


NANDHA ENGINEERING COLLEGE (AUTONOMOUS) Erode, Tamil Nadu		NEC/ 2023-2024/ IQAC/ 01	Academic Year: 2023 – 2024 Venue: Board Room
Heads meeting is scheduled at 2.30 pm on 11/07/2023 at Board Room to discuss the following Agenda. All the stakeholders are requested to attend the meeting.			
Agenda :			
S. No.	Points for Discussion		
1.	Welcome address		
2.	Review of previous meeting held on 04.07.2023 : 2.30 pm – 2.40 pm		
3.	Discussion on Placement statistics, action taken report for the feedback received from company persons, Final year Training, III year classes - 2.40 pm – 2.55 pm		
4.	Discussion on academic activities – 2.55 pm to 3.15 pm <ul style="list-style-type: none"> • Faculty Industry Training • NPTEL Registration & Course Exemption • Academic Course file & I files audit • Malpractice • Disposal of condemned items • PAC Meeting & Minutes 		
5.	Discussion on NBA readiness AGRI & MBA, NBA prequalifier submission for BME, CIVIL- 3.15 pm to 3.30 pm		
6.	Discussion on Research & Development activities - Publications, Proposals, Research grant, MoUs and activities through MoUs - 3.30 pm to 3.45 pm		
7.	Discussion on Infrastructure requirements - 3.45 pm to 4.00 pm		

***Heads shall bring the following documents while coming for the meeting**

- Placement status, Feedback and ATR
- MoU Activities
- Student Exit Survey Report
- News letter/Magazine


IQAC DIRECTOR


PRINCIPAL

	NANDHA ENGINEERING COLLEGE (AUTONOMOUS) ERODE INTERNAL QUALITY ASSURANCE CELL	Ref. No. NEC/IQAC/23-24/MOM/01
		Prepared by: Dr.M.Muthukumar, Prof./Mech-IQAC Ms.Logeswari, AP/ECE Issued by : Dr.N.Rengarajan, Principal Dr.J.Senthil, IQAC Director Issue Date : 14.07.2023
	MINUTES OF PRINCIPAL MEETING	Page Number: 1 of 4

Date: 11.07.2023	Time: 11.30 am – 01.30 pm	Venue: Board Room
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PARTICIPANTS OF THE MEETING

Name	Designation	Name	Designation
Dr.N. Rengarajan	Principal	Mr.A.K.Velusamy	AO
Dr.J.Senthil	Director	Dr.M. Easwaramoorthi	HoD/Mech
Dr.S.Arumugam	CEO	Dr.C. N. Marimuthu	Dean/R&D
Mr.K. Pradeep Kumar	HoD i/c/Agri	Dr.K.Manimegalai	HoD/MBA
Ms.M. Parvathi	HoD i/c /AI & DS	Mr.R.Thiruneelakandan	AP/Physics
Ms.M.Dhipa	HoD/BME	Dr.M.Muthukumar	Prof./Mech – IQAC
Dr.N.Subramanian	HoD/CHEM	Dr.S.Sivaramakrishnan	Placement officer
Dr.E.K. Mohanraj	HoD/Civil	Dr.P.Sukumar	Prof./CSE
Dr.R. Murugasamy	AsP/ECE	Mr.U.Shailendran	AP/English
Dr.G.Ramani	HoD/EEE	Ms.G.Sudha	AP/MCA
Dr.C.Siva	HoD/IT	Mr.K.U.Ranjith	AP/AI&DS


MINUTES OF MEETING & ACTION POINTS

Codes: A: Action C: Comment D: Decision R: Recommendation

S.No.	CODE	DESCRIPTION & DISCUSSION POINTS	PERSON RESPONSIBLE	DUE DATE
1		Opening Remarks by the Principal and Director <ul style="list-style-type: none"> Dr. N. Rengarajan, Principal welcomed all for the meeting 		
2		Review of Previous meeting <ul style="list-style-type: none"> Dr.N.Rengarajan, Principal and Dr.J.Senthil, Director reviewed the previous meeting minutes. 		
3	C	Discussion on Placement training <ul style="list-style-type: none"> Dr. Sivaramakrishnan, Placement officer informed the placement drive of Examyly will be on 19-07-2023 and TCS will be in SEP 2023. 		
	A	<ul style="list-style-type: none"> Ms.S.Kavitha, AP/CSE informed the participation faculty members in C-test is less due to academic works. Dr.J.Senthil, Director informed Ms.Kavitha to submit the C-test report next week. 	Ms.S.Kavitha	18-7-2023
		<ul style="list-style-type: none"> Dr.N.Rengarajan, Principal and Dr.J.Senthil, Director 		

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4	D	<p>informed the faculty members to take C-test seriously and to concentrate well on placement training to students.</p>		
	D	<ul style="list-style-type: none"> Dr.M.Eswaramoorthi discussed the method of evaluating industrial training students. Dr.J.Senthil, Director informed to get company assessment. Dr.N.Rengarajan, Principal informed to get the BOS approval in this evaluation process. 		
	A	<ul style="list-style-type: none"> Dr.N.Rengarajan, Principal and Dr.J.Senthil, Director informed Dr.C.Siva to submit the list of IRS subjects after collecting from all Heads. 	DR.C.SIVA	18-7-2023
	D	<p>Discussion on academic activities</p> <ul style="list-style-type: none"> Dr.J.Senthil, Director informed that it is mandatory to undergo industrial training for faculty members. 		
	A	<ul style="list-style-type: none"> Dr. E.K. Mohanraj showed the list of NPTEL non-registered faculty members. Dr.J.Senthil, Director informed to register by the respective faculty members within today 	HEADS OF THE DEPARTMENT	11-07-2023
	A	<ul style="list-style-type: none"> The academic audit will be on 14-07-2023. Dr.J.Senthil, Director informed that the IQAC files will be audited on the same day AN. 	IQAC	14-07-2023
	R	<ul style="list-style-type: none"> Malpractice: Dr.C.N.Marimuthu discussed the malpractice cases by students during end sem exam. Dr.N.Rengarajan, Principal informed to address these issues during Head's presentation to students regularly. Dr.C.N.Marimuthu requested COE to display posters on the malpractices and their punishment in exam blocks / halls. 	HEADS & COE	
A&R	<ul style="list-style-type: none"> Dr.N.Rengarajan, Principal informed that the Lab In-charges and Heads are responsible for the stock in Labs. Dr.J.Senthil, Director informed the heads that the department may have 'Department Library' based on the space availability. 	HEADS OF THE DEPARTMENT		

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5	A	<ul style="list-style-type: none"> Dr.N.Rengarajan, Principal informed to complete PAC meeting within 2 weeks. 	HEADS OF THE DEPARTMENT	24-07-2023
	R	<ul style="list-style-type: none"> Dr.S.Arumugam informed to submit the print out copy of final syllabus to COE after the completion of BOS & AC. He also needed "Board of Examiners" before starting of semester. 		
	D	<ul style="list-style-type: none"> Dr.S.Arumugam informed to conduct RECAT before starting of end semester exam as per Academic calendar. 		
6	D&A	Discussion on NBA readiness (AGRI & MBA) and NBA Prequalifier submission (BME, Chem, Civil)		
	D	<ul style="list-style-type: none"> Dr.J.Senthil, Director informed that internal audit will be on Saturday (15-7-2023) to Agri & MBA. He also informed the heads of BME, Chemical, Civil to complete NBA prequalifier. 	HEADS-AGRI, MBA, BME, CHEM, CIVIL	15-7-2023
6		Discussion on Research & Development activities - Publications, Proposals, Research grant, MoUs		
	C	<ul style="list-style-type: none"> Dr.C.N.Marimuthu informed that the contribution of some departments is less on research work (like paper publications, proposal submissions). 	HEADS-AGRI, CHEM, MBA	
	A	<ul style="list-style-type: none"> Dr.N.Rengarajan, Principal informed Dr.C.N.Marimuthu to submit the list of Scopus paper publications next week. 	Dr.C.N.Marimuthu	18-07-2023
	C	<ul style="list-style-type: none"> Dr.M.Eswaramoorthi informed that only 27 girls students and 1 lady faculty member have submitted idea proposal in MSME Hackathon 3.0. He needed more number of proposals from each department. He also informed to submit the working models for ERO-INTEC at Erode. 	HEADS OF THE DEPARTMENT	



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**MINUTES OF PRINCIPAL
MEETING**

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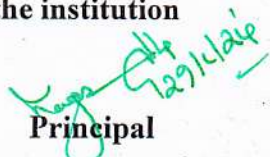
7	Discussion on Infrastructure		
A	<ul style="list-style-type: none">• Dr.N.Rengarajan, Principal discussed the department shifting work in Block 7.• Dr.N.Rengarajan, Principal informed the heads to submit the NEWS LETTER quickly. The Civil, CSE(CS), ECE, EEE, Mech, MBA and BME have only submitted the NEWS LETTER.	HEADS OF THE DEPARTMENT	18-07-2023 18-07-2023
A	<ul style="list-style-type: none">• The student's Exit survey was submitted by ECE, AGRI, BME, CIVIL and MBA only. Dr.N.Rengarajan, Principal informed other departments to submit.	HEADS OF THE DEPARTMENT	
C	<ul style="list-style-type: none">• Mr.A.K.Velusamy, AO informed that the students can pay the tuition fees and other fees thro' online in HDFC and INDIAN BANK PORTALS using links.		
A	<ul style="list-style-type: none">• Mr. A.K.Velusamy, AO informed the heads to give the list of miscellaneous fees of students in 2023-24 odd and even.	HEADS OF THE DEPARTMENT	

IQAC DIRECTOR

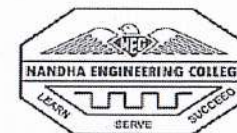
PRINCIPAL

NANDHA ENGINEERING COLLEGE (AUTONOMOUS) Erode, Tamil Nadu		NEC/ 2023-2024/ IQAC/ 20	Academic Year: 2023 – 2024 Venue: Board Room
Heads meeting is scheduled at 2.30 pm on 30/01/2024 at Board Room to discuss the following Agenda. All the stakeholders are requested to attend the meeting.			
Agenda:			
S. No.	Points for Discussion		
1.	Review of previous meeting held on 23.01.2024		(2.30 pm – 2.35 pm)
2.	Academic activities <ul style="list-style-type: none"> • General review of academic activities • NPTEL Jan-Apr course registration status both Faculty and Students • Academic Audit – Course file pending status • Readiness Audit Status • News letter/Magazine • Attendance Proforma for I & II year 		(2.35 pm – 3.05 pm)
3.	IQAC Composition and Activities		(3.05 pm – 3.15 pm)
4.	Placement & Training <ul style="list-style-type: none"> • Accenture Hack Diva 2024 – Women Hackathon • Accenture _ I aspire 2025 Learnathon • Virtusa – Pragyan'2024 Hackathon • Virtusa – Full stack Train the Trainer • Vee Technologies Drive • Webrex Drive • TCS Ninja 		(3.15 pm - 3.30 pm)
5.	NBA <ul style="list-style-type: none"> • Visit dates of AGRI and MBA department. • File preparation of BME, CHEMICAL & CIVIL 		(3.30 pm - 3.40 pm)
6.	Research & Development activities - Publications, Proposals, Research grant, MoUs and activities through MoUs.		(3.40 pm– 3.50pm)
7.	Infrastructure requirements		(3.50 pm - 4.00 pm)
8.	AQAR Portal updation		(4.00 pm - 4.10 pm)
9.	Any other Point <ul style="list-style-type: none"> • 18th Graduation day (2022 batch) • Innovation Day 		

***Heads shall bring the Plans / Actions for expanding the improvement of the institution**


 Principal

Internal Quality Assurance Cell
Nandha Engineering College



Name of the meeting: HoDs				Number: 2023-24/20
Date	30.01.2024	Time	02.30 pm to 04.45 pm	Venue : Board Room

Minutes of the Meeting

- The minutes of the last meeting were confirmed with the discussion on academic reviews and placement statistics

Category	Points discussed	Responsibility	Target Date
Action items			
Academics	HoDs should motivate the students to get internship in Government organizations. Faculty members are advised to set HoT questions/ new experiments in the laboratory.	All Faculty members	Continuous
NPTEL / SWAYAM	The NPTEL Course must be taken up by every faculty and students. The learning of Joy of Computing in Python and Python for data science can be given to students.	All HoDs	05.02.2024
Academic Audit	2022-2023 even semester course file should be submitted by the faculty within 12.02.2024. Otherwise they have to stay back and complete the same.	Relevant Faculty	12.02.2024
Newsletters / Magazine	It is informed that the newsletters/ magazines for academic year 2022-2023 are to be submitted on or before 15.02.2024 without fail.	Respective Departments	15.02.2024
Attendance Proforma	First and Second year Academic Co-ordinators are asked to submit the attendance proforma with in the stipulated period. Department should closely monitor the attendance shortage students to reduce the debar /discontinue.	All HoDs	Continuous
IQAC Composition	Dr.U.S.Ragupathy, Principal will be the chairperson, of IQAC with effect from 24.01.2024	IQAC	Continuous

Placement & Training	195/ 378 eligible students are placed in 2024 batch. Principal insisted the HoDs to give more attention for eligible not placed students for their career settlement.	All HoDs	Continuous
NBA	Principal discussed about the peer team visit dates of AGRI & MBA program. BME, Chemical, Civil, CSE, ECE, IT department HoDs are informed to submit the draft PPT and prepare to face the upcoming NBA visit.	Respective HoDs	21.02.2024
Research & Development	EEE and Mechanical faculty members are advised to qualify in energy audit examination and exam fees of the energy audit will be paid by the Management. Informed to submit at least 2 Proposal / Faculty for each year. Faculty members are asked to complete the consultancy work before the second week of March.	EEE & MECH All Faculty members	12.03.2024
Infrastructure Requirements	Principal insisted to complete the infrastructural requirement of AGRI and MBA departments on urgent basis.	Infra Co-Ordinator	28.02.2024
AQAR Portal updation	All the seven criteria of AQAR must be completed before 10.02.2024. IQAC needs to check with the bench mark of the each metrics and also with previous year AQAR.	Criteria In-charges	10.02.2024
18 th Graduation Day	Tentatively scheduled on 10.03.2024	All HoDs	10.03.2024
Innovation Day	Students should be motivated to complete the innovation day projects on or before 08.02.2024. Principal instructed the faculty members to insist the students to prepare a project report for their innovation day project. The department should publish the proceedings with ISBN number. Requested to arrange the industry person for evaluating the project to scale up further.	All Faculty members	09.02.2024
Information Items			

- Principal instructed the faculty members to give real world problems in the laboratory experiments.

- HoDs are requested to pay special attention to placement willing students for their campus placement.
- Faculty members are advised to communicate in English and everyone must use ICT tool in the regular lecture delivery.
- Placement team needs lot of reformation and NEC website should have only NEC placement statistics.
- Faculty members are encouraged to obtain NPTEL domain certification in CSE,AI,DS, etc to make them eligible to teach IT cluster courses.
- HoDs are asked to depute one IQAC co-ordinator from each department to collect the data. Also allot Tuesday last hour for IQAC related work.
- Statutory Body Meeting will be completed as per the following schedule :
 - i. BoS -Second week of March 2024
 - ii. Academic council- First week of May 2024
 - iii. Finance committee – Second week of May 2024
 - iv. Governing Body – Second week of June 2024
- ❖ Departments in the process of accreditation are insisted to display their Innovation day projects during the time of NBA visits. Also projects must be mapped with PO's for indirect attainment.
- ❖ Overall attendance may be taken for the condonation and attendance proforma submission.
- ❖ The students who have not paid the exam fees, intimation to be give to their parents.
- ❖ Nandha Scholarship Test'2024 will be conducted on 10.03.2024.

K. Raj
15/2/24
PRINCIPAL

Copy To: Secretary NEI for information

All HoDs

All Faculty