

Minutes of HoDs Meeting Chaired by Dr. P.V. Mohanram – Principal held on 16.10.2019

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	8	Dr. R. Manimegalai – Professor and HoD, CSE
2	Dr. G. Chandramohan – Vice Principal	9	Dr. K. Pramila - Professor & HOD
3	Dr. P. Subbaraj – Dean, Research	10	Dr. G. Latha - Associate Professor & HoD i/c
4	Dr. N. Saravanakumar – HoD, Mechanical	11	Dr. V. Jailaxmi - Professor & HOD
5	Dr. R. Ramesh – Professor, Mechanical and Coordinator- IQAC	12	Dr. P. Perumal – Professor, Civil
6	Dr. T. Hamsapriya – Professor and HoD, ECE	13	Dr. K. Balaji - Assistant Professor (Selection Grade)
7	Dr. M.I. Abdul Aleem – Professor and HoD, Civil	14	Mr. A Robinson - Physical Director

No.	Points Discussed	Action to be Taken	Responsibility
-----	------------------	--------------------	----------------

Principal welcomed the HoDs for the meeting.

1	Annual Appraisal	Principal circulated copies of Annual Appraisal form templates for Teaching and Supporting Staffs and requested to submit the same as on or before 31.10.2019 by all the teaching and supporting staff for the academic year (2018-2019).	All Teaching and Supporting Staffs
2	Attendance	Vice Principal informed a list of senior students who were having attendance less than 75%.	All HoDs
3	Norms for finalizing Relative Grading of Test Marks (With effect from 18.10.2019)	<p>As directed by the management meeting held on 14.10.2019, the following norms were finalized regarding the Relative Grading of Test Marks.</p> <p>Step 1: Arrange test marks in descending order- [100 to 0] in Excel Sheet.</p> <p>Step 2: When more than one student is there in a particular mark, mark '*' corresponding to the number of students [e.g. 92 - * * * * ⇒ 4 students have secured mark equal to 92].</p> <p>Step 3: Compute statistical parameters of the marks secured by all students, μ = Mean and σ = Standard Deviation.</p> <p>Step 4: Compute the following cut-off levels corresponding to the five ranges of marks to be awarded (Fig.1) $\mu+\sigma$, $\mu+0.5\sigma$, $\mu-0.5\sigma$ and $\mu-2\sigma$.</p> <p>Step 5: The guidelines for ranges of actual marks and the marks to be assigned based on relative grading are listed in the table below (Refer to Fig.1).</p>	All HoDs and faculty

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

S.No.	Points Discussed	Action to be Taken			Responsibility	
		S.No.	Actual Mark Range	Relative Grade		Graded Mark
		1	$\geq \mu + \sigma$	O	100	
		2	$[\geq \mu + 0.5\sigma \ \& \ < \mu + \sigma]$	A+	90	
		3	$[\geq \mu - 0.5\sigma \ \& \ < \mu + 0.5\sigma]$	A	80	
		4	$[\geq \mu - 2\sigma \ \& \ < \mu - 0.5\sigma]$	B+	70	
		5	$< \mu - 2\sigma^@$	—	Actual mark rounded to the nearest 10	
		<p>@ If '$\mu - 2\sigma$' is < 25 marks, then the cut-off level is to be reckoned as 25.</p> <p>Step 6: The guidelines are to be appropriately followed taking into consideration the borderline cases based on the principle of natural justice to the students.</p> <p>Step 7: Faculty are empowered to alter the above ranges of actual marks based on the standard of question paper, performance of students and previous experience of faculty.</p> <p>A few additional observations that can be made are listed below irrespective of the cut-off values for grades.</p> <ul style="list-style-type: none"> • If the mark is ≥ 90, then the grade will be 'O' • If the mark is ≥ 80, then the grade will be 'A+' • If the mark of the student is ≥ 70, then the grade will be 'A' • In essence the marks secured by the students must not be reduced in the above process. <p>Step 8: The finalized range of marks for relative grading of the test marks are to be approved by a programme committee to be constituted by HoD of the student department (At least one senior faculty from other department is to be included).</p>				
4	Academic Schedule	<p>Vice principal announced the following Academic Schedule for both first and senior students.</p> <ul style="list-style-type: none"> • Third test is to be conducted on 23rd, 24th, 25th of October 2019 (First Year). • Fourth test will be conducted on 14th, 15th, and 16th of November 2019 (First Year). • Last working day will be on 27th of November 2019 (First Year). • Re-opening of college for seniors will be on 9th December 2019. 				All Faculty
5	Appreciation	<p>Principal appreciated Dr. R. Manimegalai – Professor and HoD, CSE for her appointment as Adjunct Professor at PSGIAS.</p>				Dr. R. Manimegalai – Professor and HoD, CSE

Finally, Principal thanked all the HoDs.

PVA/La
PRINCIPAL

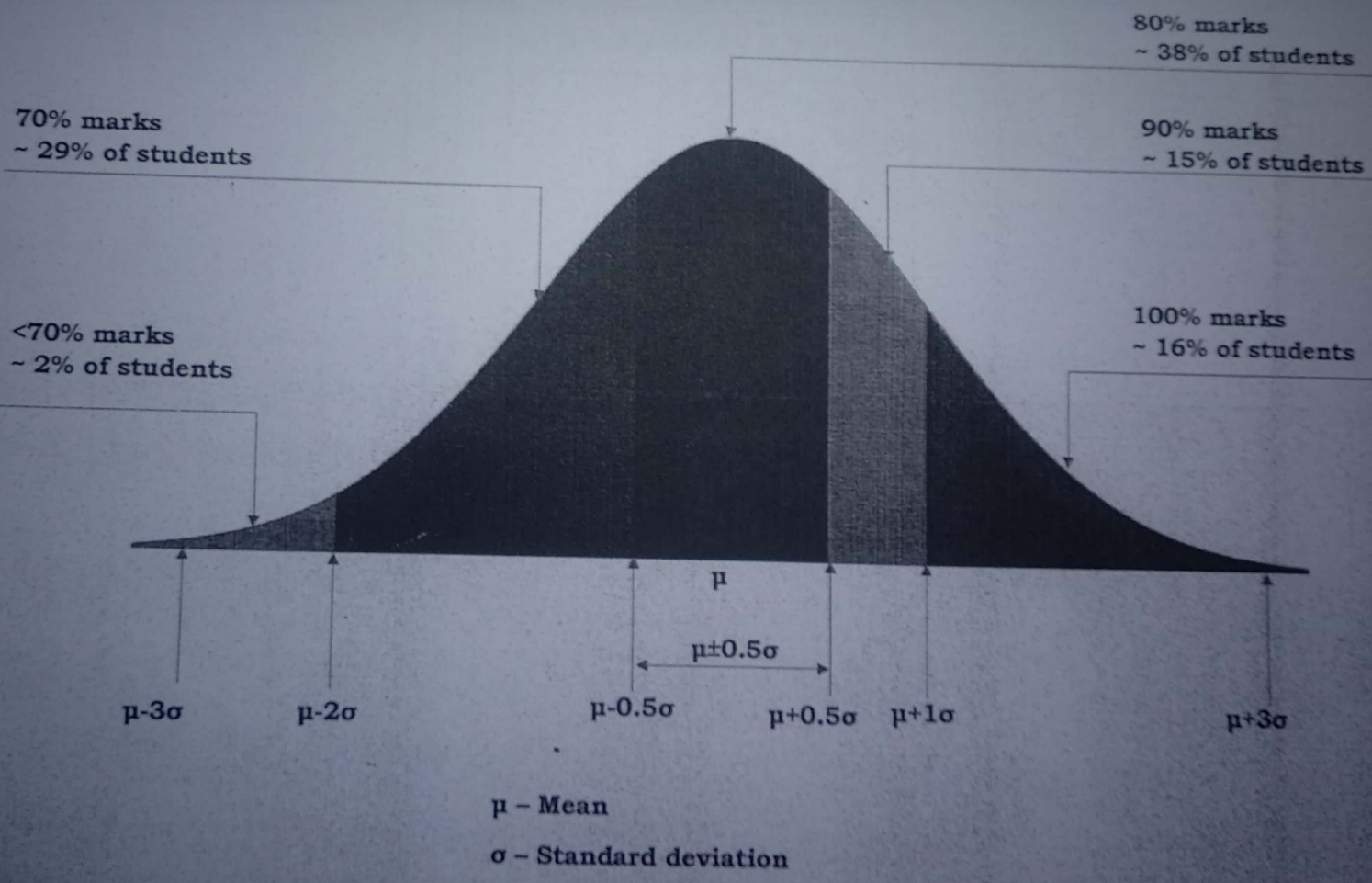


Fig.1 Cut-off Levels of Relative Grading of Test marks (with effect from 18.10.2019)

Engineering Graphics-I BE (EEE)
Cut-off fixation by course committee

100	*****
99	
98	****
97	
96	*****
95	
94	***
93	
92	****
91	
90	*****
89	
88	****
87	
86	
85	
84	*
83	
82	*
81	
80	***
79	
78	*
77	
76	*
75	
74	
73	
72	*
71	
70	*
69	
68	
67	
66	*
65	
64	*
63	
62	*
61	
60	
59	
58	
57	
56	
55	
54	
53	
52	
51	
50	
49	
48	*(50)

100



90



80



70



Guideline by formulae

100



$$\mu + \sigma = 100.7$$

90



$$\mu + 0.5\sigma = 94.8$$

80



$$\mu - 0.5\sigma = 83$$

70



$$\mu - 2\sigma = 65.3$$

Mark Levels	$\mu = 88.9$ $\sigma = 11.8$	Cut-offs finalized	No. of grades awarded
100	$\mu + \sigma = 100.7$	92	27
90	$\mu + 0.5\sigma = 94.8$	82	11
80	$\mu - 0.5\sigma = 83$	66	8
70	$\mu - 2\sigma = 65.3$	62	2
<70	↓	-	1

Physics-I BE (EEE)
Cut-off fixation by course committee

Mark Levels	$\mu=70.40$ $\sigma=13.1$	Cut-offs finalized	No. of grades awarded
100	$\mu+\sigma=83.5$	82	14
90	$\mu+0.5\sigma=77.84$	72	10
80	$\mu-0.5\sigma=64.77$	62	14
70	$\mu-2\sigma=44$	43	11
<70	↓	-	-

100	
99	
98	
97	*
96	
95	
94	*
93	
92	
91	
90	
89	
88	**
87	**
86	
85	*
84	***
83	**
82	**
81	
80	
79	
78	
77	**
76	***
75	**
74	*
73	*
72	*
71	
70	**
69	***
68	
67	*
66	*
65	
64	**
63	**
62	***
61	
60	**
59	
58	**
57	*
56	
55	
54	*
53	
52	*
51	
50	
49	
48	*
47	*
46	
45	
44	*
43	*

100



90



80



70



Guideline by formulae

100



$\mu+\sigma=83.5$

90



$\mu+0.5\sigma=77.84$

80



$\mu-0.5\sigma=64.77$

70



$\mu-2\sigma=44$