Ref/NPSBCET/IT/PAC 1/23-24/Circular-01

Date:2.06.23

Circular

All the members of Program Assessment Committee are hereby invited to attend a meeting on 05/06/2023 at 2.00 PM in the Seminar Hall.

Agenda to be finalized in the meeting:

1. Dissemination of Vision, Mission, PO, PEOs & PSOs

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

3. Teaching Learning

4. Discussion on Results

5. Department OBE

6. Discussion of Feedback from stakeholders

7. Academic industry interaction

8. Professional Societies and Technical Association

9. Faculty and Student Motivation

10. Analysis of training and placement

11. Highlights of Research and Development Activities

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

13. Project Review Committee

14. Action required for continuous improvement

15. Curriculum Gap Identification

16. Student participation in Extra Curricular Activities

17. Discipline Related Activities

18. Stakeholder feedback analysis

19. Department Budget Allocation

HOD/IT

Ref/NPSBCET/IT/PAC 1/23-24/Circular-01

MINUTES OF MEETING

ACADEMIC YEAR 2023-2024

DATE : 07.06.2023

TIME : 2.00PM

LOCATION : SEMINAR HALL

The Following Members of the department were present

SI No.	Name of the Members and Faculty	Designation	Organization/Institute
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.E.Jothi	Assistant Professor/ IT	NPSBCET
5.	Ms.Mahima.M	Assistant Professor/ IT	NPSBCET
6.	Ms.Jeyakani.P	Assistant Professor/ IT	NPSBCET
7.	Ms.Kanmani Jebaseeli	Assistant Professor/ IT	NPSBCET
8.	Ms.Ramesh Kumar.S	Assistant Professor/ IT	NPSBCET
9	Ms.Jansirani.D	Assistant Professor/ IT	NPSBCET

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Approval of Agenda Items:

Discussions and Decisions:

1. Review of Previous meeting:
   Discussion: The review of the previous meeting was discussed in detail

2. Dissemination of Vision, Mission, PO, PEOs & PSOs:
   Discussion: The dissemination of Vision, Mission, POs, PEOs & PSOs was discussed in attainment of COs, POs, PSOs with program effectiveness
   Decision: Necessary action was implemented.

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

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

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

6. Department Outcome Based Education
   Discussion: Outcome Based Education were reviewed and suggestions were made for the appropriate course delivery outcomes.
   Decision: Implement suggested changes.

7. Discussion of Feedback from Stakeholders:
   Discussion: The feedback from the stakeholders is discussed and reviewed.
   Decision: Implement suggested changes from the stakeholders

8. Professional Society and Technical Association:
   Discussion: The faculty and students were advised to be the members of various professional society like ISTE, IEEE, IAENG, IEI, SAE and CSI to provide quality training programs.
   Decision: Implement suggested changes.

9. Academic Industry Interaction:
   Discussion: Academy Industry Interaction suggestions were made and reviewed so there is more involvement with industry and the academy.
   Decision: Implement suggested changes.

10. Faculty and Student Motivation:
    Discussion: The discussion was made and the activities were listed to motivate the students and Staff.
    Decision: Implement the activities to motivate the students and staff

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11. Analysis of training and placement:
    Discussion: The analysis of placement and training determines whether proper training is given for the students.
    Decision: The training is given for the students to get placed.

12. Highlights of Research and Development Activities:
    Discussion: The Research and Development activities include different kind of research activities to devise new application.
    Decision: Implement the R&D activities further.

13. Introduction of new facilities and utilization of lab activities of carrier guidance:
    Discussion: Some new facilities must be introduced for the lab activities.
    Decision: Implement the suggested changes.

14. Project Review Committee:
    Discussion: The Project Review Committee were verified to know the best development project for further research.
    Decision: Implement the suggested changes developing the projects.

15. Action required for continuous improvement:
    Discussion: Not all POs were met, necessitating strategies to meet these targets in the coming semester and enhance quality through increased PO targets.
    Decision: Implement strategies for continuous improvement and adjust PO targets accordingly.

16. Curriculum Gap Identification
    Discussion: Faculty members were instructed to identify gaps in each course and introduce content beyond the syllabus to address these gaps.
    - Gaps in PO attainment was identified, and it was suggested to organize tech events, project exhibitions, and guest lectures to bridge these gaps.
    - Inviting industry experts or alumni was also recommended. Discussed potential changes in teaching methods, course content, and assessment strategies to improve CO and PO attainment.
    Decision: Form a Quality Improvement Cell (QIP) to review and plan necessary actions for academic enhancement.

17. Student participation in Extra Curricular Activities:
    Discussion: The Students were encouraged to participate in the extracurricular activities.
    Decision: Implement the suggested changes.

18. Discipline Related Activities:
    Discussion: The Discipline related activities were observed and reviewed for the students.
    Decision: Implement the suggested changes.

19. Stakeholder feedback analysis:
    Discussion: The feedback from the stakeholder is reviewed.
    Decision: Implement the necessary changes based on the feedback.

20. Department Budget Allocation:
    Discussion: The Budget allocated for the department is reviewed.
    Decision: Implement the suggested changes.

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Signature of the faculty members:

1. Dr.S.Subburam, Professor/HOD/IT

2. Dr.S.Sivasubramanian Professor/IT

3. Dr.N.Kalyana Sundaram, Professor/IT

4. Ms.E.Jothi, AP/IT

5. Ms.Mahima.M, AP/IT

6. Ms.Jeyakani.P, AP/IT

7. Ms.Kanmani Jebaseeli, AP/IT

8. Ms.Ramesh Kumar.S,AP/IT

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Department of Information Technology

Ref/NPSBCET/IT/PAC 2/23-24/Circular-01

Date:3.01.24

Circular

All the members of Program Assessment Committee are hereby invited to attend a meeting on 08/01/2024 at 2.00 PM in the Seminar Hall.

Agenda to be finalized in the meeting:

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. Discussion on Results

6. Department OBE

7. Discussion of Feedback from stakeholders

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

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Department of Information Technology

Ref/NPSBCET/IT/PAC 2/23-24/Circular-01

MINUTES OF MEETING

ACADEMIC YEAR 2023-2024

DATE : 10.01.2024

TIME : 2.00PM

LOCATION : SEMINAR HALL

The Following Members of the department were present

SI No.	Name of the Members and Faculty	Designation	Organization/Institute
1.	Dr.S.Subburam	Professor/Head/IT	NPSBCET
2.	Dr.S.Sivasubramanian	Professor/ IT	NPSBCET
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Approval of Agenda Items: Accepted

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Signature of the faculty members:

1. Dr.S.Subburam, Professor/HOD/IT
2. Dr.S.Sivasubramanian Professor/IT
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