

**B.S.ABDUR RAHMAN  
UNIVERSITY**

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



**Action Taken Report on**

**Minutes of**

**INTERNAL QUALITY ASSURANCE CELL**

**(IQAC) Meeting**

**held on**

**05.02.2015, 2.30 p.m.**

**at**

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

## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT ON THE MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 5<sup>th</sup> February 2015

**Date: 11-05-2015**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 5<sup>th</sup> February 2015 at 2.30 p.m. in Seminar Hall III of the Convention Centre, B.S. Abdur Rahman University. The meeting was chaired by the Vice Chancellor. He presented the overview of the agenda of the meeting. He also highlighted the various issued pertaining to certain infrastructural facilities and discipline related matters. The following are the resolutions adopted in the meeting and subsequent action taken on the same.

S.No	Contents / Resolutions / Deliberations	Action Taken
1.	<p><b>Analysis of the poor performance of students in certain courses in the November / December'2014 Examination and remedial action plan.</b></p> <ul style="list-style-type: none"> <li>The analysis of results carried out by various departments' revealed poor performance of the students during last semester. It is understood that quite a few students are less attentive in the class rooms, facing difficulties in grasping the concept, lack of fundamental knowledge in particular domain, irregular in academic activities, etc.</li> <li>In view of this, the Vice Chancellor suggested that to introduce intensive video and audio teaching in the courses where students could not understand the concepts well in regular teaching</li> </ul>	<p>Noted.</p> <p>HODs / School Deans conducted department level meetings and motivated / instructed faculty members to use innovative teaching pedagogies viz. Video display of fundamental concepts; Usage of NPTEL course materials available in the streaming server of our university; YouTube video lectures etc.</p> <p>Noted.</p>

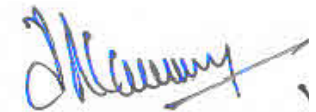
S.No	Contents / Resolutions / Deliberations	Action Taken
	<p>methodology that video of the topic to be taught is to be played first and then teach the concept. He also insisted to teach fundamentals and detailed information to the students. This will enhance the visualization of the students. To implant this type of teaching-learning, the Vice Chancellor asked the HODs / Deans to look for commercial videos and topics from the website or purchase video teaching programme according to necessity and availability. The NPTEL and other materials that are available in the streaming server of our University and of the video materials available in the library are underutilized.</p> <ul style="list-style-type: none"> <li>• Vice Chancellor emphasized that the faculty should first watch and understand and then play in the classroom particularly in library hours and ask the students to submit the findings as an assignment.</li> <li>• Vice Chancellor told that let it be a policy to play videos as the teaching guide in the classroom.</li> <li>• Vice Chancellor also informed that all junior classes should be handled by senior persons and also by competent persons in the course.</li> <li>• Vice Chancellor informed Dr. V. Sankaranarayanan, Professor of Eminence to form a Committee to analyze and report the poor performance of the students in several courses during last semester (ODD 2014-15).</li> </ul>	<p>Noted.</p> <p>Noted.</p> <p>HODs / School Deans have initiated steps to nominate competent senior faculty to handle junior classes to make students to understand concepts better and to boost their morale.</p> <p>Committee headed by Prof Dr. V. Sankaranarayanan was formed to analyze the poor performance of students in the Odd Semester 2014-15.</p>



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2	<p><b>Effective utilization of e-resources</b> Vice Chancellor asked the HODs / Deans to advise the faculty members to make use of e-books available in our library effectively. Further, he instructed the Librarian to conduct Orientation programme to enhance the utility of e-resources by faculty and students.</p> <p><b><u>Effective utilization of Lab equipment for the Academic / research purpose.</u></b></p> <ul style="list-style-type: none"> <li>✓ Vice chancellor informed the HODs / Deans to monitor the practical sessions for effective utilization of the equipment. And evaluation methods should be followed as per the norms.</li> <li>✓ Follow up action to be taken by HOD / Dean / School Deans for the discrepancies found by the Committee which inspected various labs during last academic year.</li> <li>✓ The important and precious equipment available in a department should be made available for other department faculty and scholars.</li> </ul> <p>Vice Chancellor also suggested to the HODs / Deans that the University can appoint skilled Lab Technicians to do the testing and maintenance work of the equipment, if a requirement request comes from them.</p>	<p>Noted. In the department level meeting, Hods / School Deans informed the faculty members to effectively use the e-books available in the central library to maximize the benefits of its procurement to students.</p> <p>Librarian organized Orientation programme to faculty and students to create awareness on “e-resources” for effective teaching and learning.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted</p>

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3	<p><b><u>Any other remarks</u></b>  <b>Dean (Academic Affairs)</b> informed the following:</p> <ul style="list-style-type: none"> <li>✓ Declaration of arrear results should be within a week after the examination. Internal marks earned by students in all the courses should be displayed in the notice board.</li> <li>✓ The parents of those students with poor performance and attendance should be intimated at the earliest to avoid last minute confusion.</li> <li>✓ The minimum credit requirement to move to third and fifth semester to be informed to those students who are having more arrears in the first and the fourth semesters respectively in advance. It is better to get signature from the students and send a separate letter from their parents.</li> <li>✓ The courses suggested by the course equivalence committee should be conducted for those students who are transferred from other programmes or from other institutions.</li> <li>✓ The history card of each student should be updated regularly with correct address and contact number of the parents.</li> <li>✓ The <b>Pro Vice chancellor</b> informed all the HODs / Deans to advise the class advisors to monitor the entry of the students into their classes after interval (i.e. III period).</li> </ul>	<p>Noted. All the departments displayed the CAT marks and internal marks in the department notice board in time for the benefits of students.</p> <p>Noted. Class advisors were strictly instructed to take necessary steps in this regard.</p> <p>HODs / School Deans were informed to monitor the progress in this regard.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. The information was disseminated to faculty members through department level faculty meeting.</p>

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	<p>✓ The Pro Vice chancellor informed the faculty members to maintain the standard of the question paper by avoiding questions like "Mention, Explain, List, etc".</p> <p>a. He also mentioned to conduct only technical events during the National Symposium "CRESTECH".</p> <p>✓ The <b>Registrar</b> informed that all the HODs / Deans should send a proposal for the funded projects at the earliest.</p> <p>a. He also informed that all the faculty members should give advance information and get approval for attending National and International Conferences. He also told that the HODs / Deans should apply for funds from agencies for conducting National level conferences.</p> <p>✓ He also informed about the proposed visit of CVRDE / DRDO on 10<sup>th</sup> February 2015.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. A circular in this regard was sent to faculty members.</p> <p>Departments have started applying for funds from agencies like DST, DPT, SERB, AICTE etc., well before three months of organizing workshops and conferences. This was made as prerequisite for getting internal funding from university.</p> <p>Noted.</p>



Dr. T.R. Rangaswamy  
Dean, Academic Affairs  
Co-ordinator, IQAC