

**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**

**04.07.2016 & 13.07.2016, 2.00 p.m.**

**at**

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



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting of HoDs and Deans**

Date and Time : 04.07.2016 (10.00 am to 12.30 pm.) & 13.07.2016 (2.00 pm to 4.30 pm.)

Venue : Hall No III, Convention Centre, BSAU

Agenda : 1. Finalizing decisions on measures required for improving the academic standards  
2. Finalizing Academic Calendar for the Year 2016-17  
3. Any other matter

Members Present : Vice Chancellor, Registrar, Director (Admission), All HODs,  
Deans and Directors

Decisions Taken :

1. It was decided to implement the Faculty Advisor System in the spirit of our regulation from the Academic year 2016-17 onwards. The faculty advisor will be appointed for students admitted in 2016-17 by the Parent Department of the students. The class advisor for the 1<sup>st</sup> semester alone will be appointed from among the faculty members of the faculty members of Physics, Chemistry, Mathematics and English Departments.

It was also decided to allot a separate time slot in the timetable for ensuring the meeting between the faculty advisors and the students.

Duties and responsibilities of Faculty Advisors include

- Monitoring and Counseling them academically
- Providing personal attention to individual students and their needs
- Identifying slow learners among 20 and guiding them for better performance
- Maintaining history cards

HoD's / Deans of the Departments will ensure the implementation.

2. With the introduction of the slotted timetable, about 500 to 700 students are likely to be free at any given point of time during the regular working hours.

The major challenge for the University will be to motivate the students to be engaged productively during these free hours.

3. Enhancing the capacity of the library is imperative towards this objective. Members present also pointed out that visiting committees like NBA have also emphasized the need for enhancing the library capacity in our university. A suitable space for Library Expansion is to be identified and also the library ambience needs to be improved. Dr. K. Suresh Kumar, Professor i/c of library will take initiatives for this particular issue.
4. Creation of Central Computing facility is required to accommodate students who are free. This facility must have provision for browsing, preparing reports and presentations and coding. This facility is to be kept open from 09.00 am to 09.00 pm and must become operational from 01.08.2016 onwards with a minimum of 100 systems. HoD CSE / IT will be responsible for maintain this facility.
5. Scaling up activities like Electronics Hobby Club, Robotics club & Baja play a key role in motivating students in learning engineering. They provide convincing answer to the ever haunting question of “Why to study engineering?”  
With this objective all HoDs must rrevitalizing Professional Society Activities. Specific planning is to be done for each society every year. Individual faculty members are to be identified and made responsible. The target is to have about 10 active clubs in the University level by Dec 2016
6. The University level research forum is a very useful initiative. But off late the number of participants is very low and it is being felt that the target audience, particularly the young faculty members are not making use of this opportunity. Hence it is decided to have the Research forum at each School level. A minimum one meeting per month is to be organized. School Deans will be responsible for this and they can nominate one faculty member as coordinator. Small schools like Humanities & Islamic Studies can be grouped together. Communications of meetings are to be sent through group email to all faculty members of the University so that even people from other schools can participate.

Dean Academic Research shall ensure the continuous functioning of Research Forum in all schools.

7. Embarking on Project Based Learning (PBL) has been one our significant achievements in the academic front in last two semesters. Some very good initiatives have been done in this front.

To give a flip to our initiatives in PBL, it is decided that for the next academic semester, the proposal for PBL will be made in advance. A central team headed by Prof. V. Sankaranarayanan to scrutinize the plans for PBL school wise and offer suggestions.

Notable experiences of the last two semesters will be presented in the all faculty meetings.

At least two courses for every semester to come under PBL. The old courses where we implemented PBL can be continued, incorporating the various suggestions after incorporating various suggestions including those provided during the central presentations.

8. Restructuring of Lab Courses is yet another initiative in the academic front. Here again we must cover at least 50% laboratory courses in the forthcoming semester. A Central team headed by Prof. V. Sankaranarayanan to scrutinize the plans for lab restructuring the lab courses and offer suggestions for improvement.
9. Internal Quality Assurance Cell is to be reconstituted with the participation of all stake holders. The composition shall be

About 5 HoDs / deans

About 8 students

1 (or) 2 Asst. Professors

1 (or) 2 Associate Professors and

Other members as per NAAC Norms.

The IQAC will meet every month and discuss all issues relating to teaching learning and come out with solutions. It will also provide feedback. Issues like student involvement in learning, attitude, creating a learning ambience can be deliberated. The IQAC coordinator will be responsible for the reorganization and its regular meetings.



10. A Central Studio / Recoding Room to be created in the University. This will facilitate creation of video content on technical topics that can be uploaded in our University website / public domain. Dr. S. Rasool Mohindeen and Dr. R. Sriram are to initiate steps in this direction.
11. Automation in student attendance entry will go a long way in reducing faculty workload. But there are also cost and security concerns. It was decided that HoD, CSE can explore the possibilities and assess the feasibility.
12. Dean PG Studies briefed on the preparations regarding the printing of brochures for all the PG programs of the University and asked department heads / deans to make necessary arrangements for their wide distribution.
13. In the B. Tech Regulations 2013, as per the clause 13.1, in continuous assessment marks, 5 marks out of 50 marks is being allotted for attendance. Awarding continuous assessment marks for just attending classes is not a correct practice. Hence it was decided that this practice of awarding marks for attendance shall be stopped for all students from the Academic year 2016-17 onwards. It was also decided to bring a suitable amendment in the regulation in the forthcoming academic council meeting.

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Approved  
M. M. M. M. M.  
18/7

## B.S. ABDUR RAHMAN UNIVERSITY

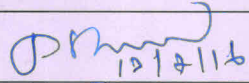

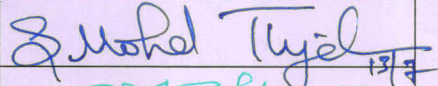

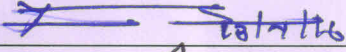
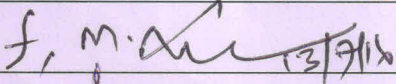
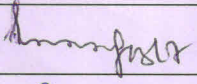
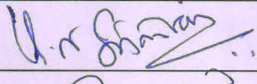
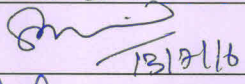
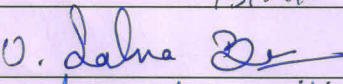
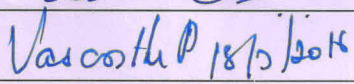
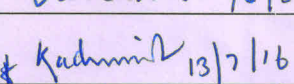
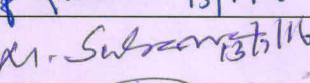
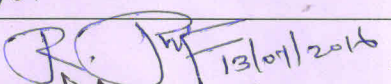
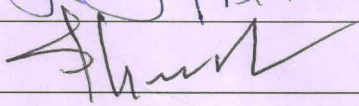
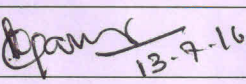
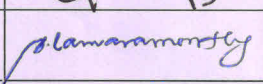
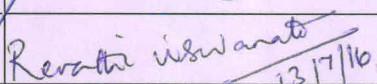
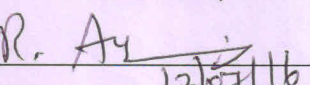
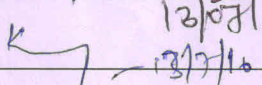
### Meeting of HoDs and Deans to discuss Academic Issues

Date and Time : 13.07.2016 2.00 pm to 4.30 pm.

Venue : Hall No III, Convention Centre, BSAU

Agenda : 1. Finalizing decisions of the meeting held on 04.07.2016  
2. Finalizing Academic Calendar for the Year 2016-17

S.NO	Participant	Signature
1.	Vice Chancellor	V. Meerasamy
2.	Registrar	V. Meerasamy 13/7
3.	Director (Admissions)	V. NA. J. 13/7
4.	Director (University Projects)	13/7/16
5.	Controller of Examination	13/07/2016
6.	Dean (Academic Affairs)	M. M.
7.	Dean (Academic Research)	13/07/16
8.	Dean (Student Affairs)	13/7/16
9.	Dean (School of Computer, Information & Mathematical Science)	
10.	Dean (School of Electrical & Communication Sciences)	13/7
11.	Dean (School of Infrastructure)	13/7/16
12.	Dean (School of Mechanical Sciences)	
13.	Dean (Crescent School of Architecture)	13/07/16
14.	Dean (School of Physical and Chemical Sciences)	13/07/16
15.	Dean (School of Social Sciences and Humanities)	Muska Devi
16.	Dean (School of Life Sciences)	S. H.
17.	Dean (School of Islamic Studies)	
18.	Director (International Collaboration)	13/7/16
19.	Director (Polymer Nanotechnology Centre)	

S.NO	Participant	Signature
20.	Director (Crescent IAS Academy)	
21.	Director (Data Centre)	
22.	Director (Faculty Training Academy)	
23.	Director (Centre for Energy Research & Studies)	
24.	Director (Placement and Training Cell)	
25.	Head, Department of Computer Science Engineering	
26.	Head, Department of Information Technology	
27.	Head, Department of Computer Applications	
28.	Head, Department of Mathematics & Actuarial Science	
29.	Head, Department of Electrical and Electronics Engineering	
30.	Head, Department of Electronics & Communication Engineering	
31.	Head, Department of Electronics & Instrumentation Engineering	
32.	Head, Department of Civil Engineering	
33.	Head, Department of Aerospace Engineering	
34.	Head, Department of Automobile Engineering	
35.	Head, Department of Mechanical Engineering	
36.	Head, Department of Polymer Engineering	
37.	Head, Department of Management Studies	
38.	Head, Department of Physics	
39.	Head, Department of Chemistry	
40.	Head, Department of English	
41.	Dr. R. Arvai Director of Phy. Edn. R. Ar	
42.	Dr. K. SURESHKUMAR, Prof. i/c Library	
43.		

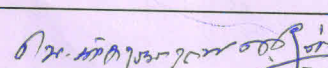
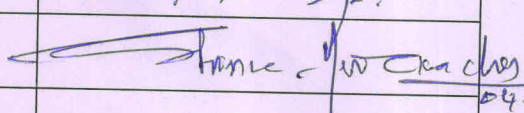
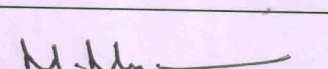
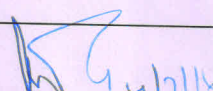
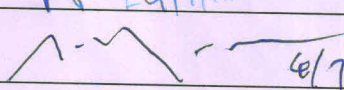
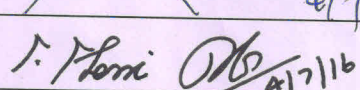

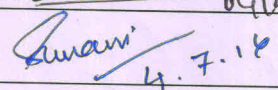
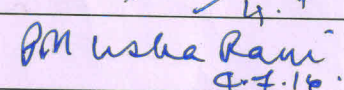
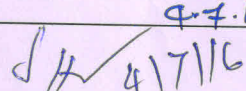
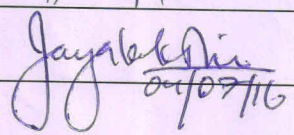
**B.S. Abdur Rahman University**

**Meeting of HoDs and Deans to discuss Academic Issues**

Date and Time : 04.07.2016 10.00 am to 12.30 pm.

Venue : Hall No III, Convention Centre, BSAU

Agenda : Focus Points for Improvement in Academic Standards

S.NO	Participant	Signature
1.	Vice Chancellor	
2.	Registrar	
3.	Director, Admissions	
4.	Director, University Projects	
5.	Director, International Collaboration	 04.7.16
6.	Controller of Examination	
7.	Dean, Academic Affairs	 04/07/16
8.	Dean, Academic Research	
9.	Dean, Student Affairs	
10.	Dean (School of Electrical & Communication Sciences)	 4/7
11.	Dean (School of Infrastructure)	 4/7/16
12.	Dean (School of Mechanical Sciences)	 04/07/16
13.	Dean (School of Physical and Chemical Sciences)	 4.7.16
14.	Dean (School of Social Sciences and Humanities)	 4.7.16
15.	Dean (School of Life Sciences)	 4/7/16
16.	Dean, School of Architecture	 04/07/16



S.NO	Participant	Signature
17.	Dean, School of Islamic Studies	
18.	Head, Department of Computer Science Engineering	S. [Signature] 4/7/16
19.	Head, Department of Information Technology	[Signature] 4/7/16
20.	Head, Department of Computer Applications	A. Jagan 4/7/16
21.	Head, Department of Mathematics & Actuarial Science	[Signature] 4/7/16
22.	Head, Department of Electrical and Electronics Engineering	M. V. Srinivas 4/7
23.	Department of Electronics & Communication Engineering HoD	[Signature] 4/7/16
24.	Head, Department of Electronics & Instrumentation Engineering	V. Lalna 4/7/16
25.	Head, Department of Civil Engineering	Vasanth 4/7/2016
26.	Head, Department of Aerospace Engineering	P. Vasanth 4/7/16
27.	Head, Department of Automobile Engineering	M. Suresh 4/7/16
28.	Head, Department of Mechanical Engineering	[Signature] 4/7/16
29.	Head, Department of Polymer Engineering	[Signature] 4/7/16
30.	Head, Department of Physics	[Signature] 4.7.16
31.	Head, Department of Chemistry	[Signature] 4/7/16
32.	Head, Department of English	[Signature] 4/7/16
33.	Head, Department of Management Studies	[Signature] 4/7/16
34.	Dean, School of Computer, Information and Mathematical Sciences	[Signature] 4/7/16
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