



New Prince Shri Bhavani College of Engineering and Technology

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Department of Electrical and Electronics Engineering

NPSBCET/EEE/ PAC/23-24_EVEN /01

CIRCULAR

DATE : 3.1.2024

All faculty members hereby informed that the Program Advisory Committee is going to be held on 8.1.24 at 11.00 am in HOD office

AGENDA

1. Review of previous meeting minutes.
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. Discussion of Feedback from stakeholders
9. Academic industry interaction
10. Professional Societies and Technical Association
11. Faculty and Student Motivation
12. Analysis of training and placement
13. Highlights of Research and Development Activities
14. Introduction of new facilities and utilization of lab activities of carrier guidance
15. Project Review Committee
16. Action required for continuous improvement
17. Curriculum Gap Identification



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18. Student participation in ExtraCurricular Activities
19. Discipline Related Activities
20. Stakeholder feedback analysis
21. Department Budget Allocation

[Handwritten Signature]
HOD/EEE
31/12/24

Copy to:

1. Principal
2. IQAC
3. Department Notice Board



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Department of Electrical and Electronics Engineering

DATE:10.1.24

MINUTES OF THE MEETING

ACADEMIC YEAR 2023-2024

Meeting Details:

DATE: 8.1.2024

TIME:11.00am

LOCATION:Department HOD office

Members present

Dr R Venkatasubramanian /Professor & Head

Dr C F Theresa Cenate/Professor

Dr R Sasikala/Associate Professor

Mrs S Ananthi /Assistant Professor

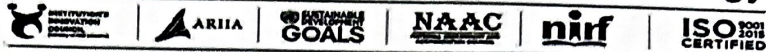
Mrs M Devi /Assistant Professor

Mr K Sarathy/Assistant Professor

Mrs R Revathi/Assistant Professor



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Discussion Points

1. Review of Previous Meeting

Points of the previous meeting were discussed with the members of the committee. Also the actions taken were also discussed in detail.

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

For the attainment of COs, POs, PSOs with effectiveness the dissemination process was discussed. Actions to be taken were also discussed.

2. 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.

3. Teaching Learning

New teaching pedagogies like flipped class, guest lecture etc. were planned. These techniques emphasize the understanding, perseverance and Quality of learning.

4. Workload Discussion:

The subject load distribution for the coming semester to ensure equal workload preparation was discussed by the HOD. Then the timetable incharge asked for clarification in allotment of subjects. The time table incharge was instructed for rescheduling the timetable according to academic calendar.

5. Result Discussion

Identification of slow and fast learners were discussed in the meeting based on the result analysis. Actions to be implemented by conducting remedial classes based on the university results were also discussed.



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6. Department OBE

A structured and systematic approach to ensure that educational objectives are achieved through measurable outcomes. Hence steps to focus on the skills, knowledge, and abilities of the students is needed by the end of their academic program. Hence Outcome Based Education and suggestions were made for the appropriate course delivery outcomes.

7. Discussion of Feedback from stakeholders

Various feedback from the stakeholders were analyzed and discussed. Suggested changes from the stakeholders were taken for consideration.

8. Academic industry interaction

Industry interaction is needed for the enhancement of knowledge for the students. Hence Industry Interaction suggestions were made and reviewed.

9. Professional Societies and Technical Association

Professional activities are needed for the awareness of knowledge of both faculty and students. 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

For the motivation of faculty various programs like FDPs were asked to be attended to enhance the knowledge for taking respective subjects. The discussion was made to motivate the students also by attending various technical events in other colleges.

11. Analysis of training and placement

For enhancing the students' employability variety of events and activities to and ensure successful placement outcomes were discussed. Some of the initiatives that could be implemented were also discussed.

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. Introduction of new facilities and utilization of lab activities of carrier guidance

Project Labs and additional experiments in those labs were discussed. Also maximum utilization of the Laboratory facilities were discussed

14. Project Review Committee

A project review committee is formed in the department with senior faculty members as the committee members. They formulate the procedure of conducting projects of the forthcoming semester.

15. Action required for continuous improvement

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

16. Curriculum Gap Identification

Discussion by the members was done based on the course syllabus and feedback from faculty members, curriculum gaps were identified. In order to fill the curriculum gaps Guest lectures, workshops, seminars, industrial visits and internships were tentatively fixed.

17. Student participation in ExtraCurricular Activities

Mentors were instructed to encourage students in co-curricular activities and extra curricular activities. Other college symposiums and competitions have to be circulated among the students and instruct them to participate in those activities.

18. Discipline Related Activities

Various cells like Anti sexual harassment cell, anti-ragging cells are there in college which functions for the well being of students. Every department has a faculty involved in those cells. Also frequent visits will be made by HOD during the college hours to ensure a strict discipline in the department.



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19. Stakeholder feedback analysis

Stakeholder feedback analysis is a critical process for an Institution to understand the perspectives, needs, and concerns of their stakeholders. Hence feedback from stakeholders and their responses are considered for the improvement of the department.

20. Department Budget Allocation

Department Budget requirements related to Major and Minor equipment of Laboratories were discussed. Also any other important requirements and their budget were discussed in the meeting.

Other department Responsibilities

- Other than course handling other departmental responsibilities were framed and faculty incharges 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 B Thamizhkani



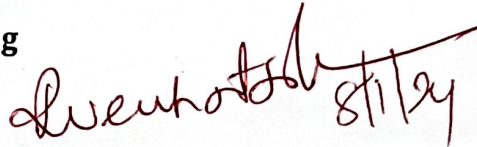
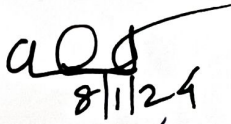
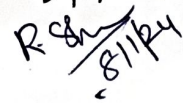
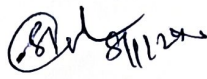
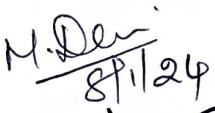
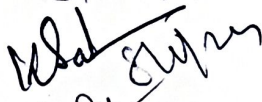


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Signature of Faculty members present for the meeting

1. Dr R Venkatasubramanian /Professor & Head 
2. Dr C F Theresa Cenate/Professor 
3. Dr R Sasikala / Associate Professor 
4. Mrs S Ananthi /Assistant Professor 
5. Mrs M Devi /Assistant Professor 
6. Mr K Sarathy/Assistant Professor 
7. Mrs R Revathi/Assistant Professor 
8. Mrs B Ramizhkani/Assistant Professor 


HOD/EEE 10/11/24