



Academic Year 2018-19 (EVEN Sem)
IQAC MEETING
Minutes of Meeting

IQAC Meeting for the month of Feb'19 was held on 8.1.19 at CSE Lab between 1.00pm and 2.00pm. Completion status of planned initiatives was verified and forthcoming activities to be completed was briefed by IQAC coordinator.

Spoken Tutorial for all 3 classes was completed by CIVIL, CSE and ECE branches. 2 classes by EEE and 1 class by Mechanical department. Schedule for online test was identified and will be completed by this month. Members were requested to coordinate and ensure completion.

Virtual lab sessions was completed by CIVIL, CSE and ECE departments. 1 class by EEE department. Initiatives taken by Mechanical and will be completed.

Learning outcome attainment to be identified and report to be submitted after publication of revaluation results. (within 5 days of result publication).

Department activities (2018-19) odd semester was submitted by CIVIL and CSE departments. Other departments to coordinate and submit.

SWAYAM course execution status was insisted. Swayam course titled "**Transforming instruction through Blended learning**" was highlighted. Various effective tools on teaching was briefed. Members were requested to adopt to such practices and also encourage other department members to enhance their technology enabled classroom practices. Members to motivate department members to complete SWAYAM / NPTEL courses periodically. Internal seminar on relevant courses can be made periodically. S&H department member was requested to motivate department members for enrolment. Engineering branch faculties are undergoing / completed SWAYAM / NPTEL course during this semester.

Professional and Career Enrich (PCE) skills

Members were briefed on the various PCE skills and effective practices (optimal strategies). Demonstration on Google classroom was made and members were requested to adapt to such tools and ensure Learning outcome evaluation tools / practice to be effective, easier.

AQAR submission for the year 2017-18 was completed as per deadline. Forthcoming year onwards AQAR to be submitted Online. AQAR report is available at college website for reference.

Members present

Civil, CSE, ECE, EEE, MECH, S&H

Copy to:

All IQAC members


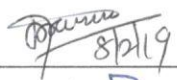
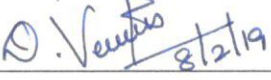
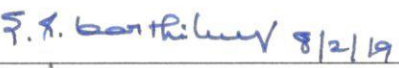
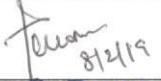

*J. Prasad
21/2/19*

K. S. Sreedhar 9/2/19
IQAC Coordinator



ACADEMIC YEAR 2018-19 (Even Sem)

IQAC Meeting Attendance
(Dt.08.02.19)


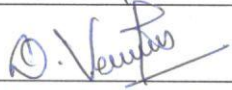
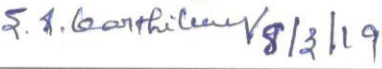
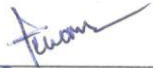
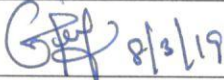
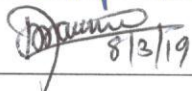
Department	IQAC Department Member	Signature
CIVIL	Mr. R. Arun	 8/2/19
CSE	Mr.R.Sriramkumar	 8/2/19
ECE	Ms.D.Vennila	 8/2/19
EEE	Mr.S.R.Karthikeyan	 8/2/19
MECH	Mr.J.Prince Jerome Christopher	 8/2/19
S&H	Mr.J.Jeyakrishnan	 8/2/19

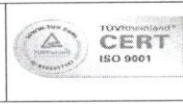


ACADEMIC YEAR 2018-19

IQAC Department Members

Meeting Attendance - Mar'18

IQAC Members	Signature
Mr.K.Arun/Civil	 8/3/19
Ms.D.Vennila/ECE	
Mr.S.R.Karthikeyan/EEE	 8/3/19
Mr.Prince Jerome Christoper /Mech	
Mr.G.Jeyakrishnan/Maths(S&H)	 8/3/19
MR.R.SRIRAMKUMAR / CSE	 8/3/19
PRINCIPAL	



Academic Year 2018-19 (EVEN Sem)
IQAC MEETING
Minutes of Meeting

IQAC Meeting for the month of Mar'19 was held on 8.3.19 at CSE Lab between 12.30pm and 1.30pm. Status of planned activities for even semester was reported by the members.

Activity	Department					
	CIVIL	CSE	ECE	EEE	MECH	S&H
Swayam Courses	Faculty: 5 Student:- //	Faculty: 13 Student:- //	Faculty: 18 Student:37	Faculty: 3 Student:- //	Faculty: 13 Student:- //	Faculty: - Student:- //
NPTEL courses	Faculty:11 Student:- //	Faculty: 2 Student:- //	Faculty: 3 Student:-	Faculty: 12 Student:-	Faculty: 6 Student:-	Faculty: - Student:-
Alumni Interaction	3	4	4	2	6	-
Learning Outcome Analysis	After Revaluation result publication					
Spoken Tutorial workshop & certification	3	3	3	3	3*	-
AQAR submission	Submitted for 2016-17, 2017-18 For 2018-19 by June'19 (Online submission)					
Department activities report	Submitted for 2018-19 (Odd). For Even by May'19					
Virtual Lab sessions	2	2	2	2	2	-
Exit Survey	Conducted as Quality Circle Meet					

Activities planned for the Month of Apr'19 & May'19 to be completed by members.
All reports to be submitted as softcopy at IQAC folder

Members present

Civil, CSE, ECE, EEE, MECH, S&H


IQAC Coordinator

Copy to:

All IQAC members

J. Manoj
13/3/19



ACADEMIC YEAR – 2018-19 (Even sem)
Staff Council Meeting-VIII

Minutes of Meeting

08.02.2019

Principal convened **Staff Council meeting VIII** for the semester on **07.2.2019** between **2.00 pm and 4.30 pm** at Conference Hall with the following agenda.

- Tuition fee payment & followup status
- Research Proposals & Programme Funding proposals
 - Utilization of 2(f) and 12(B) status
- Department Target
- Professional & Career Enhancement skills
- Launch of IIC
- Collaborations & linkages initiatives
 - Higher learning institutes / Universities
 - NPTEL
 - Industries
- Project work
- AQAR followup
- Student requirements & feedback
- Class committee meeting -followup
- Counseling session - followup
- HoDs Reports
 - Assessment Test-1 Performance
 - National Conference initiatives
 - Conduct of Academic programmes & report submission including professional societies (as on date)
 - Extension activities / Consultancy services – Initiatives
- Admission initiatives by Admission Officer
- Other related matters

Research Proposals & Programme Funding proposals - Utilization of 2(f) and 12(B) status

- Principal insisted departments to submit research proposals and programme funding proposals. Institute status of 2(f) and 12(B) has raised the scope of schemes. Eligibility and various scheme details was circulated to all HoDs. Submission of proposals to be motivated by HoDs.

Professional & Career Enhancement skills

To strengthen Coursewise outcome attainment, PCE skill activities are planned by course incharges. List of PCE skill activities was circulated for staff reference. Staff members to plan appropriate activities for their course(s) and execution to be made effectively.

Launch of Institution Innovation Council (IIC)

Our College has received certificate of appreciation from Innovation Cell, Ministry of HRD, Govt. of India for establishing Institution Innovation Council. President for IIC is Mr.R.Sundaramoorthy AP-III/EEE.

Collaborations & linkages initiatives

Higher learning institutes / Universities

Industries

- Under AICTE - Margadarshan scheme of NIT-Trichy, around 80 students accompanied by 4 faculty members underwent Industrial visit to SIEMENS Centre of Excellence, NIT-Trichy. Faculty members have established rapport with the members of Siemens COE for academic support.
- Departments to establish linkages and collaborate with the identified organization and member. Planned target in this regard to be achieved.

• **University Exam question papers** for previous semester were analyzed. Percentage of Internal assessment Question paper coverage mapping with AU indicated maximum coverage. Hence, students to be given awareness about the standard practice and details to be displayed at Notice Board.

Members present

VP

HODs CSE, MECH

HoD i/c. Civil, ECE

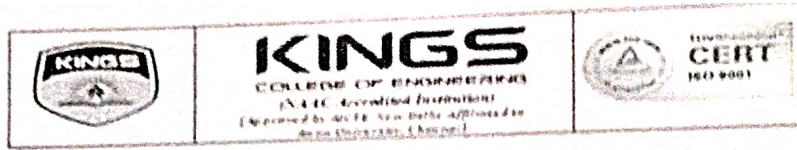
Project Officer

Academic Coordinators – S&H, EEE

IQAC Coordinator, ISO Coordinator

J. Sundaramoorthy
11/2/19

PRINCIPAL



ACADEMIC YEAR 2018-19

STAFF COUNCIL MEETING(07.02.19)

Attendance

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. Arputha Selvi 7/2/19
02	Dr.S.Sivakumar	VP	S. Sivakumar 7/2/19
03	Dr.T.Shanthi	Project Officer	T. Shanthy 7/2/19
04	Ms.R.Revathi	HOD/Civil (in-charge)	R. Revathi 7/2/19
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M. Mangaiyarkarasi
07	Dr.Albert Martin Ruban	HOD/EEE	A. Martin Ruban 7/2/19
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 7/2/19
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 7/2/19
10	Ms.T.Gnanajeya	Academic Coordinator/1 yr.	T. Gnanajeya 7/2/19
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	R. Sundara Moorthi 7/2/19
12	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 7/2/19
13	Ms.R.Ponni	ISO Coordinator	R. Ponni