



K.L.N. COLLEGE OF ENGINEERING
(An Autonomous institutions, Affiliated to Anna University, Chennai)
INTERNAL QUALITY ASSURANCE CELL

Ref: KLNCE/IQAC/ HODs Meeting /2021

Date: 01/09/2021

Agenda

1. Welcoming Dr. Ganesh Kumar, HOD/IT
2. NBA pre qualifier norms
3. NAAC Updating records - Nomination of new coordinator
4. Regular classes for senior students if required
5. Lab classes offline mode exclusive for Seniors
6. Final year offline classes - any modifications
7. Record note books if required
8. COE result declaration even SEM UG/PG
9. Laboratory end semester examination Modalities for odd sem 2021-22
10. Issue of ID card for second year students
11. 2022 Batch Campus Drive details
12. Third BoS meeting- framing syllabus for 5,6 semester courses & PEs & OEs
13. Uploading 3 & 4th semester syllabus (R2020) in website
14. Any other matter

PRINCIPAL



K.L.N. COLLEGE OF ENGINEERING
(An Autonomous institutions, Affiliated to Anna University, Chennai)
INTERNAL QUALITY ASSURANCE CELL

Ref: KLNCE/IQAC/ HODs Meeting /2021

Date: 02/09/2021

Minutes

Minutes of the HoD's Meeting held on 2.9.2021 at 11:30 am in the Meeting Hall

Members Present:

1. Dr.A.V.Ramprasad	-	Principal
2. Dr.P.Udhaya Kumar	-	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
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.D.Pradeep Kannan	-	Prof/EIE

1. Principal welcomed all the members present and appreciated the dedicated service rendered by Dr.R.Alageswaran as HOD/IT and Convener of NAAC and KLN academy. Further he welcomed Dr.P.Ganesh Kumar to take the charge as HOD/IT and asked all the Heads to support him for the growth of the department. Dr.D.Satheesh Pandian has been nominated as Convener of KLN Academy.

2. Principal has instructed the HoDs of five departments namely Mech,EEE,ECE,CSE,IT to prepare the NBA Pre qualifier report and get ready to upload in the NBA portal on or before 12/10/2021. Further asked HoDs to prepare and present the SAR in the month of November 2021. Dr.K.Gnanambal, NBA coordinator has been asked to coordinate with this process further and ensure for completion on time. In addition Departments of MBA and MCA are instructed to apply for accreditation in Tier 1 system in the month of April 2022.

3. Principal informed that Dr.D.Pradeep Kannan has been nominated as NAAC coordinator w.e.f 01.09.2021 and on further approval from Management, he has been asked to convene a meeting with criteria Coordinators. Further all criteria coordinators shall be asked to prepare AQAR for the year 2020-2021 and to be

submitted for review during the month of October 2021. Dr.D.Satheesh Pandian has been nominated as Coordinator of criteria 7.

4. A discussion was made about conduct of Theory and laboratory classes for senior students in physical mode in the month of September 2021. It was decided to continue the existing schedule in regards to the above.
5. On discussion about the Supply of Laboratory record note books to the students, it was concluded that students may purchase the record note books on their own and submit the note with the bonafide attached as done in the last semester.
6. Dr.P.R.Vijayalakshmi Controller of Examinations, has conveyed her gratitude to all the Heads of the Department and Directors for their full support towards the conduct of Examination and valuation held during the month of April - July 2021. She has informed that the result passing board meeting will be conducted on 18/09/2021 and following that the results will be published. She added that exclusive software for examination process has been planned to be purchased and demo will be arranged soon.
7. After an elaborate discussion, it has been decided to conduct end semester examinations for laboratory courses for III and IV year between 20/10/2021 and 23/10/2021. HOD's were asked to instruct the faculty members to complete the laboratory experiments before the schedule.
8. Principal informed that the ID cards for second year students will be issued during next week.
9. It is decided to conduct the Third BoS meeting in the month of December 2021 and all Heads were informed to prepare syllabus for 5th and 6th semester courses along with Professional & Open elective courses and to be presented for review during second week of October 2021.
10. Prof.S.Nagammai Head/Academics informed that, the approved syllabus of 3rd and 4th semester courses of all departments (R 2020) is ready and shall be uploaded in our college website on Monday (06/09/2021)
11. The following faculty members are nominated as members of Academic committee headed by Prof.S.Nagammai to look after Web Portal data collection & entries, Monitoring Academic Audit process and framing of Curriculum & Syllabus.
 - i. Dr.Anbu Meenakshi AP/ Mechanical
 - ii. Mr. M.Jeya Murugan, AP/EEE

- iii. Mrs.T R Muthu.AP/ECE
- iv. Mrs.G.Rajeswari, AP/CSE
- v. Mr.G.H.Ram Ganesh, AP/IT
- vi. Mr. N.Raj Kumar,AP/AuE
- vii. Mrs.N.Vishnu Devi, AP/EIE
- viii. Mrs. M.S.C.Sujitha, AP/MCA

12. In regards to the Training and Placement, Dr.P.Udaya Kumar, TPO shared the following information:

ZOHO - Pre placement talk through online on 06/09/2021 and Three phases of Interview as - Written test , Software test, GD & HR interview on 13/09/2021

TCS (Virtual Test) on 12/09/2021

Veryx Technologies on 16/09/2021

Wipro Technologies on 23 & 24/09/2021

Further informed that the Upcoming Drives are CTS, Lucid Imaging, Cadence and placement Training by Connect , ZOHO, AMCAT are in process.

Finally IQAC coordinator gave vote of thanks and meeting was ended meeting ended at 2.00 pm.



IQAC coordinator



PRINCIPAL

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