

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612  
(An Autonomous Institution, Affiliated to Anna University, Chennai)

Ref: KLNCE/HODs Meeting /2023

Date:23.06.2023

Minutes of the HoD's Meeting held on 21.06.2023 at 4:15 p.m 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.S.Miruna Joe Amali | - | HOD/CSE                     |
| 6. Dr. P.Ganesh Kumar    | - | HOD / IT                    |
| 7. Dr.R.M.Satheesh Kumar | - | HOD / AUE                   |
| 8. Dr.S.Nagammai         | - | HOD / EIE & Head/ Academics |
| 9. Dr.S.Suresh Raja      | - | HOD/AIDS                    |
| 10. Dr.MR.Ilango         | - | Director / MCA              |
| 11. Dr.T.JothiMurugan    | - | Director / MBA              |
| 12. Dr.J.K. Subhasini    | - | HoD /Maths                  |
| 13. N.V.Karthikeyan      | - | HoD i/c/ Physics            |
| 14. Mrs.O.D.Shalila      | - | HOD /Chemistry              |
| 15. Dr.A.Raviekkumar     | - | HoD /English                |
| 16. Dr.D.Pradeep Kannan  | - | Prof/EIE & MR               |

1. Principal welcomed all the members present and said that the classes for III & IV will commence from 3.7.23 in view of NBA visit. Dr.S.Venkatesan Prof / EEE has been nominated as the TT Committee Convener, he added. All HoD's are informed to submit a copy of TT of III & IV year classes to students section at the earliest.

2. Principal reviewed about the work load & subject allocation of faculty members of various departments. HOD CSE & IT said that, they are in need of faculty members to handle some Management courses like TQM, UHV & open elective course like Industrial Safety Practices etc. Principal asked HoD Mech & Automobile Engineering to depute faculty members to handle Management & open elective courses.

3. Principal asked the HoD's to inform their faculty members to prepare course material and distribute the same to the students.
4. Principal asked about the preparation of lab manual for the new Laboratory courses offered for the first time in the autonomous curriculum (R2020) to VII semester students & issue the hard copy of the same to students within two weeks time from re opening.
5. Dr.S.Nagammai, Head/Academics informed that a letter had been sent to Anna University requesting to nominate new expert members for Academic Council & Board of Studies for various programmes. Principal asked BoS Chairman's to send request letter to expert members of other University, Industry expert and renowned PG Alumni as per the composition for their programmes.
6. Principal reviewed about the submission of API by the faculty members of various departments. Principal asked Dr. S.M.Kannan HoD/EEE to review the API forms submitted by the departments and asked to submit the report to Principal office.
7. Principal reviewed the completion of works by the four departments namely Mech, ECE,CSE & IT in regard to NBA and readiness of institute specific documents.

PRINCIPAL

Cc to all HODs, Directors MBA& MCA,MR& IQAC

Cc to file.