- M.Tech. (Structural Engineering)
- M.Tech. (Manufacturing Engineering)
- M.Tech. (Power System Engineering)
- M.Tech. (Computer Science Engineering)
- M.Tech. (Communication System)

The processing fee of Rs. 14,60,680/- were paid and subsequently e-Self Assessment Report of the above mentioned programmes were successfully uploaded in the NBA website and awaiting the dates for the expert team's visit.

Following is the list of second batch of PG programmes identified for NBA Accreditation by our university.

- M.Tech. (Construction Engineering & Project Management)
- M.Tech. (CAD - CAM)
- M.Tech. (Power Electronics & Drives)
- M.Tech. (VLSI & Embedded Systems)
- M.Tech. (Information Technology)

The processing fee of Rs. 14,60,680/- is already paid and the final copy of the e-SAR is also kept ready for uploading into the e-NBA website. Once the NBA allows to upload, the e-SAR of these five programmes will be uploaded.

For the third batch of PG programmes identified for NBA Accreditation, the core committee is scrutinizing the Self Assessment Report's of the following four PG Programmes.

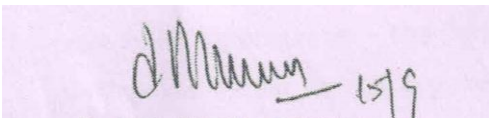
- M.Tech. (Electronics & Instrumentation)
- M.Tech. (Software Engineering)
- MBA
- MCA

Once the second batch of e-SAR is uploaded in the e-NBA website, the fee for the third batch will be paid and subsequently, the SAR's will be uploaded.

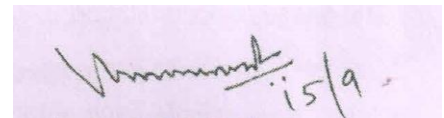
7. Any other matter

Vice chancellor informed about the benefits of registering Ph.D. by the staff members of the University. He also requested the HODs / Deans to inform those staff members who have not registered for Ph.D so far to register at the earliest. Otherwise their services cannot be continued in B.S.A.U.

Vice chancellor thanked the members.



Dr. T.R. RANGASWAMY
(Coordinator, IQAC)



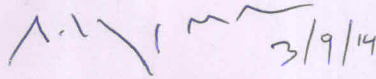
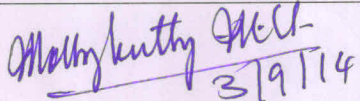
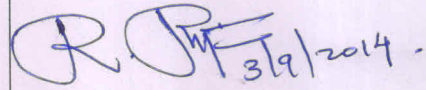

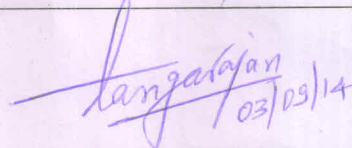
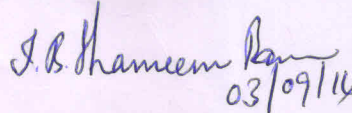
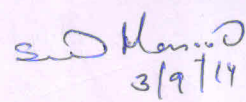
Dr. V. MURUGESAN
(Registrar)



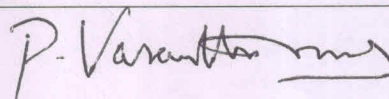


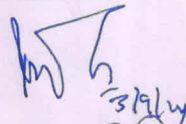
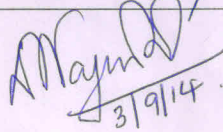

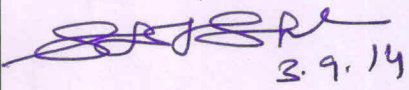
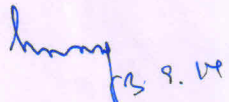
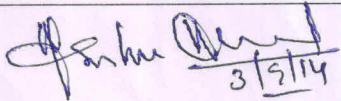
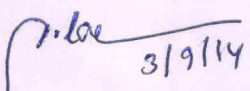
Meeting of the Internal Quality Assurance Cell at 2.30 p.m. held on 3.9.2014 in Seminar Hall III of the Convention Centre to discuss about academic affairs

IQAC Committee Members

Sl. No	Name of faculty	Designation	Signature
1.	Prof. JALEES A. K. TAREEN	Vice Chancellor	
2.	Dr. V.M. PERIASAMY	Pro Vice Chancellor	
3.	Dr. V. MURUGESAN	Registrar	
4.	Mr. V.N.A. JALAL	Director (Admissions)	
5.	Dr. I. MOHAMMED BILAL	Controller of Examinations	
6.	Dr. T.R. RANGASWAMY	Dean (Academic Affairs)	
7.	Dr. S.S.M. ABDUL MAJEED	Dean (Student Affairs) & HOD, Polymer Engg.	
8.	Dr. R. RAJA PRABU	Dean (Academic Research) & HOD, EEE	
9.	Dr. S. HEMALATHA	Dean, School of Life Sciences	
10.	Dr. K.M. MEHATA	Dean, School of Computer, Information and Mathematical Sciences	

Sl. No	Name of faculty	Designation	Signature
11.	Dr. S. KAJA MOHIDEEN	Dean, School of Electrical & Communication Sciences	 3/9/14
12.	Dr. M. V. MOLYKUTTY	Dean, School of Infrastructure Sciences	 3/9/14
13.	Dr. M. MURUGAN	Dean, School of Mechanical Sciences & HOD / Mechanical Engineering	 3/9/2014.
14.	Prof. S. RAVI	Dean, Crescent School of Architecture	 3/9/14
15.	Dr. T. RANGARAJAN	Dean, Crescent Business School	 03/09/14
16.	Dr. I. B. SHAMEEM BANU	Dean, School of Physical & Chemical Sciences	 03/09/14
17.	Dr. A. SHAHIN SULTANA	Dean, School of Social Sciences & Humanities	
18.	Dr. P.S. SYED MASOOD	Dean, School of Islamic Studies	 3/9/14
19.	Mr. M. INAYATHULLAH	Deputy Registrar	
20.			
21.			

Invited members

Sl. No	Name of faculty	Designation	Signature
1.	Dr. P. VASANTHAKUMAR	Prof. & HOD / Aeronautical Engg.	 P. Vasanthakumar
2.	Dr. M.SUBRAMANIAN	Prof. & HOD / Automobile Engg	 M. Subramanian
3.	Dr. M.S. HAJI SHEIK MOHAMED	Professor & HOD / Civil Engineering	 M.S. Haji Sheik Mohamed
4.	Dr. P.K. JAWAHAR,	Professor & HOD / Electronics & Communication Engg.	 P.K. Jawahar
5.	Dr. D. NAJUMNISSA JAMAL	Prof. & HOD / Electronics & Instrumentation Engg.	 D. Najumnissa Jamal
6.	Dr. LATHA TAMILSELVAN	Professor & HOD / Information Technology	 Latha Tamilselvan
7.	Dr. SHARMILA SANKAR	Professor & HOD / Computer Science & Engg.	 Sharmila Sankar
8.	Dr. P.S. SEHIK UDUMAN	Prof. & HOD / Mathematics	 P.S. SehiK Uduman
9.	Dr. M. BASHEER AHAMED	Prof. & HOD / Physics.	 M. Basheer Ahamed
10.	Dr. EASWARAMOORTHY	Professor & HOD / Chemistry	 Easwaramoorthy
11.	Dr. P.M. USHA RANI	Professor & HOD / English	
12.			