NEW PRINCE SHRI BHAVANI
COLLEGE OF ENGINEERING AND TECHNOLOGY
Affiliated to Anna University | Approved by AICTE | Accredited by NAAC
Tambaram - Velachery Main Road, Santhosapuram, Chennai-600 073.

NPSBCET/ECE/PAC/2022-23/01 **Date:18.10.2022**

CIRCULAR

All Program Assessment Committee members are requested to attend the Meeting on 25.10.2022 (Tuesday) at 10.30 AM in the ECE Department H.O.D Room. The agenda for the meeting is as follows.

Agenda:

1. Review of Previous Meeting.
2. Dissemination of vision, mission and PEO
3. Course allotment as per the subject policy for the coming semester.
4. Plan of events for the faculty, Students development.
5. Dept. budget allocation and its utilization (previous year)
6. Credit system and evaluation system related issues/awareness.
7. Preparation of department events/Calendar.
8. Course materials/files.
9. Discipline related activities.
10. Feedback on teaching learning process and vision mission.
11. Student registration and participation in Internship Programs.
12. Discussion on student's participation on NPTEL and other certification courses.
13. Discussion on student final year project
14. Preparation of student attendance and syllabus coverage.
15. Plan of Guest lectures, seminars and workshops for the coming semester.
16. Practice of best Teaching and Learning methods for Outcome based Education.
17. Conduction of remedial classes for the improvement of slow learner.
18. Requirement of consumables and equipment in lab for proper conduction of Labs.
19. Other relevant matters with the permission of chair
20. Vote of thanks

Venue: ECE Department H.O.D Room

18/10/22

Head of the Department

Head of the Department,
Dept. of Electronics & Communication Engg.,
New Prince Shri Bhavani College of Engg. & Tech.,
Yegaivasal Main Road, Gowrivakkam, Chennai-73.

Copy to:
1) All faculty members
2) Principal

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Meeting Minutes

Program Assessment Committee

Date:25-10-2022

The convener held a meeting with Program Advisory Committee members on 25/10/2022 at 10:30 a.m. in the ECE HOD room and discussed the following points.

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20. Vote of thanks

Members of the Committee:

Welcome Address **(by Dr.G.Durgadevi , HOD/ECE)**

Dr. G. Durgadevi, Head of the Department, welcomed the PAC members to the meeting and reiterated the agenda of the meeting.

Sl. No.	Name of the PAC Members	Designation	signature
1	Dr. G. Durgadevi	Head, Department of ECE	
2	Dr.R.Venkatasubramanian	Head, Department of EEE	
3	Dr.P.B.Edwin Prabhakar	Head, Department of CSE	
4	Dr.S.Subburam	Head, Department of IT	
5	Dr.P.KChidambaram	Head, Department of Mech.	
6	Ms.S.Subathra	Assistant Professor, Dept. of CIVIL	
7	Dr.S.Sivagami	Head, Department of S&H	
8	Dr. M. Jasmin	Professor, Dept. of ECE	
9	Dr. R. Padmavathy	Professor, Dept. of ECE	
10	Dr.R.Dhilip Kumar	Associate Professor, Dept. of ECE	

The points discussed during the meeting are listed below:

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1.Review Of previous meeting

(by Dr.R.Dhilip Kumar /ECE)

- Dr.Dhilip Kumar elaborated on the recommendations provided by PAC members during the Previous PAC meeting.
- He presented a comprehensive overview of the implemented areas suggested in the Previous meeting.
- Plans for Course End surveys and Academic audits for the academic year 2021-2022 were outlined.
- The involvement of students in professional bodies was highlighted.
- Initiatives for providing training to both slow learners and bright students were discussed.
- The involvement of industry review members in industrial projects and the promotion of internships were highlighted.
- Domain Coordinator to establish targets for the course was discussed.
- Result analysis was considered for academic improvement.
- Strategies for project proposals through professional societies were presented.
- The importance of journal publications and international conference presentations was highlighted.
- Additional laboratory utilization was proposed.
- The development of online courses were suggested. budget utilization was emphasized.

2.Dissemination of Vision, Mission, PEOs, and PSO's

(Dr.R.Padmavathy,Professor /ECE)

- The department's Vision, Mission, Program Educational Objectives (PEOs), and Program Specific Outcomes (PSOs) were explained, along with the detailed dissemination process and associated implementation strategies.
- The alignment and consistency of the PEOs with the department's Mission were presented, supported by relevant proof.

3. Course allotment as per the subject policy for the coming semester.

(by Mrs.V. Hemamalini,AP/ECE)

Points Delivered by the Faculty Members

- Mrs. V. Hemamalini welcomed all the attendees and outlined the purpose of the meeting: to discuss the allotment of subjects for the upcoming semester.
- She presented the list of subjects that need to be taught in the upcoming semester. The list included detailed information about each subject, such as the syllabus, class schedule, and any prerequisites.

- Faculty members were asked to express their willingness to teach specific subjects from the presented list. Each member provided their preferences, and these were noted for consideration.
- The discussion moved on to the allotment of subjects based on the experience of each faculty member. Mrs. V. Hemamalini emphasized the importance of aligning subjects with the expertise and experience of the faculty to ensure the highest quality of education for the students.
- Faculty members discussed any concerns or suggestions they had regarding the subject allotment process.
- Mrs. V. Hemamalini summarized the inputs from the faculty and outlined the next steps. She assured the faculty that their preferences and experience would be carefully considered in the final allotment.
- It was agreed that the final subject allotment would be communicated to the faculty

Suggestions were given by PAC Members

- Members highlighted the need for balanced workloads and the importance of considering ongoing research and administrative responsibilities.

4. Plan of events for the faculty, Students development.

(by Dr.R.Padmavathy,Professor /ECE)

Points Delivered by the Faculty Members

Mrs. Dr.R.Padmavathy discussed and finalized the event plan focused on the development of both faculty and students. She presented a comprehensive outline of the proposed activities aimed at enhancing their skills and knowledge.

For Faculty Development, the plan includes:

- Workshops and Seminars
- Professional Development Courses
- Conferences
- Collaborative Research Projects

For Student Development, the plan covers:

- Technical Workshops
- Guest Lectures and Industry Talks
- Internships and Industrial Training
- Hackathons and Competitions
- Research Opportunities
- Career Development Sessions
- Soft Skills Training

Dr.R.Padmavathy also acknowledged the valuable suggestions provided by all members and assured that these would be taken into consideration for the final version of the plan.

Suggestions were given by PAC Members

- PAC members recommended increasing the number of industry-collaborative projects to better connect theoretical knowledge with practical application.
- They stressed the importance of conducting more frequent hands-on technical workshops for students to stay updated with the fast-changing engineering technologies.
- Additionally, they proposed incorporating more career development sessions, with a focus on emerging fields in engineering, as well as providing guidance on higher education opportunities.

5. Dept. budget allocation and its utilization (previous year)

(by Mrs.S.Sivakami ,AP/ECE)

Points Delivered by the Faculty Members

The presentation showed budget estimates, allocations, and actual spending for the academic years 2019-2020 and 2020-2021. It also detailed how much of the allocated funds were used and the remaining balance in different categories such as Capital Goods, Recurring Items, Research & Development, Co-curricular Activities, Faculty Development, Enrichment Activities, and Miscellaneous.

Key points discussed included:

- Different budget categories like salaries, equipment, and research.
- How expenditures are tracked and reported.
- Analysis of differences between budgeted amounts and actual spending.
- The importance of being transparent and accountable with finances.

Suggestions were given by PAC Members

- PAC members suggested doing regular reviews of how the budget is used to make sure funds are spent efficiently and match departmental goals.
- They recommended creating a standard template for financial reports to make them more consistent and clear.
- It was suggested to form a financial review committee to oversee budget allocation and ensure that financial plans are followed.
- The importance of regular communication between departments and finance teams was emphasized to quickly address any budget issues.

6.Credit system and evaluation system related issues/awareness.

(by Dr.M.Jasmin ,Professor /ECE)

Points Delivered by the Faculty Members

- Dr.M.Jasmin discussed the credit and evaluation systems and raised awareness about their importance.
- She gave an overview of how the current credit system and evaluation methods work in the department and explained their relevance.

Key points covered included:

- How credits are structured and calculated for different courses.
- The current methods and criteria for evaluating students.
- How the credit and evaluation systems align with NBA standards.

Dr.M.Jasmin summarized the suggestions and outlined the action plan:

- Review and standardize how credits are assigned to all courses.
- Develop a consistent evaluation framework with clear criteria for all subjects.
- Introduce additional formative assessments to complement current evaluation practices.
- Organize workshops and training sessions to help faculty and students understand the credit and evaluation systems better.

Suggestions were given by PAC Members

- PAC members suggested adding more formative assessments, like quizzes and ongoing evaluations, to give a complete picture of student performance.
- They highlighted the importance of holding regular workshops and training sessions to help faculty and students understand the credit and evaluation systems better.
- It was recommended to establish a financial review committee to manage budget allocation and ensure financial plans are followed.
- They also stressed the need for regular communication between departments and finance teams to quickly resolve any budget issues.

7.Preparation of department events/Calendar.

(by Dr.R.Dhilip Kumar, Associate Professor /ECE)

Points Delivered by the Faculty Members

Dr.R.Dhilip Kumar provided an overview of the planned events and activities for the academic year.

Key points included:

- Types of events planned, such as seminars, workshops, guest lectures, and student activities.
- The importance of scheduling these events to improve student learning and involvement.
- Ensuring that all activities contribute to achieving course outcomes (COs), program outcomes (POs), and program-specific outcomes (PSOs).

Major events and activities for the year include:

- **Academic Seminars and Workshops**: Focused on new trends and technologies in engineering.
- **Guest Lectures**: Featuring industry experts and academics to provide insights and share experiences.
- **Student Competitions and Projects**: Aimed at encouraging innovation and applying theoretical knowledge in practical ways.
- **Faculty Development Programs**: Designed to improve teaching skills and keep up with current educational practices.

Suggestions were given by PAC Members

- It was suggested to include interdisciplinary seminars to give a wider view of engineering applications.
- Regular review meetings were recommended to track the progress and effectiveness of the planned events.
- It was proposed to involve students in planning the events to make sure they align with their interests and educational needs.

8. Course materials/files **(by Ms.V.Hemamalini, AP /ECE)**

Points Delivered by the Faculty Members

Ms.V.Hemamalini introduced the agenda, which was to talk about preparing and organizing course materials.

Key points discussed included:

- The different types of course materials needed, such as syllabi, lecture notes, assignments, lab manuals, project guidelines, and evaluation tools.
- The importance of making sure course materials align with Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs).
- The need for complete and current documentation.

Suggestions were given by PAC Members

- Members highlighted the importance of adding examples of student work and feedback to show how well teaching methods and assessments are working.
- They suggested conducting regular checks and reviews of course materials to keep them updated and aligned with industry standards.

9.Discipline related activities. **(by Mr.R.Siva, AP/ECE)**

Points Delivered by the Faculty Members

- Mr.R.Siva discussed discipline-related activities and policies aimed at creating a positive learning environment.
- He reviewed the current discipline activities and policies, explaining their importance for maintaining a good educational atmosphere.

Key points covered included:

- The current discipline policies and how they are enforced.
- How discipline helps in promoting academic integrity and personal growth.
- The effect of a disciplined environment on achieving Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs).

Major discipline-related activities and policies discussed were:

Code of Conduct : Rules for acceptable behavior and maintaining academic integrity.

Disciplinary Committees : Formation and roles of committees to handle disciplinary issues.

Counseling and Support : Providing help for students with behavioral or academic problems.

Workshops and Seminars : Holding sessions on ethics, professionalism, and personal development.

Suggestions were given by PAC Members

- It was suggested to create a feedback system that allows students to report disciplinary issues anonymously. Members were also given details about awards.
- It was proposed to add soft skills training and conflict resolution sessions to the curriculum to help students manage their behavior better.

10. Feedback on teaching learning process and vision mission.

(by Ms.G.Sheeba ,AP /ECE)

Points Delivered by the Faculty Members

Ms.G.Sheeba gave an overview of the current feedback methods used for teaching and learning, as well as how they align with the institution's vision and mission.

Key points covered included:

- Methods of Collecting Feedback : How feedback is gathered through surveys, focus groups, and course evaluations.
- Using Feedback : How the collected feedback is analyzed and used to improve teaching and learning.
- Alignment with Vision and Mission : How departmental activities support the institution's vision and mission.

Essential areas for collecting and analyzing feedback:

- Teaching Effectiveness : Includes student evaluations, peer reviews, and self-assessments.
- Learning Outcomes : Assesses student performance and whether course objectives are being met.
- Curriculum Relevance : Collects feedback on how relevant and useful the course content is.
- Institutional Goals : Ensures departmental activities align with the institution's overall vision and mission.

Suggestions were given by PAC Members

- It was suggested to create a more detailed and anonymous feedback system to ensure honest responses from both students and faculty.
- Regular workshops and training sessions were recommended for faculty to improve teaching methods and how they use feedback.
- It was proposed to include feedback from industry partners and alumni to keep the curriculum relevant and up-to-date.
- The importance of regularly reviewing and updating the institution's vision and mission was emphasized to ensure they reflect current trends and future goals.

11.Student registration and participation in Internship Programs.

(by Ms.S.SivakamiAP/ECE)

Points Delivered by the Faculty Members

Ms. S. Sivakami gave an overview of the current internship programs, stressing how they help improve students' practical skills and prepare them for the industry.

Key points covered included:

- The different types of internships available to students.
- The current process for registering and participating in internships.
- The benefits of internships for both students and the institution.

Suggestions were given by PAC Members

- It was suggested to hold regular internship fairs and seminars to help students connect with potential employers and industry partners.
- It was proposed to offer faculty mentorship to help students find the right internships and get ready for the application process.

12. Discussion on student's participation on NPTEL and other certification courses.

(by Ms.G.Vijayakumari,AP/ECE)

Points Delivered by the Faculty Members

Ms. G. Vijayakumari gave an overview of student involvement in NPTEL and other certification courses.

Key points covered included:

- The different types of courses available through NPTEL and other platforms.
- Current participation rates and student feedback.
- The benefits of these certification courses for students and the institution.

Suggestions were given by PAC Members

- It was suggested to hold orientation sessions and workshops to introduce students to NPTEL and other certification platforms.
- It was recommended to give academic credit or recognition for completing certification courses successfully.

13.Discussion on student final year project **(by Mr.P.Parthiban, AP/ECE)**

Points Delivered by the Faculty Members

Mr.P.Parthiban gave an overview of final year projects, highlighting their role in showing student skills and practical knowledge.

Key points covered included:

- The types of projects students are working on.
- How these projects are evaluated and supported.

- The benefits of final year projects for students and the institution.

Suggestions were given by PAC Members

- It was recommended to set up partnerships with industry to give students real-world project opportunities and guidance.
- The importance of regularly monitoring and reviewing projects was emphasized to ensure they stay on track and meet their goals.

14. Preparation of student attendance and syllabus coverage

(by Mr.P.Parthiban,AP/ECE)

Points Delivered by the Faculty Members

Mr.P.Parthiban gave an overview of the current methods for tracking student attendance and syllabus coverage.

Key points covered included:

- How student attendance is recorded.
- Systems for keeping track of and reporting syllabus coverage.
- Challenges in keeping records accurate and up-to-date.

Suggestions were given by PAC Members

- It was suggested to use an automated system for tracking attendance to reduce errors and make the process more efficient.
- It was recommended to create a standard template for reporting syllabus coverage to ensure consistency across departments.
- It was proposed to hold regular training sessions for faculty on the best ways to keep attendance and syllabus records.

15.Plan of Guest lectures, seminars and workshops for the coming semester

(by Mr.N.Arunbalaji,AP/ECE)

Points Delivered by the Faculty Members

- A quick review of the results and feedback from last semester's events was shared.
- Mr.N.Arunbalaji presented an initial plan with proposed dates and themes for upcoming events. He stressed the importance of choosing topics that are current, innovative, and relevant to both the academic curriculum and industry trends.

- The budget for the events was discussed, with Mr.N.Arunbalaji detailing the expected costs and possible funding sources, such as sponsorships and partnerships with industry.

Suggestions were given by PAC Members

- PAC members suggested potential speakers and workshop leaders, recommending experts from both academia and industry who could offer valuable insights and learning experiences.
- Proposed topics included the latest technology trends, research methods, and soft skills development.

16.Practice of best Teaching and Learning methods for Outcome based Education.

(by Dr.T.Saravanan,Professor/ECE)

Points Delivered by the Faculty Members

- Dr. T. Saravanan emphasized the need to continuously improve teaching practices to better student learning outcomes.
- A brief overview of current teaching methods was provided, discussing their strengths and areas where they could be improved. The focus was on how these methods align with Outcome-Based Education (OBE) principles, like clear learning outcomes, active learning, and ongoing assessment.
- Dr. T. Saravanan introduced several effective teaching practices that support OBE, including flipped classrooms, case-based learning, project-based learning, and using technology in the classroom.
- The importance of matching assessment methods with learning outcomes was highlighted, stressing the use of formative assessments, rubrics, and feedback.

Suggestions were given by PAC Members

- PAC members were asked to share their ideas and suggestions for adding these best practices into the curriculum.
- It was recommended to hold workshops for faculty to build skills in case-based and project-based learning methods.
- It was proposed to use learning management systems to better track and achieve learning outcomes.

17.Conduction of remedial classes for the improvement of slow learner.

(by Ms.G.Sheeba, AP/ECE)

Points Delivered by the Faculty Members

- Ms.G.Sheeba discussed how effective these systems are in improving student performance.
- She suggested a planned approach for remedial teaching, focusing on key subjects where slower learners often need help.
- The involvement of alumni in finding gaps in the curriculum was discussed.

Suggestions were given by PAC Members

- Members stressed the need for ongoing monitoring and evaluation to adjust teaching methods and materials according to student progress.
- It was recommended to schedule remedial classes during less busy times to avoid conflicts with regular classes.

18. Requirement of consumables and equipment in lab for proper conduction of Labs.

(by Mr.P.Parthiban AP/ECE)

Points Delivered by the Faculty Members

- Mr. P. Parthiban gave a detailed report on the current lab equipment and supplies, noting their condition, usage, and whether they are sufficient.
- The discussion covered gaps in the inventory, such as outdated equipment and consumables that run out often, which impact lab operations.
- The need for new advanced instruments, safety equipment, and regular supplies like chemicals and components was highlighted.

Suggestions were given by PAC Members

- PAC members shared their views on the most pressing needs and how to prioritize buying new equipment based on curriculum needs and industry relevance.
- It was suggested to look into partnerships with industry to help update lab equipment.
- It was proposed to set up a lab management committee to oversee resource use and maintain standards.

19. Other relevant matters with the permission of chair.

(by Dr. G. Durgadevi,Professor /ECE)

- Dr. G. Durgadevi discussed the need for better security in labs to protect expensive equipment and sensitive materials.
- Dr. R. Padmavathy suggested starting a green lab initiative to cut down on waste and promote sustainability in lab operations.
- Ms. S. Subathra stressed the importance of improving the ergonomic design of lab workspaces to make them safer and more comfortable for long sessions.

- Suggestions included regular safety training, updating emergency procedures, and using new technologies for remote lab monitoring.

20. Vote of Thanks **(by Dr.G.Durgadevi,HOD/ECE)**

The Convener thanked everyone for attending the first PAC meeting and asked for their continued support for the department's long-term development in every possible way.

CONVENER / HOD

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