



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

Ref: KLNCE/IQAC/2020-21/ C004/

Date: 06.09.2020

Minutes

Online meeting was organized on 06.09.2020 (Sunday), by IQAC with EMC coordinators, Heads of departments, Directors and respective department faculty members with Principal at 11.00 Am for the departments MECH, AUE, EEE, ECE and MCA and afternoon at 4.30 PM for the departments CSE,IT,EIE,MBA and S&H

IQAC coordinator Dr. R. Alageswaran, HOD/IT, welcomed the members present. Explained the importance of examination through online mode in this pandemic situation.

The following points are discussed during the meeting.

Principal welcomed the members present and shared his view on surprise visit and interaction to the students. Principal appreciated the faculties and students for their involvement in online teaching and learning process

Principal insisted the faculty members to make use of **Microsoft team- communication and collaboration platform** for conduction of centralized internal test through on line.

Dr. A. Umarani, Prof. / EIE and Dr. B. Bhuvaneshwari , ASP/ECE members of EMC, demonstrated the **Microsoft team -about students enrollments , posting of CIT questions , valuation and grading of answer sheets and so on.**

Faculty members raised the questions regarding uploading, valuation, grading system, strength and weakness of using this platform. The conveners of EMC have clarified all the queries raised by the faculty members.

Finally IQAC coordinator Dr. RAlageswaran HOD/IT proposed vote of thanks and meeting came to an end by 6.00 pm.

IQAC coordinator