

ACADEMIC YEAR 2020 - 2021 (ODD SEMESTER)
INTERNAL QUALITY ASSURANCE CELL

20.01.2021

Minutes of MoM

IQAC meeting for the month of Jan'2021 was held on 19.01.2021. IQAC coordinator briefed on the initiatives planned for the month.

- **Spoken Tutorial workshops** will be organized as per schedule planned. Workshop AV files were posted at Google classroom. Department members to post the respective files at classroom group. Google meet based introductory session on the workshop will be made and student attendance will be recorded. **Reports to be submitted by IQAC members within a week on completion.** For I Year classes, workshop will be planned during Feb'21. Student database to be submitted for registration.
- Report on **Virtual Lab sessions** organized for ODD semester to be submitted. Members to plan virtual lab session for even semester. **PCE activity** shall be planned utilizing Vlab session and the evaluation component of experiments. Including I year, for all classes Virtual lab sessions to be planned (either mapped with courses offered during even sem/ unmapped titles)
- **Department activity report (1920-21-Even sem)** to be submitted before 25.01.21.. Activity report for the period 2020-21-ODD semester to be submitted by departments before 10.02.2021.
- **Alumni feedback on curriculum** to be completed and report to be submitted. **Deadline 27.02.2021.**
- **Meeting will be organized to discuss about NAAC File works on 23.01.2021 by 2.00pm at Pallava Hall.** All NAAC task force members, senior members are requested to attend meeting. Other members are also invited to attend. **File Audit will be planned during 4th week of Feb'21.**
- **Briefing on Best Practices** of the department was made. Departments were requested to strengthen the practice and substantiate with appropriate records.
- **CO-PO-PSO-PEO mapping & Course Articulation matrix for Even semester courses** report submission **deadline :10.02.2021**

K. Allee 20/1/21
IQAC COORDINATOR

J. Praveen
20/1/2021

PRINCIPAL

ACADEMIC YEAR - 2020-21 (EVEN sem)
IQAC

SPOKEN TUTORIAL WORKSHOP PLAN

| Department | Year | | |
|------------|-----------|------------|----------------|
| | II Yr. 19 | III Yr. 18 | IV Yr. 2017-21 |
| CIVIL | GIMP * | Blender * | Blender |
| CSE | PHP MySQL | Blender | Latex |
| ECE | GIMP | Latex | eSim |
| EEE | eSim * | eSim * | GIMP |
| MECH | GIMP | Blender | Blender |

Course Description

| Course | Application |
|------------|---|
| GIMP | Graphics art and design software application for the editing and creation of original images, icons, graphical elements of web pages and art for user interface elements. Useful for all graphic related work. Open source equivalent of Photoshop . |
| Blender | Open source equivalent to Maya and 3DMax. Useful to create 3D Animation for Architecture & Animation students |
| PHP My SQL | Package for developing interactive websites and establishing back-end connectivity with a database - Famous websites using PHP include Facebook, Google, and Wikipedia |
| Latex | LaTeX is a typesetting software for preparing reports, letters and presentations - specially useful for persons engaged in writing/publishing documents from science/ arts/ commerce fields. |
| Arduino | Arduino is open source hardware, software and micro-controller based kit. It is used for building digital devices and interactive objects that can sense and control physical devices |
| eSim | eSim (previously known as OScad / FreeEDA) is an open source EDA tool for circuit design, simulation, analysis and PCB design. It is an integrated tool built using open source software such as KiCad |

Schedule

20.01.2021 & 21.01.2021 - II Year classes
 21.01.2021 & 22.01.2021- III Year classes
 22.01.2021 & 23.01.2021- IV Year classes

Note :

1. Workshop content (AV files) will be posted at Google classroom. IQAC department members to ensure students download files and ready to undergo workshop.
2. IQAC department members to ensure students are undergoing workshop on the scheduled days and submit report.

K. Allee 18/1/2021
IQAC COORDINATOR


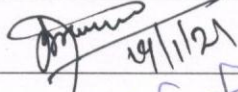
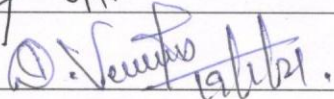
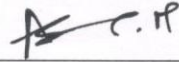
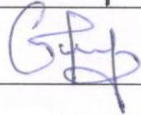
J. Praveen
 18/1/2021
PRINCIPAL



ACADEMIC YEAR 2020-21

IQAC Department Members Meeting

Meeting Attendance - Jan'21

| IQAC Members | Signature |
|------------------------------|---|
| Mr.K.Arun/Civil |  19/1/21 |
| Mr.R.SriramKumar/CSE |  19/1/21 |
| Ms.D.Vennila/ECE |  19/1/21 |
| Mr.S.R.Karthikeyan/EEE | S. R. Karthikeyan 19/01/2021 |
| Mr.M.Aswin /Mech |  C. M |
| Mr.G.Jeyakrishnan/Maths(S&H) |  |
| Ms.K.Abhirami | |
| PRINCIPAL | |



ACADEMIC YEAR – 2020-21 (ODD sem)
Staff Council Meeting-VII
Minutes of Meeting

07.01.2021

Principal convened **Staff Council meeting VII** for the academic year on **06.01.2021** between **2.00 pm and 4.10 pm** at Conference Hall with the following agenda.

Agenda

- | | |
|--|---|
| <ul style="list-style-type: none"> • Department Target & Action Plan • UG – IV Year classes <ul style="list-style-type: none"> ○ Project review report ○ Absentee followup • I Year classes(UG) <ul style="list-style-type: none"> ○ CAT –I performance analysis ○ Class committee meeting report ○ Counseling report ○ Absentee followup | <ul style="list-style-type: none"> • PG-I Year classes activities • Preparatory works - II, III year classes • Tracking of Add-On Courses execution • Action Plan & Execution – all incharges (department & institute level) • T&P activities • Fee collection status • Other (if any) |
|--|---|

Principal appreciated the in-charges of the following initiatives that were made during the month of Dec'20.

- **MoU with Three Dots Innovation LLP, Thanjavur** on 29.12.2020. MoU executed will facilitate R&D projects, Student project works, converting product ideas into real time products, technical training etc.
- **Women's Cell & POSH Cell webinar on "Gender Sensitization"**, by Dr.N.Manimekalai, Director & Head, Department of Women studies, Bharathidasan University, Trichy on 27.12.20
- **ISTE staff chapter webinar on "Outcome Based Teaching Learning"**, by Dr.K.S.Giridharan, ASP, Department of Engineering Education, on 29.12.20
- **POSH Cell & Women's Cell webinar on "Sexual Harassment Awareness and Prevention"** on 29.12.20 by Tmt.P.Sudha, Secretary/Sub Judge, District Legal Services Authority, Thanjavur.
- **Academic Center** status has been granted by IIT, Bombay for initiating Spoken Tutorial Training, a part of **National Mission on Education through ICT, MHRD, Govt. of India.**

Department Target & Action Plan

Departments to include individual target assigned during Staff Review Meet. Swayam/NPTEL courses, Book publication, Consultancy initiatives, Industry linkages, Research initiatives to be included in appropriate column in the format. Book publication initiatives will be coordinated by Dr.S.Sivakumar, Vice-Principal. Updated Department target and action plan to be submitted by all departments.

Deadline : 11.01.2021.

Members present

VP

HODs CIVIL, CSE, ECE, EEE, MECH, S&H

Project Officer

Academic Coordinators – S&H, EEE

IQAC Coordinator

J. Bonnetani
07/04/2021

PRINCIPAL



ACADEMIC YEAR 2020-21

STAFF COUNCIL MEETING

Attendance(06.01.2020)

| S.No | Staff Name | Designation | Signature |
|------|----------------------------|----------------------------|--------------------------------|
| 01 | Dr.J. Arputha Vijaya Selvi | Principal | J. Arputha Selvi 6/1/2021 |
| 02 | Dr.S.Sivakumar | VP | S. Sivakumar 6/1/21 |
| 03 | Dr.T.Shanthi | Project Officer | T. Shanthi 6/1/20 |
| 04 | Ms.R.Revathi | HOD/Civil | R. Revathi 6/1/21 |
| 05 | Dr.S.M.Uma | HOD/CSE | S. M. Uma 6/1/2021 |
| 06 | Ms.Mangaiyarkarasi.N | HOD/ECE | M. Mangaiyarkarasi 6/1/2021 |
| 07 | Dr.Albert Martin Ruban | HOD/EEE | A. Martin Ruban 6/1/21 |
| 08 | Dr.T.Pushparaj | HOD/MECH | T. Pushparaj 6/1/21 |
| 09 | Dr.V.Sureshkumar | HOD/S&H | V. Sureshkumar 6/1/21 |
| 10 | Ms.T.Gnanajeya | Academic Coordinator/I yr. | T. Gnanajeya 6/1/2021 |
| 11 | Mr.R.Sundara Moorthi | Academic Coordinator/EEE | R. Sundara Moorthi 6/1/2021 |
| 12 | Ms.K.Abhirami | IQAC/Coordinator | K. Abhirami 6/1/21 |
| 13 | Ms.R.Ponni | ISO Coordinator | - |
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