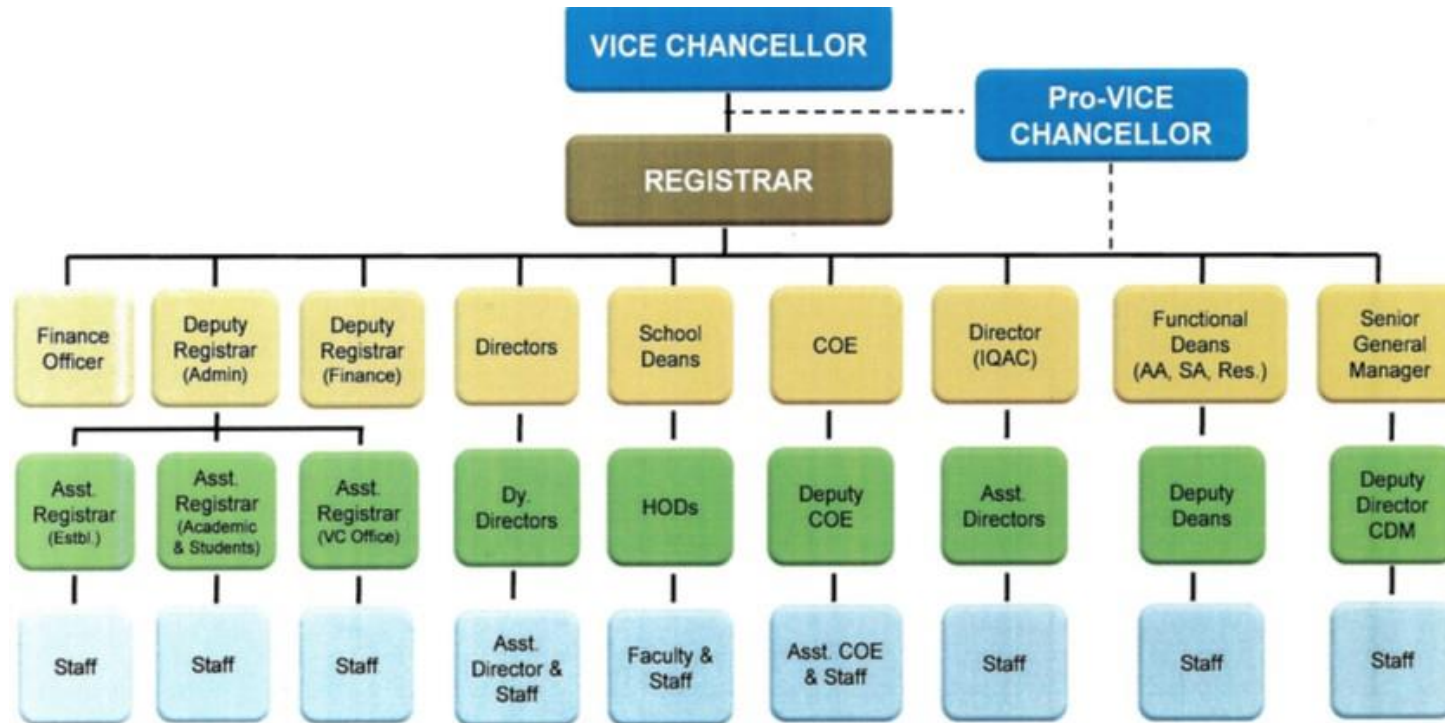
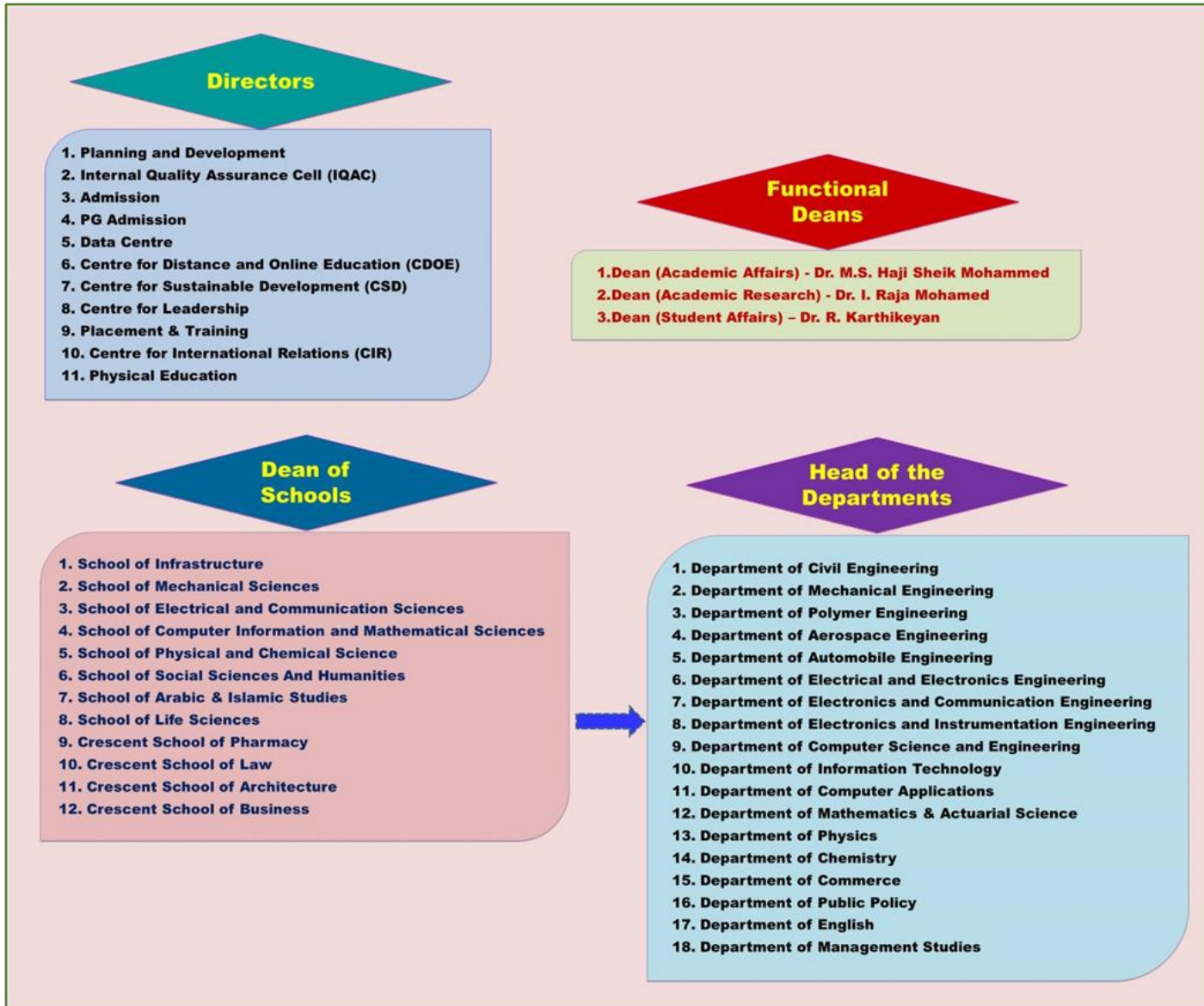


The structure of the governance is as given below:



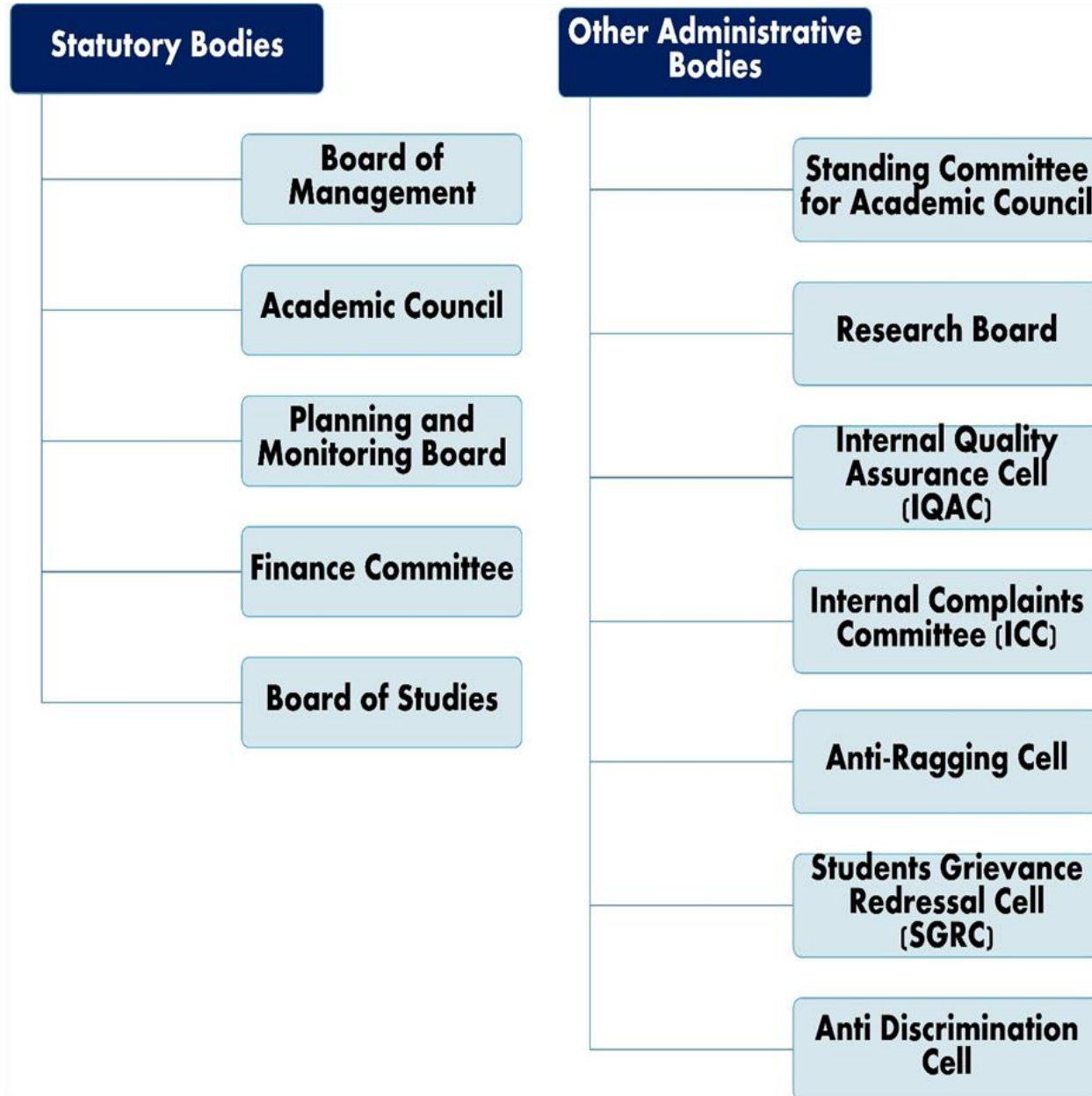


- Directors**
1. Planning and Development
 2. Internal Quality Assurance Cell (IQAC)
 3. Admission
 4. PG Admission
 5. Data Centre
 6. Centre for Distance and Online Education (CDOE)
 7. Centre for Sustainable Development (CSD)
 8. Centre for Leadership
 9. Placement & Training
 10. Centre for International Relations (CIR)
 11. Physical Education

- Functional Deans**
1. Dean (Academic Affairs) - Dr. M.S. Haji Sheik Mohammed
 2. Dean (Academic Research) - Dr. I. Raja Mohamed
 3. Dean (Student Affairs) – Dr. R. Karthikeyan

- Dean of Schools**
1. School of Infrastructure
 2. School of Mechanical Sciences
 3. School of Electrical and Communication Sciences
 4. School of Computer Information and Mathematical Sciences
 5. School of Physical and Chemical Science
 6. School of Social Sciences And Humanities
 7. School of Arabic & Islamic Studies
 8. School of Life Sciences
 9. Crescent School of Pharmacy
 10. Crescent School of Law
 11. Crescent School of Architecture
 12. Crescent School of Business

- Head of the Departments**
1. Department of Civil Engineering
 2. Department of Mechanical Engineering
 3. Department of Polymer Engineering
 4. Department of Aerospace Engineering
 5. Department of Automobile Engineering
 6. Department of Electrical and Electronics Engineering
 7. Department of Electronics and Communication Engineering
 8. Department of Electronics and Instrumentation Engineering
 9. Department of Computer Science and Engineering
 10. Department of Information Technology
 11. Department of Computer Applications
 12. Department of Mathematics & Actuarial Science
 13. Department of Physics
 14. Department of Chemistry
 15. Department of Commerce
 16. Department of Public Policy
 17. Department of English
 18. Department of Management Studies



1. Board of Management

- The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor.

- The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

Major functions / responsibilities of Board of Management

The board of Management shall be the principal organ of Management and principal executive body of the institute and shall in addition to all powers vested in it have the following powers namely:

- To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them
- To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee
- To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee
- To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council
- To provide for appointment of Visiting fellows and Visiting Professors
- To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee
- To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be university
- To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary
- To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university
- To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence
- To approve the award of degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions
- To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee
- To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose
- To advise the Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university
- To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s)
- To transfer or accept transfers of any movable property on behalf of the institution deemed to be university; provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company
- To execute in consultation with the Society/Trust/Company (if any) conveyance, transfer government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university
- To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
- To raise and borrow in consultation with the Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed
- To draw, accept and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments
- To maintain a fund to which shall be credited
 - all moneys provided by the Central or State/UT Government(s) /University Grants Commission
 - all fees and other charges received by the institution deemed to be university
 - all money received by the institution deemed to be university as grants, gifts
 - donations, benefactions, bequest or transfers
 - all money received by the institution deemed to be university in any other manner or from any other source
- To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same
- To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee
- To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment
- To maintain proper accounts and other relevant records and prepare annual statements of accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the regulations/bye-laws

- To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit
- To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university
- To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution
- To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution and to rescind such recognition
- To appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit
- To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit
- To appoint Auditor(s) for the ensuing year
- To select an emblem and to have a common seal for the institution and to provide for the custody and use of such seal
- To delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person
- To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for
- To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

Membership Tenure

- A. All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- B. Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

Frequency of the Meetings: 2 per year

Composition of Board of Management

Board of Management

Chairperson

Prof. A. Peer Mohamed

Vice Chancellor, BSACIST

Deans of Faculties of the Institution Deemed to be University

Dr. S. Kutti Rani

Dean, School of Physical and Chemical Sciences, BSACIST

Dr. P. Vasanthi

Dean, School of Infrastructure, BSACIST

Eminent Academicians appointed by the Chancellor

Prof. H. Devaraj

Former Vice Chairman, UGC

Teachers of the Institution Deemed to be University

Dr. S.S.M. Abdul Majeed

Professor and Head, Polymer Engineering and Director (Admissions), BSACIST

Dr. I. Sathik Ali

Professor and Head, Department of Information Technology, BSACIST

Nominees of the Sponsoring body

Mr. Abdul Qadir A. Rahman Buhari

No. 8, Subba Rao Avenue, III Street, Chennai 600006

Mr. Khalid A.K. Buhari

No.25, Khader Nawaz Khan Road, Nungambakkam, Chennai 600006

Mr. Syed Mohammed Bukhari

16/25, Khader Nawaz Khan Road, Nungambakkam, Chennai 600034

Mr. Ahmed Buhari

Mr. Anmed Dunari

No.8, Subba Rao Avenue, III Street, Chennai 600006

(Ex officio Secretary of the Board of Management)

Dr. A. Azad

Registrar, BSACIST

2. Academic Council

The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

Major functions / responsibilities

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v. To make arrangements for the conduct of examinations in conformity with the bye-laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix. To suggest measures for departmental coordination;
- x. To make recommendations to the Board of Management on:
 - a. measures for improvement of standards of teaching research and training
 - b. institution of fellowships, travel fellowships, scholarships, medals, prizes etc.
 - c. to recommend to the Board of Management, the establishment or abolition of departments/centres
 - d. To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require
- xiii. To take periodical review of the activities of the Departments / centres and to take appropriate action with a view to maintaining and improving standards of instruction
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management
- xv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management
- xvi. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules.

Membership Tenure

The representation of different categories shall be only through rotation and not through election. The term of members, other than the *ex-officio* members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

Frequency of the Meetings: 2 per year

Meeting of the Academic Council

The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.

One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

Academic Council

Vice Chancellor

Dr. A. Peer Mohamed

Dean of Schools

Dean, School of Infrastructure

Dean, School of Mechanical Sciences

Dean, School of Electrical and Communication Sciences

Dean, Crescent School of Architecture

Dean, School of Physical and Chemical Sciences

Dean, School of Social Sciences and Humanities

Dean, Computer, Information and Mathematical Sciences

Dean, School of Arabic and Islamic Studies

Dean, School of Life Sciences

Dean, Crescent School of Business

Dean, Crescent School of Law

Dean, Crescent School of Pharmacy

Dean, Academic Affairs

Dean, Research

Dean, Student Affairs

HoDs of Departments

Head, Department of Civil Engineering

Head, Department of Mechanical Engineering

Head, Department of Automobile Engineering

Head, Department of Aerospace Engineering

Head, Polymer Engineering

Head, Department of Management Studies

Head, Department of Computer Science and Engineering

Head, Department of Information Technology

Head, Department of Computer Applications

Head, Department of Electrical and Electronics Engineering

Head, Department of Electronics and Communication Engineering

Head, Department of Electronics and Instrumentation Engineering

Head, Department of Mathematics and Actuarial Sciences

Head, Department of Physics

Head, Department of Chemistry

Head, Department of Chemistry
Head, Department of English
Head, Department of Commerce
Head, Department of Public Policy

Composition of Academic Council (as on 25.01.2022)

Professors

Dr. Syed Mohamed Abdul Majeed

Professor, Dept. of Polymer Engineering, BSACIST, Chennai 600048

Dr. A. Abudhahir

Professor, Dept. of Electronics and Instrumentation Engineering, BSACIST

Dr. Rhymend Uthariaraj

Director, Centre for Distance and Online Education, BSACIST

Dr. A. Jaya

Professor, Dept. of Computer Applications, BSACIST

Dr. Sharmila Sankar

Professor, Dept. of Computer Science and Engineering, BSACIST

Dr. Latha Tamilselvan

Professor, Dept. of Information Technology, BSACIST

Dr. P. Gajalakshmi

Professor, Department of Civil Engineering, BSACIST

Dr. M. Mohamed Ismail

Professor, Department of Electronics and Communication Engineering, BSACIST

Dr. P.K. Jawahar

Professor, Department of Electronics and Communication Engineering, BSACIST

Dr. W. Aisha Banu

Professor, Department of Computer Science and Engineering, BSACIST

Associate Professors

Dr. S. Panboli

Associate Professor, Department of Management Studies, BSACIST

Dr. M.A. Sai Balaji

Associate Professor, Department of Mechanical Engineering, BSACIST

Assistant Professors

Dr. J. Mahashar Ali

Assistant Professor (Sr. Gr.), Department of Mechanical Engineering, BSACIST

Ms. S. Farzana,

Assistant Professor, Department of Commerce, BSACIST

Student Members

Mr. S. Visvesh,

RRN: 190071601176, Student, III year CSE-C Sec., BSACIST

Ms. Ashika Rose,

RRN: 201451601006, Student, II year B.Com. (Hons.), BSACIST

Educationists Nominated by Chairman

Dr. V. Jagadeesh Kumar

Professor of Electrical Engineering and Dean Academic Courses, IIT Madras, Chennai.

Prof. C. Thangamuthu

Former Vice Chancellor, Bharathidasan University, Thiruchirappalli, Tamilnadu.

Dr. Shakeel Ahmad

Sr. joint Secretary, University Grants Commission (UGC), Former Pro Vice Chancellor,
Maulana Azad National Urdu University (MANUU), Hyderabad

Specialists Co-Opted by the Academic Council

Dr. B. Suresh,

MD and CEO, II/s. Mahindra Consulting Engineers Ltd., Chennai 600002

Mr. Anantharaman Prakash

Vice President (Product Engineering), Renault Nissan Technology and Business Center India
Pvt. Ltd., Mahindra World City, Chengalpet Dist., 603004

Dr. M. Saravanan,

Principal Researcher, Ericsson Research, Artificial Intelligence and Machine Learning Group,
Ericsson India Global Services, Perungudi, Chennai 600096

Permanent Invitee

Controller of Examinations

BSACIST

Special Invitees

Mr. Abdul Qadir A. Rahman Buhari

Pro Chancellor, BSACIST

Mr. V.N.A. Jalal

Sr. General Manager and Director (Planning and Development), BSACIST

Dr. N. Raja Hussain

Additional Registrar, BSACIST

Mr. M. Parvez Alam

CEO, Crescent Innovation Incubation Council (CIIC), BSACIST

Ex-Officio Secretary

EX-Officio Secretary

**Dr. A. Azad
Registrar**

3. Planning and Monitoring Board

Major functions / responsibilities

- i. The Planning and Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- ii. The Planning and Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution Deemed to be University.
- iii. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

Composition (as on 31.07.2021)

The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.

Planning and Monitoring Board

Planning and Monitoring Board
Vice-Chancellor (Chairman)
Dr. A. Peer Mohamed
Internal Members
Dr. M.S. Haji Sheik Mohammed, Dean, Acad. Affairs, BSACIST
Dr. I. Raja Mohamed, Dean, Research, BSACIST
Dr. A. Abudhahir, Director (IQAC) , BSACIST
Dr. S. Kaja Mohideen, Director (PG Admissions) , BSACIST
Dr. S.S.M. Abdul Majeed, Director, Admissions, BSACIST
Dr. Vasanthi Padmanbhan, Dean, School of Infrastructure, BSACIST
Mr. V.N.A. Jalal, Sr. General Manager, BSACIST
Experts of Eminence
Dr. S. Kothandaraman Principal, Pondicherry Engineering College, Pondicherry
Dr. K. Ashok Vardhan Shetty Former Vice Chancellor, Indian Maritime University, East Coast Road, Uthandi, Kanathur, Chennai 600119
Mr. Md. Kasim Khan Project Manager, National Mission on Education Through ICT MHRD, GOI, IIT Bombay, Powai Mumbai 400076
Special Invitees
Dr. N. Raja Hussain Additional Registrar
Dr. Nikhat M. Hamza Director, HR and FTD
Dr. K. Srinivasan Dean, Department of Management Studies
Mr. M. Parvez Alam CEO, Crescent Innovation and Incubation Council (CIIC)
Secretary
Dr. A. Azad Registrar

4. Finance Committee

Major functions / responsibilities

- i. To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;
- ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the Institution Deemed to be University without the approval of the Finance Committee.

Membership Tenure

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

Meeting of the Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

Composition of Finance Committee

Finance Committee
Vice Chancellor (Chairperson)
Dr. A. Peer Mohamed
Person nominated by the Society/ Trust/ Company
Mr. Mohamed Hassan No.37, Nowroji Road, Chetpet, Chennai 600031
Nominees of the Board of Management
Mr. Abdul Qadir A.Rahman Buhari No. 8, Subba Rao Avenue, III Street, Chennai 600006
Mr. Ashraf A. Rahman Buhari No. 8, Subba Rao Avenue, III Street, Chennai 600006
Finance Officer - Secretary ex-officio
Mr. E.M. Shah Abdul Khader

5. Board of Studies

The Board of Studies is a statutory body and reports to the Academic Council through the Dean Concerned. Each Academic Department shall have a Board of Studies. All academic matters like Introduction of a new Academic Programme, Revision of a programme / course, review of academic rules, etc. shall be handled by the board of studies.

Major functions / responsibilities

- i. Review of structure of the existing programmes, Course syllabi
- ii. Review / amend of Academic Rules and teaching standards in tune with the Evaluation Standards.
- iii. Introduction of a new Programme
- iv. Increase of intake in a programme.
- v. Education Pedagogy including methods such as group discussed seminars, Projects etc.

- vi. Any other academic matter.
- vii. Recommend on improvements on evaluation methodology to Director evaluation once in a year.
- viii. Collect the feed-back on the programmes from outside agencies like industry or other employing agencies periodically.
- ix. To monitor and review the existing programme structures, course syllabi, vis-à-vis programmes of other Institutes, teaching and evaluation methodology, market requirement, modern trend and update the courses and programmes and make suggestions for amendments, if any.
- x. While making any suggestions, Board of Studies should keep in mind that no compromise has been made with the objectives, vision and mission of the Institute and also with the education and evaluation methodology and education standards and suggestions to Dean (Evaluation & Academic Registration)
- xi. All the decisions / recommendations shall be minuted and forwarded to the Academic Council for their consideration and approval and further necessary action through the Dean concerned.

Membership Tenure

All the members of the above body other than ex-officio shall hold office for a term of three years and shall be eligible for reappointment.

Meetings of the Board of Studies

- i. The Board of studies shall meet as often as may be necessary but not less than two times during the academic year / semester
- ii. A notice of at least 15 days shall be given for a meeting of the Board of studies along with the agenda prepared with the approval of the Chairman, Board of Studies.
- iii. Every meeting shall be presided over by the Chairman of the Board of Studies.
- iv. Secretary shall finalize the Minutes of the proceedings as soon as possible after the meeting.
- v. Decisions at the meeting shall be taken by a simple majority and shall come into force only on the approval by the Academic Council. However, the proposals shall be recommended by the Dean concerned to the Academic Council.

Composition of Board of Studies

There shall be one Board of Studies for each Department of the Institution Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:

Board of Studies
Dean of Faculty/ Head of the Department - Chairperson
All Professors of the faculty/ Department
Two Associate Professors of the faculty/ Department
Two Assistant Professors of the faculty/Department
2 Experts belonging to the profession or industry concerned

Other Administrative bodies

1. Standing Committee for Academic Council

Major functions / responsibilities

The Committee scrutinizes the academic related activities recommended by the Boards of Studies and forwards it to the Academic Council for approval.

Composition of Standing Committee

Standing Committee for Academic Council

External members

Chairman

Vice Chancellor

Members

Registrar

All Deans and Controller of Examinations

Coordinator

Dean (Academic)

2. Research Board

Major functions / responsibilities

The Research Board is an Internal Committee to oversee the academic research activities of the institute. The major functions of the Research Board are:

- Scrutiny and recommendation of the names of faculty members for approval by the Vice Chancellor to act as Supervisors (Guides), for Ph.D./ M.Tech. (By Research) / M.Phil. Scholars.
- Scrutiny and recommendation of Ph.D./ M.Tech. (By Research) / M.Phil. Scholars application after interview by the various committees for final approval by the Vice Chancellor
- Determination of equivalence of PG educational qualifications, regulations etc. and other related matters.
- Any other functions delegated to the committee then and there.

Membership Tenure: 2 years

Composition of the Research Board

Research Board

Advisor

Dr. A. Azad, Registrar, BSACIST

Dr. S.S.M. Abdul Majeed, Director (Admissions)

Chairman

Dr. I. Raja Mohamed, Dean (Research)

Member

Dr. M.S. Haji Sheik Mohammed, Dean (Academic Affairs)

Dr. Karthikeyan Ramalingam, Dean (Student Affairs)

Dr. S. Rasool Mohideen, Dean (School of Mechanical Sciences)

Dr. Venkatesan Selvam, Dean (School of Computer Information and Mathematic Sciences)

Dr. Vasanthi Padmanabhan, Dean (School of Infrastructure)

Dr. P.S. Syed Masood Jamali, Dean (School of Arabic and Islamic studies)

Dr. Najumnissa Jamal, Dean (School of Electrical and Communication Sciences)

Dr. S. Hemalatha, Dean (School of Life Sciences)

Dr. S. Kutti Rani, Dean (School of Physical and Chemical Sciences)

Dr. Ayub Khan Dawood, Dean (School of Social Sciences and Humanities)

Dr. K. Srinivasan, Dean (Management Studies)

Dr. M. VijayaVara Prasad, Dean (Crescent School of Pharmacy)

Dr. Arab Mohammed Shamiulla, Dean (Crescent School of Law)

Prof. G. Jayalakshmi, Dean (Crescent School of Architecture)

Dr. Md. Khurshid Alam Khan, Dy. Dean (Research)

Dr. E. Syed Mohamed, Asst. Dean (Research) and HOD / CSE

Special Invitee

Dr. T. Harinarayana, Director (Energy, Sponsored Project and Consultancy)

Dr. S. Kaja Mohideen, Director (PG Admissions)

Dr. Latha Tamilselvan, Director (Data Centre)

Dr. Latifa Iqbal, Director (Data Centre)

Internal Quality Assurance Cell (IQAC)

Functions of the IQAC are

- a) Development and application of quality benchmarks
- b) Setting parameters for various academic and administrative activities of the institution
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
- d) Dissemination of information on various quality parameters to all the stakeholders
- e) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles
- f) Documentation of various programmes/activities leading to quality improvement
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

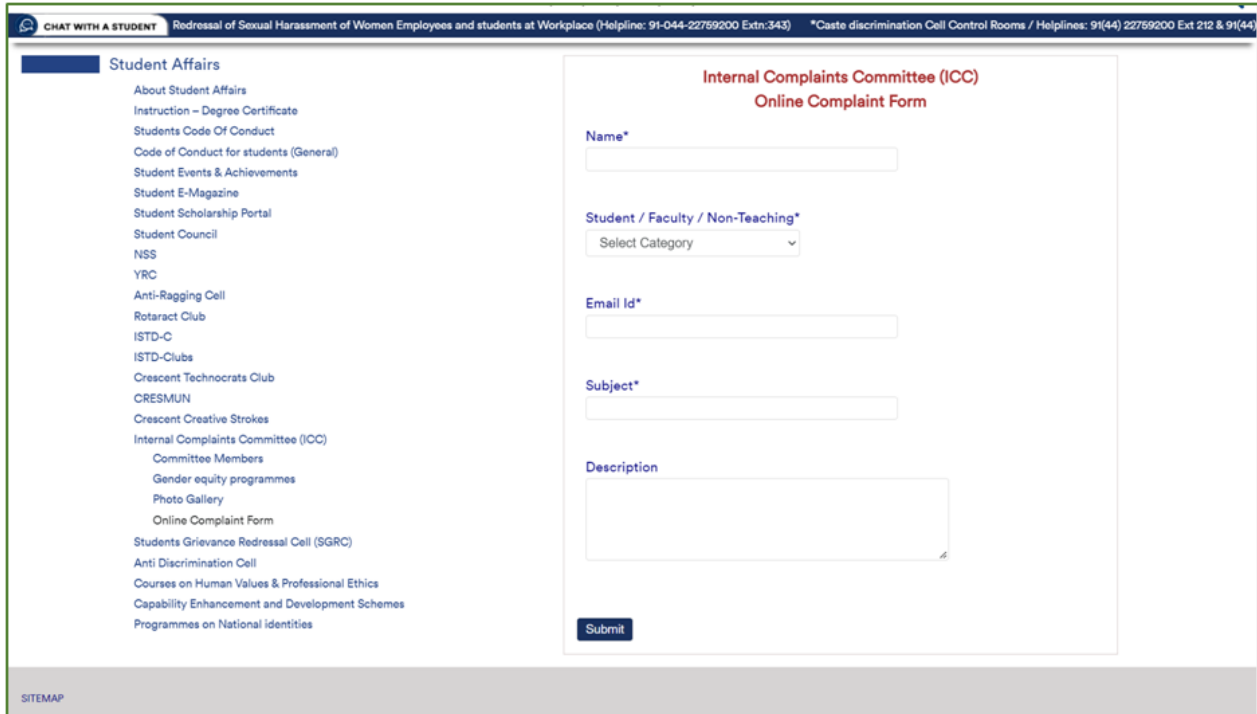
<https://crescent.education/iqac-home/> (<https://crescent.education/iqac-home/>)

Internal Complaints Committee (ICC)

As per the guidelines provided as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions) Regulations, 2015 Internal Complaint Committee of B.S.Abdur Rahman Crescent Institute of Science & Technology has been constituted.

<https://crescent.education/student-affairs/internal-complaints-committee-icc/committee-members/> (<https://crescent.education/student-affairs/internal-complaints-committee-icc/committee-members/>)

Online Complaint Form: <https://crescent.education/student-affairs/internal-complaints-committee-icc/online-complaint-form/> (<https://crescent.education/student-affairs/internal-complaints-committee-icc/online-complaint-form/>)



CHAT WITH A STUDENT Redressal of Sexual Harassment of Women Employees and students at Workplace (Helpline: 91-044-22759200 Extn:343) *Caste discrimination Cell Control Rooms / Helplines: 91(44) 22759200 Ext 212 & 91(44)

Student Affairs

- About Student Affairs
- Instruction – Degree Certificate
- Students Code Of Conduct
- Code of Conduct for students (General)
- Student Events & Achievements
- Student E-Magazine
- Student Scholarship Portal
- Student Council
- NSS
- YRC
- Anti-Ragging Cell
- Rotaract Club
- ISTD-C
- ISTD-Clubs
- Crescent Technocrats Club
- CRESMUN
- Crescent Creative Strokes
- Internal Complaints Committee (ICC)
 - Committee Members
 - Gender equity programmes
 - Photo Gallery
 - Online Complaint Form
- Students Grievance Redressal Cell (SGRC)
- Anti Discrimination Cell
- Courses on Human Values & Professional Ethics
- Capability Enhancement and Development Schemes
- Programmes on National identities

Internal Complaints Committee (ICC)
Online Complaint Form

Name*

Student / Faculty / Non-Teaching*
 Select Category

Email Id*

Subject*

Description

Submit

SITEMAP

Anti-Ragging Cell

- In accordance with the orders, UGC (University Grants Commission), Govt. of India has instructed all the institutions to constitute anti ragging committee consisting of Deans, HoDs, students, Police Officers, Collector, public servants.
- The role of the cell is to prevent the occurrence of ragging within as well as outside the institution and punish those who indulge in ragging, in accordance with the Supreme Court Regulations.
- Online affidavits are submitted by all students through the website www.antiragging.in (<http://www.antiragging.in/>). On behalf of the institution, the Dean (Student affairs) who is the nodal officer will submit a compliance report to UGC every year.
- Within the campus and hostel premises, banners are displayed about ragging and the actions taken by the institution and government on those involved in ragging. Separate complaint boxes are kept near Basic Sciences block and Management blocks.
- Our campus is totally ragging free campus and students are well disciplined. A cordial atmosphere is created within the campus and parents are happy about it.

<https://crescent.education/student-affairs/anti-ragging-cell/>

Students Grievance Redressal Cell (SGRC)

Students' Grievance Redressal Cell is functioning in our Institute in the Electrical Science Block with Dr. S. Kaja Mohideen as the Nodal officer. Students having any Grievance on Academic matters may contact the Nodal Officer in person or drop a letter in the Grievance Box elaborating your grievance or submit your grievance online through our Institute website or email your grievance to students_grievance@crescent.education. Your grievance will be redressed as earlier as possible based on the nature of the issue.

UGC letter – Students' Grievance Redressal (https://crescent.education/wp-content/uploads/2017/09/UGC-Letter-reg-Student-Grievance-Redressal_1411.pdf):

https://crescent.education/wp-content/uploads/2017/09/UGC-Letter-reg-Student-Grievance-Redressal_1411.pdf (https://crescent.education/wp-content/uploads/2017/09/UGC-Letter-reg-Student-Grievance-Redressal_1411.pdf)

Student grievances on examinations and academic activities during COVID-19: <https://crescent.education/student-grievances/> (<https://crescent.education/student-grievances/>)

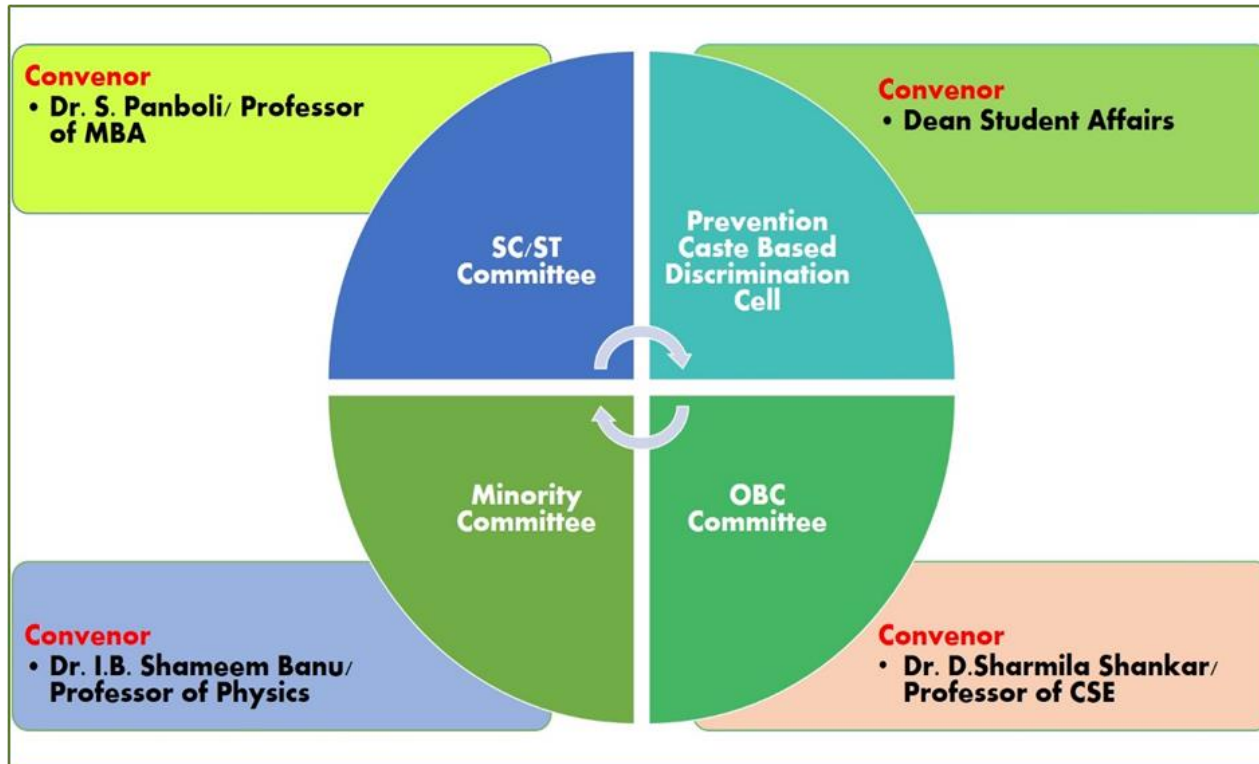
grievances/)

Committee Members: <https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/committee-members/> (<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/committee-members/>)

Online Complaint Form: <https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/online-complaint-form/> (<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/online-complaint-form/>)

Anti-Discrimination Cell

In case of incident of caste discrimination faced by any student, he/she may contact office of Dean student affairs immediately or mail at dean_student@crescent.education (mailto:dean_student@crescent.education)



<https://crescent.education/student-affairs/anti-ragging-cell/> (<https://crescent.education/student-affairs/anti-ragging-cell/>)

https://crescent.education/wp-content/uploads/2018/06/Prevention_Caste_based_Discrimination.pdf

(https://crescent.education/wp-content/uploads/2018/06/Prevention_Caste_based_Discrimination.pdf)

Service rules, policies and procedures:

To promote and maintain high standards of professional recruitment practice by adhering to UGC Norms. Its objectives are to:

- Ensure that recruitment is considered an essential part of the human resource.

Strategy and consequently an integral part of the overall business strategy;

- Ensure and explain best practice for all types of recruitment;
- Maintain professional standards whether recruits are easy to find;

Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure.

Recruitment and Selection Policy is approved by Dean of the School, Registrar, and Vice-Chancellor.

Prior to the commencement of any recruitment procedure, the HOD's has to submit the Employment authorization form with the approval from the School Deans. The Human Resources department will cross check the workload and initiate the recruitment process.

Internal and External advertisements are given in website, newspapers and job recruiters portal/ social media.

The Human Resources department shall receive all applications for employment and shall acknowledge receipt thereof.

- Scrutiny committee (Dean, HOD, Dean Research, Director PG Admission, HR) will scrutiny the resume as per the UGC norms
- BS Abdur Rahman Crescent Institute of Science and Technology shall bear subsistence and travel and travel expenses of shortlisted candidates from places other than the duty station (if applicable). A summary of the interviews shall be prepared by the Head of Human Resources and kept for record purposes (for a group).
- After the scrutiny HR with the approval of VC and Registrar will call the candidate for interview in front of external panel member/ VC, Registrar, Respective Deans
- The Head of Human Resources shall ensure that a reference check on shortlisted candidates is done, and then offer employment in consultation with the Dean, Registrar, VC to the selected candidate who upon acceptance shall be followed by an appointment letter signed by the Registrar. Once the selected candidate has accepted the employment offer.

Employment Interview Panel (Final Round)

The Employment Interview Panel shall be provided with the ground rules and procedures for interviewing (by the Director Human Resource) prior to the actual commencement of interviews.

The constitution of the Panel shall be from the following persons:

- Vice-Chancellor
- Registrar
- Dean, Respective Faculty of Studies
- Head of Department,
- For Management Positions the BOM shall attend.
- External subject expert

Selection Committee

There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

- i. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- ii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

Appointment: All staff will be appointed by the BS Abdur Rahman Crescent Institute of Science and Technology, Board of Management as delegated.

Letters of Appointment: The formal letter of appointment will bear the signature of the Registrar. The letter shall require the signature of the appointee before the appointment is considered effective.

Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Each member of staff is expected to devote their time and attention to their work and not engage in activities that may conflict with BS Abdur Rahman Crescent Institute of Science and Technology interests or negatively affect their performance. Job Descriptions shall be reviewed yearly.

Probation: Any appointment made on BS Abdur Rahman Crescent Institute of Science and Technology shall be subject to a probation period for a minimum one year or as specified in the letter of appointment. One month towards the end of the probation period, the employee's Deans/HODs shall make an appraisal report recommending a confirmation or termination of the employee's services. If necessary, the probation period may be extended by BS Abdur Rahman Crescent Institute of Science and Technology. An employee who is on probation may have his appointment terminated at any time without notice. Confirmation of the appointment is done only by the recommendation from the Deans/HODs, the Registrar shall in writing, confirm the appointment.

Any modification made in the service rules and policies are made known to the staff members through circulars issued from time to time. These circulars are sent through e-mails to all the staff members.

<https://crescent.education/wp-content/uploads/2021/01/HR-Manual-policy-NAAC-2021-1.pdf> (<https://crescent.education/wp-content/uploads/2021/01/HR-Manual-policy-NAAC-2021-1.pdf>)