



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: 22/11/2021

Agenda for HoDs meeting to be held at 11.30 am on 22/11/21 in Meeting Hall

1. Conduct of Physical mode of classes and model theory exam for II,III & IV year classes
2. Conduct of end sem theory and practical exam for II year
3. Conduct of end sem theory exam for III & IV year
4. Staff duty for the month of Dec 2021
5. Appreciation for faculty with 10 years of service at KLNCE
6. ISO internal audit --- date finalization
7. Value added course - Course code
8. Conduct of Third BoS meeting & 4th ACM meeting
9. Web portal data entry
10. Conduct of Parents meeting for first year students
11. Soft copy of student counselors diary for students admitted in 2019,2020,2021
12. R 2020 5th & 6th sem detailed syllabus preparation
13. Any other point

IQAC coordinator

PRINCIPAL



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Date: 24.11.2021

Minutes of the HoD's Meeting held on 22.11.2021 at 11:30 am in the Meeting Hall

Members Present:

- | | | |
|--------------------------|---|----------------|
| 1. Dr.A.V.Ramprasad | - | Principal |
| 2. Dr.A.N.Balaji | - | Prof/Mech |
| 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.M.R.Ilango | - | Director / MCA |
| 10. Dr.D.Pradeep Kannan | - | Prof/EIE |

1. IQAC coordinator welcomed the members present, and Principal informed that as per GO, regular physical mode of classes will be conducted for third year students w.e.f 1/12/21. All E&T HoD's were asked to prepare TT (2+2+2+1= 7 periods) and submit it to academics mail and students section on or before 24/11/21. However revision classes shall be conducted up to 30/11/21 for third year students he added. The physical mode of classes for second year students will continue as per earlier TT. 4/12/21 (second Saturday) and 18/12/21 (Third Saturday) will be a working day for all staff and I,II& III year students.
2. The physical mode of classes and model theory examinations for II,III & IV year students will be conducted as given below:

22/11/21 to 26/11/21	Offline class for I& II year students
29/11/21 to 10/12/21	Offline class for I, II &III year students
13/12/21 to 31/12/21	Model Theory Examinations 13,15,17,20,22,24/12/21 for second year 14,16,18,21,23,27 and 29/12/21 (fast

	track course) for third and final year
3/1/22 to 19/1/22	Study holidays for exam preparation
20/1/22 to 22/1/22	Commencement of End sem practical examination for II year students
20/1/22	Commencement of End sem theory examination for III & IV year students
27/1/22	Commencement of End sem theory examination for II year students

3. Principal said that all teaching and non teaching staff to attend college on all working days in the Month of December 2021. Staff member can avail one day CL and medical leave if needed under medical grounds.
4. HoD's suggested to give appreciation certificate for faculties who served in KLNCE for ten years. Principal agreed to arrange for the same during founders day celebrations.
5. Dr.D.PradeepKannan, MR-ISO has informed that it is planned to conduct internal audit on 7/12/21& 8/12/21 and requested HoDs to make necessary arrangements for the smooth conduct of the audit. Further said that, a meeting is convened with all HoDs and Directors for finalization of college objectives for the academic year 2021-22 on 25/11/21 at 11.00am.
6. A discussion was made about fixing of course code for value added courses (VAC). Dr.PR.Vijayalakshmi/COE informed that for such of those VAC's already offered by AU the same course code to be used and for new courses a new course code with 6 digits alpha numeric character to be fixed and will be informed to departments soon She added.
7. Principal said that, it is planned to conduct 3rd BoS meeting during 3rd week of Jan 2022 and 4th ACM meeting during 4th week of Dec 2021 in physical mode in college premises. HoDs were informed to make necessary arrangements for the same.
8. Prof.S.Nagammai,Head/Academics informed that the classes conducted till 19/1/22 to be considered for attendance calculation and model exam marks shall be taken for internal mark calculations. All HoD's were informed to submit web portal data sheet during last week of Jan 2022.
9. It is decided to conduct Parents meeting for first year BE/B.Tech students on 3/12/21 at 11.00 am in respective departments. HoD's concerned were informed to make necessary arrangements in this regard.

10. All E&T HOD's were asked to prepare detailed syllabus for 5th and 6th semester Courses, Professional elective I & II courses and open elective I Courses offered by the department concerned and the presentation will be during last week of Dec 2021.
11. A discussion was made about student counselor diary maintenance. Dr.S.M.Kannan/HoD EEE has been asked to send soft copy of the template to prepare diary for students admitted in 2019, 2020 & 2021.Principal asked HOD's to make necessary arrangements in this regard.
12. 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.