B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

Minutes of the

INTERNAL QUALITY ASSURANCE CELL

(IQAC) Meeting

held on

29.01.2019, 11.00 a.m.

at

Seminar Hall – III,
Convention Centre,
BSACIST

B.S. Abdur Rahman

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GST Road, Vandalur, Chennai 600 048

INTERNAL QUALITY ASSURANCE CELL (IQAC)

12th February 2019

MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 29th January 2019 at 11:00 a.m. at Seminar Hall – III, Convention Centre, B. S. Abdur Rahman Crescent Institute of Science & Technology.

Agenda of the meeting:
1) Minutes of previous meeting & Action Taken Report
2) Curricular Aspects
3) Teaching Learning and Evaluation
4) Research, Consultancy and Extension
5) Infrastructure and Learning Resources
6) Student Support and Progression
7) Governance, Leadership and Management
8) Alumni connect
9) Admission
10) Any other item

The following members were present:

S.No.	Name	Designation
1.	Prof. Sahol Hamid Bin Abu Bakar	Vice Chancellor
2.	Dr. A. Azad	Registrar
3.	Dr. M.S. Haji Sheik Mohammed	Dean (Academic Affairs) & Coordinator - IQAC
4.	Dr. Nikath M Hamza	Director (HR /FT&D)
5.	Dr. I. Raja Mohamed	Dean (Academic Research)
6.	Dr. M. Munir Ahmed Rabbani	Controller of Examinations
7.	Dr. N. Raja Hussain	Deputy Registrar (Admin)
8.	Mr. V.N.A. Jalal	Senior General Manager
9.	Dr. A. Jaya	Dean (i/c) SCIMS & HOD, CA

S.No.	Name	Designation
10.	Dr. S. Rasool Mohideen	Dean, School of Mechanical Sciences
11.	Dr. S. Kutti Rani	Dean, School of Physical & Chemical Sciences
12.	Dr. Nilamudeen	Dean, Crescent School of Law
13.	Dr. Vijaya Vara Prasad	Dean, Crescent School Pharmacy
14.	Dr. Ayub Khan Dawood	Dean, School of Social Science and Humanities
15.	Dr. S. Hemalatha	Dean, School of Life Sciences
16.	Dr. P.S.Syed Masood Jamali	Dean, School of Arabic & Islamic Studies
17.	Mr. Shah Abdul Khader	Finance Officer
18.	Mr. C. N. Suresh Babu	Student Coordinator
19.	Mr. Kavin Kumar	Director, EPMCR
20.	Dr. K. Vipinendran	Parent
21.	Ms. V. Niveditha (Student)	III year student, B.Tech. Biotechnology

Special Invitees		
S.No.	Name	Designation
22.	Dr. T. Harinarayana	Director, Centre of Energy, Sponsored projects, Integrated Research and Consultancy (ESPIRAC),
23.	Dr. D. Easwaramoorthy	First year Coordinator

The meeting was chaired by the Vice Chancellor.

He presented the overview of the agenda of the meeting and sought the expert advice and suggestions of the members of the IQAC.

Vice Chancellor emphasized on the following:

- Improving the quality of Academic Evaluation system by preparing Automated Question paper from question bank.
- Setting key behavioural norms for Administrative heads viz. HODs, School Deans and Directors of various Centers.
- Evaluation of Key behavioural indicators of Heads of Departments /Schools / Divisions by teaching staff/ supporting staff.
- Conduct of Performance Assurance Audit by introducing Dash Board Concept.
- Inculcating best practices followed in IIT's in Crescent.

He also emphasized that based on the feedback of students; actions were taken to improve the academic system & hospitality measures.

The Dean, Academic Affairs presented the detailed agenda and facilitated the deliberations.

The salient deliberations of the meeting are as follows:

1) Minutes of previous meeting & Action Taken Report:

➢ The minutes of the previous IQAC meeting which was held on **14TH AUGUST 2018** was confirmed. The action taken report on the same was also deliberated and approved.

2) Curricular Aspects:

➢ **New Programmes proposed in the academic year 2019-20 – reg.**

Note on Agenda:

Introduction of new programmes viz. BA LLB (Hons), BCA (Multimedia and Web Application Development), B.Com.(Hons), BBA(General), BBA (Entrepreneurship & Family Business), B.A. English (Hons), M.Tech. Avionics and PGDM from the academic year 2019-20.

Discussion:

- Dean, AA informed that the curriculum and syllabi of proposed new programmes shall be deliberated in the respective Board of Studies to facilitate approval from academic council. He also stressed that respective HOD's / Dean of School shall ensure sending communication to UGC through office of Registrar for approval and subsequent follow up of the same.

- Dr. K. Vipinendran suggested to verify if M.Tech (by Research) is an approved nomenclature of AICTE.

- Registrar suggested that instead of M.Tech (By Research), integrated Ph.D programme can be thought of by integrating M.Tech. (By Research) / M.Sc degree with Ph.D.

- Mr.Kavin Kumar suggested introducing customized industry sponsored programmes as per the requirement of companies. He cited the working model exist between L & T and IIT Madras to offer M.Tech Programme in Construction Management. He also mentioned that industry people will not be interested in research oriented degree.

Resolution:

- The members approved the starting of above programmes from the academic year 2019-20.

➢ **Revision of curriculum and syllabus – Conduct of Board of Studies Dec. 2018 & Jan. 2019: A brief report**

Note on Agenda:

- Conducting board of studies of departments / schools during Dec. 2018 – Jan. 2019 to fine tune curriculum & syllabi and deliberating other academic matters.
- To explore the possibilities of implementing AICTE model Curriculum (for AICTE approved programmes) from the academic year 2019-20

Discussion:

- Dr. K. Vipinendran suggested implementing AICTE model curriculum from the academic year 2019-20 for the programmes coming under AICTE ambit.
- He also insisted to follow the frame work given by AICTE and introduce grading system with O, A+++, A++, etc. Dr. K. Vipinendran also suggested enrollment of courses by students through online to showcase the spirit of implementation of CBCS.
- Dean, AA mentioned that major revisions in curriculum & syllabi of all B.Tech. programmes were done during June 2017 and revision of the same after two years will lead to practical problems. COE pointed out the intricacies involved in conduct of examinations due to frequent change of curriculum.

Resolution:

After deliberations, it is suggested to explore the possibilities of implementing AICTE model curriculum (for AICTE approved programmes) from the academic year 2019-20.

➢ **Conduct of Value added courses in the Even Semester 2018-19 - reg.**

Note on Agenda:

To consider and deliberate the value added programmes offered / proposed by various departments / Schools in the even semester 2018-19 viz. Internet of Things, Data Science, Artificial Intelligence, Service Robotics, Industrial Robotics, Deep Learning, 3D Studio Max Training Programme, Student Pilot License, Cabin Crew Management, Ground Handling, Flight Dispatcher etc.

Resolution:

- After deliberations, the IQAC endorsed the conduct of above value added courses.

➢ **Offering Social Entrepreneurship Course - Wadhwani Foundation syllabus - Odd Semester 2018-19: Status Report**

Note on Agenda:

The course "Social Entrepreneurship" was offered to B.Tech. students as per Wadhwani Foundation – NEN syllabus in the odd semester 2018-19. In the current semester, "Advanced Entrepreneurship" course is offered to students as per WF-NEN.

Discussion:

- Dean, Academic Affairs mentioned that Advanced Entrepreneurship course is currently offered to students of final year B.Tech. The faculty members Dr. L. Shakeera, Assistant Professor, CSE and Mr. Sathish Prabhu, Assistant Professor, ECE attended the one week training programme on various modules of "Advanced Entrepreneurship" organized by M/s. Wadhwani Foundation during Jan. 2019 at Bangalore.
- Mr.Kavin Kumar suggested that the students should be given case study based assignments and can be given an opportunity to go for one week internship to complete the assignment.

Resolution:

IQAC noted and appreciated the efforts taken by the Institution to promote Entrepreneurship among student community.

3 **Teaching Learning and Evaluation**

➢ **Result Analysis - Odd semester 2018-19 – reg.**

Note on Agenda:

The Result Analysis for the Odd semester 2018-19 is prepared and presented for deliberations.

Discussion:

- The members suggested that Deans of individual departments shall perform a holistic analysis of result and come out with suggestions for improvement.

➢ **Courses with less percentage of result: Odd semester 2018-19 - Root Cause Analysis and Action Plan**

Note on Agenda:

Root cause analysis for the courses with poor performance of result was obtained department / school wise (Odd semester 2018-19) for holistic analysis.

Discussion:

- Dean, AA mentioned that root cause analysis report was obtained from faculty members in the courses with less percentage of results. The causes and the remedial measures were also identified. The suggested remedial measures shall be implemented in the subsequent semester for improvement.

- Dean, AA also informed that revised root cause analysis form with emphasis on "effect of previous remedial measures on the current result" was circulated to Departments / schools. This will enable the faculty member / Heads of departments to analyse the current result better.

➢ **MOOC – Students and Faculty Registration – Odd semester 2018-19 - Progress report – reg.**

Note on Agenda

A brief report was presented on the MOOC Courses enrolled by the Students and Faculty in the Odd Semester 2018-19.

Discussion:

- Dr. K. Vipinendran suggested that the AICTE has permitted the students to undergo up to 20% of the courses as MOOC courses.

Resolution:

- The result analysis for the odd semester 2018-19 and subsequent root cause analysis in the courses with less percentage of result is noted. The holistic analysis of result by respective HODs / School Deans is stressed.

- The IQAC members noted the efforts by the Institution in promoting MOOC courses by students and faculty.

- It is also suggested to increase the credit transfer limit for MOOC courses from 6 credits to 12 credits in the existing U.G. and P.G. regulations wherever applicable.

➢ **Academic Monitoring – Class room Monitoring - Internal Audit of Departments - Question Paper Auditing – Suggestions for improvement**

Note on Agenda:

To deliberate on the existing academic monitoring activities viz. Class room inspection, internal audit of departments, question paper auditing etc. and inviting suggestions for improvement.

Discussion:

- Dean, Academic Affairs mentioned the various features of Academic Monitoring system Viz. Class room Monitoring, Internal Audit of Departments and Question Paper Auditing etc.

- The members suggested that more steps can be taken to prevent loitering of students in the campus during the working hours.

Resolution:

IQAC appreciated the efforts taken so far in this regard and noted the salient features.

4) **Research, Consultancy and Extension**

➢ **Review on research activities – Odd Semester 2018-19**

Note on Agenda:

The Institute admitted 14 Ph.D. scholars in January 2019 session. 26 Scholars were awarded doctoral degree in the 2018 convocation. Also 10 scholars have submitted their thesis in the last semester. The Institution also published 103 papers in International journals and 25 papers in national Journals.

Discussion:

- Dean, Research, presented the salient statistics of research publication during the odd semester 2018-19.

- Dean, Research informed that a standard operating procedure has been introduced to the research scholars to facilitate publication in peer reviewed journals and to help them to identify predatory journals.

- The members suggested to motivate the scholars to do application oriented research work.

Resolution:

The research progress in terms of publication in International Journal, National Journal and National Conference during the odd semester 2018-19 is noted.

➢ **Review on Sponsored Research & Consultancy – Odd Semester 2018-19**

Note on Agenda:

The Institute has submitted 50 proposals to various Government agencies of worth Rs. 23 Crore.

Discussion:

Consultancy and testing works done by various department/ school; and completed / ongoing funded projects for Government agencies / Industry was presented.

- Mr.Kavin Kumar suggested that the faculty members can be motivated to submit proposal for funding in International agencies like Newton funding and Indo-US fund etc.

- **Resolution:**

  IQAC noted the progress of Institution in terms of sponsored research, and consultancy.

➢ **Extension activities of societal importance – progress review - reg.**

Note on Agenda:

The Institution has adopted six villages namely kattur, Karasangal, Vembudu, Manimangalam, Arungal, and Keerapakkam under Unnath Bharath Abiyan scheme of Govt. of India. Preliminary field visits have been completed in these adopted villages.

Discussion:

The members suggested to make the students to get involved in societal activities and focus their research work on application oriented research of societal importance.

Resolution:

The agenda item is noted.

5) Infrastructure and Learning Resources

➢ **Infrastructure development - Odd Semester 2018-19: Report.**

Note on Agenda:

The following infrastructure facilities were created/maintenance work carried out during the period July – Dec 2018:

- Establishment of Crescent Innovation and incubation centre (23000 sq.ft.) – Rs.25 Lakh was spent for face lifting 8000 sq.ft.area.
- Establishment of Crescent School of business at 6th floor of Crescent School of Architecture (6000 sq.ft. area). Rs.34 Lakh was spent for interior works.
- Establishment of Centre for Innovation in Teaching and Learning (1000 sq.ft.). Rs.14 lakh   was spent for interior and studio works.
- Establishment of Centre for Leadership at the 6th floor of Crescent School of Architecture Block (1000 sq.ft.). Rs.14 Lakh was incurred for interior works.
- Formation of new road about 1 km around school of mechanical science block. Rs.50 Lakh is allocated and the work is in progress.
- Creation of Structural Engineering laboratory and three P.G class room (5000 Sq.ft.) - backside of Mechanical Sciences Block at a cost of Rs.35 Lakh.
- Establishment of Waste management yard (3000 sq.ft.) and Eco bin at a cost of Rs.12 Lakh.
- Face lifting of landscape works (approximate cost: Rs.10 Lakh).
- Crescent School of Architecture - completion of 7th floor - studio and lecture halls (4000 sq.ft). Amount spent is around Rs. 1.1 Crore.
- Erection and commissioning of solar plant 300kw @ Rs.1.5 Crore
- General face lifting works in various blocks - MBA, Pharmacy and other development works @ Rs.25 Lakh.

Resolution:

After deliberations, IQAC noted the infrastructure facility created and maintenance work carried out during the odd semester 2018-19.

- ➢ **Proposed Infrastructure facilities: Academic block - Chancellory Block – Workers' Camp – Parents' Resting facility – Progress Report**

Discussion:

- The progress made in the construction of Academic block - Chancellory Block was presented.
- It was also informed that construction of new workers camp and parents resting facilty using GFRG panels technique is in progress. Civil Engineering department was granted Rs. 53 Lakh in this regard under internal funding project.

Resolution:

IQAC appreciated the Institutions support for implementing innovative construction methods and noted the progress made.

> **Learning resources: Crescent Centre for Teaching Learning – progress report**

Note on Agenda:

A new centre named Crescent Centre for Teaching Learning is established to facilitate the faculty members to make video lectures. Around 25 short videos have been recorded since inception.

Discussion:

Dean, Academic Affairs stated that **Crescent Centre for Teaching** Learning was created during December 2018 to facilitate promotion and innovation of Teaching and Learning process and recording of video lecture by faculty members.

Resolution:

IQAC highly appreciated the creation of Centre for Teaching and learning and noted the progress.

> **Ulektz – Learning Management System Implementation – Progress**

Note on Agenda:

Our institute has signed an MOU with **uLetkz** Learning Solutions Pvt. Ltd., to provide the students a learning platform to connect with peers and faculty members. An app named "CRESCENT" has been made available in this regard to enable digital education (cloud-based educational ERP).

Discussion:

Dean, AA mentioned the implementation of learning management system in all the departments to facilitate effective teaching learning process.

Resolution:

The implementation of Ulektz – Learning Management System across institution is noted.

- ➢ **Offering software training to students – IIT Bombay (Spoken Tutorials): Status Report**

Note on Agenda:

Our institute has signed an MOU with IIT Bombay- Spoken Tutorial(ST).This program is about teaching and learning a particular FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP & MySQL, Java, C/C++, LibreOffice etc. via an easy Video tool - Spoken Tutorials. The Institute has registered for 14 courses namely C/C++, Java, Netbeans and Python, PHP & MySQL, Arduino, Oscad - now eSIM, Scilab, Linux-Ubuntu, LaTeX, Python, QCAD, LaTeX & Xfig, LibreOffice, Impress, Q-CAD,FRONT ACCOUNTING in the Even Semester 2018-19.

Discussion:

Dean, AA stated that in the current semester 1241 students have enrolled in 12 courses.

Resolution:

IQAC acknowledged the efforts of the institution in implementing FOSS courses across various disciplines of study.

6) Student Support and Progression

- ➢ **Establishment of Crescent Innovation and Incubation Cell – Brief report**

Note on Agenda:

Crescent Innovation and incubation council (with 23,000 Sqft) has been created.

Around Rs. 40 Lakh has been spend for facelift, interior works and recording studio (9,000 Sqft).

Discussion:

A report was presented on the recent activities of CIIC. Dean, AA mentioned that the Institute has been recently recommended for a funding of Rs.1.8 Crore under Bio Incubator Grant (Bio Nest - BIRAC) for the proposal submitted by School of Life Sciences in association with CIIC.

Resolution:

IQAC noted establishment of Crescent Innovation and Incubation Cell and its progress.

> **Students support system: Appointment of Proctors – Other disciplinary measures – reg.**

Note on Agenda:

To inculcate discipline among the students, proctors were identified among faculty members and supporting staff. The proctors will go around the campus at regular intervals and at time of need; and facilitate maintaining discipline inside the campus.

The following additional facilities are proposed to enhance students support system in the campus:

- Stationery shop and printing shop to be further improved.
- More variety of foods in the canteen.
- Improvement and quality control in the food outlets at Banyan Tree and First year students canteen.
- Opening of more food outlets.

    Mr. Kavin Kumar suggested to announce some awards for the students who dress professionally.

    Resolution:

    The agenda item is noted.

> **Slow Learners & Advanced Learners: Existing Mechanisms – Suggestion for improvement**

Note on Agenda:

To encourage and support slow learners, peer assisted learning and provision for redo the courses is offered. For advanced learners, the students can pre do the courses and also take up value added courses.

Discussion:

- Mr. Kavin Kumar suggested to set different level of question papers for different grade students and also set a maximum grade (ex: E grade) for students who attend easy level question paper

    Resolution:

    After deliberations, the agenda item is noted.

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7) Governance, Leadership and Management

> **Automation of Administrative process (TCSion): Progress during Odd Semester 2018-19 – reg.**
>   **Note on Agenda:**

Appreciable progress has been made in the automation of academic and administrative activities in the following modules:

- Academics & Time Table Module
- Exam & Grading Module
- Purchase Module
- Letters Module
- Finance Module
- Library Module
- Admission Module
- HRMS Module
- Transport Module
- Hostel Module

Discussion:

- Dean, AA briefed the IQAC members about the progress made in the various modules of TCS ion automation process.

Resolution:

After deliberations, the progress made in the automation of academic and administrative process is noted.

8) Alumni connect

> **Events organized in last calendar year 2018 – Report**
> **Proposed events for the calendar year 2019**
>   **Note on Agenda:**

- Institute signed an agreement with Alma Connect platform.
- More than 4000 alumni are connected in this platform. The objective is to connect the outgoing students with the alumni department wise.

Alumni reunion event - Hangout meeting held on 22 December 2018 at Le Royal Meridian Hotel, Chennai. 170 alumni attended the event; 24 alumni were honoured with outstanding alumni award in this event.

Discussion:

- A brief report was presented on the alumni events organized in the calendar year 2018 and proposed events for the calendar year 2019

Resolution:

IQAC noted the progress made in the Alumni connect during the odd semester 2018-19.

9) Admission

➢ **Admission strategies for the academic year 2019-20: Intake of Diversified & Foreign Students – Suggestions**

Note on Agenda:

Director, Admissions elaborated the various activities initiated to improve the admission intake in the academic year 2019-20. The various activities are:

- Implementation of a comprehensive branding and marketing strategy
- Implementation of highly effective online and social media marketing strategy
- Organizing Open Day for school students
- Organizing Leadership training programmes for School Principals
- Establishment of Local Admission Centres in selected cities across the Nation
- Participating in Educational Expo in India and Abroad
- Improving student diversity by campaigning in northern states
- Organizing carrier guidance programme for school students
- Utilizing the support of Alumni Association for admission campaign
- Arranging for media coverage (both TV and Newspaper) of important events and students achievements.

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Discussion:

Dr. K. Vipinendran and Mr. Kavin Kumar emphasized the involvement of Alumni network in branding and creating visibility of the Institution.

Resolution:

The above agenda item is noted.

Any other item

Registrar thanked the members of IQAC for their august presence and valuable suggestions.

12/02/19

Dr. M.S. Haji Sheik Mohammed
Dean, Academic Affairs
Co-ordinator, IQAC

Prof. Sahol Hamid Bin Abu Bakar
Vice Chancellor

Prof. Sahol Hamid Abu Bakar, P. Eng., FASc.,
Vice Chancellor
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B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE & TECHNOLOGY
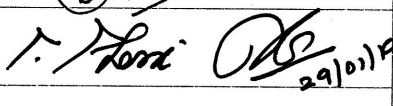## Vandalur, Chennai – 48.

Internal Quality Assurance Cell - Meeting
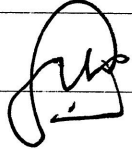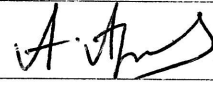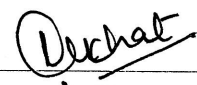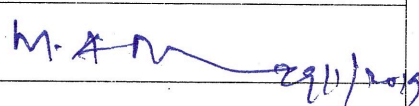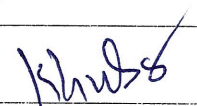
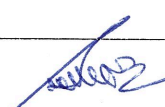### Attendance Sheet

Date and Time   : 29.01.2019 at 11.00a.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 Bakar, Vice Chancellor	
2	Mr. Abdul Qadir A. Rahman Buhari, Pro Chancellor	
3	Dr. A. Azad, Registrar	
4	Ms. Nikath M. Hamza, Director, HR / FTA/ PR	
5	Dr. M.S. Haji Sheik Mohammed, Dean, Acad. Affairs	29/01/19
6	Dr. R. Raja Prabu, Director, ARIA	
7	Dr. I Raja Mohamed, Dean, Research	29.1.19
8	Major General Gurdeep Narang, Dean, Student Affairs	
9	Dr. M. Munir Ahamed Rabbani, COE	29/1/2019
10	Dr. S. Syed Mohamed Abdul Majeed, Director, Admissions	
11	Dr. N. Raja Hussain, Deputy Registrar (Admin)	N.
12	Mr. Shah Abdul Khader, Finance officer	
13	Mr. C.N. Suresh Babu, Student Coordinator	

14	Mr. V.N.A. Jalal, Sr. General Manager	*signature*
15	Dr. Vasanthi Padmanabhan, Dean SI	
16	Dr. A. Jaya, Dean (i/c), SCIMS & HOD, CA	*signature* 29/1/19
17	Dr. S. Kaja Mohideen, Dean. SECS	
18	Dr. S. Rasool Mohideen, Dean, SMS	*signature*
19	Dr. S. Kutti Rani, Dean SPCS	*signature* 29-1-19
20	Dr. K. Nilamudeen, Dean, CSL	*signature*
21	Dr. M. Vijaya Vara Prasad, Dean, CSP	*signature*
22	Dr. K. Srinivasan, Dean, Management Studies	
23	Dr. Ayub Khan Dawood, Dean SSSH	*signature* 29/1/19
24	Dr. S. Hemalatha, Dean, SLS	*signature* 29/1/19
25	Ar. G. Jayalakshmi, Dean, CSA	
26	Dr. P.S. Syed Masood Jamali, Dean. SAIS	*signature* 29/1/19
27	Mr. Seshadrinathan, President, Alumni Association	
28	Mr. PMJF Lion R. Tamil Selvan, Zone Chairman, Lions District	
29	Mr. Kevin Kumar, Director, EPMCR	*signature*
30	Dr. K. Vipinendran, Parent	*signature* 29/1/19.
31	Ms. V. Niveditha, III year student, B.Tech. Biotechnology	*signature*
32	DR T HARI NARAYANA, Special Invitee	*signature*
33	Dr D. EASWARAMOORTHY Special Invitee	*signature*