

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

Ref/KLNCE/Academics/

24/4/24

Minutes of the HoD's Meeting held on 13.4.2024 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.V.Kejalakshmi      | - | HOD /ECE                   |
| 5. Dr.S.Miruna Joe Amali | - | HOD/CSE                    |
| 6. Dr. P.Ganesh Kumar    | - | HOD / IT (on leave)        |
| 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.J.S.Kanchana      | - | HoD /CSE (CS)              |
| 11. Dr.MR.Ilango         | - | Director / MCA             |
| 12. Dr.R.Selvarani       | - | ASP/Maths                  |
| 13. Mr.N.V.Karthikeyan   | - | HoD i/c / Physics          |
| 14. Mrs.O.D.Shakila      | - | HoD /Chemistry             |
| 15. Dr.A.Raviekkumar     | - | HoD /English               |
| 16. Dr.D.Pradeep Kannan  | - | Prof/EIE & MR, ATPO        |

1. Principal welcomed all the members present.
2. Dr.D.Pradeep Kannan, MR thanked all HoDs, Directors & all section Heads for their support & co operation for the successful conduct of TUV surveillance audit held on 4/03/2024. As QSP manual has to be revised after getting Autonomous, he asked HOD's to support for revision of the earlier QSP documents he added. Further he said that, the procedure for disposal of end semester exam answer scripts to be included in the manual. Dr.V.KejaLakshmi said that, She will be submitting new format for assignment which may be used in course file. Principal said that

Mr.Rajkumar, /AuE will be the faculty in charge of Transport section with effect from May 2024.

3. TCS Specific training by Six phrase will be conducted on 24, 25 & 26<sup>th</sup> April 2024 for final year willing students. HoD's were asked to submit the students list at the earliest so as to inform the trainer.
4. Principal thanked all Conveners, Co-conveners and committee members for their untired work towards the successful conduct of international conference ICSDDET 2024. Dr.V.KejaLakshmi, Convener/Technical Committee has been asked to formulate a committee to review scrutinize & recommend the received paper for publication in ICTACT UGC care journals at the earliest.
5. Dr. S.M.Kannan HoD/EEE said that the all pass percentage of end semester examinations (Nov 23) is as follows:

I Sem - 73%, III Sem - 78%, V Sem - 84%, VII Sem - 91%

Though the all pass percentage of I & III sem is close to previous years, the individual subject pass percentage in certain subjects is low. HoD's were asked to give guidance to those students.

6. Dr.P.UdhayaKumar/TPO said that, companies namely Vibhathi Lab (18.04.24) Sutherland (17.04.24) Nxtwave,Bangalore and Movate are yet to come for campus placement for final year Students and Embed UR, Vuram Technologies & Car Technologies are in pipeline for third year students.
7. As per academic calendar the last working day for III year is 11.05.24 & IV year is 03.05.24. Principal asked HoD's to ensure completion of syllabus for theory and practical courses.
8. Dr. S.M.Kannan said that, the performance of III year students is poor in CIT 1 and asked all HoD's to inform the class coordinators to counsel and motivate the students in regard to academic improvement. Further he suggested to have 14 sections for 2024 admitted students so as to concentrate on academics as mentioned below: Mech - 1, EEE - 1, ECE - 3, CSE - 3, IT - 2, CS(cs) & CSE (IoT) - 3, AIDS - 1.
9. Principal asked all HoDs to inform their department faculty members to submit API data's on or before 30/4/24 as per the template. Dr.S.M.Kannan has been asked to recirculate the format for the academic year 23-24.
10. All HoDs were asked to submit the budget requirement for the financial year 2024-2025 to Dr.D.Pradeep Kannan on or before 30/4/24.

11. Principal said that as approval of R2024 and presentation of curriculum and syllabus of first two semesters of UG programs and curriculum and syllabus of all semesters of PG programs is over in 8<sup>th</sup> ACM the plan for conduct of next BOS & ACM shall be scheduled in the month of September 2024.
12. Principal asked all HoDs submit the details of repair work, painting work and other civil maintenance work to be carried out to Dr.S.C.Sivaprakash/Prof,ECE and the work will be completed either by outsourcing or by internal labors he added.
13. Dr. S.M.Kannan, Convener QC-QE(Students) briefed about the visit to departments for reviewing attendance shortage of students and suggested to implement fine system as done earlier for late coming students and students availing leave without prior permission so as to reduce absenteeism. Also suggested to streamline the OD norms for sports activities.
14. Principal said that, Anna University may visit for continuation of Affiliation during last week of May 2024 and asked all HoDs to keep ready for the visit.
15. The meeting came to an end at 2.30 p.m.

PRINCIPAL

Cc to all HODs,Directors, MR&IQAC

Cc to file