



New Prince Shri Bhavani

College of Engineering and Technology



Tambaram-Velachery Main Road, Santhosapuram, Chennai-600 073
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Department of Electrical and Electronics Engineering

NPSBCEET/EEE/ PAC/22-23_EVEN/01

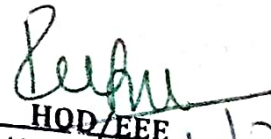
CIRCULAR

DATE :2.1.2023

All faculty members hereby informed that the Program Advisory Committee is going to be held on 4.1.23 at 2.00 PM in the HOD office.

AGENDA

1. Review of Previous meeting
2. Dissemination of Vision, Mission, PO, PEOs & PSOs
3. Attainment of COs, POs, PSOs with program effectiveness.
4. Teaching Learning
5. Workload Discussion
6. Discussion on Results
7. Department OBE
8. Academic industry interaction
9. Professional Societies and Technical Association
10. Faculty and Student Motivation
11. Analysis of training and placement
12. Highlights of Research and Development Activities
13. Project Review Committee
14. Action required for continuous improvement
15. Curriculum Gap Identification
16. Student participation in ExtraCurricular Activities
17. Discipline Related Activities


HOD/EEE

Head of the Department
Dept of Electrical & Electronics Engg.,
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Signature of Faculty members present for the meeting

1. Dr R Venkatasubramanian /Professor & Head

R Venkatasubramanian
4/1/23

2. Dr C F Theresa Cenate/Professor

C F Theresa Cenate
4/1/23

3. Dr S Parthasarathy / Associate Professor

S Parthasarathy
4/1/23

4. Mrs. S Ananthi /Assistant Professor

S Ananthi
4/1/23

5. Mrs. M Devi /Assistant Professor

M Devi
4/1/23

6. Mr. K Sarathy/Assistant Professor

K Sarathy
4/1/23

7. Mrs. R Revathi/Assistant Professor

R Revathi
4/1/23

R Revathi
HOD/EEE

Head of the Department
Dept of Electrical & Electronics Engg.,
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Department of Electrical and Electronics Engineering

DATE:12.1.23

MINUTES OF THE MEETING

ACADEMIC YEAR 2022-2023

Meeting Details:

DATE: 4.1.2023

TIME:2.00 pm

LOCATION:Department HOD office

Members present

Dr R Venkatasubramanian /Professor & Head

Dr C F Theresa Cenate/Professor

Dr S Parthasarathy/Associate Professor

Mrs S Ananthi /Assistant Professor

Mrs M Devi /Assistant Professor

Mr K Sarathy/Assistant Professor

Mrs R Revathi/Assistant Professor



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Discussion Points

1. Review of Previous Meeting:

The previous meeting points were discussed and the actions taken were also discussed in detail.

2. Dissemination of Vision, Mission, PO, PEOs & PSOs:

For the attainment of COs, POs, PSOs with program effectiveness the dissemination of Vision, Mission, POs, PEOs & PSOs was discussed. Necessary action was implemented.

3. Attainment of COs, POs, PSOs with program effectiveness.

The Attainment of COs, POs, PSOs with program effectiveness is discussed in detail. The necessary decision for the attainment of Cos, POs, PEOs & PSOs is taken to evaluate, The effectiveness of educational programs and ensure that the students are achieving the intended learning outcomes.

4. Teaching Learning

The teaching learning has been discussed to emphasize the understanding, intelligence, perseverance and Quality of learning. The necessary teaching learning process has been implemented for the students such as Flipped class, seminar, guest lectures and industrial visit.

5. Workload Discussion:

HOD discussed the subject load distribution for the upcoming semester to ensure equal workload preparation. Then the timetable incharge asked for clarification in allotment of subjects. HOD instructed the time table incharge reschedule the timetable according to academic calendar and discuss with other departments to avoid conflicts.



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6. Discussion on Results

The discussion about the result was done to know about the slow learners. The necessary action was implemented by conducting remedial classes based on the university results

7. Department OBE

Outcome Based Education were reviewed and suggestions were made for the appropriate course delivery outcomes. Suggested changes were discussed to be implemented.

8. Academic industry interaction

Academy Industry Interaction suggestions were made and reviewed so there is more involvement with industry and the Institution.

9. Professional Societies and Technical Association

The faculty and students were advised to be the members of various professional societies like ISTE, IEEE, IAENG, IEI, SAE and CSI to provide quality training programs. Implement suggested changes.

10. Faculty and Student Motivation

The discussion was made and the activities were listed to motivate the students and Staff. Implement the activities to motivate the students and staff.

11. Analysis of training and placement

Variety of programs and activities to enhance students' employability and ensure successful placement outcomes. Some of the initiatives that could be implemented were discussed. Importance of soft skills and personality development training were discussed and planned.

12. Highlights of Research and Development Activities

Various research activities like Paper presentations and Journal work of Faculty members were initiated. They were encouraged to publish papers and patents.



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13. Project Review Committee

The procedure of conducting projects of the forthcoming semester was formulated by the project review committee. This committee is being formed by senior faculty members of the department.

14. Action required for continuous improvement

Faculty members were allotted for a group of students as a part of mentor mentee process. Counseling plays an important role in grooming the students. So Counseling of students has to be done by the mentors periodically and reports to have to be updated. The method of teaching learning process for the forthcoming semester was discussed by HOD with the committee members.

15. Curriculum Gap Identification

Based on the suggestions from faculty members and the discussion of course syllabus and feedback from faculty members, curriculum gaps were identified. For these curriculum gaps guest lectures, workshops, seminars, industrial visits and internships were tentatively fixed.

16. Student participation in ExtraCurricular Activities

Various competitions and events like symposiums of other colleges are being instructed by the mentors to the students for participation. This improves their co-curricular and extra-curricular activities which enhances the overall improvement of the students.

17. Discipline Related Activities

The department has a senior faculty involved in different cells. The cells like Anti sexual harassment cell, anti-ragging cells are there in college which functions for the safety of students. Frequent visits will be made by HOD to ensure a strict discipline in the department.



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Other department Responsibilities

Other than course handling departmental responsibilities were framed and faculty in charges were informed the same.

- Time Table Coordinators: Mrs. R Revathi
- Training and Placement: Mrs. M Devi
- Value Added Courses: Mrs. S Ananthi
- Project Review Committee: Dr C F Theresa Cenate
- Quality Improvement Panel: Mrs.R Sasikala

Revathi
HOD/EEE

Head of the Department
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12/11/23