6.03.2020

Academic Year 2019-20 (EVEN Sem)
IQAC MEETING-III
Minutes of Meeting

IQAC Meeting for the month of Mar'20 was held on 6.3.20 at CSE Lab between 12.45pm and 1.45pm. Status of planned activities for even semester was reported by the members.

- Spoken Tutorial workshops were completed by all departments. FDP is planned during vacation period (May'20)
- NPTEL sessions & Virtual lab sessions were executed by all. Alumni interactions was organized and also planned during vacation period.
- Internal staff seminars were organized by all departments.
- Overall activity summary report, softcopy of all activities to be submitted at IQAC folder for reference.
- Student Quality circle meet for the semester was completed. Minutes of meeting was elaborated at SCM.
- Variety of PCE skills to introduced to cater the needs of all category students. Online tools to be utilized for student centric activities.
- e-material for all courses, PPTs, NPTEL videos, question bank are to be stocked at department library for future reference.

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

K. Allee 6/3/20
IQAC Coordinator

Copy to:
All IQAC members

Professional & Career Enhancement skills

S.No	Activity	Advanced learner	Average learner	Slow learner
1	Certification courses related to subject (like Swayam / NPTEL)	√	√	√
2	Mini-Project (Simulation / Prototype model / Product)	√	√	√
3	GATE Paper solving (subjectwise)	√		
4	Paper publication - Conference / Journal	√	√	√
5	Circuit Design / Model making	√	√	√
6	Machine assembly, identification of component	√	√	√
7	Case study presentation	√	√	
8	Role Play	√	√	√
9	Quiz	√	√	√
10	Paper presentation – Intra department activity (ref. journal paper available at Central library)	√	√	√
11	Coding, Debugging exercise (Programming courses)	√	√	√
12	Mind-Map / concept map / memory matrix	√	√	√
13	Virtual Lab based evaluation	√	√	√
14	Market a Product (Management courses)	√	√	√
15	Picture prompt (Language courses)	√	√	√
16	Think break (problem solving)	√	√	√

		√	√	√
17	Everyday Ethical dilemma presentation (Management courses)			
18	Town / Dam / Earthquake proof (planning, estimation)- Civil courses	√	√	√
19	Community service events / Team building exercises (Management courses)	√	√	√
20	Poster Presentation	√	√	√
21	Industrial visit (post visit presentation on learning)	√	√	√
22	Discussions / Debates (Language courses)	√	√	√
23	Design Events (design of wind turbine/ machines / wind powered LEDs / devices / robots etc.)	√	√	√
24	Application of concept	√	√	√

Note:

1. Google Classroom shall be utilized for allocation of activities for students (as applicable)
2. Any other suitable event / activity shall be included.

K.dbee

IQAC coordinator

ACADEMIC YEAR – 2019-20 (EVEN sem)
Staff Council Meeting-III
Minutes of Meeting

20.03.2020

Principal convened **Staff Council meeting III** for the even semester of academic year on **19.3.2020 between 2.00 pm and 4.30 pm** at Conference hall with the following agenda.

- Department level study slot utilization strategy (By HoDs)
  - o Model examination question set revision
  - o Completion of
  - o Lab records (II, III Yr.)
  - o Project work & documentation (IV Yr.)
- Planned initiatives for the period - completion status (By HoDs)
- Department Activity summary report (Dec-Mar'2020)
- Student quality circle meet - MoM
- Counseling report - overall
- Preparatory works for forthcoming 2020-21 ODD semester

  - o Subject allocation & workload
  - o Learning material preparations
  - o Lab readiness & maintenance works
  - o Submission of budget for the year 2020-21.
- T&P initiatives for the period
- Events plan
  - o Project expo
  - o NCON 2020 (Mech, CIVIL, S&H) plan
  - o College Day
- Nominations for Awards
- Kings Times magazine – submissions
- Admission initiatives

Department level study slot utilization strategy (By HoDs)
- **Model examination question set revision**
- **Completion of Lab records (II, III Yr.)**
- **Project work & documentation (IV Yr.)**

Due to Coronovirus, precautionary measure, Government declared holiday for educational institution from 17.03.2020 to 31.03.2020. Hence, E-mode posting of unitwise question list to respective classes was made in all departments. Students were insisted to utilize the slot for exam preparation. They were also insisted to complete record works. Project documentation to be verified and approved by respective guides. 2 sets of question paper were circulated among students for their reference.

Admission initiatives
- Summer camp on various titles is planned for School students. Brochure will be distributed and programme will be organized. Free transport facility and food will be provided for all participants.
- Staff members shall do necessary campaign promoting admission.

Members present
VP
HoDs Civil, CSE, ECE, EEE, MECH
Academic Coordinators – EEE, S&H
IQAC Coordinator

PRINCIPAL

ACADEMIC YEAR 2019-20

STAFF COUNCIL MEETING
Attendance(19.3.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. M— 19/3/2020
02	Dr.S.Sivakumar	VP	19/3/2020
03	Dr.T.Shanthi	Project Officer	— L —
04	Ms.R.Revathi	HOD/Civil (in-charge)	
05	Dr.S.M.Uma	HOD/CSE	
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	19/3/2020
07	Dr.Albert Martin Ruban	HOD/EEE	19/3/20
08	Dr.T.Pushparaj	HOD/MECH	T. P— 19/3/20
09	Dr.V.Sureshkumar	HOD/S&H	— L —
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	19/3/20
11	Dr.R.Senguttuvan	HoD/Eng	—
12	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	
13	Ms.K.Abhirami	IQAC/Coordinator	