

Meeting: 08

CIRCULAR

All Staff Meeting is Scheduled on 9/12/22 at 11.25 AM in Conference Hall. The agenda of the Meeting is as follows.

\* To Confirm the Minutes of the last Meeting held on 19/10/21

\* Discussion about Teamwork, work execution, Cooperation and Coordination among faculty Members

1. Learning outcomes - CO, PO, PSO attainment

2. Research and Publication

3. Coaching plan for Slow learners and Advanced learners.

4. Funding Proposals and Patent.

5. Teaching learning - Tools and Pedagogy.

6. Faculty to attend FDP in latest technology.

7. Preparation of documents for NBA, NAAC according to TIER I format.

8. Event Conduction - Preplan & Post Plan Schedule.

9. Leave and Permission - weekend.

10. Students Discipline and Dress Code.

11. Staff Dress Code.

12. Mobile Usage - In Campus.

13. Students Project - Interdisciplinary.

14. Visit to library - daily

15. Review of activities - Jan 2022 - Dec 2022.

PRINCIPAL / IDAE CHAIRMAN.

Circulated to

1. All Dept. HOD's

2. IDAE Department Incharges

3. file.

9/12

## Minutes of the Meeting

Item NO. 1: Learning Outcomes - CO, PO and PSO attainment

- Discussion of the procedure to be followed for CO, PO and PSO attainment in Outcome Based Education.
- Course outcomes attainment are measured using Direct Assessment & Indirect Assessment.
- For Tier I Autonomous institution, Criteria 5 weightage has been increased to 170 (previous 120).
- Direct Assessment includes exams, Project, Assignment, Quiz, Seminar, NPTEL [60:1 + 40:1]
- Indirect Assessment includes Survey (Stakeholders), Workshop, Seminar participation, Training.

Item NO 2:

- To increase the citations in referred publications and improve the h-index.
- Faculty members should be aware of the Quartile Journals. (Q<sub>1</sub>, Q<sub>2</sub>, Q<sub>3</sub>, Q<sub>4</sub>), irrespective of Scopus and ISI Journals.

Item NO 3:

- Coaching plan for slow learners should be executed perfectly.
- Special focus on slow learners to get through the papers.
- Motivate advanced learners to attend Workshop, Seminar,

Item NO 4:

- All Doctorates should apply for fund proposals.
- To get <sup>innovative</sup> idea from students and convert into patents.

Item NO 5:

- Faculty should plan the course delivery with

ICT tools and preparation of E-Content for all Subjects.

Item No 6:

- \* Faculty Members Should attend FDP in the latest emerging Technologies
- \* Also Interdisciplinary Titles workshop / Seminar / Papers to be attended.

Item NO 7:

\* Pertaining to the documents for NBA, NAAC, ISO, the formats as per TIEE 1 format to be followed

\* Course Material Arrangement

\* Co-PO Mapping

\* Co Assessment.

\* Preparation of Comprehensive Course plan.

Item No: 8:

During event Conduction the formal procedure should be followed by all departments.

Item NO 9:

leave and permission should be availed only if required during week ends & Start of the week.

Item NO 10:

To Monitor Students Discipline and dress Code.

Item NO 11:

Faculty Members (Gents and ladies) should follow proper dress Code assigned during class hours.

Item NO 12:

\* Mobile Usage among faculty members should be followed only if necessary.

Item NO 13:

\* Students Major project during 8th Semester should be planned with interdisciplinary Concepts.

Item NO 14:

• Faculty members and Students should regularly visit library and make use of the Books / Journals.

Item NO 15:

• Students should be continuously motivated to carry out their participations in extra-curricular and Co-curricular activities

PRINCIPAL, IDAC CHAIRMAN.

Members Present:

1. Prof. Priyadash / Prof - IIT
2. Mr. M. Nivetha / AP / AIQDS ML 9/12/22
3. G. Vshadeni, AP / AIQDS 9/12/22
4. R. Dhaaraani, AP / AIQDS R.D 9/12
5. Dr. S. Manikandan Prof & Head, IT 9/12
6. Dr. B. Kiran Reda Hod - AIQDS - 9/12
7. J. Prasadhareshwari, AP - IT 9/12/22
8. S. Rajeswari, AP / IT 9/12/22
9. R. Gayana AP / IT R. Gayana 9/12/22
10. S. Jagadeeswarar AP / AIQDS 9/12/22
11. Dr. S. Iktus Prof / EEE - 9/12/22
12. Dr. R. ILANKO Prof / EEE - 9/12/22
13. P. KARTHIKEYAN AP / EEE - 9/12/22
14. N. Premalatha AP / Eng - 9/12/22
15. M. Karunakaran AP / English - 9/12/22
16. A. Subramaniga Siva, AP / EEE - 9/12/22
17. R. Ravindran, AP / English - 9/12/22
18. B. Dhanraj AP / MBA 9/12/22
19. S. Keerthana AP / MBA S. Keerthana 9/12/22
20. R. Kowsalva T&P - 9/12/22
21. V. Venkatesh T&P - V. Venkatesh 9/12/22

- 23) G. Kishor Kumar - G.K. 9/12/22
- 24) S. pooja - S. Pooja 9/12/22
- 25) K. RAJASHREE - K. Raju 9/12/22
- 26) R. Bagavathiyammal - R. P. 9/12/22
- 27) R. PANDIARAJAN - P. 9/12/22
- 28) A. Faizan Begam - A. Faizan 9/12/22
- 29) A. DURGADEVI - A. Durga 9/12/22
- 30) M. Thamarai Selvi - M. Thamarai 9/12/22
- 31) B. Rajeswari - B. Rajeswari 9/12/22
- 32) K. Chellammuthu - K. Chellammuthu 9/12/22
- 33) I.M. Nithya - I.M. Nithya 9/12/22
- 34) Surya G - Surya G 9/12/22
- 35) N.R. Niyaraja - N.R. Niyaraja 9/12/22
- 36) M. Kalavani - M. Kalavani 9/12/22
- 37) S. Rajapriya - S. Rajapriya 9/12/22
- 38) Dr. H. Sundarasan - Dr. H. Sundarasan 9/12/22
- 39) Dr. B. Viswanathan - Dr. B. Viswanathan 9/12/22
- 40) S. Saranya - S. Saranya 9/12/22
- 41) K. Revathi - K. Revathi 9/12/22
- 42) P. JANET MARY ROBERTA - P. Janet Mary Roberta 9/12/22
- 43) J. Jagiz Evelyn - J. Jagiz Evelyn 9/12/22
- 44) Dr. S. Neelavandana - Dr. S. Neelavandana 9/12/22
- 45) G. Gabriel Sambhosh Kumar - G. Gabriel Sambhosh Kumar 9/12/22
- 46) F. Vivek - F. Vivek 9/12/22
- 47) D. BALRAJ - D. Balraj 9/12/22
- 48) R. RAJASWAR - R. Rajaswar 9/12/22
- 49) R. KAMARAJ - R. Kamaraj 9.12.22
- 50) ~~P. Senthil~~ P. Senthil 9.12.22
- 51) J. Roselin Suganthi AP/ECE - J. Roselin Suganthi AP/ECE 9/12/22
- 52) A. VIDYA AP/ECE - A. Vidya AP/ECE 9/12/22

- 53) A. Balakrishnan / ECE
- 54) R. Balamurugan / ECE
- 55) M. Karthick / ECE
- 56) R. MAHIMA / ECE
- 57) Dr. M. Maheswari / ECE
- 58) S. SYED HUSAIN / ECE
- 59) V. BRINDA / ECE
- 60) Dr. Jeffrey Daniel D
- 61) H. Ramakrishnan
- 62) S. Sivananthan

- ~~A. Balakrishnan~~
- ~~R. Balamurugan~~
- ~~M. Karthick~~
- 9/12/22 ~~Dr. M. Maheswari~~
- 9/12/22 ~~S. Syed Husain~~
- 9/12/22 ~~V. Brinda~~
- 9/12/22 ~~Dr. Jeffrey Daniel D~~
- 9/12/22 ~~H. Ramakrishnan~~
- 9/12/22 ~~S. Sivananthan~~