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

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 06.08.2019, 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, Acad. Affairs
4.	Dr. I Raja Mohamed, Dean, Research
5.	Major General Gurdeep Narang, Dean, Student Affairs
6.	Dr. M. Munir Ahamed Rabbani, COE
7.	Dr. S. Syed Mohamed Abdul Majeed, Director, Admissions

S. No.	Name & Designation
8.	Dr. N. Raja Hussain, Deputy Registrar (Admin)
9.	Mr. V.N.A. Jalal, Sr. General Manager
10.	Mr. C.N. Suresh Babu, AO (Students & Academic s)
11.	Dr. Vasanthi Padmanabhan, Dean SOI
12.	Dr. A. Jaya, Dean (i/c), SCIMS & HOD, CA
13.	Dr. S. Kaja Mohideen, Dean. SECS
14.	Dr. S. Rasool Mohideen, Dean, SMS
15.	Dr. S. Kutti Rani, Dean SPCS
16.	Dr. K. Nilamudeen, Dean, CSL
17.	Dr. M. Vijaya Vara Prasad, Dean, CSP
18.	Dr. K. Srinivasan, Dean, Management Studies
19.	Dr. Ayub Khan Dawood, Dean SSSH
20.	Dr. S. Hemalatha, Dean, SLS
21.	Dr. P.S. Syed Masood Jamali, Dean. SAIS
22.	Mr. PMJF Lion R. Tamil Selvan, Zone Chairman, Lions District
23.	Dr. K. Vipinendran, Parent
24.	Ms. V. Niveditha, IV year student, B.Tech. Biotechnology
25.	Dr. Shakila Anjum, AP(CA), Assistant Coordinator, IQAC
26.	Dr. Mohammed Divan Masood, AP(CA), Assistant Coordinator, IQAC
27.	Dr. U. Sabura Banu, Professor, EIE, IQAC Coordinator

The meeting was chaired by the Vice-Chancellor.

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

The Vice Chancellor emphasized on the following:

- Encouraging Engineering admissions in higher education this academic year

- Introduction of multidisciplinary programmes

- Improvement in the Industrial role in the academic curriculum, projects, internships

- To provide quality assurance in the various sector such as academics, research and consultancy

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

The salient features of the deliberations are as follows:

- AQAR report for the AY2018-2019 was presented, deliberated and approved by IQAC

1) **Minutes of the previous meeting and action taken report:**

The minutes of the previous IQAC meeting which was held on 29th January 2019 was confirmed. The action taken report on the same was also deliberated and approved.

2) **Curricular aspects**

➢ **Starting multi-disciplinary programmes from the academic year 2020– 21**
Note on Agenda:

Starting multi-disciplinary programmes from the academic year 2020 – 21.
Discussion:

- Dean, AA requested the august gathering to suggest multi-disciplinary programmes for the forthcoming academic year 2020-21.

- Dr. Ayub Khan Dawood, Dean, School of Social Sciences and Humanities suggested few programmes such as B.Com with Data analytics, M.Com with CMA and BBA (General).

- Registrar requested to consider the required infrastructural facilities for accommodating students in the new programme.

- Dean, School of Electrical and Communication sciences suggested starting new programme B.Sc. (Electronics)
- Registrar requested Dean(SECS) to make a review on the demand for the programme.

Resolution

The members approved starting of new programmes such as B.Com (with specialization in Data analytics), M.Com (with CMA) and BBA (General). from the academic year 2020-21.

➢ **Revision of curriculum and syllabus for P.G. Programmes (M.Tech. & M.Sc.) –Status review – Approval from BoS : A brief report**

Note on Agenda

Revision of curriculum and syllabus for P.G. Programmes (M.Tech. & M.Sc.) – Status review – Approval from BoS : A brief report

Discussion

- Dean, AA briefed the salient features of M.Tech Curriculum. He explained about mandatory registration of value added course by each student in II semester and enrolment in MOOC course in III semester
- Dr. Vasanthi Padmanabhan, Dean, School of Infrastructure raised the issue of the mandatory course on Research Methodology by the P.G. student and research scholar.
- Registrar replied that even U.G. students should be motivated towards research aspects and research methodology is a must for P.G. as well as Ph.D. He explained in detail that the course should be handled by a trained faculty expert in design of experiments, software and they should give case studies, tutorials, survey, and experimentation to give an insight into the course. He requested Dean (Research) to conduct a half a day session for researchers in science, social science, management and Engineering & Technology on problem definition, methodology and planning.
- Dean, AA highlighted that flexibility is given to departments to select the core courses, lab integrated courses, laboratory courses and mandatory

internship. Revision of the syllabus of M.Tech. programme to be placed in the respective board of studies should be ready for the Academic council to be conducted by the end of August 2019.

Resolution

After deliberations, it is suggested that the revision of syllabus of potential M.Tech. / M.Sc. programme should be placed in the respective board of studies and sent to Dean, AA at the earliest. These revisions will be presented before upcoming Academic Council for further approval.

> **To consider and deliberate the value added programmes offered/proposed by various departments/schools in the even semester courses: Review on courses conducted in the Even semester 2018-19 – Planner for the ODD semester 2019-20 – reg.**

Note on Agenda

To consider and deliberate the value added programmes offered/proposed by various departments/schools in the even semester courses: Review on courses conducted in the Even semester 2018-19 – Planner for the ODD semester 2019-20 – reg.

Discussion

- The Institute has been offering value added courses in niche areas through IIT Bombay (ST Programme). In addition all the departments are also offering employment oriented / skill based value courses.

- In the academic year 2018-19, 3363 students were enrolled in 76 value added courses under the mentoring of 46 faculty members.

- In the current semester (Odd 2019-20), 3200 students have enrolled so far in 29 courses under IIT Bombay Spoken Tutorial. The value added courses such as E Tabs, Revit Architecture, BIM, Internet of Things, Data Science, Artificial Intelligence, Service Robotics, Industrial Robotics, Deep Learning, Predictive Data Analytics, Automotive Open System Architecture (AUTOSAR), Graphical Programming using Lab view, Intrinsically Safe Instrumentation, Experimental Techniques were also offered to students on need basis.

- Dean, AA informed that in the even semester 2018 – 19, 1499 students were enrolled in 46 value added courses offered under IIT Bombay (Spoken Tutorials).

- Dean, AA requested Deans to motivate students to take up certification courses conducted by IIT Bombay (ST) to enhance the employment prospects. He also informed that our institution has got certification from IIT, Mumbai for having taken many online courses along with certificate to individual students.

- Dean, AA asked the Deans to come up with more number of value added courses in their respective departments and to make sure that at least one value added course should be attended by each student per year.

Resolution

After deliberations, the IQAC appreciated the efforts of the institution and endorsed the conduct of above value added courses in the even semester 2018-19.

3) **Teaching Learning and Evaluation**

➤ **Result Analysis - Even semester 2018-19 – reg.**

Note on Agenda:

The Result Analysis of the institution in the Even semester 2018-19 was presented for deliberations.

Discussion:

The programme wise results of the students from various departments / schools in the even semester 2018-19 were presented. In addition to the pass percentage in each programmes, the details of students with arrear in one / two / three courses were also highlighted and deliberated.

The Institution trend in terms of pass percentage is progressive in nature from lower semester to higher semester (i.e) 61% in the II semester; 67% in IV semester; 73% in VI semester and 94% in the VIII semester. The X semester of Architecture programme achieved 96% results. The overall comparison of even semester over the past three academic years (i.e., 2016-17, 2017-18 & 2018-19) were also deliberated and found to be similar. (Annexure 1 shows the comparison of even semester results during 2016 – 2019)

Dean, AA emphasized to increase the pass percentage in the 1st year by proper mentoring, monitoring and counseling.

Resolution

After deliberations, the IQAC noted the Result Analysis of the Institution in the Even Semester 2018-19.

> **Courses with less percentage of result: Even semester 2018-19 – Effectiveness of Root Cause Analysis - Suggestions for improvement – reg.**

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 by departments from potential faculty members in the courses with less percentage (< 60%) of results. The causes and the remedial measures were also identified.

He requested the Deans of School to ensure preparation of root cause analysis in the courses with less than 60% pass percentage by the departments under the School. The root cause analysis has shown this reason for more failures with clear cut measures considering the earlier remedial measures already taken for the same course in the past. He also informed the Deans of Schools to prepare a holistic result analysis report on academic performance of departments in terms of pass percentage with proposed action taken plan. The report shall be sent to Dean, AA at the earliest.

Dean, AA emphasized to compare the results in individual courses in each programme with previous two years of the results. If continuous drop is seen, revisiting the syllabus in consultation with the senior faculty member can be done.

Resolution

Performance analysis to be done based on the individual class and students by the Deans of School and the evaluation analysis report should be submitted to Dean, AA office within ten days.

- **Students with 'I' grade in courses – Strengthening Monitoring mechanism – Alternate arrangement for 'I' grade students – reg.**

Note on Agenda

Students with 'I' grade in courses – Strengthening Monitoring mechanism – Alternate arrangement for 'I' grade students

Discussion

- Dean, AA explained the importance of strengthening the monitoring of 'I' grade through class committee meetings, sending SMS to parents, speaking to students directly, giving individual attention to students and to treat students as adults

- Mr. Tamilselvan emphasized the importance of educating discipline to the students. They should be educated in the beginning of the semester about class discipline and maintaining attendance. If the student is absent for more hours in the first few weeks they need to be counseled and in case they don't respond their parents should be contacted and informed.

- Dean, AA mentioned that students with 60 – 70% should be counseled in time so that they get more than 75% attendance.

- The Registrar informed that students who lack attendance should attend extra classes to compensate attendance lagging. He also said that a second counseling can be given to the students and parents at the end of the first academic year.

- The Deans of Schools expressed their grievances that the parents of weak students not attending the parent teacher meeting. Mr. Tamilselvan said that when a student is continuously absent for classes, he should be warned for low attendance and a written affidavit be signed by the student and the parent.

Resolution

After deliberations, IQAC suggested a regular periodic mechanism from the beginning of the semester to enable students to avoid I grade in courses.

- **Offering "Social Entrepreneurship" course in collaboration with M/s. Wadhwani Foundation – Flexible assessment pattern – reg.**
  Note on Agenda

  Offering "Social Entrepreneurship" course in collaboration with M/s. Wadhwani Foundation – Flexible assessment pattern .

  Discussion

  - The course "Advanced Entrepreneurship" course was offered to students as per WF-NEN syllabus in the even semester 2018-19. In the odd semester (2019-2020) "Social entrepreneurship" will be offered as per Wadhwani Foundation -NEN syllabus for the B.Tech final year students. Flexibility is given to the evaluation of the assessment scheme. 80% for internal exam and 20% for end semester exam will be the assessment pattern.

  - Registrar explained that the question paper should measure what a student knows and should contain components to be solved by excellent students, medium students, average and weak students.

  Resolution

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

- **Awarding marks for 'Attendance' as internal assessment component – Suggestion for implementation – reg.**

  Note on Agenda

  Awarding marks for 'Attendance' as internal assessment component – Suggestion for implementation – reg.

  Discussion

  Awarding marks for the attendance (up to 5 marks) in the internal assessment componenet was deliberated

Resolution

After deliberations, it was finalized that marks need not be given for attendance and the present system be continued.

➢ **Proposed changes in the internal assessment procedure for MBA programme – Amendment to MBA Regulations, 2019 – reg.**

Note on Agenda

Proposed changes in the internal assessment procedure for MBA programme – Amendment to MBA Regulations, 2019 – reg.

Discussion

Dean, School of Management elaborated on the changes proposed in continuous assessment scheme. Instead of 2 CAT's, one MTE (Mid term exam) will be held during a window period of 15 days in the month of October. MTE's will be scheduled and conducted by the School of Management with prior notification to CoE. Though invigilators from other departments are not required, CoE office may appoint squad from other departments if required.

For the second assessment, other components such as case study, assignment, quiz, role play will be conducted. The weightage for Mid Term test is 25% and for other assessment component is 25%.

Resolution

IQAC approved the change in assessment pattern for the theory courses offered by MBA. Necessary amendment shall be presented in the academic council for further approval.

➢ **Supplementary examination for 'programme completed students' / 'students with less credits' – increasing credit limits – reg.**

Note on Agenda

Conducting supplementary examination for 'programme completed students' / 'students with less credits' to make them complete the program in time / make them eligible to move to higher semester.

Discussion

- Dean, AA explained the importance of increasing the number of courses to be considered for supplementary exams to be increased to 4 course from 2 courses.

- Registrar made a point that supplementary exams can be conducted every year during summer vacations and the gap between the exams can be adequate to facilitate the student to prepare for his/her exam

Resolution

IQAC approved to increase the number of supplementary exams offered from 2 courses to 3 courses irrespective of credits.

> **Credit limit to move to higher semester in Engineering programme – Deliberation on continuance / removal of this clause in the B.Tech. Regulations, R 2017 & R 2013.**

Note on Agenda

Credit limit to move to higher semester in Engineering programme – Deliberation on continuance / removal of this clause in the B.Tech. Regulations, R 2017 & R 2013.

Discussion

The problems encountered due to the credit limit to move to higher semester was discussed in detail.

Resolution

IQAC recommended not to change the credit limit to move to higher semester as per existing regulations requirement. However, the credit limit can be relaxed based on need on a yearly basis.

> **NPTEL: Progress review of Even semester 2018-19 – Planner for ODD semester 2019-20 – reg.**

Note on Agenda

NPTEL: Progress review of Even semester 2018-19 – Planner for ODD semester 2019-20

Discussion

Dean AA stated that the total number of candidates enrolled for the NPTEL local chapter for the period Jan-April 2019 was 1408; out of which 117 candidates appeared for the examinations and 104 cleared with one candidate topping the examination. Among the 1408 candidates, 1076 were students and 332 were faculty members.

Resolution

IQAC noted the progress and appreciated the institution's effort in this regard.

4) **Research, Consultancy and Extension**

➢ **Research activities – Even Semester 2018-19 – Progress review**

Note on Agenda

Research activities – Even Semester 2018-19 – Progress review

Discussion

The Institute admitted 16 Ph.D. scholars in July 2019 session. Ten research scholars completed their Ph.D Viva, 19 scholars have submitted their thesis in the last semester and 26 scholars submitted their synopsis. Number of scholars receiving JRF, BSA fellowships is 29, number of scholars receiving government fellowships is 21 and number of approved research supervisors is 131. The Institution also published 107 papers in International journals and 18 papers in national Journals. Dean (Research), presented the salient statistics of research publication during the even semester 2018-19.

Resolution

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

➢ **Review of Progress on Sponsored Research & Consultancy – Even semester 2018-19 – reg.**

Note on agenda

Review of Progress on Sponsored Research & Consultancy – Even semester 2018-19

Discussion

Consultancy and testing works done by various departments / school; and completed / ongoing funded projects for Government agencies / Industry was presented. Twelve ongoing projects with 6 projects worth twenty three lakh was sanctioned during the period Jan – June 2019. Total number of projects applied is 84.

Resolution

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

- ➤ **Extension activities of societal importance: Progress review on activities of Even semester 2018-19 – Planner for ODD semester 2019-20 - reg.**

Note on agenda

Extension activities of societal importance: Progress review on activities of Even semester 2018-19 – Planner for ODD semester 2019-20

Discussion

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. Various activities were initiated under Jal Shakthi Abyan, Unnath Bharath Abyan and Swatch Bharath.

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

Resolution

It was suggested that enrollment of the students in at least one personality and character development programmes such as NSS, NSO, YRC, Rotaract etc. shall be made mandatory for the award of degree. This shall be followed in spirit from the academic year 2019-20.

- ➤ **Quality improvement programmes organized by Faculty training academy and Office of Dean, Research in the Even semester 2018-19 – reg.**

Note on Agenda

Quality improvement programmes organized by Faculty training academy and Office of Dean, Research in the Even semester 2018-19

Discussion

Faculty Training Academy organized / conducted eleven quality improvement programmes emphasized on faculty orientation; course content development; knowledge enhancement; induction programme; soft skill development and

awareness on E-learning and MOOC for the benefit of research scholars, faculty members and non-teaching staff.

Resolution

The IQAC noted the quality improvement programme organized by Faculty Training Academy during the even semester 2018-19.

5) **Infrastructure and Learning Resources**

> **Infrastructure development: Report on salient activities of Even semester 2018-19 – Proposed activities for the ODD semester 2019-20 – reg.**

Note on Agenda

Infrastructure development: Report on salient activities of Even semester 2018-19 – Proposed activities for the ODD semester 2019-20 – reg.

Discussion

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

1. Establishment of Robo lab in School of Mechanical Science Block 1st floor. This has been designed to accommodate 36 working station with fully A/C LAB – Amount Rs.13.44 Lakh

2. Commissioning of Eco bin 250Kg capacity work has been completed and working satisfactory – Amount Rs.13.51 Lakh

3. Establishment of Parents waiting hall nearly 1500sq. ft. at Men's Hostel. Amount Rs.18 Lakh

4. 100% completion of New Architecture block nearly 1,00,000 sq.ft. fully functional – Amount Rs.40 Lakh

5. New Basket Ball ground created - Amount Rs.7 Lakh

6. Construction of Driver's Lounge work - Amount Rs.7 Lakhs

7. Establishment of New Class rooms (18 Nos.) - Amount Rs.72.5 Lakhs

8. Establishment of Research Scholars cabin for Physics & Chemistry Department - Amount Rs.3.6 Lakhs

9. Dish Wash Machine purchased for Men's & Women's Hostel installation work - Amount Rs.17.25 Lakh

10. Construction of Palmyra Cafe near Men's Hostel work - Amount Rs.1.5 Lakh

11. Men's Hostel building & Mosque painting work - Amount Rs.34.50 Lakhs

12. Construction of Two wheeler parking near main Gate - Amount Rs.1.5 Lakh

13. Construction of New Gate near women's Hostel work under progress - Amount Rs.3 Lakh

Upcoming plan for Academic year 2019-2020:

1. Upgradation of Rain Water Harvesting & Treated water to be use for flushing
2. Organic Canteen
3. Construction of new block for class room
4. Construction of new block for Crescent School of Business
5. Face lifting of computer lab
6. Face lifting of hostel for PG students
7. Auditorium renovation work
8. Auditorium Chiller work
9. Medical hall for university
10. Chancellery office

Resolution

After deliberations, the IQAC noted the infrastructure facility created and maintenance work carried out during the even semester 2018-19 and upcoming plan for academic year 2019-2020.

➢ **Crescent Centre for Innovation in Teaching & Learning – Progress review on activities of Even semester 2018-19 – Planner of ODD semester 2019-20 – reg.**

Note on Agenda

Crescent Centre for Innovation in Teaching & Learning – Progress review on activities of Even semester 2018-19 – Planner of ODD semester 2019-20

Discussion

- Dean,AA briefed about the activities of CITL, where the teaching content could be benefited with appropriate usage of an A/V Studio for capturing Lectures, Panel Discussions, Seminars, Recordings and Demonstrations. It

could be further enhanced for developing graphical content that could help the students learn content in a more effective method.

- So far 50 video lectures of our faculty lectures have been recorded at CITL

- CITL has supported video recording of university events like workshops, Guest lectures etc, developing branding videos of the department for admission purpose etc.

- CITL is involved in consultancy activities like developing promo videos for companies etc.,

Resolution

IQAC place on record the efforts taken by CITL for the creation of video lectures on specialized courses by faculty members.

6) **Student Support and Progression**

➢ **Crescent Innovation and Incubation Council – Salient activities of Even semester 2018-19 – Proposed activities for ODD semester 2019-20 – reg.**

Note on Agenda

Crescent Innovation and Incubation Council – Salient activities of Even semester 2018-19 – Proposed activities for ODD semester 2019-20

Discussion

A report was presented on the various activities including the events conducted, companies incubated and the funds got from government agencies for the incubates by Crescent Innovation and Incubation Council for the Even semester 2018-19 and the activities planned for the forth coming academic year.

Resolution

IQAC appreciated the efforts taken in by the CIIC for their tremendous efforts in bringing many companies inside the council.

➢ **Student's disciplinary issues – Strengthening monitoring mechanism – reg.**

Note on Agenda

Student's disciplinary issues – Strengthening monitoring mechanism

Discussion

Dean (students) briefed the various activities to maintain discipline in the campus. To inculcate discipline among the students, proctors are assigned duties to ensure discipline in the campus. Student disciplinary committee is formed with class advisors and proctors. In case of disciplinary issues, explanation is sought from the student. On analyzing the merit of the case, action is decided upon whether the students are to be punished or not with VC's approval. Punishment includes fine, suspension or expulsion from the hostel. In case a fined student is behaving properly for a predetermined time period, the amount is refunded. Dean (students) said that a surveillance system is available in his cabin to monitor the activities of students in the entire campus. Actions are required to correct them and not to punish them. Anti-ragging books are supplied to the students through class advisors.

Resolution

The agenda item is noted.

➢ **Enrollment of first year students in the personality development programme – SOP – reg.**

Note on Agenda

Enrollment of first year students in the personality development programme – SOP

Discussion

Dean, AA suggested to make enrollment of first year students in personality development programme mandatory.

Resolution

IQAC accepted the proposal.

➢ **Nomination of department wise coordinators to take care of students with more arrears (existing / programme completed students) – reg.**

Note on Agenda

Nomination of department wise coordinators to take care of students with more arrears (existing / programme completed students)

Discussion

In order to assist and mentor students to complete the programme, department-wise co-ordinators will be nominated. They will check the number of arrears and counsel the students to take up the exams and complete the programme as early as possible.

Resolution

IQAC appreciated the efforts taken towards the weak students to enable them complete the programme

> **Strengthening class advisor / faculty advisor mechanism – reg.**

Note on Agenda

Strengthening class advisor / faculty advisor mechanism

Discussion

More responsibilities to be given to class advisors and faculty advisor to encourage students to attend the college, participate in events and conferences and help them to either take up placement, higher studies or become an entrepreneur.

Resolution

After deliberation, the item is noted and appreciated.

> **Conduct of peer assisted learning classes during working hours – suggestions – reg.**

Note on Agenda

Conduct of peer assisted learning classes during working hours – suggestions.

Discussion

To encourage and support slow learners, peer assisted learning is to be offered during college hours.

Resolution

After deliberations, the agenda item is noted.

> **Placement activities proposed in the academic year 2019-20 – Review of status of placement of students in the AY 2018-19 – reg.**

Note on Agenda

Placement activities proposed in the academic year 2019-20 – Review of status of placement of students in the AY 2018-19.

Discussion

Director, Placement briefed a report on the placement activities for the even semester 2018-2019. The highlights included the campus recruitment process that started in the month of June 2018. As on date 120 companies have visited the campus and 412 of eligible students were placed inspite of awaiting results from few companies. He also discussed the various events conducted to enrich the capabilities of student so that all the eligible students are placed.

Resolution

IQAC recorded the efforts of office of Director (Placement) to bring in 120 companies during the even semester of 2018-2019 for placing 412 eligible students.

7) **Governance, Leadership and Management**

➤ **Automation of Administrative process (TCSion): Progress made during the Even semester 2018-19 – reg.**
Note on Agenda

Automation of Administrative process (TCSion): Progress made during the Even semester 2018-19

Discussion

Dean, AA briefed the IQAC members about the various activities 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.

➤ **Automation activities planned during ODD semester 2019-20 – reg.**
Note on Agenda

The institution has made appreciable progress during February - August 2019 in the automation of academic and administrative activities.

The salient achievements are as follows:

Module	Progress Made
Admission Module	• Online application form with payment gateway has integrated • Generate Counselling call letter and admission letters • Students can select the location for CIEAT entrance • Reports on Admission data on daily/weekly basis
Finance Module	• Fee groups and Fee categories creation • Student Fee edit, Bulk Fee Edit through excel, Transaction edit also completed • Reports on fees payment on daily/weekly basis
Library Module	• Individual Issue, renewal and reservation rules for central library's is completed • Issue period and Library fine management through offline mode is completed • Student book searching and reserving through online system.
Academics & Time Table Module	• All the subject details are uploaded • Class timetable creation • Feedback configuration is in progress • Reports related to academics and attendance • Daily SMS to Parents about the absent of their ward • Daily mail to faculty member to mark the attendance
Exam & Grading Module	• Mark entry for Both CAT and End semester for Regular subjects • Online payment of Exam Fee and issue of Hall ticket • All procedures related to processing and publication of Regular Results • Revaluation process is in progress
Hostel Module	• Bulk Request on rooms and Allocation is completed • Apply for Room Allocation and room sharing are completed • Allotment report per student with the details of resource or service allotted. • Attendance marking in hostel
Transport Module	• Integration of transport charges with routes/stoppages
Purchase Module	• Initial configuration • Training is given to store staffs and they have started using it • Indent procedure is in progress • Training is given to all Deans/HoD's
HRMS Module	• Uploaded the employee's basic details like department and designation. • Leave type created like CL, CPL, ML, VL and LOP with workflow • Biometric device has installed to capturing employees attendance • Separation module-resignation and termination process • Reports on administration activities on daily/weekly basis
Letters Module	• All the letter formats and other required certificates are created

The Planning and Monitoring Board may take note of the item.

Resolution : The IQAC noted the progress made by the Institution in this regard.

8) **Alumni connect**

➤ **Strengthening alumni connect – Salient activities initiated in the calendar year 2019**

Note on Agenda

Strengthening alumni connect – Salient activities initiated in the calendar year 2019

Discussion

Various activities of office of alumni relations were discussed in detail. Crescent Office of Alumni Relations was established in May 2019, as it was felt necessary to establish an office focused on strengthening Alumni Relations and it is intended to provide a platform for the alumni to interact with the Institute. The Office of Alumni Relations takes care of alumni engagement and maintains a communication channel with the Alumni; keeping them informed of the Institute's achievements and making them a part of the institution's future and not just its past.

Mr. Vipinendran suggested that endowment award and lecture can be given by alumni and to encourage internships, industrial visits, placement through alumni. It was suggested that every month at least 2 meetings i.e., guest lectures are to be conducted.

Resolution

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

9) **Admission**

➤ **Admission strategy for improving lateral entry category - Part time UG / PG programmes – reg.**

Note on Agenda

Admission strategy for improving lateral entry category - Part time UG / PG programmes

Discussion

Director, Admissions elaborated the various activities initiated to improve the admission intake in the academic year 2020-21. 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 career 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.

Resolution

The agenda item is noted

10) **Any other item**

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

Dr. U. Sabura Banu 19|8|19
Co-ordinator, IQAC

19.8.19
Registrar

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

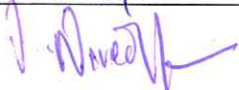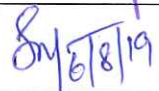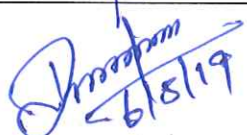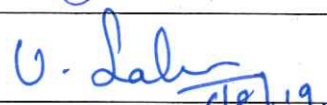### Internal Quality Assurance Cell - Meeting
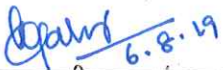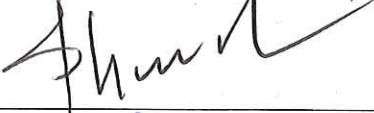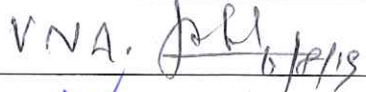
Attendance Sheet
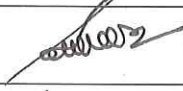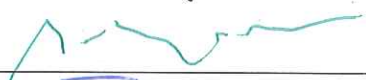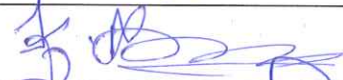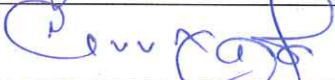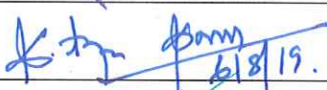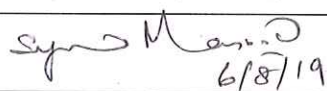
Date and Time : 06.08.2019 at 11.00a.m

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	Dr. Nikhat M. Hamza, Director, HR / FTA/ PR	
5	Dr. M.S. Haji Sheik Mohammed, Dean, Acad. Affairs	6/8/19
6	Dr. R. Raja Prabu, Director, ARIA	
7	Dr. I Raja Mohamed, Dean, Research	6.8.19
8	Major General Gurdeep Narang, Dean, Student Affairs	
9	Dr. M. Munir Ahamed Rabbani, COE	
10	Dr. S. Syed Mohamed Abdul Majeed, Director, Admissions	
11	Dr. N. Raja Hussain, Deputy Registrar (Admin)	
12	Mr. V.N.A. Jalal, Sr. General Manager	
13	Mr. Shah Abdul Khader, Finance officer	

S. No.	Name & Designation	Signature
14	Mr. C.N. Suresh Babu, AO (Students & Academic s)	
15	Dr. Vasanthi Padmanabhan, Dean SOI	Vasanthi P 6/8/2015
16	Dr. A. Jaya, Dean (i/c), SCIMS & HOD, CA	A. Jaya 6/8/19
17	Dr. S. Kaja Mohideen, Dean. SECS	
18	Dr. S. Rasool Mohideen, Dean, SMS	
19	Dr. S. Kutti Rani, Dean SPCS	
20	Dr. K. Nilamudeen, Dean, CSL	
21	Dr. M. Vijaya Vara Prasad, Dean, CSP	
22	Dr. K. Srinivasan, Dean, Management Studies	
23	Dr. Ayub Khan Dawood, Dean SSSH	6/8/19.
24	Dr. S. Hemalatha, Dean, SLS	6/8/19
25	Ar. G. Jayalakshmi, Dean, CSA	
26	Dr. P.S. Syed Masood Jamali, Dean. SAIS	6/8/19
27	Mr. Seshadrinathan, President, Alumni Association	
28	Mr. PMJF Lion R. Tamil Selvan, Zone Chairman, Lions District	Tamil Selvan
29	Mr. Kevin Kumar, Director, EPMCR	
30	Dr. K. Vipinendran, Parent	6/8/19
31	Ms. V. Niveditha, IV year student, B.Tech. Biotechnology	V. Nived
32	Dr. Shakila Anjum, AP(CA), Assistant Coordinator, IQAC	6/8/19
33	Dr. Mohammed Divan Masood, AP(CA), Assistant Coordinator, IQAC	6/8/19
34	Dr. U. Sabura Banu, Professor, EIE, IQAC Coordinator	U. Sab 6/8/19.