

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

Ref/KLNCE/Academics/

1/12/23

Minutes of the HoD's Meeting held on 28.11.2023 at 11.30 a.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.S.C.Siva Prakash   | - | Prof/ECE                   |
| 5. Dr.V.Kejalakshmi      | - | HOD /ECE                   |
| 6. Dr.S.Miruna Joe Amali | - | HOD/CSE                    |
| 7. Dr. P.Ganesh Kumar    | - | HOD / IT                   |
| 8. Dr.R.M.Satheesh Kumar | - | HOD / AUE                  |
| 9. Dr.S.Nagammai         | - | HOD / EIE & Head/Academics |
| 10. Dr.S.Suresh Raja     | - | HOD/AIDS                   |
| 11. Dr.J.S.Kanchana      | - | HoD /CSE (CS)              |
| 12. Dr.MR.Ilango         | - | Director / MCA             |
| 13. Dr.T.JothiMurugan    | - | Director / MBA             |
| 14. Dr.J.K.Subhasini     | - | HOD/Maths                  |
| 15. Mr.N.V.Karthikeyan   | - | HoD i/c / Physics          |
| 16. Mrs.O.D.Shakila      | - | HoD /Chemistry             |
| 17. Dr.A.Raviekkumar     | - | HoD /English               |
| 18. Dr.D.Pradeep Kannan  | - | Prof/EIE & MR              |

1. Principal welcomed all the members present.
2. Department wise laboratory requirements, space requirement, class rooms, faculty requirements for Anna University affiliation AY 2024-2025 have been discussed. HoDs of AI&DS, CSE(CY), CSE(IOT) are informed to furnish the details of the requirements. Head/Academics, HoD/AuE, HoD/ EEE are informed to collect the details and identify the venues and submit the report to Principal on or before

**6.12.2023.** Six Faculty members in the cadre of AP (2+2+2) and three Faculty members in the cadre of ASP (2+0+1) are to be recruited for AI&DS, CSE(CY), CSE(IOT). HoDs concerned are informed to make necessary arrangements.

3. Dr.D.Pradeep Kannan/MR presented the attainment of each department towards college objectives and against targets. He asked all HoDs to verify the data's submitted before MR meeting and the process owners are informed to take suitable mitigation plan and preventive actions for any unmet targets. Corrections of data if any may be submitted on or before **1.12.2023**. Principal instructed all HoDs and section Heads to execute action plan so as to meet out the targets positively.
4. Dr.D.Pradeep Kannan/MR , said that MRM will be conducted on 15.12.23. In this regard all QC conveners & support unit Heads are asked to send ten slides (ppt) for their activities on or before **8/12/23**. Further surveillance audit has been confirmed with TUV and scheduled on 23/1/24 & 24/1/24. As a preparatory measure an ISO internal audit will be conducted on 4/1/24 & 5/1/24 for academic and support units respectively.
5. Dr.D.Pradeep Kannan, ATPO requested all HoDs to provide training plan for the even semester of the AY 23-24 on or before **8/12/23**. He said that, trainers namely Connect training solutions, Talent 64, Skill About, Six phrase, Code Thanthara, Syasan etc has been identified as probable vendors to provide effective training at nominal charges. HoDs can schedule training during first two weeks of Jan 2024.
6. Principal reviewed the placement policy so as to improve upon core & IT placements for the AY 23-24 so as to meet out the compliance requirements of NBA. Further Dr.S.M.Kannan suggested to collect an under taking form from the students & Parents about their willingness of placement related activities for third year B.E/B.Tech students.
7. Dr.S.Nagammai, Head Academics said that, the review of regulations R2024 for UG & PG program is over and the same will be presented on 5/12/23. The finalization of curriculum R2024 of 1 & 2 semesters of B.E/B.Tech programs is in progress She added. She asked all BoS Chairman's to complete the meeting before **4<sup>th</sup> week of December 2023**.

8. Dr.S.M.Kannan, Convener/Quality Circle-Students and Dr.RM.Satheesh Kumar, Convener/ Students care centre briefed about the review done for attendance shortage of I,III semester UG Students on 17.11.2023 & 18.11.2023 in the respective department office. Dr.S.M.Kannan, said that there are lot of absentees on Saturdays and asked HoDs to warn students in this regard. HoDs suggested to implement a fine system for absentees as done earlier. Principal asked class coordinators to create a Whatsapp group with Parents , HoDs & mentors to share official information.
9. Principal said that to avoid any delay in attendance entry, the subject handlers to enter the attendance in the log book kept in respective department and then the attendance will be entered in automation, by the respective department clerks/ lab assistants ( except IT department). Faculty handling subject for First year IT department to enter the attendance in automation on their own.
10. Principal reviewed the submission status of Performance appraisal (API) by the faculty members for the academic year 2022-2023. Dr.S.M.Kannan said that the departments namely Mechanical, Maths, MBA & MCA are yet to submit as on 28/11/23. They are informed submit on or before **1/12/23** and asked Dr.S.M.Kannan to schedule review meeting in the department office.
11. The result analysis of CIT I, II for first semester B.E/B.Tech students has been discussed. The reason for low pass percentage has been analyzed elaborately. Modalities of the conduct of CIT- III were discussed. Principal said that a detailed circular will be sent soon in this regard.
12. All E&T HoDs are informed to submit the record note book requirements for II,IV & VI semester students to Principal office on or before **1/12/23**.
13. The meeting extended after lunch and ended at 4.30 p.m.

PRINCIPAL

Cc to all HODs,Directors, MR& IQAC

Cc to file