

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH

Neelambur, Coimbatore – 641 062

Dt: 19.02.2020

CIRCULAR

It is hereby informed that a meeting of HoDs (Engg. and Science departments) is scheduled today (19.02.2020) by 2.30 pm at Board Room. All HoDs and faculty members concerned are requested to attend the above meeting.

Agenda of the meeting:

1. Review of academic performance
2. Students Projects – Prof Gunther
3. One Minute Paper- dept. wise samples
4. Performance of lateral entry students
5. Website updating
6. Faculty Performance Data
7. Any other matter

All HoDs are requested to come prepared with data related to the above agenda.

*PVKhand*

PRINCIPAL

Copy to:

Vice Principal  
Dean – Research  
All HoDs  
Dr R Ramesh  
Faculty concerned  
Day file

PO/KSV

**PSG Institute of Technology and Applied Research**  
**Minutes of the HoDs Meeting held on 19.02.2020**

**MEMBERS ATTENDED**

1	Dr. P.V. Mohanram – Principal	9	Dr R Ramesh – Professor, Mech
2	Dr. G. Chandramohan – Vice Principal	10	Dr P Vetrivelan – HoD i/c, ECE
3	Dr P Subbaraj – Dean (Research)	11	Dr V Jailaxmi – HoD, Maths
4	Dr N Saravanakumar – HoD, Mech	12	Dr K Pramila – HoD, English
5	Dr M I Abdul Aleem – HoD, Civil	13	Dr G Latha – HoD i/c, Chemistry
6	Dr C L Vasu – HoD, EEE	14	Dr R S Sankarasubramaniam-Prof, Maths
7	Dr R Manimegalai – HoD, CSE	15	Dr V C Mahavishnu – AP- Sr.Gr., CSE
8	Dr S Jayakumar – HoD, Phy	16	-

S.No	Points Discussed	Action to be Taken	Responsibility
	Principal welcomed the members and outlined the agenda of the meeting.		
1.	<b>Hands on Training</b>	Principal requested Mr Udhayakumar, Maintenance Dept and Dr R Ravikumar, Asst. Professor (Sl.Gr)/Hum to conduct an awareness programme for faculty, staff and students in connection with the preparedness of pest control, food poisoning, minor fire accidents, sudden collapse and accidental injury/fall etc.,. He also requested Mr Udhayakumar, Dr Gangadharan and Mr Rangaraju, Safety Officer to handle a session on “First Aid” to faculty, staff and students.	Mr Udhayakumar Dr R Ravikumar Dr Gangadharan Mr Rangaraju
2.	<b>Review of academic performance by Principal and Vice Principal</b>	Principal requested the HoDs to give a presentation about their department students’ test performance and results after every internal test starting from the test series that was completed on 22.02.2020. He also requested the HoDs to arrange to communicate the raw test marks and attendance data to the parents through post.	Engg. HoDs
3.	<b>Class Committee Meeting, Tutor Ward Meeting</b>	Principal requested the HoDs to send the Class Committee Meeting Minutes and Tutor Ward Meeting Minutes (I, II, III & IV yr) the same day of meeting to Principal and Vice Principal’s Office and requested them to maintain separate notebooks for the above purposes. Principal suggested the HoDs that the minutes of meeting to be written following a professional manner; and, corrective measures/follow up are to be taken care by HoDs. He also informed them not to cancel any of the Tutor Ward Meetings.	Engg. HoDs
4.	<b>Class Record</b>	Principal informed the HoDs to monitor the number of hours engaged by the faculty members before every test.	All faculty
5.	<b>Student Record</b>	As informed by Dr R Ramesh, Prof/Mech, Principal requested the faculty members to fill in the data in the last page of student record which is related to the non-academic performance of the students at the end of each semester.	All faculty
6.	<b>Assignment/Moodle/ Kahoot</b>	Principal informed the HoDs that 10 marks out of 50 from the forthcoming tests will be assigned to Moodle/ Kahoot/ Assignment, Tutorial components for assessment. He also requested the HoDs to identify appropriate students and maintain their class notes for future record purposes.	All faculty

S.No	Points Discussed	Action to be Taken	Responsibility
7.	Support to Lateral Entry Students and Slow Learners	Principal informed the HoDs that lab classes are to be altered for II year students (Lateral Entry) in order to provide them additional theory input during working hours and he requested the HoDs to give extra load to faculty members to facilitate the slow learners. He requested the HoDs and faculty members to give extra coaching by conducting classes on Sundays to the slow learners. Principal requested the HoDs to plan for the coaching class time table for arrear students also and for slow learners too. Vice Principal requested the HoDs to identify the slow learners and facilitate them to learn and score marks; he insisted them to conduct special coaching class in the subjects in which more than 5 students have failed.	All HoDs and faculty members
8	Website Updation	Principal informed the HoDs that the college website updation is happening and said that the department and college data are to be uploaded in the college website. Principal requested all faculty members to update the club activities and events organized regularly in the College Website. He requested the HoDs to upload the top 5 rank holder details in the website.	HoDs and All faculty
9	Faculty performance data	Principal informed that the performance of each faculty has been monitored and the same is to be updated to Shri G R Karthikeyan, Founder Trustee, PSG Institutions as and when requested.	All faculty
10	Technical Seminar and Student Project by each dept	Principal informed that a Technical Seminar on the topic "Internet of Things - Challenges and Opportunities" by Dr Guenther Ottersbach, Consultant (Germany) is scheduled on 21 <sup>st</sup> February 2020. He informed the HoDs that each department needs to complete a project in IoT in the next two weeks. The details of student members involved in the project work are to be informed to Principal.	All HoDs
11	Address by Vice President of India on 21.02.2020	Principal informed the HoDs that the Hon'ble Vice President of India, Shri.M.Venkaiiah Naidu is visiting PSG College of Arts & Science on 21.02.2020 at 11.00 am. The Hon'ble Vice President of India is addressing the PSG CAS students and our students numbering 100. He also informed that Dr G Chandramohan, Vice Principal, Dr N Saravanakumar, Professor and Head/Mech. Dept and himself will be attending the meeting at PSG CAS.	All HoDs
12	Brochure for Testing and Consultancy	Principal appreciated Dr P Perumal, Professor/Civil Engg. for preparing a brochure for Testing and Consultancy of Civil Engineering Department. He requested the HoDs to prepare a similar one for their department and get the contents corrected by Dr K Pramila, HoD/English.	All HoDs

Finally, Principal thanked the members of the meeting.

Copy to: Vice Principal, Dean-Research, Engg. HoDs, Faculty concerned, Library and day file

PVK  
PRINCIPAL