



**ACADEMIC YEAR 2020-21 (EVEN SEMESTER)
INTERNAL QUALITY ASSURANCE CELL**

26.02.21

Minutes of Meeting

IQAC meeting for the month of Feb'21 was held on 25.02.21 between 12.45pm and 2.00pm. Agenda for the meeting was NAAC file works, Department Best Practices, ICT in TLP tracking, Action Plan and Target submissions. All department members attended the meeting. IQAC coordinator briefed on the following point during the meeting.

Promotion of ICT in TLP

- Virtual Lab session
Virtual lab sessions on identified topics to be planned and executed for all classes. IQAC member of the department to ensure completion of the activity. Advanced lab experiments, simulation based experiments shall be covered. Report comprising experiment details, objective, session snapshot, evaluation marks to be submitted by semester end.
- NPTEL session
Report on planned NPTEL session for the course topics to be completed by all. Report with session photo, evaluation to be made.
- CBTs, Lecture Video session, Simulation based exercises to be promoted by course in-charges and make Teaching-learning process effective.

CO-PO-PSO-PEO

- Session on PO-PSO-PSO-PEO, revised Qbank, Courseplan structure is planned for all classes. Students are to be given insight into course Objective, outcome by the course in-charges.

NAAC File works

- As per the schedule of file audit, file verifications will be held. Course file contents for 2020-21 odd semester courses shall include softcopy of course plan, e-material, qbank, screen shot of student assignments, PCE activity proofs.

GATE courses

- For the courses included at GATE exam syllabus, Course in-charges shall orient students during course introductory session. Topicwise GATE questions and solutions shall be made as PCE activity for advanced / aspiring students. Suitable materials shall be posted at Google classroom.

PCE Skills

Student Centric activities as planned by course instructors are to be executed in a paced manner. Briefing of PCE activities was recapped to members. Specific highlights

- Usage of journal papers by students. Centralized library journal subscriptions to be referred. Advanced learners shall be grouped and advised for project works, paper publications referring the journal publications.
- Mindmap, Concept map for topics shall be prepared by course incharges. Online tools shall be used for preparing.
- Picture prompt activity, Debate sessions shall be planned by English course incharges.
- Planning activities shall be allotted for MBA, CIVIL courses / as applicable.
- Ethical, moral values to be imbibed as a part of delivery and practices.
- Design exercises for circuit based courses shall be assigned.
- Session snapshots shall be taken for Role play, Picture prompt, presentation sessions.

Any other innovative approach shall be adopted by all course in-charges. Innovative teaching learning practice with impact shall be practiced by all. New approach practiced by faculty is given due credits at faculty appraisal process.

Stakeholder interaction forms (revised version)

Revised version of stakeholder interaction forms will be utilized as per the schedule of interaction.

Department Target VS Achieved submission

Analysis report on action plan VS achieved will be submitted.

Monthly report of department activity

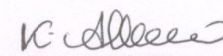
Programme organized by the departments are publicized at our college youtube channel. In this regard, programme title, date, resource person, beneficiaries, photo eventwise softcopy is sought. Monthly submission (softcopy) to be coordinated by IQAC member **(submission of 1st week Wednesday of every month)**

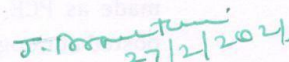
Best Practices

It was insisted to strengthen department level student support activities, enrichment activities, practices. This will promote unique efforts made by the department in addition to centralized activities. Such activities with impact shall be highlighted as department best practices. **IQAC members to submit report on Best Practices of respective department during Mar'21 meeting (report should include objective, about the practice, outcome).**

AQAR preparation

IQAC members to coordinate department level data compilation part for AQAR preparation. Deadline : AQAR for the year 2018-19 is 5.3.21 and for the year 2019-20 is end of Mar'21.


26/2/21
IQAC COORDINATOR


27/2/2021
PRINCIPAL



ACADEMIC YEAR 2020-21

IQAC Department Members Meeting

Meeting Attendance - Feb'21

IQAC Members	Signature
Mr.K.Arun/Civil	<i>K. Arun</i> 25/02/2021
Mr.R.SriramKumar/CSE	<i>R. Sriram Kumar</i> 25/2/21
Ms.D.Vennila/ECE	<i>D. Vennila</i> 25/2/21
Mr.S.R.Karthikeyan/EEE	<i>S. R. Karthikeyan</i> 25/2/21
Mr.M.Aswin /Mech	<i>M. Aswin</i>
Mr.G.Jeyakrishnan/Maths(S&H)	<i>G. Jeyakrishnan</i> 25/2/21
Ms.K.Abhirami	
PRINCIPAL	



ACADEMIC YEAR – 2020-21
Staff Council Meeting-VIII
Minutes of Meeting

04.02.2021

Principal convened **Staff Council meeting VIII** for the academic year on **03.02.2021** between 2.00 pm and 4.10 pm at Conference Hall with the following agenda.

Agenda

- **Even semester – preparatory works (I year – III year)**
 - **Class rooms & labs readiness**
 - **Learning materials**
 - **Time-table**
 - **Video-Lectures**
- **I Year classes**
 - **Revision Phase-I plan**
 - **CCM report**
- **IV Year classes**
 - **Syllabus completion**
 - **Project review schedule**
- **T& P training & activities**
- **AU report submissions**
 - **Industrial / Practical Training, Summer Project, Internship**
- **NAAC accreditation works**
 - **File Audit plan**
 - **Strengthening initiatives**
- **Fee payment status**
- **Other related matters**

Principal appreciated the in-charges of the following initiatives that were made during the month of Jan'21.

- **Webinar on Patents and Trademark on 19.01.21**, Dr.A.Balaji Ganesh, Dean Research, VEC, Chennai **organized by R&D and IIC.**
- **IIT, Bombay Spoken Tutorial Workshops** for II year, III Year and IV classes **(online mode) organized by IQAC during Jan'2021.** Two workshop per class were organized for all classes on different dates.
- Series of **Webinar series organized by IIC** during **22-25 Jan 2021**
 - **Design Thinking, Critical Thinking and Innovation Design** by Mr.S.Mukeshwaran, ARJCET, Manarkudi
 - **Awareness talk on Entrepreneurship** by Mr.E.Kishorekumar, KAM Motors, Thanjavur
 - **Entrepreneurship Development Phases** by Mr.M.Martin, IEDP-EDII, Sastra University, Thanjavur.

Video-Lectures

- **Video Lecture session** for even semester courses to be completed by the end of Feb'2021. Links to the lecture sessions will be made available at college website.

T& P training & activities

Exclusive training sessions are planned for IV year students during 22.02.2021 to 26.02.2021. 2 days of technical training is planned for all classes.

NAAC accreditation works

File Audit plan

Strengthening initiatives

IQAC coordinator detailed on the Criterionwise strengthening aspects. Areas to be concentrated to raise the quality aspects were discussed. **Meeting is planned on 06.02.2021 at Pallava Hall at 10.30 am. All staff members to attend the session.**

File audit plan will be made at the end of the meeting. Department level budget to be submitted to Project officer on or before 08.02.2021.

- **Proposals for SWAYAM-MOOC new online courses has been made by MHRD. Skill based courses and other non-formal educational courses can be proposed. Introductory video shall be submitted as per the guidelines by the faculty members.**
- **Enrolled SWAYAM/NPTEL courses** to be completed by all students and staff members. Necessary followup to be made by the in-charges. Staff and students to enroll using our **KINGS local chapter id : 4234**
- **ISTE staff chapter** will organize **Orientation programme** for newly organized staff members. Session on Vedic maths is also planned.
- **Thought for the Day video** at our **KINGS youtube channel** has received appreciation from Alumni. Efforts by all the members were appreciated and to be continued.

Members present

VP

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

Project Officer

Academic Coordinators - S&H, EEE

IQAC Coordinator

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*J. R. ...
4/2/2021*

PRINCIPAL



ACADEMIC YEAR 2020-21

STAFF COUNCIL MEETING

Attendance(03.02.2021)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal	J. Arputha 3/2/2021
02	Dr.S.Sivakumar	VP	S. Sivakumar 3/2/2021
03	Dr.T.Shanthi	Project Officer	T. Shanthi 3/2/2021
04	Ms.R.Revathi	HOD/Civil	R. Revathi 3/2/2021
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma 3/2/2021
06	Ms.Mangaiyarkarasi.N	HOD/ECE	M. Mangaiyarkarasi 3/2/2021
07	Dr.Albert Martin Ruban	HOD/EEE	A. Martin Ruban 3/2/2021
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 3/2/2021
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 3/2/2021
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	T. Gnanajeya 3/2/2021
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	R. Sundara Moorthi 3/2/2021
12	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 3/2/2021
13	Ms.R.Ponni	ISO Coordinator	—