



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**

**18.02.2020, 11.30 a.m.**

**at**

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

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

6<sup>th</sup> March 2020

### MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 18<sup>th</sup> February 2020 at 11:30 a.m. at Seminar Hall – III, Convention Centre, B. S. Abdur Rahman Crescent Institute of Science & Technology.

#### **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. Alumni connect
8. Admission
9. Examination
10. International Affairs
11. Hostel
12. Any other item

The meeting was chaired by the Vice Chancellor i/c. He presented the overview of the agenda of the meeting and sought the expert advice and suggestions from the members of IQAC.

The IQAC Co-ordinator 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 6<sup>th</sup> August 2019 was confirmed. The action taken report on the same was also deliberated and approved.

## **2. Curricular Aspects:**

- **New Programmes proposed in the academic year 2020-21 – reg.**

### **Note on Agenda:**

To discuss the starting of new programmes in the academic year 2020-21.

### **Discussion:**

IQAC Co-ordinator requested the august gathering to suggest new programmes for the forthcoming academic year 2020-21. Dean (Academic Affairs) requested for suggesting new degree or minor degree in various programmes for implementation from academic year 2020-21.

Dean (Computer Science and Engineering) suggested three programmes to be introduced in their school, i.e., B.Tech (Artificial Intelligence and Data Science), B.Tech CSE (Cyber security) & B.Tech CSE (Internet of Things).

He also recommended few minor degree programmes to be offered to other departments namely Cyber security, IOT, Data Science and Artificial Intelligence.

Dean (School of Mechanical Sciences) suggested increasing the intake of part-time B.Tech programme from 60 to 120.

Dean (School of Arabic Science) suggested starting B.A.(Arabic) with an intake of 40.

The Registrar suggested to ensure the availability of infrastructure in respective departments to accommodate the new programmes.

The Registrar also elaborated on various minor degree courses that can be offered by departments to students of the other departments. The list of courses identified include Artificial Intelligence and Machine Learning, Cyber security, Block chain, Data Science, Virtual and Augmented Reality, Sensor Technology, Internet of Things (IOT) by Department of Computer science and engineering; GIS and Remote Sensing and Green Technology & Sustainability by Department of Civil Engineering; Control System and Technology by department of Electronics and Instrumentation; Robotics and 3D printing by Department of Mechanical Engineering, Electrical vehicles by

Department of Electrical and Electronics Engineering; Computer science and Biology, Bioengineering Technology, Germ Engineering and Technology, Precision Technology, Waste Technology and Nutrition Technology & Aqua food Technology by School of life science; Nano Technology by department of Polymer Engineering. Total of 18-20 credits can be given for the minor course which includes courses from basic to advanced in the area of specialization

It was also decided to reduce the intake of few programmes : B.Tech (Mechanical Engineering) from 180 to 120, B.Tech (Biotechnology) from 120 to 60 and B.Tech (Automobile Engineering) from 60 to 30, in addition, M.Tech. (Communication Systems) will be closed and PGDM will be converted into MBA from the forthcoming academic year.

**Resolution:**

The members recommended starting of new programmes and minor degree programmes from the forthcoming academic year 2020-21 and the same may be deliberated in Academic Council and Board of Management for further process.

➤ **Value added courses conducted in the ODD semester 2019-20 – IIT Bombay – Process Review.**

**Note on Agenda:**

To consider and deliberate the value added programmes on spoken tutorial offered by IIT Bombay – Review on courses conducted in the ODD semester AY2019-20 – Planner for even semester AY2019-20 – reg.

**Discussion:**

IQAC Co-ordinator presented the analysis on the participation of students in spoken tutorial course conducted by the institution in the ODD semester 2019-20 in collaboration with IIT, Bombay(ST). She briefed the incremental increase in the number of courses enrolled from 46 to 69 with student enrolment increased from 1499 to 3127 as compared to even semester 2018-19. Out of 3127 students enrolled, 1156 students registered and 778 students cleared the exam, which is an appreciable achievement.

The Vice-Chancellor i/c expressed his concern for low turning out of students for registration in the exam. Dean (AA) recommended few proactive steps to be taken to ensure the participation of students in the exam and clear the same by allotting predefined slot for taking up the exam in the middle of the semester in their convenient time. This will also improve the pass % in the value added course. In addition, Dean (AA) briefed the importance of taking up value added courses by students and he said that the students who have cleared the python course in IIT Bombay (ST) have a better recruitment opportunity in IT companies.

**Resolution:**

After deliberation, IQAC approved suggestions for proactive mechanisms to ensure improvement in the number of students completing the value added course in the forthcoming semester (even sem AY2019-20).

- **Students enrolled and completed NPTEL courses in ODD Semester 2019-20 – Progress Review.**

**Note on Agenda:**

To consider and deliberate the students enrolment and completion in NPTEL courses in the ODD semester 2019-20.

**Discussion:**

IQAC Co-ordinator presented the statistics of the student & faculty enrollment and completion in NPTEL courses for the ODD semester AY2019-20. Total number of students enrolled for NPTEL courses is 696 and faculty enrollment is 119, totaling 815 enrolments. Out of the 815 enrolment, 70 students and 46 faculty members totaling 116 candidates completed the course and got certified. Dr. Tharini, CITL in-charge said that regulation of various programs of our institute facilitates credit transfer and requested heads of the departments to encourage more students to take up the NPTEL courses. She also told that many final year students have registered with NPTEL course for credit transfer so that they can do their project in Industry. In case of students not able to pass the semester end exam in NPTEL courses, alternately students can appear for an exam in the same course conducted by our Institute following NPTEL guidelines.

The Vice Chancellor i/c requested the officials concerned to look into the matter and facilitate the students to complete their online courses in NPTEL and SWAYAM. Discussion happened to check the possibilities of including the NPTEL course credits in the mark sheet incase students are not opting for credit transfer to promote NPTEL courses. Dr. C. Tharini requested to have 10% registration mandatory in NPTEL coursewise from each departments as given in KPI. She also said that 12 credits can be transferred from NPTEL courses as per our regulation. Director(AR)said that 20% credit transfer is allowed as per AICTE norms. Registrar said that presently as the students are moving towards internet based learning, students can be motivated to take up more MOOC courses. Faculty members can facilitate in zeroing down the subjects to increase the number of courses registered and cleared. Director (PG Admission) said that additional classes can be handled for the courses registered by the students to ensure improved pass %. Director(AR)said that name of NPTEL courses should be included in the mark sheet instead of credit transfer. Registrar cited the practical issues involved in it for the students when they go for higher studies.

Director (AR) suggested that procedure followed by other eminent institutions can be checked. In this regard, Registrar suggested for a meeting to be conducted in the near future to decide on the matter.

**Resolution:**

After deliberation, the IQAC noted the progress and recommended the proactive measures suggested enhancing enrollment of students in NPTEL courses and for improving the success rate.

**3. Teaching Learning and Evaluation:**

- **Result analysis of ODD semester of the academic year 2019-20 – Review**

**Note on Agenda:**

The result analysis of the institution in the ODD semester 2019-20 was presented for deliberations.

### **Discussion:**

Program wise results of the students from various departments/schools in the ODD semester AY2019-20 were presented. In addition to the pass percentage in each programme, 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.) 68% in I semester, 69% in III semester and 79% in V semester for students of B.C.A., B.Sc., B.Pharm, B.B.A.LLB (Hons), B.Com, B.B.A and 76% in I semester, 71% in III semester, 77% in V semester and 82% in VII semester for students in B.Tech. The overall comparison of ODD semester over the past three academic years (i.e. 2017-18, 2018-29, and 2019-20) was also deliberated and found to be in increasing trend.

Dr. K. Vipenendran, parent and Academician asked the reason for 17% overall pass percentage in BBA LLB (Hons). Dean (AA) said that the result in one of the subjects, Economics was very poor leading to the poor pass %. Vice-Chancellor i/c asked for the reason for the poor performance. Dean (AA) said that root cause analysis was done and interacted with faculty member who handled the course to find out reason for the poor performance. It was observed that the same faculty member was handling the same course for two sections. Out of which one of the classes has scored a good pass %. The poor performance from the other class may be due to casual approach from majority of the students. The faculty member was advised to conduct special classes to facilitate and motivate the students to complete the course in the next appearance.

Dr. K. Vipenendran, parent and Academician suggested for conducting bridge course for the students. Senior General Manager asked for the result in other subjects for the same class. Dean(AA) said that the result in other subjects were better. Deputy Registrar asked the Dean(SSSH) to nominate a faculty member with doctorate specialized in M.A.(Economics) & Mathematics background to handle 'Economics 'course. He also suggested conducting remedial courses to improve the performance of the students.

Director (Placement and Training) insisted that many companies are interested in hiring students with no backlogs. Vice Chancellor i/c requested the Deans to pass on this information to first semester students.

**Resolution:**

After deliberations, the IQAC noted the result analysis and suggested to carry out some proactive action for improving the results of the students in upcoming semester.

- **Conduct of Supplementary Examination after ODD semester – Challenges – Suggestions invited for implementation – reg.**

**Note on Agenda:**

To discuss the conduct of supplementary examination after ODD semester, challenges faced and suggestions for implementation

**Discussion:**

Institution facilitated conduct of supplementary examination after ODD semester for programme completed students in the last semester with fewer arrears to clear the arrear papers and complete their degree on time. Challenges include the less time gap in between ODD & EVEN semester. The Vice Chancellor i/c asked for the usual time of conduct of supplementary examination. Dean (AA) said that the supplementary exams are usually conducted in the month of August after declaration of even semester and arrear results.

Director (AR) and Dr. K.Vipenendran said that supplementary exams can be conducted only once in a year. Dean (AA) said that the students find it difficult to appear in arrear exams along with regular exams due to complexity involved in examination schedule and to conduct supplementary exam in the free slot will help students to clear the exams.

The Registrar said that in European countries, supplementary exams are conducted after ten days of publication of results. Due to the flexibility in the university setup, options can be given to facilitate students to write supplementary exam so that students can be graduated in the stipulated



period. Dean (AA) suggested that conduct of supplementary exams in all courses will be an extra burden for the examination cell. Instead, few courses with more number of failures such as maths, fluid mechanics, and engineering graphics can be considered in the supplementary option.

The Registrar said that finishing school can be conducted for passed out students with arrears. Separate time table can be prepared for the finishing school. Dean (AA) requested all deans to choose few courses and The Vice Chancellor requested to announce the details regarding supplementary exam to students well in advance.

**Resolution:**

After deliberations, IQAC noted the agenda item.

- **Conduct of Peer Assisted learning – Special Coaching classes at Institution and Hostel – Challenges in implementation – Suggestions invited – reg.**

**Note on Agenda:**

To deliberate the challenges involved in peer assisted learning and invite suggestions for conducting peer assisted learning by way of arranging coaching classes at Institution and hostel

**Discussion:**

Dean (AA) said that peer assisted learning is conducted by academically good students for academically weak students in courses with complexity in a conventional way during free slots in the college hours and after college hours. But patronage to these classes from academically weak students is not appreciable. Men's hostel warden said that even in hostel, few courses such as Maths, Engineering Graphics, and Engineering mechanics were handled by faculty members which has improved the performance of students in exams. Dr. K. Vipendran said that instead of a conventional class by senior students, it could be made as a casual learning by discussing the concepts in an informal way at convenient locations with academic ambience.

**Resolution:**

IQAC noted the progress made in peer assisted learning and decided to continue the practice of peer assisted learning by providing a casual learning environment in the Institute and hostel instead of conventional learning.

➤ **Academic goals of the institution for Academic Year 2019-20 – reg.**

**Note on Agenda:**

To ratify the academic goals of the institution for the academic year 2019-20.

**Discussion:**

The following academic goals have been fixed before the commencement of the academic year 2019-20

- ❖ Enrollment of atleast 75% of students in minimum one value added programme.
- ❖ Ensuring atleast 75% of students to execute / undergo minimum one field project.
- ❖ Achieving progressive reduction in 'I' grade category (Incomplete course) students by atleast 10-15%.
- ❖ Initiating efforts to achieve atleast 80% pass percentage in each course by proper mentoring of faculty members and continuous monitoring of teaching – learning process.
- ❖ To conduct faculty orientation programme to all the new faculty members joining the Institution about academic system, teaching – learning process, curriculum development etc.

It was requested to ratify the academic goals. Deputy Registrar said that according to MHRD, orientation and refresher course for duration of 21 days or more should be attended by the newly joined faculty members. Faculty members can be sent to NITTTR or they can enroll in SWAYAM for taking up orientation or refresher course.

**Resolution:**

The academic goal of the institution is ratified with effect from July 1 2019 for implementing in the academic year 2019-20.

#### 4. Research, Consultancy and Extension:

##### ➤ Research activities – ODD Semester 2019-20 – Progress review

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

To deliberate progress made in the Research Activities in ODD semester AY 2019-20

###### **Discussion:**

Research progress details for the period August 2019 to 17<sup>th</sup> February 2020 was presented before the august gathering. Twenty five candidates registered for their Ph.D in January 2020 out of which 10 candidates are full time scholars and 15 candidates are part time scholars. Number of scholars who have completed their Ph.D is 13 and the number of scholars waiting for their viva-voce is 03. Fifteen more scholars have submitted their thesis and eight members have submitted their synopsis.

Forty two scholars are receiving fellowships out of which 29 are receiving BSA fellowships and the remaining 13 members are in receipt of Government fellowships. Journal publication includes 146 International journals and 45 national journals. Attending and presenting of papers accounts to 25 international conferences and 12 national conferences. Sixteen book chapters were also published by faculty/scholars/students

###### **Resolution:**

The research progress in terms of publication in the International/National Journal and conference during the ODD semester 2019-20 is noted.

##### ➤ Research activities – Even Semester 2019 -20 – Planner

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

To deliberate the plan of action with respect of the academic research for the even semester of the AY2019-202

###### **Discussion:**

IQAC Co-ordinator briefed on the plan of action for the even semester AY 2019-20.

The following activities are planned by the office of academic research for this semester.

- i. UGC has given a direction to all HEI's to start research ethics course. Accordingly, Research section plans to initiate the course to all registered PhD scholars taking up research ethics courses from next semester onwards.
- ii. It is planned to upgrade the existing lab facilities with sophisticated equipment in order to promote research and consultancy activities.
- iii. Plan to orient faculty members towards research publications by organizing meetings with faculties who have not published papers to encourage them, motivate them, guide them to write research papers in indexed journals.

Dean(AA) asked whether research ethics is mandatory in addition to research methodology which will involve 7 to 8 credits put together. Dean(AR) stated that this course is mandatory as per UGC norms.

**Resolution:**

The agenda item is approved.

- **Review of Progress on Sponsored Research & Consultancy – ODD semester 2019-20 – reg.**

**Note on Agenda:**

To review the progress on sponsored research & consultancy for the ODD semester 2019-20.

**Discussion:**

Consultancy and testing works done by various department/schools and completed/ongoing funded projects from government agencies/Industries were presented. Eighteen projects were submitted and are under scrutiny totaling Rs,3,18,70,000/- to various funding agencies such as AICTE, DST, SERB, NIWE, ICSSR and Tamilnadu government land administration department.

Sixteen projects are sanctioned by funding agencies such as SERB, DBT, TN-EDII, TNSCST, CSIR-CLRI worth Rs.1,35,42,000/-.

Additionally, Industry sponsored project worth Rs.40,00,000/- is obtained from M/s Jasmin Infotech – A project on “Automotive Embedded System”. Several measures are taken by Director (Sponsored projects) to promote sponsored projects and consultancy work.

**Resolution:**

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

- **Sponsored Research and consultancy – Planner for even semester 2019-20 – reg.**

**Note on Agenda:**

To deliberate the plan of action with respect to the sponsored research and consultancy for the even semester of the AY2019-2020

**Discussion:**

IQAC Co-ordinator briefed on the plan of action for the even semester AY 2019-20. The following activities are planned by the office of sponsored research and consultancy for this semester.

- It is proposed to distribute seed money to the needy faculty to start doing small experiments that may lead to high quality project proposals with large funding.
- Plan to organize a meeting with Alumni from Industry to identify industrial problems for possible funding from both Govt. and Non-Government funding agencies.
- Advertise the institute infrastructure facilities in our institute's digital media to promote industry consultancy

**Resolution:**

The agenda item is approved.

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

**Note on Agenda:**

Extension activities of societal importance: Progress review on activities of ODD semester 2019-20 and planner for even semester 2019-20.

**Discussion:**

IQAC Co-ordinator briefed the various activities conducted in the ODD semester and planned for the even semester.

Many activities such as Fit India programme, swachh Bharat Mission, distribution of flood relief materials, assistance to government officials for uploading scholarship details, plantation drive, data entry in grievance redressal schemes, campus cleaning, wild life conservation run for animals, election identity card data entry, flag distribution as part of international white cane day celebration, fit India cyclithon, voter's awareness camp, etc were conducted during ODD semester in academic year 2019-20.

Our Institute is part of Unnath Bharath Abhiyan (UBA) programme. Six villages have been allocated in this scheme. Survey has been carried out in these villages in every house using the household survey formulated by UBA for understanding the socio-economic status of the families. Breast and cervical cancer awareness programme has been conducted for the women folks of the village. Awareness programme on cleanliness was conducted in the village.

Under UBA, it is planned to conduct a skill development programme on auto mechanic, electrical fitting and plumbing work for the unemployed youth of the village.

Many activities such as blood donation camp, veterinary camp for cattles, swachh bharath program, medical camp in adopted villages, women's day celebration, tree plantation camp, hygiene and sanitation awareness camp, Jal Sakthi Abhyan programme, food safety awareness programme, antidrug awareness programme are planned for even semester 2019-20.

**Resolution:**

IQAC places on record the exemplary services done by the extension cell.

- **Quality improvement programmes organized by Faculty training academy in the ODD semester and planner for even semester AY2019-20.**

**Note on Agenda:**

Quality improvement programmes organized by faculty training academy in the ODD semester and planner for even semester AY2019-20 is deliberated.

**Discussion:**

Faculty training academy conducted ten training programmes for Teaching and Non-Teaching staff members and few for students on topics like Engineering Graphics, Writing research projects, Big data analytics, Research methodology, Filing patents, Academic procedure, Examination procedure, Awareness of ISO training, Mentoring and counseling students, English: Modern-day lifeline, Soft skills and few other programmes were conducted with the help of internal and external experts.

**Planner for even semester AY2019-20**

Trainings related to academics, technical skill, soft skills is proposed to be conducted.

To motivate the faculty members and keep them healthy and engaged, FTA also plans to organize various other employee engagement activities like Sudhandhiram (Annual cultural and sports events for the staff), B.S. Abdur Rahman Faculty awards, etc.

To improve the interaction between the Institute and Industries, cricket tournaments are organized every year (B.S. Abdur Rahman Cricket tournament).

**Resolution:**

The IQAC noted the quality improvement programmes organized by faculty training academy during ODD semester and planner for even semester in AY 2019-20.

## 5. Infrastructure and Learning Resources:

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

### **Note on Agenda:**

To discuss the infrastructure development during the ODD semester 2019-20 and proposed plan of action for the even semester 2019-20.

### **Discussion:**

The following infrastructure facilities were created and maintenance work was carried out during the period August 2019 – January 2020:

- Establishment of MBA1st floor with of seminar hall, faculty and research scholar's cabins
- Establishment of IBM Computer lab at 3rd floor of Computer Science Block
- Establishment of Indoor Games Hall
- Rain Water Harvesting facility done in Pharmacy Block and Computer Science block.
- Establishment of Crescent Innovation and Incubation Centre 1st floor lab
- Establishment of Essential Staff Quarters near Men's hostel mess. This facility was constructed using GFRG Panel Affordable Housing Technique by the Department of Civil Engineering.
- Purchased new Battery car for University and Eco Friendly load vehicle for hostel

### **Upcoming plan for January - December 2020**

- Upgradation of Rain Water Harvesting & Treated water to be used for flushing work in progress
- Face lifting of hostel for PG students work in progress
- Organic Canteen
- Construction of new block for class room
- Construction of new block for Crescent School of Business
- Auditorium AC Chiller Plant work



- Medical hall for university
- Chancellery office
- Extension of Pharmacy block - 5000sqft. for 3 large class rooms
- Conversion of new drawing hall @ Mechanical workshop
- Development of landscaping and establishment of in-house nursery
- Development of surrounding areas @ STP for waste management plan
- Incinerator for dry waste - planned
- LT Power supply for Hostel & Staff quarters
- Auditorium interior & renovation work
- Auditorium toilets renovation
- First year block - Gents & Ladies toilet renovation
- Formation of Canteen-Adjacent to MBA block
- Installation of 100kWp solar power plant
- Establishment of Bio Gas plant 500kg/day at Men's Hostel
- External painting of CSE, 1st year and Mechanical Science Block
- Face lifting of MBA Block 1st Floor Phase 2
- Purchase of JCB for Soil land filling and cleaning of bushes
- Formation of Men's Hostel road
- Ladies Hostel Phase II Dining & other facilities G+1floor 15000sqft

**Resolution:**

After deliberations, the IQAC noted the infrastructure facility created and maintenance work carried out during the ODD semester AY2019-20 and upcoming plan for even semester AY2019-2020.

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

**Note on Agenda:**

To discuss progress review on activities Crescent Centre for Innovation in Teaching & Learning during ODD semester 2018-19 and plan of action for even semester AY 2019-20

**Discussion:**

IQAC Co-ordinator briefed the activities of CITL. Salient activities undertaken by CITL include production of 43 lecture videos, MoU signed with teaching learning centre, Guru Tech Bahadur Khalsa college, New Delhi on 9.3.2019 and a seminar titled “e-learning and MOOCs in Higher Education” organized on 10.3.2019. Consultancy worth Rs.15000/- was carried out and a project proposal worth Rs.7.5 Lakh submitted to produce e-content for Entrepreneurship development is under review. Link for the technical videos prepared is as under:

<https://crescent.education/crescent-incubation-innovation-council/video-tutorials-of-crescent-faculty/>

Apart from the content creation, CITL was involved in preparing videos for AICTE, placement video feedback, HR Confab Event, CSB workshop etc.

Proposed Action plan for this semester is as follows:

- To create minimum of 20 video lectures by our faculty
- To take up consultancy work for promo videos worth Rs 50,000/-
- To conduct 1 workshop
- To support the departments for their promo video and other events

**Resolution:**

IQAC noted the activities carried out by CITL and appreciated the efforts taken by CITL.

**6. Student Support and Progression:**

- **Crescent Innovation and Incubation Council – Salient activities of ODD semester 2019-20 – Proposed activities for even semester 2019-20 – reg.**

**Note on Agenda:**

To discuss the salient activities of ODD semester AY2019-20 and proposed activities for even semester AY2019-20 by Crescent Innovation and Incubation Council

## **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 ODD semester AY2019-20. 35 startups from the sectors of life sciences, mobility & transportation and Industry 4.0 are incubated with CIIC. CIIC has been sanctioned a grant of Rs.180 Lakh and received Rs.113 Lakh in the previous semester. 6 startups received EDII-IVP grant worth Rs.21,72,000/-. CIIC start-ups were recognized in various international and national platforms. CIIC is selected by European Commission as one among the selected 6 business incubators from India.

CIIC has signed 5 International MoU's with Incubation Centers: MIC University, USA, Incubator Descartes, France, World Startup Factory, Netherlands, IDEA Incubator, Cyprus, Technoport Incubator, Luxembourg and signed 5 national MoU's: Chettinad Academy of Research Centre, Rocheston, Global Muslim Entrepreneurs Chamber & WIIN Consulting Partner, District Industries Center, Govt. of TN. Eight centres of excellences are recommended and confirmed in CIIC and 24 patents are published.

## **Activities proposed by CIIC (Even Semester 2019-20)**

1. Students start up club
  - Conducting internal hackathons
  - Mentoring and brainstorming the students and selecting the candidates to APJ Abdul Kalam Centre for Innovation for pre-incubation
2. Developing Centre for Smart Manufacturing
  - Establishing Fab Lab
  - Establishing AI lab
3. Start-up Details
  - Identifying start-ups from Fintech & Energy
  - Increasing the incubatees to 50
4. Incubation Centre
  - Identifying a mentor for Business coaching and mentoring
  - Identifying a market place in Middle East

- Co-Incubation support to be extended to other Institutes
  - Investor connection to be Established on the International Front
5. Training/ consultancy & mentoring
    - Setting up a training centre for biopharmaceuticals
    - Mentoring start-ups in business and revenue models
  6. Framing and legalizing Faculty-student's start up policy
  7. Intellectual Property Rights
    - setting up separate TTO and identification TTO officer
  8. Grants/ funds
    - CSR programmes
    - Identifying govt. support for seed fund

### **Resolution**

IQAC appreciated the tremendous efforts taken in by the CIIC.

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

### **Note on Agenda:**

To discuss the strengthening mechanism with respect to student's disciplinary issues.

### **Discussion:**

IQAC Co-ordinator briefed the various activities in practice to ensure student discipline. Proctors are nominated to ensure student discipline. Strict anti ragging measures are in practice. Even though proctors are available, there is a need to encourage proctors by incentives and cash awards. Dean Student affairs promote student club activities. Student council activities are initiated. Plan to introduce "Earn While You Learn Scheme". He requested for suggestions regarding the guidelines to be framed for students going outside the institution for participating in diverse events.

Dean (Student Affairs) said that there is no standard format of informing the department when a student participates in various events. Registrar suggested that there can be two approaches to have the

information updated: One is to get permission from the department when one or two students participate in an event and pass on the information to Dean (Student Affairs) and when more number of students participate in an event, Dean (Student Affairs) can help the students in getting “On Duty”, have a record of the data and pass on the information to the department.

**Resolution:**

Dean (Student affairs) to take a note of the same and prepare a format for SOP.

- **Placement activities proposed in the academic year 2019-20 – Review of status of placement of students in the AY 2019-20 as on date – reg.**

**Note on Agenda:**

To discuss the placement activities proposed in the even semester of academic year 2019-20 and review the status of placement of students in the ODD semester of AY 2019-20.

**Discussion:**

Director, Placement briefed a report on the placement activities for the ODD semester 2019-20. The highlights included the campus recruitment process that started in the month of July 2019. As on date 93 companies have visited the campus and 369 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.

62 students got offer from Accenture with annual package of Rs.6.50 LPA (Day 1 Company) campus drive held on 21<sup>st</sup> & 22<sup>nd</sup> August 2019. Eleven of our B.Tech. Students were selected through campus placement (Dream Offer) with annual package of Rs. 10.00 Lakhs per annum by Byju’s campus drive held on 26<sup>th</sup> August 2019 at our University campus. Our student participated in the Infosys National level test (InfyTQ) and got offer with package of Rs. 8.00 LPA (Dream Offer) campus drive conducted on 14<sup>th</sup> July 2019. Rs. 25.00 LPA by Amazon (Super Dream Offer) campus drive online test conducted at our University premises on 20<sup>th</sup> December 2019. Results are awaited.

### **Planner for this semester**

- Plan to conduct integrated classroom training from first year onwards in communication and personal skills.
- Online practice sessions through Mobile Apps for all the students.
- Plan to provide soft skill training by internal trainers and domain specific training by department Head's to improve employment.
- Value added job oriented courses which will prepare students for their career.
- Learning a new language is difficult but not impossible. Japanese Language Club is introduced which will help students to be placed as translators.
- A crescent talk is a magazine which displays all the activities that are happening at the placement and training department.
- Crescent iKonnnect is the bridge between the students and the industries where students will have industry oriented interactions.
- Placement and Training department is potentially working on the international Internship and Placement for all the interested students.
- Dream offers and super dream offers which are highly paid offers for the students in the placement drive will be offered.
- The Placement & Training department will arrange a workshop with LinkedIn which will help all the students to create their profile in LinkedIn and to showcase their resume to the industry.
- Placement cell interacts with the final year students providing them an orientation with the industry people to motivate them on their Career Plan.
- If the students are looking for higher studies the placement and training department is guiding them with their Statement Of Purpose (SOP) through the industries.
- Plan to conduct events like Hackathon, Learnathon, competitions to help students get into the industries.
- Overseas education is a part of Placement and training activity. There in effort are taken to get the internships for the students with stipend which will be mutually beneficial.

- The Placement department has contributed in the UG admissions by conducting Crescent Talent Test on 2<sup>nd</sup> May 2019 for the HSC and Diploma students to support admission department.
- Placement and Training department have also planned to conduct Talent Test to support Post Graduate admission in forthcoming years.

Director (AR) asked Director (Placement & Training) to collect appointment letter from all the students placed. He also requested to determine the skills obtained by imparting training to students from first to final year. Dr. K. Vipendiran, parent and academician suggested to look for international job offers to students. He asked Director (Placement & Training) to create a database of contact details of alumni working abroad to enable placement process in foreign countries.

Director (Placement and training) briefed that special training is in place even from first year onwards to students. Director(AR) suggested not to plan training programmes at start of the semester instead can have the training as part of the curriculum and to include the training in regular time table with one or two hours per week from first semester onwards. Personnel from Industry, alumni and internal soft skill trainers can be inducted to conduct the training programme.

**Resolution:**

IQAC recorded the efforts of office of Director (Placement and Training) to bring in 93 companies during the ODD semester of AY 2019-20 and for placing 369 eligible students. IQAC also requested to have a slot in regular time table for training the students.

**7. Governance, Leadership and Management:**

- **Automation of Administrative process (TCSion): Progress made during the ODD semester 2019-20 – reg.**

**Note on Agenda:**

To discuss the automation of Administrative process (TCSion): Progress made during the ODD semester AY2019-20

**Discussion:**

IQAC Co-ordinator briefed the IQAC members about the various activities made in the various modules of TCS ion automation process as listed below:

- i. Attendance tracking system for students using Transport facility is expected to be implemented in June 2020.
- ii. Online fine payment by staff/ faculty at library module is expected to be developed before-end of this semester.
- iii. Purchase module is developed and would be integrated with finance module on or before April 2020.
- iv. E-Forms for International students (UG and PG) were implemented and could be availed by students.
- v. Online Fees Payment facility for PhD Research scholars was rolled out and ready for utilization.

**Resolution:**

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

➤ **Automation activities planned during even semester 2019-20 – reg.**

**Note on Agenda:**

To deliberate the plan of action in the automation process of academic and administrative activities.

**Discussion:**

IQAC Co-ordinator briefed the plan of action in the automation process listed below:

- i. User Authentication
- ii. Server / Storage Refresh
- iii. End-User Computing New / Refresh
- iv. LMS Rollout in 3 Phases (PG, UG 1st Year and Rest of all)
- v. Open Source Software - Increase Adoption

Director (Data Centre) briefed on providing user authentication to be given for one mobile and one laptop per faculty/ student.

**Resolution:**

The agenda item is noted.



## 8. Alumni connect:

- **Strengthening alumni connect – Salient activities initiated in the calendar year 2020 – Suggestions – reg.**

### **Note on Agenda:**

To discuss the process of strengthening alumni connect and to brief the salient activities initiated in the calendar year 2019 and planner for this semester.

### **Discussion:**

Various activities of Office of Alumni Relations during the ODD semester (2019-20) listed below were discussed in detail.

- Distinguished Alumni Award (1<sup>st</sup> Edition)
- Alumni-Reconnect 2019 (1994 batch)
- Wall of Fame
- OAR Website Inauguration and release of the first Newsletter
- Alumni Guest Lecture on “Reverse Engineering the Malware”
- Alumni Mentoring session on “The Next Big Thing “
- Alumni Guest Lecture on “Current trends in metal forming research“
- Crescent Achievers Connect 2019 (1st Edition)
- Alumni Guest Lecture on “Applications of RADAR”
- Alumni Mentoring session on “Managerial Jobs Tomorrow”

Plan of action for this semester is as listed below:

- Implementation of the purchase of a new Alumni management software (VAAVE) and facilitate our alumni registration in the portal – February to May 2020.
- Alumni Departmental Student Mentoring / Guest Lectures Sessions – every month
- Release of 2<sup>nd</sup> newsletter & e-newsletter of OAR– July 2020.
- Publish a list of Alumni Entrepreneurs in the website – March 2020.
- Identify renowned / potential alumni for creating placement opportunities – March 2020
- Alumni Lateral Hiring 2020 – 1<sup>st</sup> Feb 2020 & November 2020
- Crescent Achiever’s Connect 2020 – 18<sup>th</sup> March 2020 & October 2020

- Silver Jubilee Alumni Reunion of the 1995 Batch -- 8th Aug 2020
- Alumni Internship Fair 2020 (1<sup>st</sup> Edition) – Oct 2020
- Crescent Global Alumni Meet 2020 – Dec 2020
  - i. Young Alumni Achiever Awards 2020
  - ii. Distinguished Alumni Awards 2020:-
    1. Academics & Research
    2. Corporate leadership
    3. Entrepreneurship
    4. Public Life and Philanthropy

Dr. K. Vipenendran said that alumni and US embassy can conduct a boot camp and elaborate the step by step procedure to seek admission for MS programme in US. One day session can be conducted in association with Office of International Affairs.

Registrar suggested that mutually exclusive programmes can be conducted every semester for one day for students and faculty during week days to facilitate participation of all the students and faculty.

**Resolution:**

The agenda item is noted.

**9. Admission:**

- **Strategies for improving admission – reg.**

**Note on Agenda:**

To discuss various strategies for improving UG and PG admissions.

**Discussion:**

IQAC co-ordinator briefed on the activities conducted in the odd semester of AY2019-20.

The review of activities conducted by admission department is as follows:

- Preparation of Brochures for admissions to all programmes including new programmes
- Proposal of fee structure for UG and PG programmes.
- Website Updates for fee structure and other details for all UG and PG programmes.
- Online application links are uploaded for all UG, PG, NRI and International admissions.

- Career Guidance Programmes are organized at various places.
- Alumni of the University are contacted through social media.

**Plan of Action for the even semester AY2019-20**

- Career Guidance programmes and Admission campaigns to be conducted at various places including other country and other states in our nation.
- Plan to participate in different Admission Expo.
- Arrangements are to be carried out to conduct Crescent Institute Engineering Admission Test (CIEAT) at various cities including institute campus..
- Alumni of the University to be contacted through social media.
- Preparation of PG common brochure and Department wise brochures.
- Admission Counseling for UG and PG programmes

Dr.K. Vipenendran asked whether open house is in practice. Registrar told that open house can be conducted in the middle of April. When advertisement comes in newspaper, there is not guarantee to check whether the people have checked it or not. Open house and career guidance programmes will be a viable solution to attract parents and children to come and have a look into the facilities of our institute which will attract more students to join our institute. Departments are requested to prepare calendar of events for publicizing their departments to enable admission.

Dr. K. Vipenendran acknowledged that this practice of physical visit will fetch more admissions. Registrar said that no central planning is required for open house. Instead individual departments can plan their own publicity campaign for their department open house.

**Resolution:**

IQAC appreciated the efforts taken by Director(Admission) for chalking out strategies and implementing various programmes to improve admission. It was decided that every department conduct open house of their department and attract students to have a look into their facilities and improve their admission.

## 10. Examination

- Strengthening Examination System – Salient activities conducted/implemented in the ODD semester AY 2019-20 – Planner for even semester.

### **Note on Agenda:**

To discuss the salient activities conducted/implemented in the ODD semester AY 2019-20 in examination cell.

### **Discussion:**

IQAC Co-ordinator briefed the activities in the office of controller of exam listed below:

- Secured Access Control using Biometric, RFID Tag and installation of Pin.
- Compactor for storage of Question paper and important documents
- CCTV camera installation in Controller of Examination Office and monitoring from Central Control room and CoE mobile

### **Resolution:**

Agenda item was noted.

## 11. International Affairs

- Planner for Even Semester AY 2019 - 20 – reg.

### **Note on Agenda:**

To present the planner for international affairs for the even semester AY 2019-20

### **Discussion:**

IQAC Co-ordinator briefed the activities planned by office of international affairs for the even semester AY 2019-20 listed below:

- An International Seminar
- Foreign Language Training programme for teachings faculty members.
- 2/ 3 seminars on study abroad programme for students

### **Resolution:**

Agenda item was noted.

## 12. Hostel

Status Review – Quality initiatives in hostel – reg.

### **Note on Agenda:**

To discuss the quality initiative undertaken in hostel.

**Discussion:**

IQAC Co-ordinator briefed the various quality initiatives undertaken in hostel as listed below:

1. Quality and Hygienic Food (both Veg. and NonVeg) is provided to all.
2. Separate North Indian menu is provided for the North-Indian students.
3. Cycle facility is provided for the students to commute from hostel to main gate.
4. Sports and Gym facilities are provided to keep the students hale and healthy.
5. Air conditioned waiting hall is created to facilitate a comfort zone for parents to meet their wards.
6. Purified RO water facility is provided for cooking and drinking.
7. Solar panels are installed to provide hot water.
8. Wi-Fi facility provided.
9. Browsing centre and Laundry facilities are provided.
10. Snack vending machine is provided in the hostel.
11. Faculty and research scholars conduct special classes in the hostel based on the request from the students.
12. Study room facility is available.
13. 24 hrs medical facilities with ambulance service are available.

It was suggested to have a white board in the study hall.

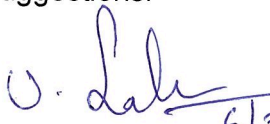
**Resolution:**

Agenda item is noted.

**13. Any other item**

The Deputy Registrar suggested applying for funding to conduct quality initiative programmes to government funding agencies.

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

  
6/3/2020  
IQAC Co-ordinator

  
6.3.2020  
Chairman, IQAC

**B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE AND TECHNOLOGY**

Vandalur, Chennai – 48



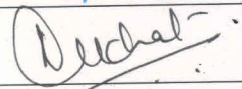
**INTERNAL QUALITY ASSURANCE CELL****STAKE HOLDERS MEETING****Attendance Sheet**

Date and Time : 18.02.2020, 11.30 a.m.


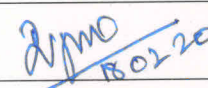

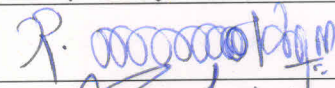

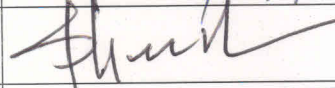

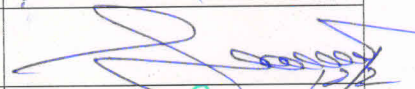

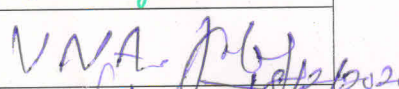
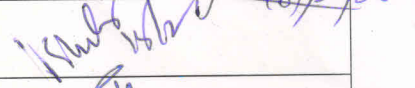
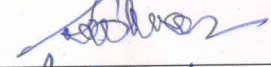
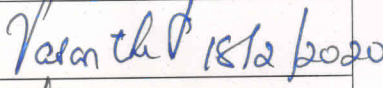
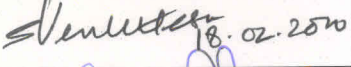
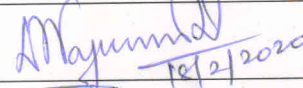
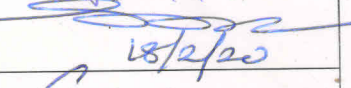
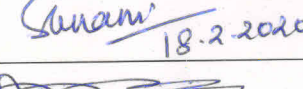
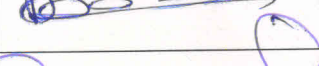
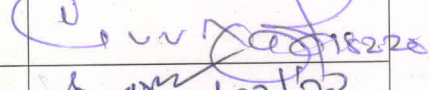
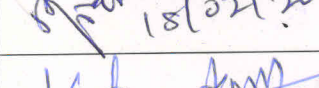

Venue: Hall No III, Convention Centre, BSAU

Agenda :

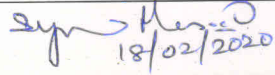
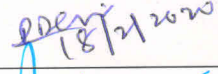
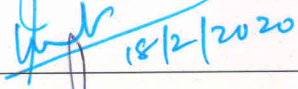

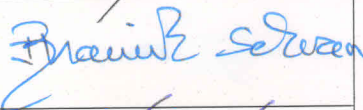
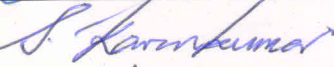
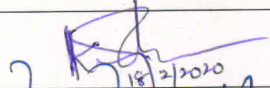
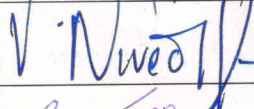
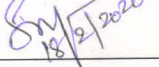
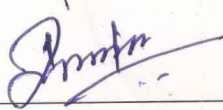
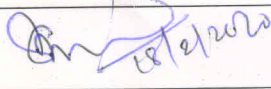
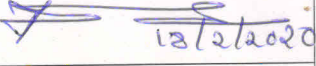
- 1) Curricular Aspects
- 2) Teaching Learning and Evaluation
- 3) Research, Consultancy and Extension
- 4) Infrastructure and Learning Resources
- 5) Student Support and Progression
- 6) Governance, Leadership and Management
- 7) Alumni connect
- 8) Admission
- 9) Examination
- 10) International Affairs
- 11) Hostel
- 12) Any other item

Sl. No.	Name and Designation	Signature
1.	Dr. A. Peer Mohamed, Vice Chancellor I/C	
2.	Mr. Abdul Qadir A. Rahman Buhari, Pro Chancellor	
3.	Dr. A. Azad, Registrar	
4.	Ms. Nikhat M Hamza, Director, HR / FTD	


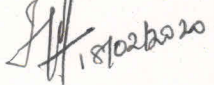


Sl. No.	Name and Designation	Signature
5.	Dr. M.S. Haji Sheik Mohammed, Dean, Academic Affairs	 18/02/2020
6.	Dr. R. Raja Prabu, Director, Accreditation & Ranking	 18/02/20
7.	Dr. I Raja Mohamed, Dean, Research	 18-2-2020
8.	Dr. Karthikeyan Ramalingam, Dean, Student Affairs	
9.	Dr. M. Munir Ahamed Rabbani, COE	 18/2/2020
10.	Dr. S. Syed Mohamed Abdul Majeed, Director, Admissions	
11.	Dr. S. Kaja Mohideen, Director, PG Admissions	 18/2
12.	Dr. K. Ganesh, Director Placement & Training	 18/2
13.	Dr. N. Raja Hussain, Deputy Registrar (Admin.)	 N. Raja Hussain
14.	Mr. V.N.A. Jalal, Sr. General Manager	 VNA Jalal 18/2/2020
15.	Mr. Shah Abdul Khader, Finance officer	 Shah Abdul Khader 18/2/2020
16.	Mr. C.N. Suresh Babu, AO (Students & Academics)	 C.N. Suresh Babu
17.	Dr. Vasanthi Padmanabhan, Dean SOI	 Vasanthi Padmanabhan 18/2/2020
18.	Dr. Venkatesan Selvam, Dean, SCIMS	 Venkatesan Selvam 18.02.2020
19.	Dr. D.Najumnissa Jamal, Dean, SECS	 D.Najumnissa Jamal 18/2/2020
20.	Dr. S. Rasool Mohideen, Dean, SMS	 S. Rasool Mohideen 18/2/20
21.	Dr. S. Kutti Rani, Dean, SPCS	 S. Kutti Rani 18.2.2020
22.	Dr. K. Nilamudeen, Dean, CSL	 K. Nilamudeen
23.	Dr. M. Vijaya Vara Prasad, Dean, CSP	 M. Vijaya Vara Prasad 18/2/2020
24.	Dr. K. Srinivasan, Dean, Management Studies	 K. Srinivasan 18/2/20
25.	Dr. Ayub Khan Dawood, Dean, SSSH	 Ayub Khan Dawood 18/02/2020



Sl. No.	Name and Designation	Signature
26.	Dr. S. Hemalatha, Dean, SLS	
27.	Ar. G. Jayalakshmi, Dean, CSA	
28.	Dr. P.S. Syed Masood Jamali, Dean, SAIS	 18/02/2020
29.	Ms. Takhellambam Rocky Devi, Director in-charge, CIR	 18/2/2020
30.	Mr. John Mathew, Alumni Co-ordinator	 18/2/2020
31.	Mr. Seshadrinathan, President, Alumni Association	
32.	Mr. PMJF Lion R. Tamil Selvan, Zone Chairman, Lions District	
33.	Mr. Kevin Kumar, Director, EPMCR, Chennai	
34.	Dr. K. Vipinendran, Parent	 18/2/2020
35.	Ms. V. Niveditha, IV year student, B.Tech. Biotechnology	
36.	Dr. Shakila Anjum, AP(CA), Assistant Coordinator, IQAC	 18/2/2020
37.	Dr. Mohammed Divan Masood, AP (CA), Assistant Coordinator, IQAC	
38.	Dr. U. Sabura Banu, Professor, EIE	
Special Invitees		
39.	Dr. C. Tharini, Professor and Head, ECE	 18/2/2020
40.	Dr. Latha Tamilsevlan, Director, Data Centre	 18/2/2020
41.	Mr. M. Parvez Alam, CEO, CIIC	

42 DR. T. HARINMAYAN, DIRECTOR, ESPAC  
43 F. ABUBECKER - PRO

  
18/2/2020  
  
18/2/2020