New Prince Shri Bhavani
College of Engineering and Technology

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Department of Information Technology

Ref/NPSBCET/IT/DAC/22-23/Circular-01

Date:20.06.22

Circular

All the members of Departmental Advisory Committee are hereby invited to attend a meeting on 23/06/2022 at 03.00 PM in the Seminar Hall.

Agenda to be finalized in the meeting:

1. Review of Departmental Vision & Mission statement according to Institute Vision &Mission, Program Specific Outcomes (PSO) statement, Program Educational Objectives (PEO) statements, consistency between PEO & Departmental Mission.
2. Review of last batch (2019-23) PO attainment and thereof action to be taken.
3. Target level fixing of CO and PO attainment
4. Curriculum Gap identification and proposed mitigation & proposed investigation.
5. Decision on value-added courses.
6. Reformation of PAC, QIC, PRC, department magazine & Newsletter Committee
7. Review on Academic Audit and action taken
8. Analysis of student faculty ratio
9. Record of Faculty Publication
10. Record of Mark sheet and placement details
11. Program Assessment & Quality Improvement
12. Skill development & Placement Program
13. Industry Institute Interface
14. Budget & Purchase
15. Entrepreneurship Development Activities
16. Institute Innovation Council
17. Department Library
18. Student Alumni Affair
19. News Letter & Annual Report Preparation
20. Content Beyond Syllabus
21. Improvement of Slow Learners
22. Faculty Development Activities (both conducted and participated)
23. Student Support Guidance (Seminar, Workshops)
24. Innovative Teaching and Learning Methods
25. Community Engagement & Social Responsibility
26. Feedback Mechanism
27. Continuous Improvement Plan
28. Ethical Practices & Sustainability
29. Record of Internship

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Copy to:
1.The Principal
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Department of Information Technology

Date:27.6.22

Ref/NPSBCET/IT/DAC/22-23/Circular-01

Minutes of Meeting
Academic Year: 2022-23

The Following Members of the department were present:

No.	Name of the Members and Faculty	Designation	Organization/Institute	Signature
1.	Dr.S.Subburam	Professor/Head/IT	NPSBCET	
2.	Dr.S.Sivasubramanian	Professor/ IT	NPSBCET	
3.	Dr.N.Kalyana Sundaram	Professor/ IT	NPSBCET	
4.	Ms.Mahalakshmi.R	Assistant Professor/ IT	NPSBCET	
5.	Ms.E.Jothi	Assistant Professor/ IT	NPSBCET	
6.	Ms.Mahima.M	Assistant Professor/ IT	NPSBCET	
7.	Ms.Jeyakani.P	Assistant Professor/ IT	NPSBCET	
8.	Ms.Kanmani Jebaseeli	Assistant Professor/ IT	NPSBCET	
9	Ms.Jansirani.D	Assistant Professor/ IT	NPSBCET	
9	Mr.P.Balamurugan	Industry Experts	CEO,Rubix Technology Solutions Pvt Ltd	
10	Ms.T.Velvizhi	Alumnni	Software Engineer, HCL Technologies,Chennai	
11	Ms.S.Pechiammal	Alumnni	IT Analyst, L&T Infotech,Chennai	
12	Ms.M.Gayathri	Alumni	Project Manager, TCS,Chennai	

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The Chairperson welcomes everyone and proceeded the meeting to finalize the agendas.

1. Review of Vision & Mission Statements – Annexure 1
❖ The committee reviewed the departmental Vision & Mission statements to ensure alignment with the Institute's Vision & Mission.
❖ Consistency between PEO and Departmental Mission was verified, with minor updates suggested for clarity.

2. Review of 2019-23 PO Attainment - Annexure 2
❖ Analysis of the Program Outcomes (PO) attainment for the last batch was conducted.
❖ Specific areas requiring improvement were identified and actions were proposed, including enhanced mentoring and additional resources.

3. Target Level Fixing of CO and PO Attainment – Annexure 3
❖ Target levels for Course Outcomes (CO) and Program Outcomes (PO) were set as per previous year.
❖ The targets aim to enhance student performance and overall program quality.

4. Curriculum Gap Identification and Mitigation – Annexure 4
❖ Curriculum gaps were identified through feedback and performance analysis.
❖ Proposed mitigations include introducing new modules, workshops, and collaboration with industry experts

5. Decision on Value-Added Courses – Annexure 5
❖ The committee discussed and decided on several value-added courses to enhance student skills and employability.

6. Reformation of Committees – Annexure 6
❖ The Program Assessment Committee (PAC), Quality Improvement Panel (QIP), Project Review Committee (PRC), and Departmental Magazine and Newsletter Committee were reformed.
❖ New members were appointed, and roles were defined

7. Review on Academic Audit – Annexure 7
❖ The recent academic audit results were reviewed.
❖ Actions taken based on audit feedback were discussed, including improvements in teaching methodologies and infrastructure.

8. Student-Faculty Ratio Analysis – Annexure 8
❖ The current student-faculty ratio was analysed.
❖ Plans to recruit additional faculty members to maintain an optimal ratio were discussed.
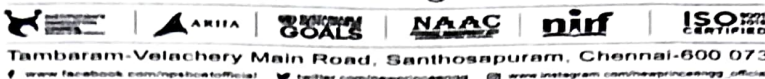
9. Record of Faculty Publication – Annexure 9
❖ A comprehensive record of faculty publications was reviewed.
❖ Strategies to encourage more publications and research activities among faculty were discussed

10. Record of Mark Sheet and Placement Details – Annexure 10
❖ The placement details and mark sheets of students were recorded.
❖ Initiatives to improve placement rates were proposed, including increased industry interactions and internship opportunities

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11. Program Assessment and Quality Improvement - Annexure 11
❖ Program Assessment reports were reviewed periodically.
❖ Continuous improvement in terms of Quality is ensured.

12. Skill development & Placement Program – Annexure 12
❖ Develop the students with their behavioural skills, language and communication skills.
❖ The Training and Placement activities and suggest areas of improvement for quality placements were reviewed.

13. Industry and Institute Interface – Annexure 13
❖ Interactive and Collaborative arrangement between academic and business institutions and business corporations for achievement of certain mutually inclusive goals and objectives were achieved.

14. Budget and Purchase – Annexure 14
❖ Budget were discussed and reviewed appropriately
❖ The summary of business transacted, decisions, and the resolutions were done.

15 Entrepreneurship Development Activities – Annexure 15
❖ Entrepreneurship Activities were carried out for the development of the students.

16. Institute Innovation Council – Annexure 16
❖ The Institution's Innovation Council (IIC) program in collaboration with AICTE for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and start-up ecosystem in education institutions were conducted.
❖ The innovation and entrepreneurship ecosystem gets established and stabilized.

17. Department Library – Annexure 17
❖ The Department Library were also established for the faculty and the students of the institute to provide an efficient dissemination of knowledge.

18. Students Alumni Affair – Annexure 18
❖ Student Alumni meet will be conducted often for building the relationship between the students and the alumni for strategic growth and advancement of higher education.

19. News Letter & Annual Report Preparation – Annexure 19
❖News Letter were reviewed to facilitate effective communication, promote engagement and support the academic and personal development of all stakeholders involved.

20. Content Beyond Syllabus - Annexure 20
❖Guest Lectures, Seminars, Workshops and Demos were conducted fulfil the gap requirements for the content beyond syllabus.

21. Improvement of Slow Learners – Annexure 21
❖ Extra Classes were conducted for the improvement of slow learners.

22. Faculty Development Activities – Annexure 22
❖Faculty Development Program were participated.

23. Student Support Guidance – Annexure 23
❖ Student Support Guidance such as seminars and workshops were conducted for the students.

24. Innovative Teaching and Learning Methods – Annexure 24
❖ Various Innovative Teaching and learning methods were conducted.

25. Community Engagement & Social Responsibility – Annexure 25
❖ Community Engagement & Social Responsibility were recorded for actively collaborating with external communities to address societal challenges, while social responsibility encompasses the ethical and sustainable practices adopted by institutions to positively impact their communities

26. Feedback Mechanism – Annexure 26
❖ The necessary feedback will be reviewed and the action will be taken appropriately.

27. Continuous Improvement Plan – Annexure 27
❖ The continuous improvement plan was conducted and reviewed.

28. Ethical Practices & Sustainability – Annexure 28
❖ Ethical Practices & Sustainability were conducted to require the balanced pursuit of three goods: ecological health, social equity, and economic welfare.

29. Record of Internship – Annexure 29
❖ The Internship were provided for the students for experiences, achievements and learning during internship.

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