

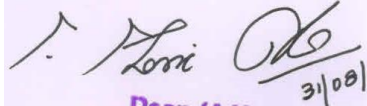
## ACADEMIC YEAR 2017-18

### Analysis on Feedback from Parents: Action Taken Report

**Date: 31.08.18**

- I. The Feedback were obtained from Parents viz. a. parents - teachers meeting held on 14.10.2017 and 24.03.2018 b. Meeting of Board of Studies / School Level Advisory committee meetings / Internal Quality Assurance cell (IQAC) meetings.
  
- II. The important suggestions given by the parents with respect to curricular and teaching - learning aspects which are considered for further course of action are:
  - P1 : Enhancing Project Based Learning process
  - P2 : Revision of curriculum & syllabi at regular intervals in line with industry requirement
  - P3 : Offering courses in cutting edge technology areas
  - P4 : Offering Entrepreneurship focussed courses
  - P5 : Offering more value added courses to students
  - P6 : Enhancing communication skills of students
  
- III. The point P1, P2, P4 & P5 was considered as agenda item of IQAC meeting which was held on 27.10.17 and approved for further approval from Academic Council. (Page no. 2 & 3 of Minutes of IQAC meeting held on 27.10.17)
  
- IV. The point P5 was taken care of through agenda items 12.2.9 & 12.21.2 (page no.13, 40) of minutes of twelfth meeting of academic council held on 25.07.17.
  
- V. The point P6 was taken care of through agenda item 12.22.1 (page no. 41) of minutes of twelfth meeting of academic council held on 25th July 2017.

#### **Annexure : Highlighted pages from Minutes of Twelfth Meeting of Academic Council & IQAC meeting minutes**

  
Dean (AA) 31/08/18

**Dean, Academic Affairs**

**ANNEXURE: Minutes of 12<sup>th</sup> Academic Council Meeting**



**Minutes of the Twelfth Meeting of the  
Academic Council (Senate)  
B.S. Abdur Rahman Crescent Institute of  
Science & Technology,  
Venue: Seminar Hall- III, Convention Centre  
August 29, 2018**

All the expert members appreciated the creation of CIIC for the benefit of students and faculty members. Mr. B. Suresh suggested that the faculty members who have completed their Ph.D. can be encouraged to incubate their ideas into process/products so as to emulate as start-ups. The CEO of CIIC was recommended to refer to the working model of other premier institutions such as IIT Bombay, IIT Madras, Cambridge and Stanford University in this regard.

**Resolution:**

After detailed discussion the above item was ratified.

**Item 12.2.9**

**To consider and ratify the completion of online MOOC courses by students and subsequent credit transfer in the even semester 2017-18.**

**Note on Agenda**

The Institution encourages students and faculty members to pursue MOOC courses viz SWAYAM, NPTEL etc. The B.Tech. R 2013 & 2017, M.Tech. MCA, M.Sc. R 2016 also facilitates the students to undergo online courses up to six credits and subsequent credit transfer.

In the even semester 2017-18, 146 students successfully completed 66 online courses. The following are the details of the students who have requested for credit transfer in the even semester 2017-18:

Sl. No.	Branch	RRN	Name of the Student	Course Completed through NPTEL	Grade
1	ECE	170843707001	Md.Wajid Khan (Research scholar)	Biomedical Signal Processing	C
2	Mech.	140021601125	Mohammed Affan. A.R.	Total Quality Management – 1	S
3	Mech.	140021601232	Ziegen Baig	Total Quality Management – 1	C
4	Mech.	140021601196	Sheik Mohammed Zubair	Total Quality Management – 1	S
5	CSE	140071601050	Nivedha. L	cloud computing	A
				Distributed systems	A

### **Item 12.21.1**

**To consider and approve the revised curriculum and syllabi of B.A. Islamic Studies (Arabic Medium and English medium) under Regulations 2018.**

#### **Note on Agenda:**

The curriculum and syllabi were revised thoroughly with an addition of eight elective courses. The syllabi of first and second semesters were already approved in the 10<sup>th</sup> meeting of the Academic Council. The syllabi of elective courses were discussed in the Board of Studies of the School of Islamic Studies and the board has recommended the approval.

These revisions are to be implemented from the Academic Year 2018-19 onwards.

The revised syllabi of elective courses of B.A. Islamic Studies (English and Arabic medium) are given in [Annexure 12.21.1.A](#), [Annexure 12.21.1.B](#)

The Academic Council may consider and approve the same.

#### **Resolution:**

After deliberations the above item was approved.

### **Item 12.21.2**

**To consider and approve the syllabi of two value-added courses.**

#### **Note on Agenda:**

The syllabi of the value-added courses 'Arabic Typing in Computer and Arabic Composition', 'Communication and Presentation Skills' were discussed in the Board of Studies of the School of Islamic Studies and the board has recommended the approval.

These revisions are to be implemented from the Academic Year 2018-19 onwards.

The syllabi of the courses are given in [Annexure 12.21.2](#).

The Academic Council may consider and approve the same.

**Resolution:**

After detailed discussion the above item was approved.

**DEPARTMENT OF ENGLISH**

**Item 12.22**

To consider and approve the recommendations of the Board of Studies of the Department of English.

**Item 12.22.1**

To consider and approve the syllabi of English courses offered to various B.Tech. programmes.

**Note on Agenda:**

The syllabi of the following courses which are offered to various B.Tech. programmes, are revised and discussed in the Board of Studies of the Department of English and the board has recommended for approval.

ENC3181 Communication and Soft Skills - Career Choice

ENC3281 Communication and Soft Skills - Confidence Building

These revisions are to be implemented from the Academic Year 2018-19 onwards.

The syllabi of the courses are given in [Annexure 12.22.1](#).

The Academic Council may consider and approve the same.

**Resolution:**

After detailed discussion the above item was approved.

**OFFICE OF DEAN (ACADEMIC AFFAIRS)**

30.10. 2017

**MINUTES OF THE MEETING OF  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 27<sup>th</sup> October 2017 at 10:00 a.m. at Seminar Hall – III, Convention Centre, B.S. Abdur Rahman University.

- Agenda of the meeting:**
- 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) Achievement of KPI's by Departments / Schools
  - 8) Plan of Action 2017-18

The following members were present:

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Sahol Hamid Bin Abu Bakar	Vice Chancellor
2.	Ms. Nikath M Hamza	Director, HR / FTA / PR
3.	Dr. M.S. Haji Sheik Mohammed	Dean (Academic Affairs) & Coordinator of IQAC
4.	Dr. Syed Mohamed Abdul Majeed	Director (Admissions)
5.	Mr. Shah Abdul Kader	Deputy Registrar (Finance)
6.	Mr. C. N. Suresh Babu	Deputy Registrar (Students)
7.	Mr. S. Shuja Ahamed	General Manager, FIP
8.	Dr. Vasanthi Padmanabhan	Dean (School of Infrastructure)
9.	Dr. S. Kaja Mohideen	Dean (School of Electrical & Communication Sciences)
10.	Dr. S. Rasool Mohideen	Dean (School of Mechanical Sciences)
11.	Dr. P.S. Sehk Uduman	Dean (School of Social Sciences and Humanities)
12.	Dr. I. Raja Mohamed	Dean (Academic Research)
13.	Dr. P. K. Jawahar	Dean (Student Affairs – Male)
14.	Dr. S. Hemalatha	Dean (School of Life Sciences)
15.	Ar. G. Jayalakshmi	Dean (Crescent School of Architecture)
16.	Mr. Sujit Jacob Tharakan	President, Alumni Association
17.	Mr. PMJF Lion R. Thamil Selvan	Zone Chairman, Lions District 324 A6
18.	Ms. V. Nivedita (Student)	II year student, B.Tech. Biotechnology
19.	Dr. K. Vipinendran (Parent)	Associate Professor, College of Engineering, Anna University

The meeting was chaired by the Vice Chancellor. He presented the overview of the agenda of the meeting. He also highlighted the various steps taken by the University for maintaining discipline and quality in Education. He emphasized that

- Quality of teaching is the focus of the University.
- Ethics and integrity are the order of the day.
- Students are to be taught about selection of study material and study methodology.
- Discipline is given utmost importance. Wearing of ID cards, punctuality to classes and labs are monitored.
- Fellowship and funding for projects are provided for the researchers and faculty members. This shall be overseen by a committee constituted for this purpose.
- Efforts are initiated for making Crescent University a 5S campus.

The salient deliberations of the meeting are as follows:

### 1) Curricular Aspects

- The revision of PG Curriculum and Regulation in 2016 and UG Curriculum and Regulation in 2017 were discussed. All these revisions were done keeping in mind the industry needs and to enhance employability of students.
- **Proposed initiatives:**
  - **Revision of syllabus and Conduct of Board of Studies**
    - UG curriculum and syllabi are revised in July 2017. Further amendments can be made in the curriculum and syllabi to suit the industry needs.
    - Another round of Board of Studies is to be conducted in December 2017 by the departments to fine tune the curriculum & syllabus contents of 3<sup>rd</sup> and 4<sup>th</sup> semester of all B.Tech. programmes (except B.Tech. Bio-Technology). The syllabus content has to be thoroughly revised / modified to meet the industry requirements.
  - Elective courses can be added to the PG programmes based on the recent technological advancement. If required, syllabus content of the existing courses also can be modified.
  - **Plans for New Programmes**
    - A new Masters programme in M.Pharm. Pharmaceutical Biotechnology and Management is proposed.
    - German language Level I and Level II can be offered as Value Added Course. These courses can be offered in the evening after regular hours.
    - M.Sc. Chemistry can be offered as part-time programme.
    - B.Sc. Mathematics can be offered with a nominal fee structure to attract students.

## 2) Teaching, Learning and Evaluation

### ➤ Innovation

- Affiliate faculty members are inducted in each department and school. These faculty members handle one or two credit courses and also offer guest lectures or short term courses.
- At least one course is offered as Project Based Learning in a semester. Project Based Learning is appreciated by students. More industry related projects can be given to students.
- Peer Assisted Learning is also introduced to enhance learning of weak learners.
- Choice Based Credit System is introduced. Such courses are offered as evening courses.
- Regulation of all programmes facilitates students to study MOOC (Massive Open Online Course) courses and transfer of credits. Students are encouraged to learn courses online offered by SWAYAM portal, NPTEL, COURSERA and other such platforms.
- CEO & Leadership Training and Social Entrepreneurship are the new courses included in all the B.Tech. programmes.
  - CEO & Leadership Training must be a practical, activity-oriented course. Activity based components such as Group discussions; Case Studies should be given in the syllabus. It is suggested that the syllabus can be modified to make it more practical.
  - Social Entrepreneurship course should also be made practical and activity oriented. It was noted that the conduct of Two-day workshop for the teachers by Prof. Razmi Chik, Asst. Vice-Chancellor, Malaysian Academy of SME and Entrepreneurship, Malaysia was useful. But emphasized to have more such orientation programmes for the faculty handling the course.
  - Government projects like Swacch Bharat Scheme offers opportunity in societal projects with huge employment potential. Students can be given exposure to such projects through the Social Entrepreneurship course. They must also be encouraged to participate in club activities organized for social cause.
  - Industry Internship is made mandatory in all UG programmes. This would give students the necessary exposure to work place conditions.

### ➤ Monitoring

- Classroom activities are monitored by Registrar, Dean and Deputy Dean of Academic Affairs, HODs and School Deans.
- 3 Class Committee Meetings are conducted per semester to discuss the attendance details, academic performance and discipline matters of students.
- Student feedback on Course Teachers and effectiveness of courses are collected in 2 levels every semester.