Action Taken Report on

Minutes of

INTERNAL QUALITY ASSURANCE CELL

(IQAC) Meeting

held on

14.08.2018, 10.30 a.m.

Seminar Hall – III,
Convention Centre,
BSACIST

INTERNAL QUALITY ASSURANCE CELL (IQAC)

21 January 2019

ACTION TAKEN REPORT OF THE MEETING
HELD ON 14TH AUGUST 2018

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 14th August 2018 at 10:30 a.m. at Seminar Hall – III, Convention Centre, B. S. Abdur Rahman Crescent Institute of Science & Technology.

The meeting was chaired by the Registrar. 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
1	**Minutes of previous meeting & Action Taken Report:** ➢ The minutes of the previous meeting was confirmed and approved and the action taken report on the same was explained. ➢ Orientation programmes for the freshers as well as senior students were conducted on different days. ➢ B. Tech. freshers underwent a 10-day orientation programme as proposed by AICTE. ➢ Faculty members are also to undergo Train the Trainer programme for handling orientation programme for freshers. This year 3 senior members have been chosen to undergo this training. Other faculty members will also be delegated in the future for such programmes.	Noted.
2	**Curricular Aspects:** ➢**UG & PG curriculum and syllabus: Revision –Conduct of Board of Studies – reg.** o It was suggested by Director (Accreditation & Ranking) that Choice Based Credit System (CBCS) is to be implemented in spirit and to do so slotted timetable is to be followed. o The Registrar insisted that students should be allowed to choose their course teachers too. During the Orientation Programme, one day should be given for the students to go through the available courses and course teachers and then choose a particular teacher. He also pointed out that	Electives are offered to the students of all semesters. Initiatives are taken to accommodate CBCS in the next academic year.

	while following CBCS, no substitute examination or arrear examination can be allowed. Students will have to re-do the course. o Dr. Vipinendran suggested that courses offered across the branches can be given a common slot. o Dean (Student Affairs) recommended that common slot for open electives can be given after lunch hour so that students can reach the respective classes on time. o Registrar also advocated that tutorials can be held for weak learners on Saturdays. Difficult subjects can be identified and immersive teaching can be provided to help students learn better.	
3	➢**AICTE model curriculum for B.Tech. programmes, MBA, M.Tech. & MCA – implementation from 2019-20 – reg.** o The need to adhere to AICTE model curriculum was highlighted by the Dean Academic Affairs. Since the curriculum was revised recently for majority of the programmes, it was decided to revise the curriculum according to AICTE in the forthcoming academic year. o Director (Accreditation & Ranking) insisted that OBE has to be adopted by all programmes.	The AICTE model curriculum has been discussed in the respective Board of Studies of the departments and schools. OBE has been adopted by all the programmes as is evident in the curriculum updated in the website.
	➢**Madras Flying Club Aviation academy - Student Pilot license – Value added diploma course:** o Dean Academic Affairs informed the members about the certificate and diploma courses on aviation offered by the Institution in collaboration with Madras Flying Club. o He also informed that there is an overwhelming response from the students to join these courses, and reported that such course could help students to add value in their career.	Noted.
	➢**Part time B.Tech Mechanical Engg – Mando – Curriculum & Syllabi:** o The curriculum and syllabi for the part-time B.Tech. Mechanical Engineering programme were displayed. o Dean (School of Mechanical Sciences) informed that the curriculum is designed more like the regular B.Tech. programme, but electives and certain core courses are offered aligned with the profession of the Mando and Apollo Tyres employees. This programme can also be taken up by other part-time employees	Noted.
4)	**Teaching, Learning & Evaluation:** ➢**Result Analysis for Even semester of Academic Year 2017-18:** o The comparison of result analysis between the academic years 2016-17 and 2017-18 was discussed. The result of	Noted

	the 1st year students has improved compared to the previous year, owing to the steps taken to modify the curriculum and adopting new teaching methodologies.	
	➢**Root Cause Analysis and Action Plan of Even Semester 2017-18:** o Root cause analysis for various courses in which there has been poor performance was done by the course teachers in all the semesters. o Problems have been identified and remedial measures were suggested while submitting the root cause analysis. Those measures were implemented to prevent failure of students in the same courses. o Registrar suggested that various teaching methods can be adopted to overcome failure of students in difficult courses, such as, providing links to Youtube videos by professors from other universities, multimedia instruction, using PPT in classrooms already prepared by distinguished professors that is available on internet (acknowledging the source). o He reiterated that arrangement should be made for conducting tutorials for students who fail in the 1st Continuous Assessment and stressed on the need to avoid failure of students by taking appropriate remedial measures. o New and fresh faculty members should be given proper guidance to handle classes, especially tough courses. o Deputy Registrar (Administration) recommended that government funding can be obtained for conducting remedial classes for students. o Dean (School of Electronics & Communication Sciences) informed that Peer-Assisted Learning is conducted in the hostel and residential tutors and professors who reside in the staff quarters handle classes for weak learners.	Noted Accordingly, new format for root cause analysis has been prepared for Odd semester 2018-19 that discusses the effectiveness of remedial measures taken earlier.
	➢**Introduction of Social Entrepreneurship Course – Wadhwani Foundation:** o The course on Social Entrepreneurship in collaboration with Wadhwani Foundation is offered to students of final year. A team of seven faculty members were given intensive training by Wadhwani Foundation and these faculty members handle this course for all the branches. o Another set of faculty members will be trained in the forthcoming session to handle this course.	Noted.
5)	➢**Student discipline and related issues: Conduct of orientation programmes – Rules and Regulations handbook– suggestions for improvement:**	Noted

	o An orientation programme was conducted for senior students (year-wise) for three days, in which they were sensitized about the rules and regulations of the programme. o Academic toppers were also awarded during this orientation programme, a way to motivate the students to perform well in their academics. o Members were also informed that an undertaking with regard to adhering to the rules and regulations of the Institution was obtained from all the students - freshers as well as seniors.	
6	**Research, Consultancy and Extension:** ➤**Review on research activities – Jan 2018 – July 2018:** o Dean (Academic Research) presented the status of research activities of the institution from January 2018 to June 2018. o The research scholars who are found to be not progressing well are to be given appropriate support and proper guidance. o Registrar informed that to curb plagiarism a form for approval from the respective research supervisor and Dean (Academic Research) is to be submitted by research scholar before communicating a paper to a journal.	Noted. Central research review team has been formed which reviews the research progress of the scholars and provide them guidance for achieving the target given.
	➤**Review on Sponsored Research & Consultancy:** o Registrar suggested that the testing facility in the Institution should be made known to the industry thus improving the consultancy and testing of the institution. o Proposals can be submitted, one from each department to DRDO, DST and other government funding agencies.	Noted. Around 100 project proposals have been submitted and another 100 is in the pipeline.
	➤**Extension activities of societal importance – progress:** o Extension activities of societal importance are considered important for NAAC. Hence any societal activities that are done by the departments are to be recorded. o DR (Admin.) informed that our institution has adopted 5 villages under Unnadh Bharath Abhiyan scheme.	Noted.

7	**Infrastructure and Learning Resources:**	
	➤**Infrastructure Completed in last academic year:** o Air conditioners have been fixed in rooms of the Ladies hostel. o New A/C buses were procured and additional CCTV cameras were fixed in the campus. o New architecture block has been completed upto 5th floor and handed over to Crescent School of Architecture. The old architecture block was renovated and handed to the School of Pharmacy. o 300kwp additional solar plant No.3 orjUder placed at a cost of Rs.1,20,75,000/-	Noted
	➤**Proposed Infrastructure – Academic block – Chancellory Block – Incubation Centre:** o A Chancellory block which would house offices for the administrative officers along with record room is to be constructed. o A block has been identified for starting the Crescent Innovation & Incubation Centre. Face lift work is to be carried out.	CIIC has been established and inaugurated in July 2018
8	**Student Support and Progression:**	
	➤**Establishment of Crescent Innovation and Incubation Cell – future plan:** o A new block is identified to start the Crescent Innovation & Incubation Centre. The incubation activities will start in a month. o It is proposed to incubate 10 start-ups per year. o The incubation policy is being drafted.	Noted.
	➤**Augmentation of Mentor, Counsellor – Students support:** o The institution already has Class Advisors & Faculty Advisors who serve as mentors for the students. o It is insisted to record the grievances of the students properly. The records of counselling given by HoDs and Professional Counsellor should also be maintained properly. o Dean Academic Affairs proposed to start a Student Council with 10 student members. o Dean Student Affairs mentioned that the student office bearers of various clubs and committees can be brought together to constitute a Student Committee. o Director (Accreditation & Ranking) suggested that student representation can also be inducted in some statutory bodies of the institution like IQAC. o Registrar insisted that such student representatives should have a good record in academics and discipline and be	Noted. Student Council form Dean SA

	good in communication skills. ○ The Senior General Manager recommended having a separate place for student activities such as cultural events and other co-curricular events. ○ Registrar mentioned that such place should be accessible and visible to all. ○ Deputy Registrar informed that government fund is available for cultural events and a Cultural Coordinator is to be appointed. ○ Dean Academic Affairs pointed out that common room facilities are to be provided for boys and girls separately. At present the Structural Engineering lab is identified as the space for creating student facilities. ○ Dean (School of Architecture) informed that an open reading area and an open theatre with a raised platform can be created near Higginbotham (Banyan Café), which can serve as a place for students to gather for practicing for cultural events. ○ Registrar suggested that a place with light roof construction can be created for this purpose and these spaces should be named (as required by UGC) and directions must be provided for easy identification by students.	Noted The space for common dining for students has been identified.
	➢ **Slow Learners & Advanced Learners Student Support Mechanisms:** ○ Peer-assisted learning is provided for slow learners and courses are offered in Pre-do sessions for the advanced learners. ○ Gender sensitization programmes ought to be conducted by our institution for our students. Dr. Vipinendran suggested that professional speakers, psychologists and women speakers may be invited for such events. Events can be conducted for the boys and girls separately, if required.	Gender sensitization programme was conducted for all students and shall continue to be organized in the forthcoming years too.
	Governance, Leadership and Management: ➢ **Automation of Academic and Administrative process (TCS-ion): Progress review:** ○ LMS (Learning Management System) is still not in place and work needs to be expedited.	Ulektz Learning Management System has been identified and put to use on a trial basis.
9	**Alumni connect:** ○ Dean Academic Affairs explained that alumni connect is not utilized optimally and hence a proper working model is required. ○ The last year events organized by Alumni were glanced through. The events to be proposed for the current year shall be prepared by the new office bearers who shall take charge after the Annual General Body Meeting to be held on 1st September 2018.	Dr.Aisha Banu is currently the Secretary, Alumni of BSACIST. Noted.

	o It was suggested by the Registrar that alumni members can be invited as mentors for start-ups. o A person in the designation of Deputy Director (Alumni) is to be created. o A global alumni meet should be organized and our institution should keep track of our alumni all over the world. o Scholarships can be awarded to needy students by getting funds from alumni. o A separate finance account and audit has to be created and conducted for this Centre for Alumni Affairs.	
	Admission: o Registrar explained that of all the students the students of the First Year are most important as our ambassadors. As immediate seniors they are the ones to spread word about our institution thus bringing in admissions. So the classrooms and other infrastructure should be improved. Food, canteen, hostel and restrooms are certain strategic areas that need to be concentrated on. o Dr. Vipinendran recommended that placement details should be used to promote admission. 　▪ National level technical events should be conducted to bring students from all over the nation, which would be an opportunity for them to know more about the institution. 　▪ Endowment awards can be given to students subject-wise with gold and silver medals which would be act as an appreciation for students and would improve the image of the institution as well. o Director Admissions suggested that students (11th standard) from nearby schools may be invited for science events. 　▪ Good and attractive brochures with necessary information need to be printed. 　▪ The programmes offered by our institution should have the nomenclature given in the approved list with specialization, such as Polymer Technology can be named Rubber and Plastic Technology. o Dean (Student Affairs) that funding for such week-long programmes can be gotten from INSPIRE (DST). o DR (Administration) also suggested that our institution could provide space and sponsorship for conducting events such as study exhibition organized by leading dailies. o Mr. PMJF Lion R. Thamil Selvan advocated that Open House may be held before the month of January every year. He also suggested that letters can be written to the parents of the students highlighting the institution's	Noted Science exhibition was held on 15th October 2018 Noted

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achievements and strengths. ○ Ms. V. Nivedita (Student), commented that student volunteers can be involved in pre-admission activities, such as taking the parents and candidates for a visit to respective schools/departments, which would be more effective than faculty or other members of the staff.	

Dr. M.S. Haji Sheik Mohammed
21/01/19
Dean, Academic Affairs
Co-ordinator, IQAC

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