



**ACADEMIC YEAR 2018-19 (EVEN SEMESTER)
INTERNAL QUALITY ASSURANCE CELL**

ACTION PLAN

December	
Activity	Objective
AQAR submission (3 years)	Self-evaluation cum submission mandate of NAAC
Department activities (2018-19 Odd semester)	Progression identification
Scheduling of Programmes 1. Spoken Tutorial workshop (Students, Staff) – 2 sem 2. Virtual Lab session	Promotion of Technical skills & ICT enabled session
Tracking of 1. ICT enabled classes (Department staff awareness) - Conduct of NPTEL session & evaluation 2. SWAYAM & NPTEL course registrations (staff & students)	
January	
Conduct of Spoken Tutorial Workshop (IV, III, II Yr. classes)	Technical Skill enrichment for students
Virtual Lab Sessions	Content Beyond syllabus for lab sessions
February	
Stakeholder interaction Session by renowned Alumni	Sharing of experience by Alumni by students and guidance
March	
Exit survey – IV Yr. Students	Stakeholder feedback
Consolidation report on conduct of CDC & KDC classes (2018-19)	Effectiveness identification
April	
Internal seminar session enhancing use of technology in teaching	Promotion of use of technology in teaching-learning practices
May	
Analysis reports • Stakeholder interactions • Student achievements • Staff achievements • Department progression	Identification of current status, aiding for future plan

K. Collee 14/12/18
IQAC COORDINATOR

J. Praveen 14/12/18
PRINCIPAL



ACADEMIC YEAR 2018-19

06.12.18

PROGRAMME ADVISORY COMMITTEE

The Programme Advisory Committee (PAC) is constituted with the goal of incorporating necessary components in the *Curriculum Implementation, Programme Assessment, Quality Improvement* and *Overall Development* of the Department.

Composition

- Academic Experts from IIT / NIT/ reputed higher learning institutes
- Industry experts
- Alumni
- Professional society member
- Head of the Department
- Programme Coordinator

Objective

- Monitor and provide recommendations for progress of the programme.
- Provides guidelines / suggestion in articulation, refinement of Programme Educational Objective(PEO), Programme Outcome(PO), Course Outcome(CO) attainment.
- Review and recommend improvements to instructional and course delivery strategies to optimize student learning experiences and outcomes.
- Assist, as appropriate, with the programme review process.
- Strengthen educational partnership and strategic linkages between University / Industries.
- Identify thrust areas and promote Research & Development activities.

Role (External Members)

1. Academicians, Professional society member

- Review and provide suggestions on the Departmental progress for the year.
- Consider and recommend guidelines for attainment of CO, PO.
- Consider and recommend approval of PEO, PO and CO attainment.
- Review instructional delivery strategies and recommend for incorporation.

2. Industry Expert, Alumni

- Provide suggestions for the Value addition initiatives to bridge curriculum gaps.
- Support establishing linkages with industries and other bodies.
- Provide suggestions for overall advancements

Roles and responsibilities (Internal Members)

- Formulate and recommend for approval
 - Value addition initiatives like Guest lecture, Seminar, Workshops, VAC, Online Courses, My Credit courses, Industrial visits etc.
 - Professional and Career Enhancement (PCE) skills for the courses
 - Strategies to optimize student learning experiences and outcomes.
 - PEO, PO, CO attainment for the courses and batches as appropriately.
Guide the department and ensure stated objectives as attained.
- Review and assess the objective attainment of all student enrichment initiatives (including Professional society activities, Project works etc.)
- Review reports on the achievements of students and staff members of the department, recommend for external review and submit to Principal for Governing Council appraisal.
- Identify opportunities for academic partnership with academia and industries.

J. Prasad
6/2/14
PRINCIPAL



ACADEMIC YEAR 2018-19

06.12.18

CIRCULAR

With the objective of formulating strategies for academic progression & assessing the attainment level, we are constituting Programme Advisory Committee & revising the IQAC Composition with effect from 2018-19 (Even Semester) onwards. Members concerned are directed to execute their assigned responsibilities, supported by the department members.

Department	Programme Advisory Committee Programme Coordinator (Internal member)	IQAC Department Member
CIVIL	Mr.S.Kamaraj	Mr.M.Arun
CSE	Ms.K.Abhirami	Mr.R.Sriramkumar
ECE	Mr.R.Balakrishnan	Ms.D.Vennila
EEE	Dr.S.Sivakumar, VP	Mr.S.R.Karthikeyan
MECH	Mr.S.Giridharan	Mr.J.Prince Jerome Christopher
S&H	Dr.A.L.Kavitha (Phy & Chem) Ms.T.Gnanajeya (Maths) Mr.K.Albert Lawrence(Eng.)	Mr.J.Jeyakrishnan

IQAC Advisors

- Dr.D.Kumar, Prof/ECE, KCE, Thanjavur
- Dr.V.Violetjuli, HoD/ECE, Periyar Maniammai University, Vallam, Thanjavur
- Mr.S.Baskaran, Vice-Principal, Kuppam Engineering College, AP (External member)

In this regard, Departments are requested to identify and get consent from the following categories and submit details.

- Academic Experts from IIT / NIT/ reputed higher learning institutes
- Industry experts
- Alumni
- Professional society member

Deadline : 21.01.19

Meeting will be convened with the PAC members (internal) and IQAC members on 14.12.18.

J. Princy
6/12/18
PRINCIPAL

Copy to:

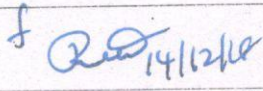
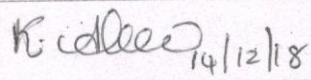
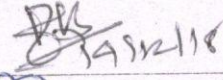
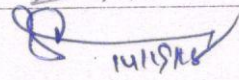
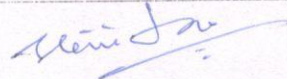

1. Secretary
2. VP
3. All HoDs
4. Members concern


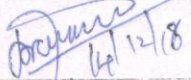
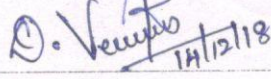
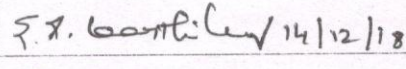
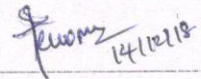
Encl:

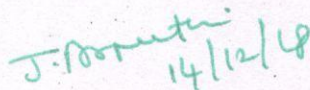
1. About Programme Advisory Committee

ACADEMIC YEAR 2018-19

Meeting Attendance

Department	Programme Advisory Committee Programme Coordinator (Internal member)	Signature
CIVIL	Mr.S.Kamaraj	 14/12/18
CSE	Ms.K.Abhirami	 14/12/18
ECE	Mr.R.Balakrishnan	 14/12/18
EEE	Dr.S.Sivakumar, VP	 14/12/18
MECH	Mr.S.Giridharan	
S&H	Dr.A.L.Kavitha (Phy & Chem) Ms.T.Gnanajeya (Maths) Mr.K.Albert Lawrence(Eng.)	 14/12/18

Department	IQAC Department Member	Signature
CIVIL	Mr.M.Arun	 14/12/18
CSE	Mr.R.Sriramkumar	 14/12/18
ECE	Ms.D.Vennila	 14/12/18
EEE	Mr.S.R.Karthikeyan	 14/12/18
MECH	Mr.J.Prince Jerome Christopher	 14/12/18
S&H	Mr.J.Jeyakrishnan	


14/12/18

PRINCIPAL