



ACADEMIC YEAR 2020-21 (ODD SEMESTER)



INTERNAL QUALITY ASSURANCE CELL

08.09.2020

STRENGTHENING TEACHING-LEARNING-ENRICHMENT INITIATIVES

In our efforts towards raising our standards and strengthening Teaching Learning processes and augmenting enrichment initiatives, the following practices are recommended to be followed from this academic year onwards. Identified points are put forth for discussion among SCM meeting to be held on 10.09.20

- **My credit course** as practiced in the last academic year as SWAYAM / NPTEL course will be continued for the subsequent batches also. Certification / Screenshot of Course progress depicting quiz and assignment submission status to be recorded.
- **T&P hours** allotted in regular Time-table will ensure coverage of planned topics and thereby offering systematic aptitude and soft skill training. Alternations of T&P hours will not be entertained.
- **Suitable Add on / certificate courses** will be planned for I year and II year students also. (I year - Human values course) and (II year any MOOC). Course duration :minimum of 30 hours. Regular course in curriculum shall not be planned for this initiative.
- **Suitable experiential training** / field work / industrial visit / internships/ project work shall be **planned for all courses. Simulation based sessions / ICT usage** are to be practiced. **ICT usage related proofs (Videos/ CBTS/PPTS/NPTEL videos/ e-material/ other related content) are to be maintained as softcopy at department library**
- **Faculty members** are encouraged to record their sessions and post it at our **KCE youtube channel.**
- **Curriculum based feedback from Alumni & Employer** shall be collected, analyzed and suitable ATR should be submitted.
- **Basic computing skills** for all classes should be planned. Coverage MS-word, MS-excel, Ms-Powerpoint and Browsing skills.
- **Programmes on Life skills (yoga, physical fitness, health and hygiene,)** -Gym at hostel
- **Promotion of Extra-curricular activities** (sports, cultural)

- **Faculty, Non-Teaching, Administrative staff enrichment initiatives**
- **ISTE seminar titles - generic titles**
- **Appraisal for Non-Teaching**
- **Staff participation in refresher / orientation programmes**
- **Staff recommendation for institute level**
- **UHU activities - present batch online mode**
- **Staff publications - Institute name, University name**
- **Extension activities - Societal issues, holistic development (student count)**
- **Report for all programmes- inclusion at website (geo-tagged photos)**
- **MoU - functional (1/year)**
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ACADEMIC YEAR 2020-21 (ODD SEMESTER)

19.9.20

Online Classes & Assessments – Modalities Review Meet – MoM

Meeting was held on 18.9.20 to discuss about the guidelines given by AU, Notification dated 15.9.20 regarding conduct of Online classes and Assessments. Based on the guidelines issued and discussions made during the meeting, the following decisions are made

Conduct of Online Classes

- Faculties to ensure Google classroom based **posting of learning materials**, ebooks, ppts, lecture videos, assignments, quizzes, exercises etc. Student submissions and evaluation testimonials are recorded at google drive by utilizing Google classroom, thereby any reference can be made at later stages.
- **Usage of recorded Lecture videos**
 - Lecture video based learning is recommended by AU for **25% of course** content as **external learning mode**.
 - Hence, Faculty members to **prepare Lecture videos for important topics** and share the videos to students.
 - To support easy access to video file and download option by students, each video to be planned for a duration of 20min. freecam, OBS, Ezvid, Camstudio, webinaria for PC based/ Laptop based and suitable tools for mobile based online classes shall be adopted by faculty members.
 - Total of **11 hours course coverage for 45 hours courses** and **15 hours coverage for 60 hours courses** are recommended for lecture video based learning.
 - **Interactive activities** to be included during Online sessions. Faculty to include simple quizzes, exercises, worksheets, case studies etc. during online sessions. Any other suitable activities can be included.
- **Assignments and PCE activity** content to be submitted by students through respective subject Google classroom.
- **Problem based courses** daily home work exercises are to be given and submitted at Google classroom by students.
- **Google forms based tracking of online classes status** to be made. 1 form per branch to record daily Online Classes status to be designed. Collaborators of the form are respective branch class coordinators, HoD, Vice-Principal and Principal. All course faculty handling classes for the branch will be shared with the form link. Using the form, faculty members handling classes for the day will submit the class details.

Online Virtual Lab sessions

- Vlab sessions are to be handled to cover laboratory course.
- Classes shall be handled Saturdays/ after covering theory courses.

Assessments Modality

- Revised modality for Assessments as per AU directions
 - CAT1 - Quiz : 50 marks & Assignment : 50 marks.
 - CAT2 - Quiz : 25 marks, Descriptive question : 25 marks, PCE activity : 50 marks.
- Exam.net / Google forms / edmodo / any other suitable tools can be utilized.

Remedial Measures

- Recorded video lectures and learning materials to support students who missed the classes / to recap
- Additional assignments shall be given to students who are unable to attend online classes due to technical issues.
- CAT1 failures (less than 30 in Quiz)/ absentees are permitted to take up retest. Retest shall be conducted by respective course incharges. Same question set shall be utilized. Marks secured will be credited for 40 out of 50.

Feedback Mechanism

- In addition to regular Class Committee Meetings, Counseling meet additional interactions / feedback through google forms based to be made. As per student opinion / grievances/ suggestions followup action shall be made.

Students are to be guided and motivated for effective utilization of Online classes. Teaching-learning-evaluation process to be made utilizing appropriate tools and methodologies.

Faculty members can utilize computer centre facility to record lecture vides if needed. System Admin will be available to support. 1 Lecture hall with needed recording facilities will be available to support blackboard based teaching for problem based courses. Faculty members can utilize these facilities as needed.

J. M. M. M.
19/9/2020

PRINCIPAL



**ACADEMIC YEAR 2020-21 (ODD SEMESTER)
INTERNAL QUALITY ASSURANCE CELL**

25.09.20

Minutes of Meeting

IQAC meeting for the month was held on 24.09.20 between 12.30-1.15pm through Google meet platform. All department IQAC members attended the meeting. IQAC coordinator motivated members to track quality aspects in all activities department level. Necessary guidelines in file works all to be made.

Following points was highlighted by IQAC Coordinator.

- Faculty participation in FDPs – 1 week / 2 weeks programmes shall be encouraged. NITTR, ATAL courses shall be opted.
- Staff and student participation in SWAYAM / NPTEL sessions to be made in all departments. Student course progression screenshots shall be tracked in case of students unable to appear for final exams.
- AICTE –Quality mandate report & department level contributions was briefed. Further, departments to identify gap areas and strengthened.
- Department level files works were initiated in all.
- Coursewise Video Lectures
 - Mr.Aswin./Mech was requested to give guidance in editing and preparations.
 - Freecam based lecture session prepared by Mr.Arun/Civil was found effective.
- Overall analysis of programmes to be completed. Hence, members were requested to submit all department level reports.
- Spoken tutorial sessions shall be made after end-semester exams due to short academic slots.
- Curriculum Mapped and un-mapped virtual lab list and plan to be made at department level and executed as per schedule confirmation.

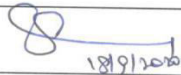
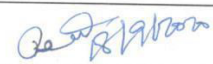

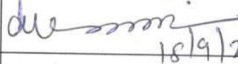


K. Allee 25/9/20
IQAC COORDINATOR

J. Praveen
25/9/2020



ACADEMIC YEAR 2020-21

CONDUCT OF ONLINE CLASSES - STRATEGY & FEEDBACK
Attendance(18.9.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	
02	Dr.S.Sivakumar	VP	 18/9/2020
03	Dr.T.Shanthi	Project Officer	
04	Ms.R.Revathi	HOD/Civil (in-charge)	
05	Dr.S.M.Uma	HOD/CSE	 18/9/20
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	 18/9/2020
07	Dr.Albert Martin Ruban	HOD/EEE	
08	Dr.T.Pushparaj	HOD/MECH	
09	Dr.V.Sureshkumar	HOD/S&H	 18/9/20
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	
12	Ms.K.Abhirami	IQAC/Coordinator	 18/9/20



ACADEMIC YEAR - 2020-2021 (ODD sem)
Staff Council Meeting-III
Minutes of Meeting

11.09.2020

Principal convened **Staff Council meeting III** for the academic year on **10.09.2020** between **3.00 pm and 5.30 pm** at Conference Hall with the following agenda.

- **Follow-up of SCM MoM-August 2020**
- **Conduct of Online classes - Follow-up and issues**
- **Conduct of CAT2**
- **AU Calendar & execution issues (Syllabus coverage, CAT etc.), Examinations (2020 IV year exams)**
- **Academic Calendar activities till 05.09.2020 - follow-up & completion status**
- **Forthcoming events**
 - **Association Inauguration -AY 2020-2021**
 - **E-Symposium (01.10.2020) plan**
 - **Dept. webinar**
 - **Engineer's day - Conduct of webinar**
- **Class committee meeting-1 (MoM)**
- **Student counseling - profile book updation**
- **Maintenance & new establishments - Department level**
- **Department target - Plan VS Executed - till June 2020**
- **NAAC reaccreditation phase-I works**
 - **File works (C1, C2) & Internal audit**
 - **Strengthening aspects**
- **Admission - 2020**
- **I Year Inauguration**
- **T&P online training - IV year 2021 batch**
- **Other related matters**

NAAC reaccreditation phase-I works

- Webinar -1 was organized successfully on 09.09.2020 & 10.09.2020. NAAC revised accreditation framework & Criteria 1 & 2 were presented by IQAC Coordinator. As per the plan of action of this month, File works pertaining to Criteria 1 & 2 is expected for its completion. Audit will be scheduled at the end of this month.
- Areas to be focused and strengthening aspects were detailed.
- **NAAC Task Force meeting** (platform Google meet) is planned on 15.09.2020 at 12.30pm.

Recommendations:

- **Geo-tagged** Photos should be attached with the reports of programmes organized hereafter.
- Assignment -2 should be collected through **Google class room**.
- Participation in **AICTE, NITTTR & MHRD** programmes should be encouraged. Online courses / FDPs organized by AICTE, MHRD are to be utilized as an enrichment initiative. **All staff members and students should undergo ATAL course(s)** during this period.
- Departments should strengthen collaborations / linkages. Minimum 2 linkages per year should be established by the departments. Established collaborations need to be enhanced through conducting minimum one programme per semester.
- Members were insisted to promote utilization of IEEE journals among staff and students.
- All staff members are advised to involve more in research publications and submission of proposals. Members with doctoral degree have to publish 2 papers and members pursuing research 1 paper every year.
- **Status of registration** and participation for **SWAYAM / NPTEL courses** for this semester was sought. **Submission deadline : 21.09.2020**]

Members present:

VP

HODs - Civil, CSE, ECE , MECH, S&H

Project Officer

Academic Coordinators – S&H, EEE

IQAC Coordinator, ISO Coordinator

J. Praveen
11/9/2020

PRINCIPAL



ACADEMIC YEAR 2020-21

STAFF COUNCIL MEETING
Attendance(10.9.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. Arputha Selvi 10/9/20
02	Dr.S.Sivakumar	VP	S. Sivakumar 10/9/20
03	Dr.T.Shanthi	Project Officer	T. Shanthi 10/9/20
04	Ms.R.Revathi	HOD/Civil (in-charge)	R. Revathi 10/9/20
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma 10/9/20
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M. Mangaiyarkarasi 10/9/20
07	Dr.Albert Martin Ruban	HOD/EEE	- On leave -
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 10/9/20
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 10/9/20
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	T. Gnanajeya 10/9/20
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	R. Sundara Moorthi 10/9/20
12	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 10/9/20
13.	R. Ponni	API/ECE	R. Ponni