



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

**held on**

**09.01.2018, 10.00 am.**

**at**

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

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

16<sup>th</sup> January 2018

### MINUTES OF THE MEETING

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.

#### Agenda of the meeting:

- Minutes of the previous IQAC meeting held on 27<sup>th</sup> October 2017 and action taken report
- Curricular Aspects
- Teaching Learning and Evaluation
- Research, Consultancy and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Alumni connect
- Admission
- Any other item

The following members were present:

S.No.	Name	Designation
1.	Dr. M.S. Haji Sheik Mohammed	Registrar Incharge / Dean (Academic Affairs) & Coordinator of IQAC
2.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)
3.	Mr. Shah Abdul Kader	Deputy Registrar (Finance)
4.	Mr. C. N. Suresh Babu	Deputy Registrar (Students)
5.	Mr. S. Shuja Ahamed	General Manager, FIP
6.	Dr. Vasanthi Padmanabhan	Dean (School of Infrastructure)
7.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Communication Sciences)
8.	Dr. S. Rasool Mohideen	Dean (School of Mechanical Sciences)
9.	Dr. S. Kutti Rani	Dean (School of Physical & Chemical Sciences)
10.	Dr. I. Raja Mohamed	Dean (Academic Research)
11.	Dr. P. K. Jawahar	Dean (Student Affairs – Male)
12.	Dr. S. Hemalatha	Dean (School of Life Sciences)
13.	Ar. G. Jayalakshmi	Dean (Crescent School of Architecture)



S.No.	Name	Designation
14.	Dr. N. Raja Hussain	Deputy Registrar (Administration)
15.	Mr. PMJF Lion R. Thamil Selvan (Parent)	Zone Chairman, Lions District 324 A6
16.	Ms. V. Nivedita (Student)	II year student, B.Tech. Biotechnology
17.	Dr. K. Vipinendran	Associate Professor, CEG Anna University
18.	Mr. Kavin Kumar	Director, Engineering Project Management Consultancy & Research (EPMCR) Pvt. Ltd., Chennai

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.

❖ **Minutes of previous meeting & Action Taken Report:**

The minutes of the previous meeting was confirmed and approved. The action taken report on the same was also deliberated and approved.

The salient deliberations of the meeting are as follows:

**1) Curricular Aspects**

**a. UG and PG curriculum and Syllabus: Revision – Conduct of Board of Studies**

- 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.

**2) Teaching Learning and Evaluation**

**a. MBA programme: change from Trimester to Semester pattern – suggestions**

- 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:
  - Gaining in depth knowledge on a particular course within the prescribed 30 sessions is difficult for the students.
  - Level of understanding and comprehension of analytical subject becomes difficult.

- Students are unable to go for 6 month internship.
- Students find it difficult to carry out real time projects and assignments due to time constraint.
- 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.
- All the members of IQAC agreed and recommended the change of MBA programme from trimester to semester.

**b. Teaching – Learning monitoring: Existing system – suggestions for improvement**

- Registrar In-charge explained the system used for monitoring purpose of the teaching and learning existing in the Institution as on date as follows:
  - Class room monitoring
  - Log Book Monitoring
  - Class Committee Monitoring
  - Class advisor and Faculty advisor system
  - Parents teachers meeting
  - Camp-it portal facility for parents
  - SMS to parents
  - Students Feedback
- 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.
- 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.
- 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.

**c. Student discipline and related issue: wearing ID card, dress code, attitude – suggestions for improvement**

- 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.

- 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.
- 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.
- 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.
  - 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.
  - Dr. S. Rasool Mohideen recommended that students may be given exposure to watching TedEx talks, which would also be motivating to them.
  - 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.

### **3) Research, Consultancy and Extension**

#### **a. Key Performance Indicators (KPI's) for departments/ schools – yearly report**

- 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.
- 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.

#### **b. Target indicators for faculty in a calendar year**

- 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.
- 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.

#### **c. Extension activities of societal importance – progress**

- 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.

#### **4) Infrastructure and Learning Resources**

##### **a. Completion of School of Architecture Building & b) Construction of Academic Block – Current progress**

- 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.

##### **c. Facility for online courses: Odd semester report**

- 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.

##### **d. Strength of department library: status**

- 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.
- Dr. S. Kaja Mohideen suggested that this detail may be displayed in the webpage of each department/school.
- 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.

#### **5) Student Support and Progression**

- 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.
- Further the activities taken up so far by the Entrepreneurship Development Cell were listed out.

#### **6) Governance, Leadership and Management**

##### **a. Automation of Academic and Administrative process (TCS-ion): Current status**

- 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.





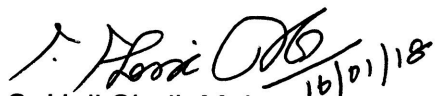
### 7) Alumni connect

- 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.
- Mr. Kavin Kumar suggested that alumni can be involved as mentors for start-up companies and they may also be given access to incubation cell.

### 8) Admission

- Mr. PMJF Lion R. Thamil Selvan opined that alumni of UG programmes can be motivated to join PG programme in the institution.
- Mr. Kavin Kumar suggested that the institution may have competitor intelligence. New industry specific courses may be started in discussion with the industry personnel.
- Dr.K.Vipinendran recommended that interdepartmental programmes may be started. A course/programme on Electronic Arts (Electronics & Gaming), which is already offered in foreign universities, can be initiated here. He further suggested that alumni feedback regarding this can be obtained.

The Registrar In-charge thanked the members for their continuous support and valuable inputs for the development of the Crescent Institution. He stated that the suggestions provided by the members will be considered for implementation in the near future.

  
Dr. M.S. Haji Sheik Mohammed  
Registrar In-charge  
Dean, Academic Affairs  
Co-ordinator, IQAC  
REGISTRAR (i/c)  
B.S. Abdur Rahman  
**Crescent**  
Institute of Science & Technology  
Vandalur, Chennai-600 048.

**B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE & TECHNOLOGY**  
Vandalur, Chennai – 48.

**Internal Quality Assurance Cell - Meeting**

**Attendance Sheet**

Date and Time : 09.01.2018 at 11.00 a.m

Venue : Hall No III, Convention Centre, BSAU

Agenda :

1. Curricular Aspects
2. Teaching Learning and Evaluation
3. Research, Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Alumni connect
8. Admission
9. Any other item

S. No.	Name	Designation	Signature
1.	Prof. Sahol Hamid Bin Abu Bakar	Vice Chancellor	
2.	Mr. Abdul Qadir A. Rahman Buhari	Chairman, Board of Management	
3.	Ms. Nikath M Hamza	Director, HR / FTA / PR	
4.	Dr. M.S. Haji Sheik Mohammed	Registrar Incharge & Dean (Academic Affairs)	<i>M. Fozil</i> 09/01/18
5.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)	<i>Shamir</i>
6.	Mr. Shah Abdul Kader	Deputy Registrar (Finance)	<i>Shah</i> 09/01/18
7.	Mr. C.N. Suresh Babu	Deputy Registrar (Students)	<i>Suresh</i> 09/01/18
8.	Mr. S. Shuja Ahamed	General Manager, FIP	<i>Shuja</i>
9.	Dr. Vasanthi Padmanabhan	Dean (School of Infrastructure)	<i>Vasanthi</i> 9/1/2018
10.	Dr. P. Sheik Abdul Khader	Dean (School of Computer Information & Mathematical Sciences) & Director (Data Centre)	
11.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Sciences)	<i>Kaja</i> 9/1/18
12.	Dr. S. Rasool Mohideen	Dean (School of Mechanical Sciences)	
13.	Dr. S. Kutti Rani	Dean (School of Physical and Chemical Sciences)	<i>Rani</i> 9-1-18



S. No.	Name	Designation	Signature
14.	Dr. P.S.Sheik Uduman	Dean (School of Social Sciences	
15.	Dr. I. Raja Mohamed	Dean (Academic Research)	<i>[Signature]</i> 9.1.18
16.	Dr. P. K. Jawahar	Dean (Student Affairs)	<i>[Signature]</i> 9.1.18
17.	Dr. S. Hemalatha	Dean (School of Life Sciences)	<i>[Signature]</i> 9.1.18
18.	Ar. G. Jayalakshmi	Dean (Crescent School of Architecture)	<i>[Signature]</i> 08/01/18
19.	Dr. P.S.Syed Masood Jamali	Dean (School of Islamic Studies)	
20.	Dr. M. Munir Ahamed Rabbani	Controller of Examinations	
21.	Mr. Sujit Jacob Tharakan	President, Alumni Association	
22.	Mr. PMJF Lion R. Thamil Selvan	Zone Chairman, Lions District 324 A6	<i>[Signature]</i>
23.	Ms.V.Niveditha	II-Year student, B.Tech. Bio-technology	<i>[Signature]</i>
24.	Dr.K. Vipinendran (Parent)	Associate Professor, CEG, Anna University.	<i>[Signature]</i>
25.	Mr. Kevin Kumar a	Director, Engineering Project Management Consultancy & Research (EPMCR) Pvt. Ltd., Chennai	<i>[Signature]</i>
26	Dr. N. Raja Hussain	Deputy Registrar (Admn)	<i>[Signature]</i> N. Raja