



**Action Taken Report on**

**Minutes of**

**INTERNAL QUALITY ASSURANCE CELL**

**(IQAC) Meeting**

**held on**

**09.01.2018, 10.00 a.m.**

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**03 August 2018**

**ACTION TAKEN REPORT OF THE MEETING  
 HELD ON 9<sup>TH</sup> JANUARY 2018**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 9<sup>th</sup> January 2018 at 10:00 a.m. at Seminar Hall – III, Convention Centre, B. S. Abdur Rahman Crescent Institute of Science & Technology.

The meeting was chaired by the Registrar In-charge & IQAC Coordinator. He presented the overview of the agenda of the meeting and sought the expert advice and suggestions of the members of the IQAC. He also highlighted the various steps taken by the institution for maintaining discipline and quality in Education.

The salient deliberations and the action taken report of the meeting are as follows:

S.No.	Contents	Action Taken Report
	<p><b>Minutes of previous meeting &amp; Action Taken Report</b></p> <p>The minutes of the previous meeting was confirmed and approved. The Action taken report of the previous meeting was also deliberated and approved.</p>	Noted
1	<p><b>1) Curricular Aspects</b></p> <p><b>a. UG and PG curriculum and Syllabus: Revision – Conduct of Board of Studies</b></p> <ul style="list-style-type: none"> <li>• The curricula of all B.Tech. Programmes, except Biotechnology, were thoroughly revised in July 2017. The complete syllabi of the first and second semesters of these B.Tech. Programmes were already prepared and the syllabi for the remaining semesters were framed and presented in the Board of Studies of the respective departments / schools in December 2017. Moreover, fine tuning of the already approved syllabi were also done, if required. Overall,</li> </ul>	Noted



	22 departments / schools conducted their BoS meetings during this period.	
2)	<p><b>Teaching Learning and Evaluation</b></p> <p><b>a. MBA programme: change from Trimester to Semester pattern – suggestions</b></p> <ul style="list-style-type: none"><li>• The MBA programme offered currently is in trimester pattern, as followed by many institutions abroad. It was proposed to convert the trimester pattern to semester pattern for the following reasons:<ul style="list-style-type: none"><li>○ Gaining in depth knowledge on a particular course within the prescribed 30 sessions is difficult for the students.</li><li>○ Level of understanding and comprehension of analytical subject becomes difficult.</li><li>○ Students are unable to go for 6 month internship.</li><li>○ Students find it difficult to carry out real time projects and assignments due to time constraint.</li><li>○ When students complete their final trimester, almost all the companies would have completed their placement. So, students end up getting internships, projects and placements in not so reputed concerns at a lesser scale of pay.</li></ul></li><li>• All the members of IQAC agreed and recommended the change of MBA programme from trimester to semester.</li></ul>	MBA is offered in semester pattern from the academic year 2018-19. BoS of MBA department has also given endorsement in this regard.
	<p><b>b. Teaching – Learning monitoring: Existing system – suggestions for improvement</b></p> <ul style="list-style-type: none"><li>• Registrar In-charge explained the existing system used for monitoring the teaching and learning process</li></ul>	Noted. <ul style="list-style-type: none"><li>• Facility has been created in the department website for uploading of course</li></ul>



	<p>in the Institution such as:</p> <ul style="list-style-type: none"><li>○ Class room monitoring</li><li>○ Log Book Monitoring</li><li>○ Class Committee Monitoring</li><li>○ Class advisor and Faculty advisor system</li><li>○ Parents teachers meeting</li><li>○ Camp-it portal facility for parents</li><li>○ SMS to parents</li><li>○ Students Feedback</li></ul> <ul style="list-style-type: none"><li>● Dr. K. Vipinendran, Mr. PMJF Lion R. Thamil Selvan and Mr. Kavin Kumar were of the opinion that faculty members should allot specific time for the students to meet them apart from their class hours to clarify doubts.</li><li>● Dr.P.K.Jawahar opined that a webpage for each faculty could be opened in which they could upload their course materials and course videos for the benefit of students.</li><li>● Mr. Kavin Kumar suggested that simple mobile apps can be designed to provide information such as faculty's official schedule and available time for discussion.</li></ul>	<p>material by faculty.</p> <p>Faculty members across programmes are constantly motivated in this regard.</p> <ul style="list-style-type: none"><li>● A teaching app by Ulektz Solutions is identified for implementation.</li><li>● Efforts have been initiated to implement the same in the departments of Civil &amp; MBA in the odd semester 2018-19.</li></ul>
	<p><b>c. Student discipline and related issue: wearing ID card, dress code, attitude – suggestions for improvement</b></p> <ul style="list-style-type: none"><li>● Dr. K. Vipinendran recommended that students must be made aware of the importance of proper grooming, as it is vital for their placement interviews and grooming cannot be achieved in one day.</li></ul>	<p>Noted.</p> <ul style="list-style-type: none"><li>● A ten-day Orientation Programme for B.Tech. freshers was conducted from 11.7.2018 to 23.7.2018 to enhance motivation and overall</li></ul>



	<ul style="list-style-type: none"><li>• Mr.Kavin Kumar suggested that a best groomed student can be identified and rewarded once in a while, which would be a motivation for other students.</li><li>• Mr.PMJF Lion R. Thamil Selvan advised that a code for formal dress must be fixed and one day in a week can be allotted as casual dress day.</li><li>• The Registrar was of the opinion that senior faculty members must address the students at least once in a month to impart moral values and ethics.<ul style="list-style-type: none"><li>○ Dr. K. Vipinendran shared that Anna University conducts talks on diverse topics, not related to the academics, every month which would give students the wide range of knowledge of the real world.</li><li>○ Dr. S. Rasool Mohideen recommended that students may be given exposure to watching TedEx talks, which would also be motivating to them.</li><li>○ All the members agreed to the suggestion of conducting motivational lectures once in a month on wide range of topics and for students of small groups, including TedEx talks, to make it effective.</li></ul></li></ul>	<p>confidence.</p> <ul style="list-style-type: none"><li>• Other UG freshers were also exposed to two-day orientation programme.</li><li>• Professional trainers handled sessions, in addition to eminent academicians of the Institution.</li><li>• To enhance discipline, rules &amp; regulation books were issued to all the students clearly mentioning do's and don'ts.</li><li>• Undertaking was also obtained from students in this regard.</li></ul>
<b>3)</b>	<b>Research, Consultancy and Extension</b> <b>a. Key Performance Indicators (KPI's) for departments/ schools – yearly report</b> <ul style="list-style-type: none"><li>• The Registrar i/c elucidated the purpose of KPIs for departments and schools and how it has helped in improving the portfolio of the departments/schools.</li></ul>	Noted



	<ul style="list-style-type: none"><li>• Mr. Kavin Kumar proposed that student feedback could be included in the KPI list. It was clarified that feedback is already gathered from students and even follow up of the given feedback, if less than 3.5 points is also done, to ensure that the faculty members handle their classes efficiently.</li></ul>	
	<p><b>b. Target indicators for faculty in a calendar year</b></p> <ul style="list-style-type: none"><li>• Mr. Kavin Kumar suggested that Incubation Cell should be more powerful and be able to persuade interaction between institution and industry. He emphasized that there should be a triangular interaction among students, industry and faculty mentor. He further advised that each department can work on megatrends of their industry which would be beneficial to the institution and the society as well.</li><li>• Dr. K. Vipinendran recommended the alumni members can be involved as Angel investors that would help incubation cell to flourish. Faculty members exclusively for preparing business plan could be delegated for promoting students' ideas.</li></ul>	<ul style="list-style-type: none"><li>• Efforts have been initiated to attract private &amp; government funding for the holistic development of CIIC which will ultimately benefit students, faculty &amp; other stake holders.</li><li>• Crescent Innovation &amp; Incubation Centre (CIIC) was created which is headed by Mr.Parvez Alam, full time CEO with industry experience.</li><li>• Recently, CIIC is listed in Start-up India Hub, department of Industrial Promotion &amp; Policy, Ministry of Commerce &amp; Industry. We are encouraging the students to initiate start-up</li></ul>



		companies.
	<p><b>c. Extension activities of societal importance – progress</b></p> <ul style="list-style-type: none"><li>The projects taken up by the various departments were discussed. Dr.K.Vipinendran suggested that such projects should be showcased during UGC, NAAC and NBA visits which would add to the credential of the institution.</li></ul>	Noted.
4)	<p><b>Infrastructure and Learning Resources</b></p> <p><b>a. Completion of School of Architecture Building &amp; b) Construction of Academic Block – Current progress</b></p> <ul style="list-style-type: none"><li>The details of the construction work undertaken for the completion of School of Architecture Building and proposal for constructing a new Academic Block were discussed.</li></ul>	<ul style="list-style-type: none"><li>The construction of Architecture building has been completed and the building is already occupied.</li><li>The construction of Academic Block is in the planning stage.</li></ul>
	<p><b>c. Facility for online courses: Odd semester report</b></p> <ul style="list-style-type: none"><li>The status of faculty members and students taking up online courses offered by NPTEL was displayed. Other online portals such as Coursera, Edex, etc were also discussed.</li></ul>	Noted.
	<p><b>d. Strength of department library: status</b></p> <ul style="list-style-type: none"><li>The Registrar i/c deliberated on the efforts taken to have the list of books available in the department library as soft copy and circulated among students to help them identify the source.</li></ul>	Noted. <ul style="list-style-type: none"><li>Faculty members are also contributing their share of books to the library. (459 books in the academic</li></ul>




	<ul style="list-style-type: none"><li>• Dr. S. Kaja Mohideen suggested that this detail may be displayed in the webpage of each department/school.</li><li>• Dr. K. Vipinendran recommended that the alumni can be encouraged to donate books and back volumes of journals. Alumni can also donate honorarium received by them for buying books for library. Dr.S.Hemalatha added to this, that alumni can donate on their birthdays to make it special.</li></ul>	year 2017-18). <ul style="list-style-type: none"><li>• Implementation of Ulektz App provides variety of books to students' smart phone to enhance teaching-learning process.</li></ul>
	<b>5) Student Support and Progression</b> <ul style="list-style-type: none"><li>• Registrar (i/c) provided the details pertaining to the student support such as allocating 8<sup>th</sup> semester completely for providing opportunities for students to take up industry internship.</li><li>• Further the activities taken up so far by the Entrepreneurship Development Cell were listed out.</li></ul>	Noted.
	<b>6) Governance, Leadership and Management</b> <b>a. Automation of Academic and Administrative process (TCS-ion): Current status</b> <ul style="list-style-type: none"><li>• Registrar i/c explained the inclusion of Automation of Academic and Administrative process into the current system of the institution. The current status of the automation process by TCS-ion was elaborated.</li></ul>	The automation of administrative & academic process using TCSion is in progress.
	<b>7) Alumni connect</b> <ul style="list-style-type: none"><li>• Registrar i/c informed the members that a new portal for alumni is set up and a Director for alumni is also to be appointed.</li><li>• Mr. Kavin Kumar suggested that alumni can be</li></ul>	Noted. The efforts have been initiated to bolster alumni connect.





	involved as mentors for start-up companies and they may also be given access to incubation cell.	
	<p><b>8) Admission</b></p> <ul style="list-style-type: none"><li>• Mr.PMJF Lion R. Thamil Selvan opined that alumni of UG programmes can be motivated to join PG programme in the institution.</li><li>• Mr. Kavin Kumar suggested that the institution may have competitor intelligence. New industry specific courses may be started in discussion with the industry personnel.</li><li>• Dr.K.Vipinendran recommended that interdepartmental programmes may be started. A course/programme on Electronic Arts (Electronics &amp; Gaming), which is already offered in foreign universities, can be initiated here. He further suggested that alumni feedback regarding this can be obtained.</li></ul>	Noted.

  
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