

**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

04.07.2016 & 13.07.2016

at

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

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 04th July 2016 and 13th July 2016

Date: 31.08.2016

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 04th July 2016 and 13th July 2016 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.

The following are the deliberations / resolutions and action taken report on the same.

S.No	Contents / Deliberations / Resolutions	Action Taken
1.	<p>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 1st semester alone will be appointed from among the faculty members of the faculty members of Physics, Chemistry, Mathematics and English Departments.</p> <p>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</p>	<p>Noted.</p> <p>First year coordinator of Engineering programme was informed to allocate faculty advisor for every 20 students as per regulations of the programme for the students admitted in the academic year 2016-17.</p> <p>HODs / School Deans of Engineering departments were informed to identity suitable faculty as faculty advisor to take over from the</p>



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	<p>Monitoring and Counseling them academically</p> <p>Providing personal attention to individual students and their needs</p> <p>Identifying slow learners among 20 and guiding them for better performance</p> <p>Maintaining history cards</p> <p>HoD's / Deans of the Departments will ensure the implementation</p>	<p>first semester class advisors in the even semester 2016-17.</p>
2.	<p>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.</p>	<p>Noted.</p>
3.	<p>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.</p>	<p>Noted.</p> <p>Dr. K. Suresh Kumar, Professor (i/c) of Library was informed to coordinate with General Manager in this regard to explore the expansion of central library.</p>
4.	<p>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.</p>	<p>Noted.</p> <p>Central computing facility with 60 systems and Digital library with 30 systems was created for the benefit of students and research scholars.</p>



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5.	<p>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?”</p> <p>With this objective all HoDs must revitalizing 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</p>	<p>Noted.</p> <p>Professional society activities were initiated by all the departments for the academic year 2016-17.</p> <p>HODs / School Deans were informed to create academic calendar for conduct of events through professional societies.</p>
6.	<p>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.</p> <p>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.</p> <p>Dean Academic Research shall ensure the continuous functioning of Research Forum in all schools.</p>	<p>Noted.</p> <p>School Deans were requested to form school level research forum.</p> <p>Activities initiated and schools started conducting domain specific lectures by inviting eminent academicians and industry icons.</p>



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7.	<p>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.</p> <p>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.</p> <p>Notable experiences of the last two semesters will be presented in the all faculty meetings.</p> <p>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.</p>	<p>Noted.</p> <p>Team headed by Prof. V. Sankaranarayanan visited various departments, school wise, and scrutinized the courses handled under PBL mode during the even semester 2015-16; and offered their suggestion for improvement. Also scrutinized the future plan of the department in this regard and gave their ideas for further enhancement.</p> <p>Departments were motivated to offer at least two courses per semester under PBL mode.</p>
8.	<p>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.</p>	<p>Noted.</p> <p>Team headed by Prof. V. Sankaranarayanan visited laboratories of Engineering Departments, scrutinized the syllabus content of laboratory courses; and offered their suggestion for improvement.</p>



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9.	<p>Internal Quality Assurance Cell is to be reconstituted with the participation of all stake holders. The composition shall be</p> <ul style="list-style-type: none"> About 5 HoDs / deans About 8 students 1 (or) 2 Asst. Professors 1 (or) 2 Associate Professors and Other members as per NAAC Norms. <p>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.</p>	Noted.
10.	<p>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.</p>	Noted. Efforts initiated in this regard.
11.	<p>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 asses the feasibility.</p>	<p>Noted.</p> <p>HOD, CSE was informed to explore the possibility and feasibility of automation of academic activities. Efforts initiated.</p>



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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.	Noted. HODs and Deans were informed to form department wise teams for distribution of brochures to potential candidates of Engineering institutions & Industry.
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.	Noted. This item was deliberated in the 9 th Academic Council meeting held on 29.07.16 and approved to modify the section 13.1 by removing provision for awarding marks for attendance.

Dr. M. Murugan
Dean, Academic Affairs
Co-ordinator, IQAC