

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

Ref/KLNCE/Academics/

5/10/23

Minutes of the HoD's Meeting held on 20.09.2023 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.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.J.S.Kanchana | - | HoD i/c/CSE (CS) |
| 11. Dr.MR.Ilango | - | Director / MCA |
| 12. Dr.T.JothiMurugan | - | Director / MBA |
| 13. Dr.J.K.Subhasini | - | On leave |
| 14. Mr.N.R.Ramanujam | - | ASP / Physics |
| 15. Mrs.O.D.Shakila | - | HoD /Chemistry |
| 16. Dr.A.Raviekkumar | - | HoD /English |
| 17. Dr.D.Pradeep Kannan | - | Prof/EIE & MR |

1. Principal welcomed all the members present and informed that, Dr.J.S Kanchana took charge as HOD CSE (CS) department and asked all HoDs to support her in all academic activities.
2. Dr. S.M.Kannan, HoD/EEE briefed about the enquiry made with students recently and to avoid in disciplinary issues securities should be assigned duty in various locations as mentioned below:

Mechanical& AuE block: 01	First year block (EEE/ ECE second floor) :01
EEE/ ECE: Ground & first floor:01	CSE/IT/ AI&DS block (I & II floor) :01
Admin block (ground floor) :01	Indoor stadium: 01
In gate: 03 / Outgate: 01	IIPC& CCC(ground, first, second floor) :01
Hostel (Men's) :01/Canteen:01	MBA/ MCA block:01

Dr.S.Ilangovan,/Prof/IT department has been informed about the above arrangements and asked to do the needful. The security assigned at canteen, IIPC block should not be allotted any other work so as to avoid any indiscipline issue.

Dr.S.Suresh Raja/HoD/ AIDS asked for provision of wash basin in the second floor of admin block near AIDS department wing. Principal informed to submit a request letter in this regard. Further HoDs suggested to put grill gates in the entrance of each block to avoid entry of dogs and HODs said that regular cleaning of toilets by scavenges need to be monitored. Principal said that Dr. Sivaram Kumar will look after the above said works.

Dr. S.M.Kannan briefed about the students grievances based on first class committee meeting. Additional buses in crowded bus routes, additional lavatory in EEE/ ECE block in view of additional intake in CSE(CS), CSE (IOT), AI&DS, crowding in canteen during break, lunch, WIFI facility etc are discussed.

3. Principal said to inform Dr.A.Umarani, Convenor/ Anti ragging committee to arrange for meeting with all B.E/B.Tech students regarding awareness about ragging and its consequences. Further she has been asked to collect affidavit from all students.
4. A discussion about budget allocation for the year 2023-2024 was made. Principal said that final budget allocation will be informed to all departments & sections on completion of Governing Body meeting which is scheduled on 28/9/23.
5. Principal said that, purchase order for about 300 set of books for distribution to first year students has been made and asked to motivate the students to purchase books thro' Library. Further he said that students may be permitted to pay in two installments if requested. A stall will be put up at indoor stadium for supply of uniform materials on 27/9/23 & 28/9/23 he added.
6. Dr.S.Nagammai, Head Academics said that printing of regulation, syllabus, laboratory manuals and course materials are in process and will be completely supplied to all first year students before first week of October 2023.

7. Dr. R.M.SatheeshKumar has been asked to discuss Mr.Kamalakanna of Arunai International research Foundations - Tiruvannamalai, towards conduct of International conference on “Emerging trends in Science, Engineering and Technology” as early as possible so as to finalize the conduct of the event.
8. Dr.V.Kejalakshmi & Dr.K.Gnanambal has been asked to frame UG regulations R2024,Dr.T.Jothimurugan, Director/MBA to frame regulations R2024 for MBA program and Dr.MR.Ilango, Director/MCA to frame regulations R2024 for MCA & M.E programs and to present the draft version on 6/10/23 with Principal for finalization.
9. All E&T HoDs were asked to prepare curriculum R2024 for 1 to 8 semesters & HoD CSE (CS) to prepare detailed syllabus of R2020 for 5th & 6th semesters and HoD CSE to prepare detailed syllabus of R2020 for 3rd & 4th semesters for presentation in the forth coming ACM and submit the same on or before 30/10/23.
10. All E&T HoDs were asked to send the list of students offering Honors/ Honors with Specialization degree program with course code and title as soft copy to academics mail id on or before 4/10/23. HoDs said that classes are conducted during extended hours and on Saturdays.
11. Principal said that the list of nominated members for ACM & BoS from Anna University has been received and intimation letter has been sent to all members. Further asked all BoS Chairman’s to identify other members as per UGC norms and submit the list to Head/Academics on or before 10/10/23. The following faculty members were nominated as ACM members.
 - i. Dr.K.Gnanambal, Prof/EEE
 - ii. Dr.B.Buvaneswari – ASP/ ECE
 - iii.Mrs. Sujitha – ASP/MCA
 - iv.Dr. N.R. Ramanujam – ASP/Physics

Principal said that the following experts have been identified as members of ACM.
Dr.S.Nagammai has been asked to identify two more experts representing industry and research organization respectively.

Dr. M.Ramanathan - Prof/ Dept of Engg design, IIT, Madras
Dr. Sriram Kumar – Prof/ NIT, Trichy

12. Dr. SM.Kannan/HoD/EEE said that in order to ensure discipline such of those students who are having attendance less than 65% has to be informed to Parents regularly and class coordinators should play a vital role in monitoring attendance and academic progress of students he added.

13. Dr. SM.Kannan/HoD/EEE said that the performance of final year students in CIT1 is not satisfactory and asked all HOD's to inform subject handlers to motivate the students and ensure good results in CIT 2.

14. Dr.D.Pradeep Kannan, ATPO briefed about training activity carried out for various department students. HoDs suggested to conduct training classes for II year students during 7th period on all working days by internal faculty members. Further he asked all HoDs to depute faculty members who are all having expertise in numerical aptitude, logical reasoning, coding, soft skills and verbal ability. Principal asked Dr.D.Pradeep Kannan to prepare a TT in this regard and nominal remuneration will be given to faculty handlers with the approval of Management. Further Dr.D.Pradeep Kannan has been asked to arrange for training by External Agency for I year students and the training fee may be adjusted from the skill development amount paid by them. Principal said that training for II & III year students shall be arranged by external agency and amount may collected time to time.

15. Dr.D.Pradeep Kannan, ATPO said that the following placement drives has been arranged for 2024 batch students.

24/9/23 to 28/9/23 - Aptean in virtual and physical mode at their office

30/9/23 - Midsogo, 4/10/23 & 5/10/23 - Ei Study

Further he said that few Hackathon competitions based internships has been announced by RN, Accenture and information will be shared to all final year students to take part in the event.

16. The meeting ended at 4.15 p.m.

PRINCIPAL

Cc to all HODs,MR& IQAC

Cc to file.