

# Internal Quality Assurance Cell



Nandha Engineering College

Name of the meeting: Heads Meeting			Number: 2023-24/ 23	
Date	20.03.2024	Time	10.00am to 12.30 pm	Venue: Board Room

## Minutes of the Meeting

- > The minutes of the 22<sup>nd</sup> meeting were confirmed with the discussion on academic reviews and disseminated the vision and mission of the institute.

Category	Points discussed	Responsibility	Target Date
<b>Action items</b>			
NPTEL/ SWAYAM	Reviewed the NPTEL course exam registration status and due to NBA compliance visit, faculty members of CSE,ECE and IT departments are asked either to drop the examination or to attend the examination based on their HoDs' recommendation.	All HoDs	Continuous
Budget	Budget Proposal form was approved by the management. Different colours were chosen for recurring, nonrecurring & events approval. If any expenditure met, bill settlement must be completed within 3 working days. Principal insisted the finance committee in charge to submit the consolidated budget on 25.03.2024.	All HoDs	25.03.2024
Staff Club	Selection of office bearers for staff club was planned to call for nomination. Decided to create two bank accounts namely Staff club account & Staff welfare account for staff club.	All Faculty & Staff	Continuous

Batch wise magazine	Informed to include all the contributions from the first year onwards for the preparation of the 2024 batch students' magazine. HoDs are advised to submit the same on or before 22.03.2024.	All HoDs	22.03.2024
Student Exit Survey	Principal informed IQAC to collect Student Exit Survey for 2024 passed out batch through online on or before 20.04.2024.	All HoDs	20.04.2024
Student Council	Principal insisted IQAC to plan for a student council for the collection of common views and feedback at the institute level.	All Faculty	Continuous
Result Analysis	III Year CAT-1 result analysis was reviewed and faculty members were advised to modify the teaching learning process. Before the CAT examination, HoDs were instructed to check the question paper.	All HoDs	Continuous
Strategic Plan	Strategic plan should be completed on or before 10.04.2024. HoDs are requested to support the framing of strategic plan for next three years.	All HoDs & IQAC	10.04.2024
Placement & Training	Placement statistics of 2024 batch were reviewed. Principal informed the HoDs to support the students in completing the certification course as required by the companies. Private vendors cannot train the students within 45 days. It was insisted to categorize the students based on their skills and to give them training.	All HoDs	Continuous
NIRF	Principal insisted IQAC team to present the parameters of NIRF for the last two years and to facilitate those parameters with different input.	IQAC	Continuous
AQAR	Planned to submit AQAR on or before 19.04.2024 based on the strategic plan parameters	IQAC	19.04.2024
CiPD	Decided to organize Hackathon in the fourth week of April. The Below mentioned faculty members will be the coordinators of the Hackathon & Coding club:	CiPD	29.04.2024

	Coding club incharge – Dr.S.Prabhu, HoD/CSE(CS) Non circuit branch Hackathon – Mr.Rajasekaran, AP/Chemical Circuit branch Hackathon – Dr.R.Murugasami, AsP/ECE Heads were informed to submit IIC Q1 & Q2 Report on or before 30.03.2024.		
BoS	HoDs were informed to conduct PAC 3, PAC 4 and DAB 2 meetings before the conduct of the Board of Studies Meeting and submit the PAC and DAB minutes to IQAC on or before 22.04.2024.	All HoDs	22.04.2024
MoU	HoDs are insisted to sign at least three MoU's per year with reputed industries to satisfy the NAAC and NBA norms.	All HoDs	Continuous
R & D	Discussed the Research and Development activities from January 2023 to December 2023. Principal Insisted the R&D Dean to organize brain-storming sessions for research input and also to make them meet the target in the forth coming year without any reason.	R&D Dean & All HoDs	Continuos

#### Information Items

- ❖ Assign the Course Co-ordinator for the computing courses like Problem Solving and C Programming, etc and also allocate the Alumni as industry alumni for BoS Meeting.
- ❖ Every department is asked to encourage at least 5 transdisciplinary projects and also asked to facilitate participation in NIRF ranked institutions.
- ❖ Invite good calibre experts for academic activity/ training with decent payments. Planned to conduct OBE session before BoS meeting with outside experts through CLD.
- ❖ Faculty funding proposal submission not appreciable. Make them to send more proposals with good quality.
- ❖ Head of the MBA department is informed to identify the international university for academic lectures.

- ❖ Monthly once HoDs are asked to present the PPT with photographs and keynotes.
- ❖ Faculty members who are willing to apply for Ph.D registration are informed to get prior approval from the management.
- ❖ Cultural fest & Annual Day committee members are revised based on the NBA Compliance visit.
  
- ❖ Annual day & Cultural fest Co-ordinators are informed to circulate the announcement of the time schedule and send a group message to all routes through transport office.
- ❖ Synetics'2024 is planned on 25.03.2024 & 26.03.2024. Insist the students to maintain proper discipline. After the function, bill settlement must be completed within 3 working days.
- ❖ All the faculty members are instructed to come in proper dress code. Faculty members are to be called for actions, who are misusing the facility.
- ❖ Industrial Visit norms are to be followed for IV. Always plan the Industrial Visit at week ends.

*K. J. N. S. H.*  
*21/3/24*  
Principal

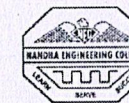
**Copy To: Secretary NEI for Information**

All HoDs

All faculty, File

# Internal Quality Assurance Cell

Nandha Engineering College



Name of the meeting: Heads Meeting				Number: 2023-24 / 24
Date	04.04.2024	Time	10.00 am to 12.30 pm	Venue: Board Room

## Minutes of the Meeting

- The minutes of the 23<sup>rd</sup> meeting were confirmed with the discussion on academic reviews and disseminated the vision and mission of the institute.

Category	Points discussed	Responsibility	Target Date
<b>Action items</b>			
Academics	<ul style="list-style-type: none"> <li>• HoDs are insisted to make awareness on relative grading among faculty members and students. OBE &amp; NEP must be included in the CAT exam question paper.</li> <li>• Number of absentees for CAT examination is to be reduced and the faculty members are advised to evaluate the CAT paper within 3 days.</li> <li>• Third year subject handling faculty members are informed to complete the CAT exam syllabus before 20.04.2024</li> </ul>	All Faculty members	20.04.2024
One Credit Course	<ul style="list-style-type: none"> <li>• It is informed to get approval from Academic dean for the one credit Course and also to identify reputed Industries for the course conduction. Course duration must be more than 30 hours.</li> <li>• Common guidelines are to be framed to conduct one credit course/Value added Course.</li> </ul>	Dr.E.K.Mohanraj	Continuous
Examiner Panel	<ul style="list-style-type: none"> <li>• Examiner Panel for Practical course and Viva-Voce Examination should be identified from NIRF ranked institutions.</li> <li>• Feedback should be collected from external examiners regarding infrastructural requirements and faculty in Competency.</li> </ul>	CoE	Continuous

Final year Project	Faculty members are instructed to encourage for publishing their final year project in Scopus indexed journals by all project batches and for applying patents by few batches.	All faculty members	Continuous
Faculty Cadre & Faculty Student Ratio	HoDs are insisted to ensure Faculty-Student Ratio (FSR) of 1: 20 and a cadre ratio of 1: 2: 6 for single intake and to distribute workload evenly among all faculty members.	All HoDs	Continuous
Placement & Training	<ul style="list-style-type: none"> <li>Discussions are held regarding the eligibility criteria for Certification-based Hiring companies and training activities. The statistics of ACCENTURE iASPIRE are reviewed and Cognizant Skill Specific Hiring Certifications are discussed.</li> <li>HoDs are informed to monitor the training of students and to collect feedback on both the training content and trainer.</li> </ul>	All HoDs	Continuous
CAT Examination	<ul style="list-style-type: none"> <li>Third year CAT2 exam is scheduled between 22.04.24 and 27.04.2024.</li> <li>IV year end semester examination is scheduled between 29.04.2024 and 04.05.2024.</li> </ul>	All faculty members	22.04.2024
R & D	<ul style="list-style-type: none"> <li>Physics research centre will be approved shortly.</li> <li>A common renewal for all research centres is planned in the month of June.</li> </ul>	All faculty members	Continuous
NIRF	<ul style="list-style-type: none"> <li>Heads are informed to conduct meeting for Non-Ph.D. faculty members to address their problems and requirements.</li> <li>Our college requires 800 Scopus/WOS paper to attain NIRF ranking in 2024.</li> </ul>	All HoDs	Continuous
CLUB Activities	<ul style="list-style-type: none"> <li>Principal has informed to upload the website link after uploading office bearers of all clubs.</li> <li>The club activities must be carried out with outcome based learning by getting student's feedback. The club should define the objectives, yearly plan and all activities in the beginning of the academic year itself.</li> <li>Principal has insisted not to swap of the students within the club and not to force the students to choose any particular club. No other activities like Industrial visit are allowed on club activity days.</li> </ul>	Dr.P.Jamuna	Continuous
CiPD	<ul style="list-style-type: none"> <li>HoDs are informed to submit weekend report of Q1 &amp; Q2 activities. Principal has insisted on fixing common periods to conduct meeting for various cell co-ordinators.</li> </ul>	All HoDs	10.04.2024

	<ul style="list-style-type: none"> <li>• Heads should schedule their classes during the second period to allow the first period for department rounds.</li> </ul>		
NBA	Principal has informed the heads of Agri & MBA departments to prepare the NBA documents for 2023-24. NBA Common Criterion In charges are as follows : Criteria VIII – Mr.R.Thiruneelakandan and S&H team Criteria IX – ECE & CSE Criteria X – EEE & MECH Display board – IT	AGRI & MBA	23.04.2024
Academic Audit	Principal has informed IQAC to conduct academic audit with external members.	IQAC	Continuous
NBA PPT	Principal has informed Dr.E.K.Mohanraj to prepare schedule for NBA visit of AGRI & MBA.and to assign faculty members from CIVIL, CHEM and BME departments as Co-coordinators in various committees.	Dr.E.K.Mohanraj	19.04.2024
Admission	Principal has urged Dr.C.Siva to release the results of the NST 2024 as soon as possible, as the admission process is in progress.	Dr.C.Siva	Immediate
Staff Club	Principal has insisted on appointing two secretaries and one senior member of the college as president of staff club. Regardless of the designation/Seniority, any faculty/staff can join as office bearers of the staff club.	Dr.M.Easwaram oorthi	Continuous

#### Information Items

- ❖ Dean /Autonomous has to ensure that the relative grading modification in theory, Laboratory and Embedded course will be amended in the forthcoming results.
- ❖ Retest will not be conducted to all the students. Retest will only be conducted for students those who get permission during their regular CAT examination.
- ❖ At the end of the CAT examination, a format will be circulated which includes number of absentees and retest recommendation details.
- ❖ More faculty members are not in proper dress code. HoDs should instruct them to come in proper dress code.
- ❖ Faculty members are instructed not to avail pre planned leave during their laboratory courses.
- ❖ Faculty members are informed to use 'Program Approval Form' for attending and organizing activities.

- ❖ Departments should provide domain training for Resume preparation, Letter writing, Passage writing, etc., during the first 7 days of every semester starting from third semester onwards.
- ❖ Practice of Industry linked activities run through IIP will be headed by Dr.M.Easwarmoorthi and Dr.P.Sukumar.

*K. S. S. S.*  
19/14/2019  
Principal

Copy To: Submitted to Secretary / NEI for Information

All HoDs

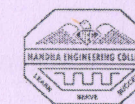
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# Internal Quality Assurance Cell

Nandha Engineering College



Name of the meeting: Heads Meeting			Number: 2023-24/ 25	
Date	16.04.2024	Time	10.00am to 01.30 pm	Venue: Board Room

## Minutes of the Meeting

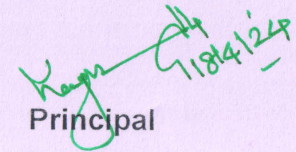
- The minutes of the 24<sup>th</sup> meeting were confirmed with the discussion on academic reviews and disseminated the vision and mission of the institute.

Category	Points discussed	Responsibility	Target Date
<b>Action items</b>			
Admission	HoDs are informed to allocate a faculty per department for admission process. Average cut-off mark is expected at least 5 marks higher than the last year.	All Faculty	Continuous
Campus Cleanliness	Faculty members are advised to instruct the students regarding class room and other utility area cleanliness and also insist them to come in proper dress code.	All Faculty	Continuous
Placement & Training	TCS NQT Registration last date is extended up to 25.04.2024. Principal insisted to push the creamy layer students for higher packages and informed to keep the profile of the student while they are going to attend the drive. Mobilize them through our college transport for off- campus drive.	HoDs & Placement Team	25.04.2024
CoE	<ul style="list-style-type: none"> <li>➤ Decided to enter the marks in the front page of the answer booklet.</li> <li>➤ Planned to Include CO wise mark entry column in the answer booklet.</li> </ul>	All HoDs	Continuous

Academics	Revised academic schedule for UG and PG program is circulated. Principal insisted academic dean to analyze the result and create a systematic plan for the success of the examinations (CAT & End sem).	Dr.E.K.Mohanraj	Continuous
IIC	IIC-Q1 & Q2 activities reports were uploaded. HoDs are instructed to complete IIC Q3 activities such as Celebration activities, self driven activities at least 2 per department.	Dr.M.Easwaramoorthi & All HoDs	Continuous
BoS	Decided to conduct BoS meeting for this semester in the second week of May 2024. All departments BoS Chairman are informed to conduct PAC and DAB meeting as per the schedule.	All HoDs	15.05.2024
Strategic Plan	Core team has presented the various parameters of strategic plan and target for the academic year 2024-2025 & 2025-2026.	All HoDs	Continuous
Research & Development	Faculty members are insisted to complete the following work before October 2024 : 3 Publications/faculty/year with minimum of 10 Citations, Project Proposal with minimum of 10lakhs should be submitted by Ph.D holding faculty members to various funding agencies, Ph.D pursuing & not registered faculty members must submit seminar/ workshop proposal with minimum amount Rs.25,000 and Consultancy of Rs.25000/faculty/year.	All Faculty	Continuous
NBA	NBA peer team visit for Agriculture Engineering and MBA program is scheduled on 03.05.2024, 04.05.2024 & 05.05.2024.	AGRI & MBA	03.05.2024

## Information Items

- ❖ Faculty members are insisted to furnish regular follow-up for the fees collection. Admission related queries may be shared with administrative officer immediately.
- ❖ Final year projects must be published either in the Scopus indexed journal/Conference or to be applied for patent.
- ❖ Faculty members are informed to keep on addressing in the class for dress code and safety measures.

  
Principal

**Copy To:** Secretary NEI for Information

All HoDs

All faculty, File