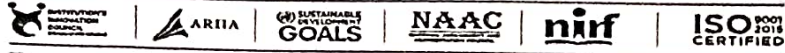




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Department of Electrical and Electronics Engineering

NPSBCET/EEE/ PAC/21-22/ODD/01

CIRCULAR

DATE :6.9.2021

All faculty members hereby informed that the Program Advisory Committee is going to be held on 13.9.21 at 11.00 am in HOD office

AGENDA

1. Dissemination of Vision, Mission, PO, PEOs & PSOs
2. Attainment of COs, POs, PSOs with program effectiveness.
3. Teaching Learning
4. Workload Discussion
5. Discussion on Results
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 career guidance
13. Project Review Committee
14. Action required for continuous improvement



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Department of Electrical and Electronics Engineering

15. Curriculum Gap Identification
16. Student participation in Extracurricular Activities
17. Discipline Related Activities
18. Stakeholder feedback analysis
19. Department Budget Allocation

Pertharu
6/9/21
HOD/EEE

Head of the Department
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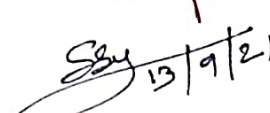

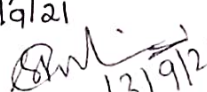
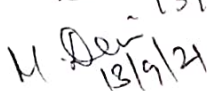

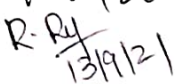
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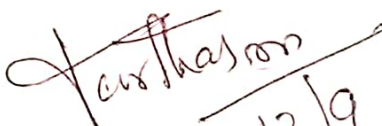
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Signature of Faculty members present for the meeting

1. Dr S Parthasarathy /Professor & Head 
2. Dr S Senthilkumar/Professor 
13/9/21
3. Dr S Sendilkumar / Professor 
13/9/21
4. Mrs. S Ananthi /Assistant Professor 
13/9/21
5. Mrs. M Devi /Assistant Professor 
13/9/21
6. Mr. K Sarathy/Assistant Professor 
13/9/21
7. Mrs. R Revathi/Assistant Professor 
13/9/21


HOD/EEE 13/9

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Department of Electrical and Electronics Engineering

DATE:15.9.21

MINUTES OF THE MEETING

ACADEMIC YEAR 2021-2022

Meeting Details:

DATE: 13.9.2021

TIME:11.00am

LOCATION: Department HOD office

Members present

Dr S Parthasarathy /Professor & Head

Dr S Senthilkumar/Professor

Dr S Sendilkumar/ Professor

Mrs. S Ananthi /Assistant Professor

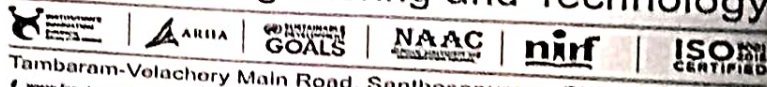
Mrs. M Devi /Assistant Professor

Mr. K Sarathy/Assistant Professor

Mrs. R Revathi/Assistant Professor



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Discussion Points

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

Awareness of Vision, Mission and PEOs is important among all. Hence discussion on the dissemination of Vision, Mission, POs, PEOs & PSOs were discussed in detail. This is done in order for attainment of COs, POs, PSOs and PEOs.

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

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

4. Workload Discussion:

HOD instructed the time table incharge to schedule the timetable according to academic calendar and discuss with other departments to avoid conflicts. He also 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.

5. 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



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6. Discussion of Feedback from stakeholders

The feedback from the stakeholders were discussed and reviewed. Suggested changes from the stakeholders were taken for consideration.

7. Academic industry interaction

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

8. Professional Societies and Technical Association

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

9. 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.

10. 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.

11. Highlights of Research and Development Activities

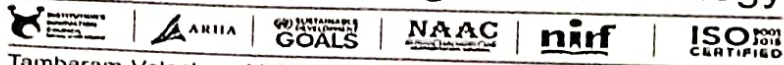
Various research activities like Paper presentations and Journal work of Faculty members were initiated. They were encouraged to publish papers and patents.

12. 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



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13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.



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19. 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 in charges were informed the same.

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

Varthany
15/9/21
HOD/EEE

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