Ref :   Date :

KLNCE/IQAC Meeting /2023/04   02.05.23

Minutes of the IQAC Meeting held on 28.4.2023 at 3:00 p.m in the meeting Hall

Members Present:

S.No	Name of the staff	Designation	Signature
1.	Dr. K.N.K. Ganesh	Secretary & Correspondent, KLNCE	*K.N.K.Ganesh*
2.	Dr. A.V.Ramprasad	Principal	
3.	Dr.D.Pradeepkannan	Prof/EIE&IQAC coordinator	
4.	Dr.S.Venkatesan	Prof/EEE & IQAC coordinator	
5.	Dr.S.M.Kannan	Prof &Head/EEE	
6.	Dr.V.Kajalakshmi	Prof &Head/ECE	
7.	Dr.P.Udhayakumar	Prof &Head/Mech	
8.	Dr.S.Miruna Joe Amali	Prof &Head/CSE	
9.	Dr.P.Ganeshkumar	Prof &Head/IT	
10.	Dr.M.R.Ilango	Director MCA	
11.	Dr.T.Jothimurugan	Director MBA	
12.	Dr.S.Nagammai	Head Academics (Spl.Invitee)	
13.	Dr. R.M.Satheesh kumar	Convener SCC(Spl.Invitee)	
14.	Dr.C.Anbumeenakshi	ASP/Mech	
15.	Mr.M.Arulselvam	AP/CSE	
16.	S. M. Baskar	Manager K.L.N.CE	
17.	Mr. P. Ravikumar	ASP/EIE	
18.	Dr.P.R.VijayaLakshmi,	CoE, (Spl.Invitee)	

1. Principal welcomed all the members present and said that, Anna University compliance report to be prepared for both UG&PG programs as per R 2020 regulations. Students attending practical courses, in other departments, if any, the departments concerned should take up the ownership of facilitating such practical courses, after discussing with the concerned faculty in charge. Also Departments may lend the equipments in view of the urgent requirements to satisfy the compliance report.

2. Dr. S. Nagammai, Head/ Academics informed that, all departments have completed the academic audit for the academic year 2021-2022 with external experts and She asked all E&T HoDs & Directors to complete the academic audit - Phase- I&II (Internal audit) as per the circular sent during January 2023 and to strictly adhere the schedule. Principal asked Head/ Academics to summarize all audit reports available with Dr.R.Jeyanthi, Convener/AAC and submit Audit report to Principal office on or before 10/4/23.

3. Principal said that, circular for availing summer vacation for S&H faculty and those who are exclusively handling the first year classes is already sent and such faculty members are informed to follow the norms as per the circular so as to avail vacation.

4. Discipline norms for students are reminded regularly and actions are taken on defaulters. If required, the matter will be reported to the DOTE and Anna university. HoDs & Directors are informed to disseminate the above information to staff and students to maintain discipline and decorum of the college.

5. Dr.P.Ganesh Kumar, HoD/ IT briefed the items updated in the new college website and included all the HoDs and Directors in the whatsApp group, so as to help the Department SPOC members in the updation process. The new website will come into effect from 2/5/2023 onwards, he added. Principal asked all HoDs, academic support units to complete the process of transferring the details from the old website to new one at the earliest, as the admission details are to be included in the new website.

6. Dr. S. Nagammai, Head / Academics briefed the concepts of verticals, Honours and Minor degree applicable for those students who joined in the AY 2021-2022. Only students who cleared all subjects in first attempt upto 3rd semester with CGPA of 7.5 and above are eligible to enroll the courses for Honor/ Minor degree. All E&T HoDs are informed to explain the details during faculty meeting and class committee meetings. List of students who are willing to offer honours/ Minors degree program may be collected and the same may be submitted to Head/Academics on or before 21.4.2023.Verticals identified for Honours/ Minor degree will be discussed later, based on the students choice. In case of Minor degree, students of different departments shall be combined, with students' strength not exceeding 45. Faculty members shall be

motivated to enroll and earn certification courses offered by NPTEL in emerging technologies such as Electrical/ Electronics/ Computer, so as to improve their Competency to handle such courses under vertical/ minor, she added. Dr.V.KejaLakshmi, HoD/ECE has been asked to share the details of Faculty members who earned NPTEL certificates in emerging technologies.

Dr. S. Nagammai said that Regulations 2020 with amendments will be issued as a booklet to students admitted from 2021 onwards. Also, HoDs are informed to arrange for the supply of Curriculum and syllabus copies of 2020-2024 batch (II, III &IV final year courses as a single booklet) as hard copy at the earliest She added.

7. Principal said that, in view of the Chitra festival, during the week 2-5 May 2023,the end semester Project and Viva voce examinations for VIII semester students of B.E/ B.Tech degree program is preponed to 27&28 April 2023.

8. Dr.D.Pradeep Kannan informed that the training by firms under Naan mudalvan scheme for Autonomous colleges, in implementation, is under process and details will be updated soon.

9. Clarification on credit allotted for Value Added Courses has been discussed. As per AU instructions value added course shall be conducted in any one of the following category:
LTPC: 1/0/2/2 (45 periods), 0/0/2/1 (30 periods), 0/0/4/2 (60 periods). HoDs are informed to submit the revised VAC form for the courses conducted on or before 6.4.2023 to CoE office through Head/Academics.

10.TPO briefed the various training programs conducted for the AY 2022-2023,and similar plan will be implemented for the AY2023-2024, to upskill the students. He requested HoDs to stress the students to improve their attitude, follow proper dress code and to come with updated resume for recruitment drives.

11.Principal asked all HoDs & Directors to submit the budget proposal for the AY 2023-2024 to Dr.Pradeep Kannan, on or before 24.4.2023.

12. The slots for the visit of NBA team are finalized as, 12,13,14 May, 14,15,16 July, 21,22,23 July and 10,11,13 August 2023. Dr.Pradeep Kannan informed that, the last date for uploading the NAAC details has been extended to 31.May 2023.

13. Principal informed that few issues of Plumbing work, Electrical work of the class rooms, campus are sorted out then and there, and few issues are pending for long due to the shortage of skilled workers, from outside. If possible, outsourcing shall be done

for campus maintenance. Printer, batteries, UPS, LCD repairing work shall be completed by inviting external skilled persons on an approval basis.

14. Principal informed that as per the communication received from AU, NSS/ YRC requirements are not applicable for those graduating in 2023& 2024. Dr.J.K.Subasini, HoD/Maths and First year coordinator has been asked to consolidate the details of events conducted and submit the same to COE as per the requirement for students admitted in 2021& 2022.
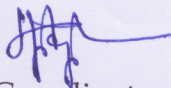
15. A discussion was made about conduct of fourth/fifth/sixth BOS meeting by all UG & PG programs. Principal insisted to complete BOS meeting before second week of April 2023. Further the courses offered under Minor degree program namely **Fintech and Block Chain and Entrepreneurship** are to be approved by MBA BOS to be held on 5/4/23 he added.

16. Dr.R.M.Satheesh Kumar has been asked to collect the list of students of IV & VI semester who are having attendance less than 75% and counsel them on or before 10/4/23.

17. Principal said that, the classes for second semester B.E./ B. Tech students will commence on 26.4.2023 with 12 sections. Dr.J.K.Subasini, HoD /Maths informed that first Time table committee meeting was over on 1/4/23 FN. Principal asked all HoDs to instruct the subject handlers to supply pakka course material & Laboratory manual on payment basis on the first day itself. He added that supply of books through Library will be made during last week of April 2023. Further said that Tamil courses will be offered during II & III semester as per AU instructions and classes will be handled by Tamil teacher during AN on every working Saturdays. The credits assigned for these Tamil courses will not be taken into account for GPA calculations.

19. The Dr.K.N.K.Ganesh, secretary & correspondent approved necessary agenda an instructed to execute as per the decision made in the meeting

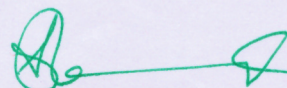18. The meeting ended at 5.30 p.m.

IQAC Coordinator
Dr. D. PRADEEPKANNAN
IQAC COORDINATOR
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Cc to all HODs, Directors MBA& MCA,MR& IQAC, Librarian

Cc to file.