



12.08.2019

**Academic Year 2019-20 (ODD Sem)
IQAC MEETING
Minutes of Meeting**

IQAC Meeting for the month of AUGUST'19 was held on 9.8.19 at CSE Lab between 12.30 pm and 1.15pm.

Initiatives towards Department activity tracking, conduct of Virtual lab session, ICT enabled classes, SWAYAM course enrolment by faculty and students was made by all departments. Internal seminar to be conducted.

Spoken Tutorial workshop was completed in all departments, online test has to be planned. Members to submit database of II year students for enrolment.

Members to identify / recommend resource person for the **Quality Improvement seminar / workshops**.

Entry Level Analysis for the batch 2019-23 was made. Branchwise student academic potential based on cutoff marks and entry level screening was made.

NPTEL session effectiveness to be tracked. Evaluation component for virtual lab sessions and NPTEL certification courses to be encouraged among staff and students.

Internal assessment question paper shall include book exercise of the recommended text books / reference books. Standardized application based questions to be practiced during classes and included in internal assessments.

Usage of Google classroom and PCE skills was discussed among members. ICT enabled tools shall be utilized to create interest among students and gain skills. Suggested PCE skills listing was briefed. Effective introduction of PCE skills was discussed. Members to motivate similar efforts by department members too.

Members present


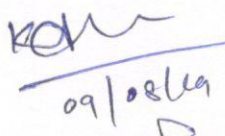
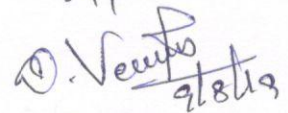

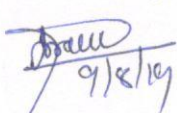
Civil, CSE, ECE, MECH, S&H

K. S. S. S. 12/8/19
IQAC Coordinator

J. D. D.
12/8/19

9/8/19

IQAC Meeting - II

Staff Name	Signature
① Aswin . m , AP/MECH	
② Arun . k , AP/CIVIL	 09/08/19
③ D. VENNILA , AP/ECE	 09/08/19
④ G. Jayakrishnan , AP/Maths	
⑤ R. Srinan Kumar AP/CSE	 09/08/19



**ACADEMIC YEAR – 2019-20 (ODD sem)
Staff Council Meeting-II
Minutes of Meeting**

21.08.2019

Principal convened **Staff Council meeting II** for the academic year on **20.08.2019** between **2.00 pm and 4.30 pm** at Conference Hall with the following agenda.

- 2019-2023 Batch Student Induction Programme
- Analysis reports
 - Assessment test report – I (higher classes), remedial measures – scheduling (if any)
 - Academic Target (Department, Institution) – completion, plan status
 - In-House-Training report
- Stakeholder interactions
 - Class committee meeting report
 - Counseling report
- Forthcoming Institute Level Programmes
 - Technical sessions inviting eminent experts
 - International conference initiatives
- Industry training & linkages
 - MoU with industries
 - Industrial visits
- R&D proposals and initiatives – (AICTE-MODROBS, UGC-STRIDE)
- Other related matters

Academic Target (Department, Institution) – completion, plan status

- Academic target set by the Department to be attained. Hence, as per action plan of the activities, members should involve and achieve it.
- Department level review will be made by HoDs every month. This review will aid in performance appraisal of the staff. Parameters for the review includes academic load, technical events, department level contributions, institute level contributions, staff enrichment initiatives etc. Format for the review is available at EDUMATE dashboard.
- 5th hour, allotted as additional slot for tough subject, to be utilized effectively.

Industry training & linkages

Department level initiatives to be made towards establishing linkages with industries. Core companies shall be identified and sought support for academic collaborations.

Industrial visits shall be planned by departments and completed.

R&D proposals and initiatives – (AICTE-MODROBS, UGC-STRIDE)

- **Deadline** for submission of identified R&D proposals is 28.8.19. 3 MODROBS proposals and other proposals are under preparation. As per deadline, submission should be made.
- Departments should concentrate on periodical research proposals preparation and submission.

Other related matters

- **Governing Council Meeting** is scheduled on 21.8.19 by 10.00am. Dr.Rukmani-AU representative, BIT campus, Dr.Jayabal-DOTE representative, GCE, Sengipatti, are the external members. Presentation will be made by the Principal highlighting the recent academic and related accomplishments. Hospitality will be taken care of by HoD/EEE, Confirmation & expenses by VP.

Members present

VP

HODs CSE, EEE, MECH, S&H

HoD i/c. Civil, ECE

Academic Coordinators – S&H, EEE

IQAC Coordinator

J. Rukmani
23/8/19

PRINCIPAL



ACADEMIC YEAR 2019-20

STAFF COUNCIL MEETING

Attendance

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	<i>J. Arputha Selvi</i>
02	Dr.S.Sivakumar	VP	<i>S. Sivakumar</i>
03	Dr.T.Shanthi	Project Officer	- OD -
04	Ms.R.Revathi	HOD/Civil (in-charge)	<i>R. Revathi</i> 20/8/19
05	Dr.S.M.Uma	HOD/CSE	<i>S. M. Uma</i>
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	<i>M. Mangaiyarkarasi</i>
07	Dr.Albert Martin Ruban	HOD/EEE	<i>A. M. Ruban</i>
08	Dr.T.Pushparaj	HOD/MECH	<i>T. Pushparaj</i>
09	Dr.V.Sureshkumar	HOD/S&H	<i>V. Sureshkumar</i>
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	<i>T. Gnanajeya</i>
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	<i>R. Sundara Moorthi</i>
12	Ms.K.Abhirami	IQAC/Coordinator	<i>K. Abhirami</i>

ACADEMIC YEAR 2019-20.

2019-23 BATCH - STUDENT INDUCTION PROGRAMME - SCHEDULE

DAY - 1 07.08.19 - WEDNESDAY - INDUCTION PROGRAMME COMMENCES			
9.30-10.45 AM	11.00-12.30 PM	1.15-2.45 PM	3.00-4.30 PM
Inaugural Function - Institute Level Orientation - KCE Highlights & Practices Incharge - Dr.V.Suresh Kumar, HoD/S&H Ms.T.Gnanajeya, Academic Coordinator /1Yr. (Venue - Chera Hall)	"Scope & Opportunities for Engineers" Motivational session 1 By Dr.S.Sivakumar VP & Head-T&P (Venue - Chera Hall)	Motivational Video Session 1 By Ms.K.Abhirami/ CSE Mr.B.Suresh Babu/T&P	Physical Activity (Sports) Girls, Boys separately (Indoor, Outdoor games) By Dr.D.Suresh, Physical Director (Venue - Chola Hall - Indoor games Ground - Outdoor games)
DAY - 2 08.08.19 - THURSDAY - INDUCTION PROGRAMME - REGULAR PHASE			
Literary Activity-Communication & Presentation Skills (Audio-Video based) Team - 1 Dr.Sengutuvan/Eng. (Venue-Chera Hall) Entry Level Analysis Profile Screening Team- 2 (CSE Lab- I, II) Ms.K.Abhirami/CSE	Literary Activity-Communication & Presentation Skills (Audio-Video based) - Team 2 Ms.C.Jansirani/Eng. (Venue-Chera Hall) Entry Level Analysis Profile Screening Team- 1 (CSE Lab- I, II) Ms.R.Sugantha Lakshmi/CSE	Industrial Visit Visit to Indian Institute of Crop Processing Technology (IIFPT), Thanjavur.	
DAY - 3 09.08.19 - FRIDAY - INDUCTION PROGRAMME - EMINENT EXPERT & ALUMNI SESSION			
"Train your Brain" by Dr.B.Balamurugan, Asst.Prof/ Research Dept. of Economics HH The Rajah's College (Autonomous), Pudukottai (Venue - AV Hall)	Student-Facilitator Introduction & Meet Identified team (Venue -Library Ground floor, First floor)	"Industry Expectations and Opportunities" by KCE Alumnus Incharge- Mr.P.Rajapirian/ECE & Department Alumni coordinators (Venue - AV Hall)	

DAY - 4 13.08.19 - TUESDAY - INDUCTION PROGRAMME - REGULAR PHASE

<p>Proficiency Module- Basic Computing Skills</p> <p>Lab Session - MS Word, Powerpoint, Browsing skills (Team-1) Incharge- Ms.R.Suganthalakshmi /CSE (Venue - CSE Lab- I, II)</p> <p>Sr.Faculty Interaction session- Team-2 Mr.P.P.Shantharaman /Mech Ms.R.Ponni/ECE (Venue-Chera Hall)</p>	<p>Proficiency Module- Basic Computing Skills</p> <p>Lab Session - MS Word, Powerpoint, Browsing skills (Team-2) Incharge Ms.S.Puvaneswari /CSE (Venue -CSE Lab- I, II)</p> <p>Sr.Faculty Interaction session- Team-1 Mr.R.Sundaramoorthy /EEE Mr.K.Arun/CIVIL (Venue-Chera Hall)</p>	<p>Cultural Show by FAA Incharge - Mr.R.Sathiyaraj/ECE & FAA Student members</p>
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DAY - 5 14.08.19 - WEDNESDAY - INDUCTION DAY

<p>Induction Day Programme Incharge - Dr.V.Suresh Kumar, HoD/S&H Ms.T.Gnanajeya, Academic Coordinator/I Yr. (Venue - Chozha Hall)</p>	<p>Project Expo Cum Department facility visit Expo Incharge - Respective department & DRC member Visit Incharge - Class coordinator</p>	<p>Proficiency Module- Maths made easy - Fun based learning By Ms.T.Gnanajeya, Academic Coordinator/I Yr. (Venue - Chera Hall)</p>
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DAY - 6 16.08.19 - FRIDAY - CAMP & TALENT EXPO

<p>Awareness Session Health & Hygiene Dietary tips by Mrs.T.Jayanthi M.Sc., M.Phil., Chief Dietician, Meenakshi Hospital Incharge - Mr.P.Rajeswaran/Eng. Mr.S.Ambalatharasu/Phy. (Venue - Chera Hall)</p> <p>Assessment guidelines(Internal & External) by Mr.K.Rajesh, CCE</p>	<p>Session on Yoga By Mr.R.Parthasarathy Yoga Trainer, Thanjavur Incharge - Dr.G.Shankarakalidoss /Maths (Venue - Chozha Hall)</p>	<p>TALENT SHOW (Skill Events) Incharge- Dr.S.Udayakumar/ Chem Dr.AL.Kavitha/ Chem Dr.R.Suresh/Maths Dr.G.Ramya Arokiamary/Maths Mr.G.Jeyakrishnan/Maths Ms.R.Uma Maheswari/Phy. & FAA student members (Venue-Block IV)</p>	<p>Valedictory Function Feedback session Incharge - Class coordinators</p> <p>Certificate distribution for Talent Show winners Incharge Dr.S.Udayakumar/ Chem (Venue - Chera Hall)</p>
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