Ref: KLNCE/IQAC/HODs Meeting /2022   Date: 19.01.2022

Agenda for HoDs meeting to be held at 2.00 pm on 19/1/22 in Meeting Hall

1. Conduct of Bridge course for II & III year classes

2. Conduct of end sem practical exam for II year

3. Conduct of CIT II through online mode for first sem

4. Conduct of online classes for first sem - extension

5. ISO external audit --- date finalization

6. Value added course – Course code – submission thro Head Academics

7. Conduct of Third BoS meeting & 4th ACM meeting

8. Web portal data entry submission to CoE

9. NAAC – criteria wise data upload status by MR

10. NBA uploading pre-qualifier - Dr KG

11. ARIIA & NIRF meeting on 20 Jan at Mechanical seminar Hall

12. college day celebrations online mode prize winners

13. Award of internal marks for II, III & IV year students

14. Fast track course – students list submission to CoE

15. API – data for 2019-20 & 2020-21

16. Course material preparation and submission for even sem 21-22

17. Any other point

IQAC Coordinator   **PRINCIPAL**

Cc to all HODs, Director MBA, MCA
Cc to IQAC coordinator
Cc to file.

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Minutes of the HoD's Meeting held on 19.1.2022 at 11:30 am in System Design Lab

Members Present:

1.	Dr.A.V.Ramprasad	-	Principal
2.	Dr.P.UdhayaKumar	-	HOD/Mech & TPO
3.	Dr.S.M.Kannan	-	HOD / EEE
4.	Dr.V.Kejalakshmi	-	HOD/ECE
5.	Dr.PR.Vijayalakshmi	-	HoD/CSE & CoE
6.	Dr. P.GaneshKumar	-	HOD / IT & AIDS
7.	Dr.R.M.Satheesh Kumar	-	HOD / AUE
8.	Prof.S.Nagammai	-	HOD / EIE
9.	Dr. T. Jothimurugan	-	Director/MBA
10.	Dr.M.R.Ilango	-	Director / MCA
11.	Dr.K.Gnanambal	-	Prof / EEE
12.	Dr.D.Pradeep Kannan	-	Prof/EIE

1. Principal welcomed all the members present and suggested to conduct bridge course for II & III year students on all working days from 24/1/2022 onwards as per the timings 10.00 a.m to 11.15 a.m and 11.30 to 12.45 pm for three subjects per week. On all working Mondays & Tuesdays bridge course shall be conducted for IV year students until further communications received from Government for conduct of end semester examinations.

2. Principal informed that conduct of end semester practical exam for II year students shall be kept pending until further communications received from Government.

3. Principal informed that CIT2 for I year students shall be conducted through online in descriptive pattern for one unit portion from 27/1/2022 to 2/2/2022 through MS teams platform. Further HOD's are informed to ensure completion of syllabus.

4. Prof. O.D. Shakila, HoD/Chemistry informed that online class for I semester is going smoothly and all faculty members were asked to keep record of attendance

details separately. Further Principal informed that online classes will be continued till physical mode resumes & Mentor/Class coordinates may be contacted for any issues.

5. Dr. D.Pradeep kannan, MR said that, ISO external audit will be held during last week of Jan 22 and the audit date is yet to be finalized. Principal instructed all HoDs/Directors to make necessary arrangements for the smooth conduct of audit.

6. A discussion was made about conduct of value added course for UG & PG students. Prof. S. Nagammai, Head academics asked all HOD's & Directors to send the details in the format already circulated (VAC- Application form I & II).

7. A discussion was made about conduct of third BOS meeting by all UG & PG programmes. Principal insisted to complete BOS meeting before first week of Feb 2022. Further the courses with HS code are to be approved by MBA BOS he added. HOD's were informed to send the syllabus of the courses namely 20HS6A1 - IPR, 20HS6A2- Entrepreneurship development, 20HS601-POM to academics mail for presentation by MBA department in their BoS meeting.

8. A discussion was made about submission of web portal data entry (CIT marks & Attendance). All E&T HODs were asked to submit the hard copy of web portal details on or before 27/1/2022.

9. Dr. D.Pradeep Kannan briefed about the status of data uploading criteria wise in NAAC portal. He said that verification of data uploaded in NAAC portal by Principal & HOD's along with criteria coordinators is arranged from 27/1/2022. Further Principal instructed to arrange for midterm review of ISO objectives during second week of Feb 2022.

10. Dr. K. Gnanambal NBA coordinator said that, SFR to be submitted within 30 days from the data of submission of pre qualifier. HOD's MECH, ECE, CSE &IT were asked to present CO attainment to Dr. K. Gnanambal on 9/2/2022 and to be presented to Principal on 16/2/2022.

11. ARIIA & NIRF presentation by Mechanical and ECE department is arranged on 20/1/2022 at mechanical seminar Hall. Principal asked HOD's, Professors, ASP's & IPC/IIC members to attend the meeting at 10.30 am without fail.

12. Principal discussed about conduct of online mode of college day celebrations during April 2022. Also informed that prize winners/awardees of 2020 & 2021 batch shall collect their awards from college office after getting approval from Management. Dr.R.M.Satheesh Kumar & Mrs. O.D. Shakila have been asked to work out for the same.

13. Principal strictly insisted that, students should prepare well and all faculty members should make them to earn good internal marks. Further he said that all students should have the feel that internal marks should be earned by hard work in an Autonomous system.

14. Prof. S.Nagammai Head/Academics said that all departments have submitted the list of third year students (Admitted during 2019-2020) who are willing to undergo fast track course and the same will be submitted to COE.

15. Principal asked Dr. S.M. Kannan, HoD/EEE to prepare & present the revised API format and data to be collected from all faculty members for the academic year 2019-2020 and 2020-2021. Further he added that the API has to be reviewed properly and report will be submitted to Management for further action.

16. Dr. R.Jeyanthi, Prof/ECE has been informed to arrange for academic audit for the courses of I year B.E/B.Tech conducted during the year 2020-2021 (both odd & even) semester.

17. **Finally IQAC coordinator gave vote of thanks and meeting was ended** at 1.00 pm.

IQAC Coordinator   **PRINCIPAL**

Cc to all HODs, Director MBA, MCA
Cc to IQAC coordinator
Cc to file.