PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH

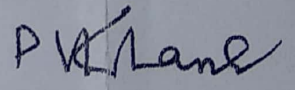Neelambur, Coimbatore – 641 062

Dt: 22.01.2020

CIRCULAR

It is hereby informed that a meeting of Engineering HoDs is scheduled today (22.01.2020 Wednesday) at 2.30 pm at Principal's Room. Engineering HoDs, Dr R Ramesh, Prof (Mech) and Dr S Aramuthakannan, Asso.Prof. (Mathematics) are requested to attend the above meeting.

Agenda of the meeting – Details regarding final semester students

a. Attendance data of Eighth Semester, as on 14th January 2020
b. Test marks data (Only circuit branches) – all 3 tests
c. Internship data (Student's Name & Duration of Internship)
d. Soft copy of photograph to be affixed in the Degree Certificate
e. Any other matter

Engg. HoDs are requested to come prepared with relevant data as per the above agenda.

P V Mane
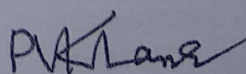
PRINCIPAL

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Vice Principal
Engg.HoDs
Day file

PO/KSV

PSG Institute of Technology and Applied Research
Minutes of the HoDs Meeting held on 20.01.2020

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	11	Dr D Elangovan – Prof,Mech
2	Dr. G. Chandramohan – Vice Principal	12	Dr M Devasena – Asso. Prof, Civil
3	Dr P Subbaraj – Dean-Research	13	Dr M Arun - Asso.Prof, Civil
4	Dr S Jayakumar-HoD,Phy	14	Dr D Sivaganesan – Prof, CSE
5	Dr N Saravanakumar – HoD, Mech	15	Dr P Vetrivelan – Asso.Prof, ECE
6	Dr C L Vasu – HoD, EEE	16	Ms M Deepa-AP Sr.Gr, ECE
7	Dr R Manimegalai – HoD, CSE	17	Ms C V Pavithra – AP Sr Gr, EEE
8	Dr R Ramesh – Professor, Mech	18	Ms Priya – AP Sl.Gr, CSE
9	Dr V Jailaxmi – HoD,Maths	19	Ms Chitra – AP Sr Gr, Maths
10	Dr G Latha – HoD I/c, Che	20	-

S.No	Points Discussed	Action to be Taken	Responsibility
1.	Principal welcomed the members and outlined the agenda of the meeting.	-	-
2.	Management Review Meeting	Principal briefed the suggestions given during the management review meeting held on 17.01.2020 at the Managing Trustee's Office.	All HoDs
3.	PSG Kadambari	Principal appreciated the exemplary performance of PSG iTech Students in PSG Kadambari held during 3rd – 6th Jan 2020. He also appreciated Ms K Lakshmi Kalpana Roy – AP Sr.Gr (CSE), Mr C Gopalakrishnan – AP Sr.Gr (Mech) for their co-ordination.	Ms K Lakshmi Kalpana Roy Mr C Gopalakrishnan
4.	Laudea Software	Laudea Software is to be installed by PSG Software Technologies for NAAC and Dr. R. Ramesh and Team would carry out the initiatives for the same.	Dr R Ramesh and team.
5.	Technical magazine /Department newsletter	Faculty members were requested to prepare Department newsletter and Technical magazine and the necessary contents were pointed out by Principal.	All HoDs, Faculty Newsletter/ Magazine Coordinator
6.	Mentoring of faculty members	Principal mentioned that a programme on "Mentoring of faculty members" is likely be offered by PSG CARE.	All HoDs
7.	Monitoring of I year students	Principal appreciated the efforts of Dean, faculty and staff members for ensuring on-time arrival of I year students to class.	Dean, faculty and staff members
8.	Department Library	Principal insisted that department libraries need to maintain accession register and record the number of operations/uses.	All HoDs
9.	Internal Plans for starting new programme	Principal discussed the internal plans for starting a new UG/PG programme; he requested a senior faculty member in each department to formulate methods/strategies/tools for starting a new UG/PG programme in the respective department. He pointed out that a faculty coordinator from each department could be identified and empowered for preparation of the same.	All HoDs & Senior faculty members

S.No	Points Discussed	Action to be Taken	Responsibility
10.	**NBA Preparation**	Following were the points finalized by a brainstorming discussion amidst HoDs and IQAC members with respect to ways to facilitate the preparation of NBA material by respective departments, (i) Principal briefed about NBA preparation and presentation schedule of each criterion and requested the faculty members adhere to the presentation schedule circulated. (ii) Criteria Co-ordinators for Criteria 8, 9 & 10 have been finalized; Principal and Vice Principal will check the contents of the same. Criteria Co-ordinators: 1. I yr academics – Dr Chitra & Dr D Thangaraju (Criteria - 8) 2. Student Support System – Dr R S Sankarasubramanian (Criteria - 9) 3. Financial Services – Dr M Arun (Criteria - 10) (iii) Principal informed that NBA Pre-qualifier will be uploaded in June 2020 and SAR immediately thereafter. (iv) Principal also informed that PSG iTech would be applying for NAAC and preparation for the same has to begin as early as possible. (v) Obtaining Alumni Feedback during the Alumni meet scheduled on 08.02.2020 was also a point of discussion. (vi) Principal suggested that SAR Documents are to be written by competent persons in departments and the same are to be reviewed by HoDs. (vii) Principal insisted effective dissemination of Vision and Mission statements to students, faculty and staff members. Principal directed to store NBA Data relevant documents in Google docs to ensure all faculty members are aware of all criteria.	All HoDs, Department NBA Co-ordinators, Faculty Members Dr R Ramesh Dr D Sivaganesan Dr R Ramesh Dr D Elangovan Mr M Sathiyanathan to collect appropriate feedback
11.	**Internal Auditing**	Principal informed that an External Member is likely be engaged for the internal academic audit.	All HoDs, Dr P Reba Dr P Ilango & Dr D Elangovan
12.	**PSG Heart Day**	Vice Principal informed that "PSG Heart Day" will be held on 9th February 2020 (Sunday) at PSGIMSR. He said that there will be no entry fee to participate in Marathon and T – Shirt will be provided at free of cost; the last date for registration is 25th January 2020. Vice Principal requested Ms V Vilasini, AP Sr.Gr (CSE) to co-ordinate the same.	Ms V Vilasini

Finally, Principal thanked the members of the meeting.

PVKLana

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

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