

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

4/09/23

Minutes of the ad hoc HoD's Meeting held on 22.08.2023 at 2.30 p.m in the meeting Hall
Members Present:

- | | | |
|--------------------------|---|----------------------------|
| 1. Dr.A.V.Ramprasad | - | Principal |
| 2. Dr.P.Udhaya Kumar | - | On duty |
| 3. Dr.S.M.Kannan | - | HOD / EEE |
| 4. Dr.R.Jeyanthi | - | Prof/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. Dr.C.J.Deeparani | - | ASP /Chemistry |
| 15. Dr.A.Raviekkumar | - | HoD /English |
| 16. Dr.D.Pradeep Kannan | - | Prof/EIE & MR |

1. Principal welcomed all the members present and informed that, Students Induction Program (SIP) for students admitted in the Academic Year 2023 - 2024 will be conducted from 30.08.23 to 08.09.23 for two weeks followed with regular classes commences from 11.09.23. Dr. R.M.SatheeshKumar HOD / Auto & Dr.J.K.Subhashini, HoD/Maths were nominated as the coordinators for SIP & they were asked to prepare schedule & convene a meeting with the department

coordinators & session in charges for the smooth conduct of the program. Principal said that there will be twelve sections for I semester classes as mentioned below:

Mech - 1 (Mech block), EEE - 1 (EEE block), ECE - 2 (ECE block), CSE - 2 (LH1/LH2), IT - 2 (LH5/LH6), AIDS - 1 (LH3), CSE (IoT) - 1 (LH4), CSE (CS) - 1 (LH7). All HoD's were asked to allocate workload accordingly. Further Dr.J.K.Subhashini, has been asked to convene a Time Table Committee meeting on or before first week of Sep 2023. Principal said that, an amount of Rs.1000/- will be collected from each of the first year students who have not paid the book fee amount of Rs.6000/- towards supply of Lab manuals, (5Nos) syllabus book for first two semesters, Regulations with amendments, study materials for Tamil Course.

2. Principal said that, the classes for third semester B.E /B.Tech students will commence on 11.09.23 and all HOD's were asked to arrange for supply of course materials & Lab manuals as done earlier.
3. Dr.D.Pradeep Kannan, ATPO briefed about training programs to be arranged for final year students after completion of CIT - I. It has been decided to collect an amount of Rs. 2500/- and will be adjusted from caution deposit towards training program for final year student. Further the departments are informed to conduct training classes in a decentralized manner in discussion with T&P cell for third year students. On campus placement for 2024 batch students has started with companies like ZOHO Corporation Chennai, Tessolve Semiconductor Pvt Ltd, Coimbatore & Data pattern, Chennai during Aug 2023. Further during the month of September 2023, the companies namely Chella software, Madurai, Zencode tech, Chennai, Aquasub Engineering, Coimbatore have given consent to come for on campus drive.
4. Principal asked all HOD's (E&T and S&H) and Directors to follow the suggestions given by the AU nominee of RPB in regard to award of marks for practical courses in End semester examinations.
5. Principal said that MOU has been signed with Arunai International research Foundations - Tiruvannamalai, towards conduct of International conference on

“Emerging trends in Science, Engineering and Technology” on 07.03.24 & 08.03.24.

Dr. R.M.SatheeshKumar briefed about the discussion made as far.

6. The grievances of students addressed in first class committee meeting – I held during July 2023 was discussed. HOD's / section Heads were asked to take necessary action to resolve if any.
7. Principal asked all HOD's to arrange for Academic audit by external Expert member.
8. The meeting ended at 4.15 p.m.

PRINCIPAL

Cc to all HODs,MR& IQAC

Cc to file.