

**B.S.ABDUR RAHMAN  
UNIVERSITY**

B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE & TECHNOLOGY  
(Estd. u/s 3 of the UGC Act, 1958)  
Formerly B.S.ABDUR RAHMAN Crescent ENGG College



**Minutes of the  
INTERNAL QUALITY ASSURANCE CELL  
(IQAC) Meeting**

**held on**

**05.02.2015, 2.30 p.m.**

**at**

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



Date: 6.2.2015

**MINUTES OF THE MEETING OF IQAC**

The meeting of HODs, Deans, Directors, Controller of Examinations and Professor of Eminence was held on **5.2.2015** at **2.30 pm** in **Seminar Hall III** of the Convention Centre. The following members attended the meeting:

1.	Prof. J.A.K. Tareen	Vice Chancellor
2.	Prof. V.M. Periasamy	Pro Vice Chancellor
3.	Dr. V. Murugesan	Registrar & Director (SRCS)
4.	Mr. V.N.A. Jalal	Director (Admissions)
5.	Dr. V. Sankaranarayanan	Professor of Eminence
6.	Dr. I. Mohammed Bilal	Controller of Examinations
7.	Dr. T.R. Rangaswamy	Professor, EIE & Dean (Academic)
8.	Dr. R. Raja Prabu	Professor, EEE & Dean (Academic Research)
9.	Dr. S.S.M. Abdul Majeed	Professor & HOD, Polymer & Dean (Student Affairs)
10.	Dr. P. Sheik Abdul Khader	Director, Data Centre, Professor & HOD, CA
11.	Dr. S. Kaja Mohideen	Professor, ECE & Dean (SECS)
12.	Dr. M. Murugan	Professor, HOD, Mech.Engg. & Dean (SMS)
13.	Dr. M.V. Molykutty	Professor, Civil Engg. & Dean (School of Infrastructure)
14.	Prof. S. Ravi	Professor & Dean (CSA)
15.	Dr. I.B. Shameem Banu	Professor, & Dean (SPCS)
16.	Dr. A. Shahin Sultana	Professor, English & Dean (SSSH)
17.	Dr. M. Subramanian	Professor & HOD, Auto
18.	Dr. M.S.Haji Sheik Mohammed	Professor & HOD, Civil
19.	Dr. P.K. Jawahar	Professor & HOD, ECE
20.	Dr. Sharmila Sankar	Professor & HOD, CSE
21.	Dr. Latha Tamil Selvan	Professor & HOD, IT
22.	Dr. S. Hemalatha	Professor & Dean, SLS
23.	Dr. P.S. Sehiq Uduman	Professor & HOD, Maths
24.	Dr. M. Basheer Ahamed	Professor & HOD, Physics
25.	Dr. D. Easwaramoorthy	Professor & HOD, Chemistry
26.	Dr. P.M. Usha Rani	Professor & HOD, English
27.	Dr. P.N. Kadiresh	Professor, Aero
28.	Dr. U. Sabura Banu	Professor, EIE
29.	Dr. P. Panneerselvam	Librarian

The Vice Chancellor welcomed the members.

The following agenda items were discussed and decisions taken.

➤ **Analysis of the poor performance of students in certain courses in the November / December'2014 Examination and remedial action plan.**

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.

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 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. 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.

Vice Chancellor told that let it be a policy to play videos as the teaching guide in the classroom.

Vice Chancellor also informed that all junior classes should be handled by Senior persons and also by competent persons in the course.

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 Sem).

➤ **Effective utilization of e-resources**

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.

➤ **Effective utilization of Lab equipment for the Academic / research purpose.**

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.

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.

The important and precious equipment available in a department should be made available for other department faculty and scholars.

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.

**Any other remarks**

1. **Dean (Academic Affairs)** informed the following:

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.

The parents of those students with poor performance and attendance should be intimated at the earliest to avoid last minute confusion.

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.

The courses suggested by the course equivalence committee should be conducted for those students who are transferred from other programmes or from other institutions.

The history card of each student should be updated regularly with correct address and contact number of the parents.

2. The **Pro Vice chancellor** 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).

The Pro Vice chancellor informed the faculty members to maintain the standard of the question paper by avoiding questions like "Mention, Explain, List, etc".

He also mentioned to conduct only technical events during the National Symposium "CRESTECH".

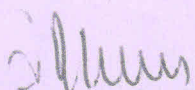
3. The **Registrar** informed that all the HODs / Deans should send a proposal for the funded projects at the earliest.

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.

He also informed about the proposed visit of CVRDE / DRDO on 10<sup>th</sup> February 2015.

The Vice Chancellor thanked the members.

  
DEAN (Academic Affairs)

  
REGISTRAR

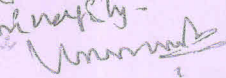
To

All HODs / Deans / Directors / COE / Professor of Eminence

Copy Submitted to the Vice - Chancellor

Copy Submitted to the Pro Vice Chancellor

Submitted to VC

1. It is requested for orders (i) Analysis of the performance, ~~and~~ counselling and remedial measures. Prof. Sankaranarayanan as coordinator
2. Faculty in-charge for purchase of audio and video lessons for important subjects.
3. Permission to create a separate web portal in the University. Serves of our 

*Approved  
V. Anand*




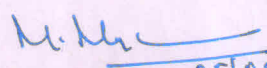


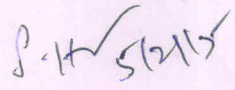

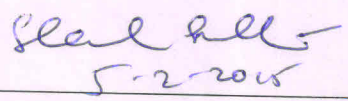

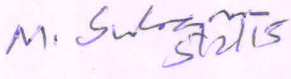
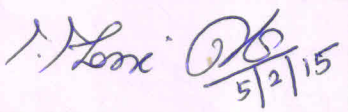
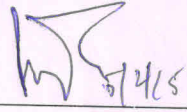
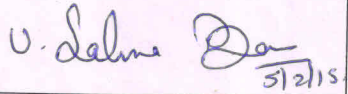


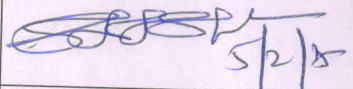
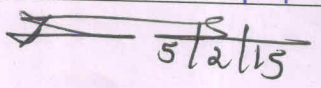
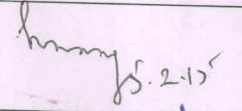
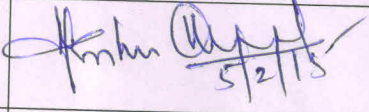
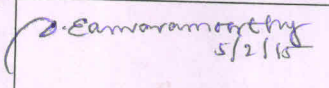
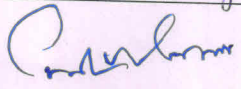
**INTERNAL QUALITY ASSURANCE CELL**

The meeting of HoDs, Deans, Directors and CoE is held on 5<sup>th</sup> February at 2.30 p.m. in Seminar Hall III to discuss issues related to Academic.

SL. NO.	NAME	DESIGNATION	SIGNATURE
1.	Prof. JALEES. A.K. TAREEN	Vice Chancellor	
2.	Dr. V.M. PERIASAMY	Pro-Vice Chancellor	
3.	Dr. V. MURUGESAN	Registrar & Director (SRCS)	 5/2
4.	Mr. V.N.A. JALAL	Director (Admissions)	
5.	Dr.V.SANKARANARAYANAN	Professor of Eminence	
6.	Dr. M. ABDULLAH KHAN	Professor of Eminence	
7.	Dr. T.R. RANGASWAMY	Dean (Academic) Professor, EIE	
8.	Dr. I. MOHAMMED BILAL	Controller of Examinations Professor, Chemistry	
9.	Dr. R. RAJA PRABU	Dean (Acad. Res) Professor, EEE	 050212
10.	Dr. S.S.M. ABDUL MAJEED	Dean (Student Affairs) Professor & HOD, Polymer	
11.	Dr. P. SHEIK ABDUL KHADER	Director, Data Centre, Professor & HOD, CA	
12.	Dr. R. VASANTHA KUMARI	Director, Polymer Nano Technology Centre	
13.	DR. S. PRINCE AROCKIADOSS	Director of International Collaboration	



SL. NO.	NAME	DESIGNATION	SIGNATURE
14.	Dr. K.M. MEHATA	Dean (School of Comp. Infor. & Mathematical Sciences) Professor, CSE	
15.	Dr. S. KAJA MOHIDEEN	Dean (School of Electronics & Commn. Sciences) Professor, ECE	 5/2/15
16.	Dr. M. MURUGAN	Dean (School of Mechanical Sciences) Professor & HOD, Mech.Engg.	 05/02/2015
17.	Dr. M.V. MOLYKUTTY	Dean (School of Infrastructure) Professor of Civil Engg.	 5/2/15
18.	Dr. T. RANGARAJAN	Professor & Dean (Crescent Business School)	
19.	Prof. S. RAVI	Dean (Crescent School of Arch.)	 5/2/15
20.	Dr. S. HEMALATHA	Dean (School of Life Sciences)	 5/2/15
21.	Dr. P.S.SYED MASOOD JAMALI	Professor and Dean (School of Islamic Studies)	
22.	Dr. I.B. SHAMEEM BANU	Dean (School of Physical & Chemical Sciences) Professor, Physics	 5/2/15
23.	Dr. A. SHAHIN SULTANA	Dean (School of Social Sciences & Humanities) Professor, English	 5-2-2015
24.	Dr. P. VASANTHA KUMAR Dr. P.N.KADIRESH	Professor & HOD, Aero.	 5/2/15
25.	Dr. T. SUBRAMANIAM M. SUBRAMANIAM	Professor & HOD, Auto	 5/2/15
26.	Dr. M.S.HAJI SHEIK MOHAMMED	Professor & HOD, Civil	 5/2/15
27.	Dr. P.K. JAWAHAR	Professor & HOD, ECE	 5/2/15
28.	Dr. D. NAJUMNISSA JAMAL Dr. U. Sabura Banu.	Professor & HOD, EIE	 5/2/15

SL. NO.	NAME	DESIGNATION	SIGNATURE
29.	Dr. SHARMILA SANKAR	Professor & HOD, CSE	 5/2/15
30.	Dr. LATHA TAMILSELVAN	Professor & HOD, IT	 5/2/15
31.	Dr. P.S. SEHIK UDUMAN	Professor & HOD, Maths	 5.2.15
32.	Dr. M. BASHEER AHAMED	Professor & HOD, Physics	 5/2/15
33.	Dr. D. EASWARAMOORTHY	Professor & HOD, Chemistry	 5/2/15
34.	Dr. P.M. USHA RANI	Professor & HOD, English	Revathi viswanath for HOD/English
35.	Dr. P. PANNEERSELVAM	Librarian	
36.			
37.			