



ACADEMIC YEAR – 2020-21 (ODD sem)

05.11.20

CIRCULAR

From the academic year 2020-21 onwards, towards strengthening our efforts towards Outcome Based Education, the following strategy will be adopted. IQAC member of the department & Programme Advisory committee member (PAC internal member) to coordinate the activity.

1. Convene Department level meeting prepare draft version, review and freeze mapping of CO-PO-PSO-PEO (after consulting all stakeholders)
2. Course level planning by course in-charges during semester commencement. After Verification and approval, inclusion in course plan.
3. Analysis & Review of outcome attainment (direct & indirect methods). Department level presentation and submission of review report at the end of every semester. Gaps if any found to be rectified and used for future planning.
4. Batchwise I- VIII semester outcome attainment analysis and review report submission for approval.
5. Institute level review and analysis of reports. Based on findings, fine tunings in TLA (Teaching-Learning-Assessment) practices will be made.

In this regard, department level initiatives, formats are enclosed herewith for reference.

Note :

For the passedout batches till 2020 PO attainment analysis as per previous procedure. PO attainment, mapping with PEO, PSO to be completed for last 5 batches (ie passed out batches from 2016,2017,2018,2019,2020). For the current IV year students PO attainment analysis as per previous procedure.

For the courses offered from the academic year 2020-21 onwards, CAP, COAM, APQM are applicable.

J. Praveen
5/11/2020

PRINCIPAL

Copy To:

1. Secretary
2. VP
3. HoDs (with a request to circulation among staff members through respective whatsapp group)

Encl:

1. Work schedule (Nov'20)
2. Formats for OBE implementation



ACADEMIC YEAR 2020-21 (ODD SEMESTER)

24.11.20

**INTERNAL QUALITY ASSURANCE CELL
Minutes of Meeting – Nov'20**

IQAC meeting for November month was held on 24.11.20 between 12.00 noon and 1.00pm through Online mode. IQAC Coordinator elaborated on the following points during the meet.

- **CO-PO-PSO-PEO mapping and implementation aspects**
 - Reports to be prepared and submitted by IQAC member of the department
 - Report should include Draft version, presentation session, Review I &II, Updation & Final version of Course articulation matrix, CAP, COAM, APQM, Odd semester courses – programme articulation matrix
 - CO-PO-PSO-PEO mapping -Final version to be finalized at department level and approved.
 - Department level completion should include
 - POWise – Competency – Performance indicators
 - Coursewise – Course articulation matrix, COAM, APQM
 - III, V, VII sem courses – Programme articulation matrix
 - Course plan for odd semester courses should include video lecture for all units.
 - Course plan should be updated (ie inclusion of course articulation matrix,COAM,APQM) and hardcopy to be verified by HoD and approved by PRL, to be filed in course plan
 - **Deadline for the completion of the above activities : 12.12.20**
- **Bloom Taxonomy – Internal Staff seminar**
 - PAC member / IQAC member of the department should organize internal seminar session on Bloom Taxonomy
 - Presentation to include sample papers covering theory based, problem based courses (2+2)
 - Ample examples for all levels to be covered.
 - Seminar report to be submitted. **Deadline : 09.12.20.**
- **Inclusion of Video Lecture session in Course Plan, Revision of Course plan & Question bank structure**
 - Course incharges to promote Lecture video sessions. Video sessions shall be planned for important topics of each unit.
 - Minimum of 2 video lectures to be planned for every unit.
 - Internal staff workshop session is planned to train faculty members on preparing Video Lecture session. Mr.Aswin/Mech will handle the session. **Workshop is scheduled on : 02.12.20.**
 - Structure of Course plan & Question bank for courses will include CO, BT level from forthcoming 2020-21 even semester onwards. Template will be circulated shortly.

- **AQAR preparation – Department level data submission**
 - AQAR preparation work in progress. Department level data is sought as per DVV template.
 - **DVV preparation & deadline : 04.12.20**
- **IITB, Spoken tutorial schedule**
 - Due to commencement of academic year 2020-21 ODD semester from Aug'20 due to covid and short schedule, Spoken tutorial sessions are planned after model exams.
 - II Year Database was submitted by ECE department – IQAC member. Other departments to submit details for STTP plan
 - **I year IQAC member to collect details and submit within 20.12.20.**
- **Vishwakarma Award – Project proposal**
 - All Engg. Branch IQAC members will guide and coordinate submission of proposal for Vishwakarma Award.
 - Departments to give title, theme details to IQAC coordinator within **next 3 working days.**
- **Institute Level responsibilities – coordination from department members**
 - IQAC member of every department to coordinate and guide members in all institute level initiatives related to data collection, reports, quality initiatives. Necessary coordination and dissemination of details to be done by IQAC department level member.
- **Exit survey -2020 passedout**
 - Exit survey on institute level initiatives and support from 2020 passedout is in process. Few students are yet to give their feedback. Names of students were circulated for reference. **Members to insist students to complete within next 2 days.**
- **Entry Level analysis -2020-21 batch**
 - **Entry level analysis for 2020-21 batch is planned through online mode. Date of the activity : on or before 05.12.2020 .**
- **Swayam / NITTR/ ATAL courses**
 - ECE department staff had undergone 2 SWAYAM, NITTR courses. Similarly in CIVIL & EEE few faculty had undergone 2 courses.
 - Student SWAYAM course status – course progress screenshots & online exam registration status to be submitted on **03.12.20.**
 - ATAL courses are also undergone / registered by all department faculty. Reports to be submitted upon course completion.
 - Staff enrichment initiatives summary report(Apr'20-Aug'20) – to be submitted on **05.12.20.**

Members present : CIVIL,ECE,EEE,MECH,S&H IQAC members

K. S. Rao 27/11/20
IQAC Coordinator

J. Prasad
27/11/2020.
PRINCIPAL



ACADEMIC YEAR - 2020-21 (ODD sem)
Staff Council Meeting-VI
Minutes of Meeting

11.12.2020

Principal convened **Staff Council meeting VI** for the academic year on **10.12.2020** between **2.00 pm and 4.30 pm** at Conference Hall with the following agenda.

Agenda

- **UG Plan for IV year classes & PG II Year classes (Time-table & modalities)**
 - Project work
 - MCC (Swayam)
 - Industrial training – project specific area (online mode preferably)
- **Subject allocation & workload (Even semester) – Higher classes**
- **Mini-project work plan**
- **Course Plan & Question Bank – structure revision**
- **Exit Survey report**
- **Expert Video sessions (SIP) – II Year classes**
- **NAAC accreditation preparatory works**
 - status of work
 - plan of action
- **Fee collection status**
- **Department Target**
 - ODD semester (Target VS Execution)
 - Even semester (Target)
- **Plan of activities (including institute level responsibilities)**
 - Odd semester (Target VS execution)
 - Even semester (Plan)
- **Other (if any)**

Principal re-insisted on the issues discussed to strengthen academic quality (circular dt.9.9.20). In-charges were directed to execute their responsibilities and meet the set target for the activities.

- Add-on courses like SWAYAM course completion by students to be tracked. For I year classes UHV module to be covered during weekends.
- Worksheets designed for Aptitude skill to be completed and tests to be given for students.
- Promotion of experiential learning for courses to be made inclusive for all courses.
- Facility established for Video Lectures to be utilized by staff members. Staff video lecture sessions will be posted at college youtube channel.
- Eminent expert lecture sessions organized as a part of SIP to be shared among II year students.
- Curriculum based feedback to be obtained from eminent alumnus. J

- Proposal for endowment fund based project work to be submitted by respective in-charges. Project to be completed as per schedule.
- Staff publications to be strengthened. Faculty completed Ph.D and pursuing Ph.D to involve meticulously in journal publications with impact factor as mandatory. Other members also to involve in publication initiatives. Staffs should also aim for Book/ book chapter publications.
- Initiatives to be made towards ISO certification.
- Basic computing skills training to be completed through online mode for all students.
- Life skills, Health awareness programmes etc. to be organized for all classes.
- Annual programme on professional ethics and code of conduct to be organized. Programmes promotive student creativity, cultural to be organized.
- Programmes to be organized for Administrative, technical staff.
- Departments to concentrate on GATE enrolment, participation, Scores for the forthcoming batch onwards.
- Department level initiatives towards linkages/ collaborations / MoUs to be made.]

Mini-project work plan

Mini-project work should be planned and executed for all III year classes. II year students shall also be encouraged. Project work report to be submitted at end by all batches. Mini-Project work expo to be planned at department level.

Course Plan & Question Bank – structure revision

Revised course plan & question bank template was circulated . Course Assessment Plan, Course Outcome Alignment Matrix, Assessment Paper Quality Matrix, Bloom Taxonomy level against questions are included in the revised structure.

Exit Survey report

Exit Survey report (2019-20 batch) was briefed by Principal. Student Opinion and feedback about Infrastructural facilities, Teaching-Learning-Assessment practices were covered in the questionnaire. Report enclosed.

Expert Video sessions (SIP) – II Year classes

Expert Lecture sessions streamed live through KINGS youtube channel during Student Induction Programme. Video links shall be shared to II year classes as eminent academicians and experts delivered excellent motivational, thought provoking sessions during SIP schedule.

Others

- **Value Added Courses** recommended & framed by the departments of Civil, CSE, ECE, EEE, Mechanical are approved by Anna University and listed at AU website. VAC framed departmentwise are:

Civil - Construction Technology

CSE - VB .NET

ECE - Realtime Electronic System Design

EEE - Advanced Solar Energy Technologies

MECH - Energy Resources Management.

Departments are appreciated for their efforts and is a credit to the members involved.

Members present

VP

HODs CIVIL, CSE, ECE, EEE, MECH, S&H

Project Officer

Academic Coordinators – S&H, EEE

IQAC Coordinator

J. Ramakrishna
14/12/2020

PRINCIPAL



KINGS
COLLEGE OF ENGINEERING
(N.A.C. Accredited Institution)
(Approved by AICTE, New Delhi. Affiliated to
Anna University, Chennai)



ACADEMIC YEAR 2020-21

STAFF COUNCIL MEETING

Attendance(09.12.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Seivi	Principal	J. Arputha Seivi 09/12/2020
02	Dr.S.Sivakumar	VP	S. Sivakumar 9/12/2020
03	Dr.T.Shanthi	Project Officer	T. Shanthi 9/12/20
04	Ms.R.Revathi	HOD/Civil (in-charge)	R. Revathi 09/12/2020
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma 9/12/2020
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M. Mangaiyarkarasi 9/12/2020
07	Dr.Albert Martin Ruban	HOD/EEE	A. M. Ruban 9/12/20
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 9/12/2020
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 9/12/2020
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	T. Gnanajeya 9/12/20
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	R. Sundara Moorthi 9/12/20
12	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 9/12/20
13	Ms.R.Ponni	ISO Coordinator	R. Ponni 9/12/20