

**PSG Institute of Technology and Applied Research Neelambur,
Coimbatore-641062**

Minutes of the HoDs Meeting Chaired by Dr. P.V. Mohanram – Principal held on 25.10.2019

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	15	Mr. K. Paldurai –Assistant Professor (Senior Grade), ECE
2	Dr. G. Chandramohan – Vice Principal	16	Dr. C.S. Subash Kumar– Associate Professor, EEE
3	Dr. N. Saravanakumar – HoD, Mechanical	17	Dr. R. Mangalam –Associate Professor, Physics
4	Dr. R. Ramesh – Professor, Mechanical and Coordinator- IQAC	18	Dr. P. Reba – Associate Professor, ECE
5	Dr. M.I. Abdul Aleem – Professor and HoD, Civil	19	Dr. P. Vetrivelan – Associate Professor, ECE
6	Dr. R. Manimegalai – Professor and HoD, CSE	20	Dr. M. Devasana – Associate Professor, Civil
7	Dr. C.L Vasu –Professor & HOD, EEE	21	Dr. P. Chinnaraj – Assistant Professor (Selection Grade, Maths
8	Dr. D. Elangovan – Professor, Mechanical	22	Dr. R. Ravikumar– Assistant Professor (Selection Grade) Humanities
9	Mr. M. Sathiyathan – Assistant Professor (Senior Grade), EEE	23	Dr. P. Manoj Kumar –Associate Professor, Mechanical
10	Dr. K. Pramila – Professor & HOD, English	24	Mr.V.Navin Ganesh – Assistant Professor (Senior Grade), Civil
11	Dr. G. Latha - Associate Professor & HoD, Chemistry	25	Ms. R. TamilSelvi – Assistant Professor (Selection Grade), English
12	Dr. V. Jailaxmi - Professor & HOD, Maths	26	Ms. G. Niranjani – Assistant Professor (Senior Grade, CSE
13	Dr. R. S. Sankara Subramanian – Professor, Maths		
14	Dr. D. Sivaganesan – Professor, CSE		

S. No.	Points Discussed	Action to be Taken	Responsibility
Principal welcomed the HoDs and IQAC members for the meeting.			
1	Establishment of New Laboratories	<ul style="list-style-type: none"> Principal requested the list of pending new laboratories as per the new Anna University 2017 Regulations for the VIIth semester courses. He also emphasised that any request for laboratory equipments is be accompanied with quote. Principal requested Dr. C.L Vasu – Professor and Head, EEE to conduct energy audit of all the blocks in order to optimize the power consumption in our institution. Principal congratulated EEE dept for getting a sponsored project from PSG Software Technologies. (Project Coordinator- Dr.Malar– Professor, M.E.,Ph.D Funding Five Lakhs) 	<p align="center">All HoDs</p> <p>Ms.Thirumangai.K – Principal Office, to follow up Research Projects Sanctioned Deadline :9th Nov'19</p>
2	Output from Research Laboratories	<p>Principal requested to give reports about the Output from the research laboratories established so far using the under – mentioned parameters.</p> <ul style="list-style-type: none"> Publications Patents Consultancy and Testing activities (Photo and write up) ongoing experimental setup or an equivalent one in the Research Lab. 	<p align="center">All HoDs</p> <p>Ms.Jayanthi.M-IQAC, to follow up Output from the research laboratories established Deadline :16th Nov'19</p>

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3	Seed Money for Research	<p>Principal issued the following guidelines for getting seed money to faculty to start their research work.</p> <ul style="list-style-type: none"> • Approximately Rs. 2,00,000 will be provided as seed money per department. • Tangible outputs will be reviewed periodically. • Seed money has to be distributed individually to a selected number of faculty. • Requested HoDs to prepare department brochure highlighting the testing facilities available in their department. 	<p>All HoDs Dr.Arun- Associate Professor, Civil Department to assist budget finalization departments. Deadline :16th Nov'</p>
4	Plan of action with targets to be prepared by HoDs	<p>Principal requested the HoDs to prepare a plan of action to the following points discussed based on AICTE's policies.</p> <ul style="list-style-type: none"> • An 8 module course has to be cleared by the existing faculty for their upward movement. • One year teacher training for newly recruited teachers is mandatory as per AICTE guidelines. • One-to-one interaction with students by industry experts, may be arranged for senior students to assess their Technical Competency and Behavioral aspects. • Online courses done by each of the faculty needs to be encouraged. • Paper publications (one Scopus indexed paper per faculty per year) are to be emphasized. • No. of FDPs attended by each of the faculty is to be maximized. • Student participation in workshops, etc., is to be encouraged. • Plan for conferences -Department wise -List is to be finalized. • Guest speakers from industry to be invited • Industrial training for faculty to be planned • Student internships to be planned and monitored • Plan for slow learners has to be explicitly made available. • PhD completion targets are to be fixed for each department. • To follow up MoUs signed with Industry • h- Index of the department is to be made available • Non-teaching staff training to be followed in the below areas <ul style="list-style-type: none"> ○ 5 S to be planned ○ Industrial safety ○ EXCEL through Coimbatore Productivity Council. 	<p>All HoDs Ms. Jayanthi.M- IQ to follow up the department plan Deadline :9th Nov'</p>
5	New Curriculum	<p>Principal requested HoDs to train their faculty in the following emerging areas in order to introduce new programmes in future.</p> <ul style="list-style-type: none"> • Artificial Intelligence • Robotics • Cyber security • Data Analysis • 3D Printing • Internet of Things(IoT) • Quantum Computing • Block Chain etc., 	<p>All HoDs</p>

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Exam Reforms proposed by AICTE	Principal quoting from AICTE Quality initiative policy document requested the faculty members to set questing papers as per the following Blooms Taxonomy parameters indicated below: <ul style="list-style-type: none"> • Understanding (36%) • Applying (46%) • Analyzing (18%) 	All HoDs, Dr. D. Elangovan – Professor, Mechanical and Dr.Reba – Associate Professor, ECE to follow up in auditing. Deadline: During Test Week
Industrial Readiness Centre and Soft Skills	Principal emphasized the need for establishing a Industrial Readiness Centre for students to hone the following skills: <ul style="list-style-type: none"> • Organizational skills • Trustworthiness • Positive attitude • Tolerant • Soft skills 	All HoDs and Wellness Centre
	<ul style="list-style-type: none"> • Time and stress management (to be conducted by Dr. R. Manimegalai-Professor and Head, CSE, (tentatively scheduled on 11th November 2019). 	Dr. R. Manimegalai – Professor and Head, CSE
	<ul style="list-style-type: none"> • Resume preparation for First year students. 	Mr. A. Prabhu Placement Coordinator
	<ul style="list-style-type: none"> • Facilities for startup innovation (Innovation and entrepreneurship cell) 	Dr. N. Saravanakumar – HoD, Mechanical
Budget for five years	Principal requested all HoDs to submit a five year departmental budget plan and the same has to be submitted on or before 2nd of November 2019.	All HoDs, Ms.Thirumangai.K– Principal Office, to follow up Deadline: 2nd Nov'19
Micro-Teaching for laboratory Classes	<ul style="list-style-type: none"> • HoDs are requested to arrange for micro-teaching for next semester laboratories in their respective departments. • Senior faculty were requested to take two theory courses and one laboratory with effect from next semester. • The new electives proposed by AICTE are <ul style="list-style-type: none"> ○ Constitution of India ○ Essence of Indian Traditional Knowledge ○ Environmental Science ○ Community Service – Technical 	All HoDs and Vice-Principal to follow up
Time Table Meeting 2019-2020	Vice Principal welcomed all HoDs and time table coordinators to the meeting and discussed the following points: <ul style="list-style-type: none"> • All VIII semester theory subjects have to be accelerated and completed between 9th and 31st of December 2019 for circuit branches. • If required, VI semester accelerated courses, can be scheduled after office hours. • First year classes reopen on 2nd January 2020. • To make HoDs and IQAC members to attend HoDs meeting, he requested them, to free their time table for Wednesday afternoons. • No of working days will be limited to 70 only, during the next semester. • Next time table meeting is scheduled on 4th November 10am. 	All HoDs, Time Table Incharges

Finally, Principal and Vice-Principal thanked all the HoDs and Faculty

Copy to: Vice Principal, Dean,
HoDs
Faculty concerned

HoDs may nominate their dept
faculty for each of the
data to be compiled.
P.V.K.Lane

Dr. P.V.K.Lane
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