

**Sri Ramakrishna Institute of Technology  
Coimbatore - 641010**

**Minutes of the Meeting – CAP Meeting held on 27/07/2023**

**Subject:** - CAP Presentation by the Tutors and Course Coordinators - 2022-23 – First Year – Second Semester - 8 dated 27/07/2023

**Reference:** - Institution Academic Committee Meeting – 2023 – 24 – 6 dated 04/07/2023

**Venue:** Board Room, **Time:** 2:00 pm – 3: 30 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

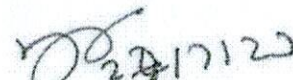
**Agenda:**

1. Review of CAP – First Year – Second Semester
2. To check for the payment of fees by the students – 2022 batch (2022 – 2026) (Tuition fees, Transportation fees, and Hostel fees)

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE
3. Dr.C.R.Hema, HOD|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H
7. Dr.S.Nagarani, HOD|S&H (Mathematics)
8. Dr.J.J.Adri Jovin, Controller of Examinations
9. Dr.R.Nagendran, Academic Coordinator
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

**Enclosures:- Minutes of the Meeting**

  
**Convenor**

### Minutes of the Meeting – CAP Meeting held on 27/07/2023

#### **Points Discussed: -**

- CAP has been approved in the School Board for all the 7 Branches (CSE (A,B,C), IT, Mechanical, ECE, EEE)
- The HoD's are requested to direct the tutors to submit the weekly attendance to the principal office regularly for this ODD semester (to submit department – wise, not individually). In connection with this, continuous monitoring of attendance has to be done for the third and final years (2023 – 2024) batch and to submit the report in the principal office
- All the faculty members are instructed to have Uniformity in the Presentation format of the CAP
- It is ensured in the board meeting, that all the tutors of I Year (Second Semester) 2022 batch handing over the examination fees including arrear exam fees to the CoE office
- HoD's are directed to instruct the course coordinators to present the consolidated attendance before IAC and then to get approval from the HoD and present the same on 31 July 2023 (2:00 pm) before the School Board.
- All the HoD's are instructed to collect the vetted UAF and SLT form and submit together to the principal for getting the signature after making corrections as vetted in the UAF and SLT presentation meeting.
- Orientation Induction Programme for the I year students (2023 batch – new admission) is scheduled on 30th august 2023 (tentative)
- In connection with the guidelines related to CAS and KPI, HoD's are instructed to collect the details and make the faculties readily available to present the contents accordingly. Tentatively, during next weekend (first week of august 2023) a date will be scheduled for the same
- HoD's are instructed to direct the tutors of II years (current third years) to be ready with the consolidated report for the Tamil courses (Heritage of Tamils and Tamil & Technology) to be submitted to the principal office. CAP for the same to be submitted in the board meeting scheduled on 01/08/23 for approval.
- Dr.Nagarani mam, produced the status of issuing the record notebooks and observation notes to the III years (2023-2024). And also reported the status of issuing Log Books to the faculty members (department-wise) in the school board
- OA to be outside the HOD's room (CSE)
- HOD's are instructed to submit the status of the locks (cabin tables) etc., to be replaced for necessary action
- HODs are instructed to check the status of Office Assistant closing classrooms after class hours regularly. In case of absence of OA, lab technicians to do the same. In case of special classes also, OA has to do the same. The same will be monitored by the Security on daily basis

**Sri Amakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting held on 04/07/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 - 6 dated 04/07/2023

**Reference:** - Institution Academic Committee Meeting - 2023 - 24 - 5 dated 05/06/2023

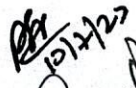
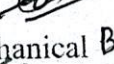
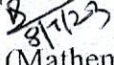
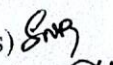
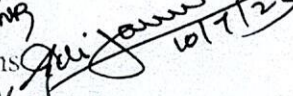
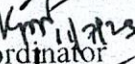
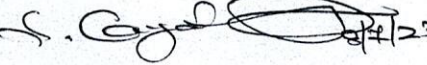
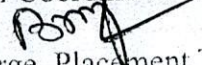
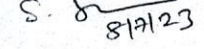
**Venue:** Board Room, Time: 2.00 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

1. To review the status of the Placement Training for the final year students (2024 batch)
2. To discuss about the Institutional Academic Sub Committee members, Academic Division Committee members, IDP and Final Year Phase I and II Review Committee members and Project Coordinators
3. Circulation of Continuous Internal Assessment Pattern for all the B.E/B.Tech courses under Regulation 2017 and 2020 - for Reference purpose
4. About Familiar Marabu Course.

**Members:**

1. Dr.P.S.Prakash, HOD|CSE 
2. Dr.S.Anila, HOD|ECE 
3. Dr.C.R.Hema, HOD|EEE 
4. Dr.M.Suresh Kumar, HOD|IT 
5. Dr.B.Chokkalingam, HOD|Mechanical 
6. Dr.V.Chitra, HOD, S&H 
7. Dr.S.Nagarani, HOD|S&H (Mathematics) 
8. Dr.J.J.Adri Jovin, Controller of Examinations 
9. Dr.R.Nagendran, Academic Coordinator 
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator 
11. Mr.B.Varun, Placement Officer, SRIT 
12. Dr.S.Saravanakumar, Professor In-charge, Placement Training 

Points Discussed:

| S.No. | Description                                                                       | PIC                                                         | Points Discussed                                                                                                                                                                                                                                                    | Action taken |
|-------|-----------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1     | Placement for final year students                                                 | Placement Officer & Professor In-charge, Placement Training | Students who are having attendance more than 75% are only allowed to attend the special training program. The students who had arrear exams are exempted from attending the training programme.                                                                     |              |
| 2     | UAF and SLT presentation                                                          | Head of the Departments                                     | The Schedule for the presentation of UAF, SLT is<br><b>11.07.2023</b> – Department of CSE<br><b>12.07.2023</b> – Department of EEE<br><b>13.07.2023</b> – Department of ECE<br><b>14.07.2023</b> – Department of Mechanical<br><b>17.07.2023</b> – Department of IT |              |
| 3     | Time-table for Laboratory courses                                                 | Head of the Departments                                     | Three Lecturers should be available while conducting a Laboratory Class.                                                                                                                                                                                            |              |
| 4     | Institutional Academic Sub Committee members                                      | Academic Coordinator                                        | Revised committee member list and functions are attached in Annexure-1.                                                                                                                                                                                             |              |
| 5     | Academic Division Committee members                                               | Academic Coordinator                                        | Revised committee member list and functions are attached in Annexure-2.                                                                                                                                                                                             |              |
| 6     | IDP and Final Year Phase I and Phase II Review Committee members and Coordinators | Head of the Departments                                     | Please refer Annexure – 3.                                                                                                                                                                                                                                          |              |
| 7     | Continuous Internal Assessment Pattern                                            | Academic Coordinator                                        | Please refer Annexure – 4.                                                                                                                                                                                                                                          |              |
| 8     | Tamil Marabu Course                                                               | Professor In-charge, Library                                | Books for the course Tamil Marabu has to be purchased for the Library.                                                                                                                                                                                              |              |
| 9     | Tamil Marabu Course Classes                                                       | Head of the Departments                                     | Classes for the third years (2023-24) starts from <b>12<sup>th</sup> July 2023</b> onwards (tentative).                                                                                                                                                             |              |
| 10    | Second CIA review (current Second                                                 |                                                             | CIA Review is on <b>10<sup>th</sup> July 2023, 2:00 pm.</b><br>Venue: Board Room                                                                                                                                                                                    |              |

|    |                                                                              |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----|------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <b>Semester – First Year) – 2022-23</b>                                      | I Year handling staff members        |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 11 | <b>Third CIA - (current Second Semester – First Year) – 2022-23</b>          | I Year handling staff members        | CIA for second semester is scheduled on <b>24/07/23, 25/07/23 and 26/07/23.</b>                                                                                                                                                                                                                                                                                                                                      |  |
| 12 | <b>CIA Review (Final) - (current Second Semester – First Year) – 2022-23</b> | I Year handling staff members        | Final CIA Review for second semester is scheduled on <b>31<sup>st</sup> July 2023, 2:00 pm.</b><br>Venue: Board Room                                                                                                                                                                                                                                                                                                 |  |
| 13 | <b>IMS Portal Entry - - (current Second Semester – First Year) – 2022-23</b> | I Year handling staff members        | The last date for the IMS Portal entry is <b>2<sup>nd</sup> August 2023.</b>                                                                                                                                                                                                                                                                                                                                         |  |
| 14 | <b>End – Semester Examinations</b>                                           | Head of the Departments              | End-Semester Examination for <b>(current Second Semester – First Year) – 2022-23 batch starts from 28<sup>th</sup> July 2023 onwards.</b>                                                                                                                                                                                                                                                                            |  |
| 15 | <b>Reopening Dates</b>                                                       | Head of the Departments              | Regular Class reopens for third years from <b>31<sup>st</sup> July 2023 (0<sup>th</sup> Week)</b> and it is <b>4<sup>th</sup> September 2023</b> for the current second semester – first year students (tentatively).<br>The Tamilar Marabu classes for the current second semester – first year students is scheduled from <b>14<sup>th</sup> to 21<sup>st</sup> August, 2023</b> (tentative).                      |  |
| 16 | <b>Renewal of the Professional Society Membership</b>                        | Head of the Departments              | Professional Society membership has to be renewed for the students by the respective Department HoDs.                                                                                                                                                                                                                                                                                                                |  |
| 17 | <b>Regulation regarding Transfer   Readmission of students</b>               | Head of the Departments              | The last date for the same is <b>09/07/2023.</b>                                                                                                                                                                                                                                                                                                                                                                     |  |
| 18 | <b>Consolidated CAP</b>                                                      | Head of the Departments              | Only the Consolidated CAP and Mark Sheet should be submitted to the Principal for Approval. Approved Copy should be then submitted to the COE's Office.                                                                                                                                                                                                                                                              |  |
| 19 | <b>Condonation – Students</b>                                                | Head of the Departments              | It is to be noted that proper proof has to be maintained in the Department for the students who comes under the category of Condonation.                                                                                                                                                                                                                                                                             |  |
| 20 | <b>NeoPAT</b>                                                                | <b>Mr.B.Varun, Placement Officer</b> | It is instructed to start with the process of renewal with the NeoPAT Company related to extra courses to be delivered for the second and third year students. To submit the list of students who are willing for the placement (third year – 2023-24 batch). NeoPAT Login ID to be given to the placement trainers and placement coordinators. To submit the Standard Operating Procedure for Placement Activities. |  |

|    |                              |                                                                   |                                                                                                                                                                           |  |  |
|----|------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 21 | NeoPAT proposal              | Dr.S.Saravan Kumar,<br>Professor In charge,<br>Placement Training | It is instructed to submit the proposal for training the final year students by NeoPAT.                                                                                   |  |  |
| 22 | NPTEL registration           | Head of the<br>Departments                                        | The faculties are requested to register for the NPTEL courses without fail.                                                                                               |  |  |
| 23 | Induction Program            | Head of the<br>Departments                                        | It is proposed to conduct Induction Program for the new comers (first years – 2023 – 2024 batch) during 3 <sup>rd</sup> or 4 <sup>th</sup> week of September (tentative). |  |  |
| 24 | Intellectual Property Rights | Mr.B.Varun,<br>Placement Officer                                  | Faculty members are requested to motivate the final year students to register for the patents with funding support. For further queries, can contact Placement Officer.   |  |  |

*[Signature]*  
Convenor 2023  
8/2/2023

**Sri Ramakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting – UAF and SLT Presentation (Senior Classes) held from 11/07/23 to 18/07/23**

**Subject:** - UAF and SLT Presentation Meeting by the Course Coordinators - 2023-24 - 7 dated from 11/07/23 to 18/07/23

**Reference:** - Institution Academic Committee Meeting – 2023 – 24 – 6 dated 04/07/2023

**Venue:** UG Seminar Hall, **Time:** 9:00 am onwards

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

1. To review the UAF and SLT forms presented by the Course Coordinators
2. To discuss about the CO-PO mapping for the Courses
3. To check for the availability of Text Books and Reference Books in the Library for the ODD Semester (2023-2024)
4. To formulate the UAF and SLT for the Final Year Project and the Design Project
5. To conclude about the PBL Courses for the ODD Semester
6. To discuss and conclude about the revision of the SLT form for the Laboratory Courses
7. To present the Academic Calendar for the academic year 2023 – 2024
8. To discuss about the Tamilar Marabu Course schedule and arrangements

**Members:**

1. Dr.P.S.Prakash, HOD|CSE *Pr* 26/7/23
2. Dr.S.Anila, HOD|ECE *Jan* 26/7/23
3. Dr.C.R.Hema, HOD|EEE *Don* 26/7/23
4. Dr.M.Suresh Kumar, HOD|IT *Don* 26/7/23
5. Dr.B.Chokkalingam, HOD|Mechanical *Don* 26/7/2023
6. Dr.V.Chitra, HOD, S&H
7. Dr.S.Nagarani, HOD|S&H (Mathematics) *Don* 26/7/23
8. Dr.J.J.Adri Jovin, Controller of Examinations *Don* 26/7/23
9. Dr.R.Nagendran, Academic Coordinator *Don* 26/7/23
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator *Don* 26/7/23

**Enclosures:- Minutes of the Meeting & Annexures**

*M.Paulraj*  
25/7/23  
Convenor

**Department of Electronics and Communication Engineering**

**Department of Electrical and Electronics Engineering**

1. Formulation and Explanation of Circuit Diagram relevant to the Experiment-10
  2. Theory & Experiment Procedure – 5
  3. Circuit Connection – 10
  4. Conducting of Experiment and Observation of Readings - 15
  5. Results (Calculation & Graph) - 10
  6. Viva - Voce – 50
- Total – 100 marks

**Department of Mechanical Engineering**

- Explanation about the Experimental Setup – 10
- Theory & Experiment Procedure – 10
- Conducting of Experiment and Observation of Readings - 20
- Results (Calculation & Graph) – 10
- Viva - Voce – 50
- Total: 100 marks

**CAD| CAM Laboratory,**

1. Formulation and Explanation of Flowcharts/algorithm relevant to the Simulation-10
2. Theory relevant to the program – 5
3. Coding and Compilation – 20
4. Program execution and Inference – 15
5. Viva – Voce – 50

**Department of Computer Science and Engineering**

**Department of Information Technology**

1. Formulation and Explanation of Flowcharts/algorithm relevant to the Experiment–10
2. Theory relevant to the program – 5
3. Coding and Compilation – 20
4. Program execution and Inference – 15
5. Viva – Voce – 50

**Department of Computer Science and Engineering**

**Department of Information Technology**

**CASE TOOLS Laboratory**

1. Formulation and Explanation of Flowcharts/algorithm/UML design relevant to the Experiment–10
2. Theory relevant to the program/design – 5
3. Coding and Compilation – 20
4. Program execution/Demonstration and Inference – 15
5. Viva – Voce - 50

## **Minutes of the Meeting – UAF & SLT Presentation**

The Minutes of the Meeting of the UAF and SLT presentation by the Course Coordinators in the School Board of the respective Departments to the Principal starting from 11/07/2023 onwards as per the below given schedule.

### **The Schedule for the same is as follows:**

- Day 01 (11/07/23): Department of Computer Science and Engineering
- Day 02 (12/07/23 & 13/07/23): Department of Electrical and Electronics Engineering
- Day 03 (13/07/23): Department of Electronics and Communication Engineering
- Day 04 (17/07/23): Department of Mechanical Engineering
- Day 05 (18/07/23): Department of Information Technology

### **Common Points to be noted:**

- Lab SLT has been revised – to follow the same for this academic year (2023-2024) – Sample has been attached as **Annexure - I**
- Has to go with Test Cases while evaluating Record Note Book
- For the Laboratory Components, check for C4 level (a must)
- PO9 & P05 – for IDP and FYP – has to be considered while mapping
- Culminative Course, IDP and FYP – all POs to be covered – has to get balanced
- Rubrics for Assignment and Presentation has to be submitted to IASc committee and Questions in Assignment and Presentation should be different
- Dr. Mary Praveena has been instructed to check for the availability of Books mentioned in UAF after getting the list from the Departments and to report the same on or before **21/07/2023**
- Check for the List of Courses mentioned in Electives pertaining to the Department of Electronics and Communication Engineering
- Revise the credit for the Lab Courses from 1.5 to 2 credit in the Board of Studies meeting
- 7<sup>th</sup> and 15<sup>th</sup> week is the Internal Test week – common for all
- Quiz – Open Book format for all departments
- All SLT for PBL based courses has to be checked and mapping should be revisited
- Font – size to be checked for uniformity
- Check for colour (blue) in the Heading of the UAF and SLT
- Approved Copy of UAF, SLT has to be submitted to CoE Office and IQAC Office. And the same to be maintained in the Department Office also
- Has to submit the details pertaining to the PBL courses offered by the departments to the principal
- Presentation – emphasis of rethink (Complex)
- Assignment – solving in class (Open Book Test)
- The Evaluation Pattern in case of Observation Note Book is enclosed as **Annexure – II** – also to present the rubrics before IAC – 5 scale or 3 scale can be composed for each of the component mentioned
- Guidelines for CO – PO mapping in general for ESE by CoE has to be presented
- In question paper – Part – C - check for weightage of C3 or C4
- Uniform Pattern has to be followed in terms of List of Reference Books & Text Books

## **Day 01 (11/07/23)**

### **Department of Computer Science and Engineering**

**PBL Course - II year – JAVA Programming**

**PBL Course - III year – Object Oriented Analysis and Design**

**II Year – III Semester – Computer Science and Engineering**

**1. 20MHG06 – Probability and Statistics (Common Course)**

**Dr.M.Vijaya Kumar, Dr.S.Anne Susan Georgena, Dr.S.Saravanakumar**  
**Course Coordinator – Dr.M.Vijaya Kumar**

- Has to confirm about the tools to be used for this course (SPSS, Excel...) for decision – making (CO3)
- Check for Cognitive level (has to be changed as per the suggestion)
- In case of test, the credit is 1.5 instead of 2 – so delete 2
- In Question Paper, has to mention the level as C1, C2... instead of L1, L2....

**2. 20ECG02 – Digital Principles and System Design**

**Dr.L.Malathi (Course Coordinator), Ms.P.Devi, Ms.A.Poornima – for CSE**  
**Ms.N.Savitha - for IT**

- FF – types to be mentioned in teaching plan
- In List of References – latest edition books to be included

**3. 20CS001 – Computer Organization and Architecture (Common Course)**

**Dr.Jim Mathew Philip (2), Ms.K.Karpagavalli – for CSE**  
**Ezhilselvan – for IT**

- Syllabus coverage doesn't match with the components (Eg., C4)
- Latest Reference Books to be added with the latest editions

**4. 20CS002 – Data Structure**

**Ms.S.J.Savitha (2), Ms.R.Abinaya**

- Check for the Course Name “Data Structure or Data Structures”
- PSO has to be changed by presenting it in the Academic Advisory Committee
- Revisit PO's, PSO's and CO's (considering Course Evaluation Report – CER)
- Change the keyword related to level from L4 to C4 in common
- Text Book – to be checked in Syllabus for availability

**5. 20IT002 – JAVA Programming (Common Course)**  
**Dr.S.Gayathri Devi (2), Ms.A.Jayasmruthi – for CSE**  
**Mr.Satyaseelan – for IT**

- Check for PO5
- How to measure the contents related to modern tool usage?
- Include C2 and C4 level in the teaching plan
- Can be made as PBL course of III Semester
- So, remove 2 Assignments
- Make it as PBL, Presentation alone

**6. OE1 – 20EEE06 – Electric Vehicles – Open Elective – for CSE students**  
**Dr.S.Udaiyakumar, Mr.C.Anandhakumar, Dr.G.Kannayeram**

- Suggestion to include keywords – for describing, understanding
- Syllabus – has to be modified pertaining to the CSE students
- CO4 – can be changed
- PSO – not for CSE (because Open Elective)
- CO – PO mapping to be changed
- Weightage of each component to be changed

**7. 20CS003 – Data Structures Laboratory**  
**Ms.U.Supriya, Ms.N.Sanjana, Ms.R.Abinaya**

- How to measure the CO pertaining to the complex level in terms of Record Note Book
- Check for plagiarism (both Observation and Record Note Book)

**8. 20IT004 – Java Programming Laboratory (Common to IT)**  
**Dr.S.Gayathri Devi, Ms.R.D.Dhaniya, Ms.A.Jayasmruthi – for CSE students**  
**Mr.Satyaseelan - for IT students**

- In case of CO-PO mapping, try to cover all the 4 CO's in the Question Paper (ESE)
- To submit sample questions covering all 4 CO's to the Board and then to the Principal

**III Year – V Semester Subjects**

- 1. 20CS006 – Theory of Computation**  
**Ms.S.Hebziba Jeba Rani (2) + Ms.N.Sanjana**
- CO's to be changed
  - CO-PO mapping to be revisited

**2. 20CS007 – Object Oriented Analysis and Design**  
**Dr.S.Rajesh (2) + Ms.V.Preetha – for CSE Students**  
**Mr.Hariharan – for IT Students**

- PBL Course
- CO's to be refined
- PO3 – can't map
- C3 – check for apply keyword
- Check for the content “use case – driven approach”
- Edition of the Text Book mentioned in UAF
- CO-PO mapping – has to be done again

**3. 20CS008 – Design of Computer Networks**  
**Dr.P.S.Prakash + Dr.R.Kumar (2)**

- CO-PO mapping has to be reframed
- Has to use appropriate words while framing CO's
- PO2 – as mentioned in mapping is not possible for this course – check for the same – only if the level is C4, it is possible
- Change the keyword “interpret” in CO2
- All the 16 measurements have to be reflected in the Quiz | Assignment and Question Papers
- Assignment has to be added in components of the Teaching Plan Guide

**4. 20CS009 – Artificial Intelligence**  
**Ms.K.Saranya (2) + Ms.K.K.Archana**

- Change the level from C1 to C2
- PO3 and PO4 – to be removed
- Check for the 12<sup>th</sup> week and 15<sup>th</sup> week components
- Revising the Syllabus has to be done – Submit to BoS

**5. PE1 – 20CSP11 – Mobile Networks**  
**Ms.P.Parameswari (2) + Ms.V.Kaviya Devi**

- Pertaining to the keyword – “Wireless LAN's” and “Layer Functionalities” check for the feasibility with respect to CO3
- Revisit CO-PO mapping
- Presentation – emphasis of rethink (Complex)
- Assignment – solving in class (Open Book Test)

## **Day 02 (12/07/23)**

### **III Year – V Semester – Computer Science and Engineering**

#### **1. 20CS010 – Networks Laboratory**

**Ms.R.D.Dhaniya & K.K.Archana + V.Kaviya Devi**

- PO1 and PO2 has to be re-modified
- Archana & Kaviya Devi – leave
- Only 7 experiments are there
- Has to convert to 10 standard experiments
- To re-modify the evaluation pattern (for 10 standard experiments) model exam is on 15<sup>th</sup> week
- Measurement of COs – how is to be implemented? – present in the department board and then present again to the principal

#### **2. 20CS011 – CASE Toots Laboratory (Common to IT also)**

**Hariharan, Rajesh, Muthulakshmi, Karpagavalli**

- Use appropriate keywords in the course outcomes
- Batch selection and no of students in the batch
- Conclude whether it is mini-project or experiments
- Has to present again after changing in the department board

### **IV Year – VII Semester – Computer Science and Engineering**

#### **1. 20CS016 – Cloud Computing Techniques**

**Ms.V.Muthu Lakshmi + Ms.S.Vidya Priya Darcini (2)**

- In CO – PO mapping change keyword – “define” in CO
- Check for PO2 and modify
- Check for CO3 and CO4 – apply keyword before mapping to PO2
- Can't map to PO3
- Check for CO1, PO1 and PSO1
- Cognitive level for handling the classes at a particular week has to be checked

#### **2. PE3 – 20CSP36 – Internet of Things**

**Ms.U.Supriya + Dr.N.S.Kavitha (2)**

- Merge the CO1 and CO3 into one with the C2 taxonomy level
- Modern tool usage
- Project Management (PO6) to be re-modified

#### **3. PE4 – 20CSP43 – Software Requirements Engineering**

**Ms.V.Preetha + Dr. R M S Parvathi (2)**

- Merge CO1 and CO3
- Create new CO3 with the cognitive level C3
- Update the reference book edition

**4. PE5 – 20CSP53 – Machine Learning & Deep Learning Techniques**

Ms. K.M.Kirthika + Ms.S.Revathi (2)

- Change the COs

**Day 02 (Contd.,)**

**Department of Electrical and Electronics Engineering**

PBL Course - II year – 3D Printing

PBL Course - III year – Introduction to Raspberry Pi

**II Year – III Semester – Electrical and Electronics Engineering**

**1. 20MHG03 - Transforms and Partial Differential Equations – Common Course**

Dr.S.Parvatham

- CO2 & CO3 has to be combined
- CO4 has to be modified
- No PSO's – OK – because domain – specific
- Cognitive level in the teaching plan guide has to be changed with C4

**2. 20EEG02 - Electronic Devices and Circuits**

Ms.D.Poornima

**3. 20EE002 - Electro Magnetic Theory**

Dr.G.Kannayeram

**4. 20EE003 – Linear Integrated Circuits and Applications**

Mr.E.Ramkumar

- Absent on 12/07/23
- Presented on 13/07/23

**5. 20EE004 - Digital Logic Circuits**

Ms.J.Glory Priyadharshini

**6. 20MEE05 - 3D Printing**

Mr.R.Immanuel

- **PBL** – internal evaluation for EEE

**7. 20EE005 – Electric Circuit and Electron Devices Laboratory**

Mr.E.Ramkumar

**8. 20EE006 – Linear Integrated and Digital Circuits Laboratory**  
**Ms.J.Glory Priyadharshini**

- Communication skills can be measured – but not here – to revisit

**III Year – V Semester – Electrical and Electronics Engineering**

**1. 20HMG04 – Professional Ethics and Human Values**  
**Dr.S.Sangeetha**

- No need to measure communication skills
- To remove 4 - reference books from the list of reference books

**2. 20EE013 – Power System Analysis**  
**Mr.C.Anandhakumar**

**3. 20EE014 - Power Electronics**  
**Ms.D.Poornima**

**4. 20EE015 - Electrical Machines – II**  
**Mr.A.P.Roger Rozario**

- check for the foreign author books for this subject

**5. 20EEP34 - Introduction to Raspberry Pi**  
**Mr.A.P.Roger Rozario**

- Topic has to be changed (with respect to Raspberry Pi) – more generic in nature
- Revision of the syllabus along with the topic (to be put up to Board of Studies)
- **This is III Year PBL course**

**6. 20CSE01 – Basics of Python Programming (Service Subject)**  
**Open Elective course (EEE & Mech)**  
**Dr.R.N.Devendrakumar**

- Combine CO3 with CO1
- Open elective course – so no PSO's in specific

**7. 20EE016 – Power Electronics Laboratory**  
**Ms.D.Poornima**

**8. 20EE017 – Electrical Machines Laboratory – II**  
**Mr.A.P.Roger Rozario**

### III Year | VII Semester Courses

#### **1. 20EE022 - Power Generation and Utilization of Electrical Energy**

**Dr.S.Sangeetha**

- To change the level to C4 (rework)
- Utilization of Electrical Energy by Balveer Singh (suggested to add as the Reference Book)
- Energy audit report (optional) for the institution to be submitted

#### **2. 20EE023 - Protection and Switchgear**

**Dr.G.Kannayeram**

- To remove PO5
- 2 assignments instead of one assignment and presentation

### **Day 03 (13/07/23)**

#### **1. 20EEP51 - Introduction to Neural Networks**

**Ms.J.Glory Priyadharshini**

- Course coordinator of sir to be removed
- 2 assignments
- CO4 to be removed
- assignment to be in 7th week
- analytical subject - so 2 assignments
- **in next board of studies - some contents to be added – eg., for deep learning CNN is a must**
- machine learning, and time - series are also to be included

#### **2. 20EEP53 - Electric Vehicles**

**Mr.E.Ramkumar**

- test - 7<sup>th</sup> and 15<sup>th</sup> week
- taxonomy level to be increased to C3
- mapping of PO5 to be revisited
- PO8 - remove from mapping

#### **3. Linear Integrated Circuits and Applications**

**Mr.E.Ramkumar**

- PS01 to be changed from 2 to 3 atleast (domain knowledge)
- PO5 to be removed
- Sadiku book to be referred

**4. 20EE017 – Electrical Machines Laboratory – II**

**Roger Rozario**

- Only one model exam to be mentioned
- For observation – viva-voce can be conducted
- For record – inference can be written by the students
- CO mapping for models and ESE to be revisited

**5. 20EE016 – Power Electronics Lab**

**Ms.D.Poornima**

- C4 can be added (for simulation)
- PO9 to be removed
- Check for apply and evaluate level
- CO mapping for models and ESE to be revisited

**6. 20EE006 – Linear Integrated and Digital Circuits Laboratory**

**Glory**

- C5 level to be changed
- Balance between the COs of theory and lab
- Lecture class to be removed from lab component

**7. Mr.Ram Kumar – Electric Circuits and**

- Lab component to include analyze as the component without fail – so has to change
- Clinical classes to be deleted
- While evaluating has to treat as 10 experiments

**Day 03 (Contd.,)**

**Department of Electronics and Communication Engineering**

**II Year | III Semester Subjects – Electronics and Communication Engineering**

**1. Udhaiyakumar**

- CO's to be changed – revise the level to CO3
- All PSO – related to domain has to be removed

**2. Analog Electronics**

**Mr. Munaf**

- Change 'understand' in CO1
- Consider analyse component instead of design component
- Remove PO3 (design to be changed)
- PSO1 to be considered for change (1 or 2), PBL course – to be removed

**3. 20EC003 - Digital Electronics**

**Dr.Anila**

- Change the word understand in CO's

**4. Electromagnetic Field and Waves**

**Mr.Ganesh**

- Gangadhar book to be included in reference books
- Domain level to be included
- Parker smith book – problems in electrical and electronics engineering

**5. 20ITE06 – Introduction to Data Structures (Open Elective Course)**

**Ms.Elakkiya**

- Check for the title
- Remove “able to” and replace ability in COs
- CO2 to be reconsidered – to be changed
- CO2 – only linear data structures is covered
- Open elective course – so no PSO
- 2 assignments to be considered
- Consider as analytical paper

**III Year | V Semester Subjects**

**1. 20EC0013- Digital Signal Processing**

**Ms.Shiny Christobel**

- 6 CO'2
- FIR and IIR to be splitted – because it is a culminating course
- Merge COs if needed
- COs to be modified with analog and filter keywords etc.,
- ALL COs to be modified

**2. 20EC015 – Control Systems**

**Mr.S.Thiyagarajan**

- Change the word “clarify” in CO's
- Re-modify the COs
- 6 COs

**3. 20EC014 – Analog Communications**

**Ms.R.Kanmani**

- CO1 – change as “able to describe”
- To remove PO
- 2 assignment components = to change
- No PBL for this course

## **Day 04 (17/07/23)**

### **4. 20ECP06 – Biomedical Instrumentation**

**Dr.Mary Praveena**

- Same title is there in **EEE**
- Non-analytical course (1 assignment + 1 presentation)
- PSO has to be removed

### **5. 20HMG05 - Professional Practice and Ethics**

**A.K.Kavitha**

- rubrics for valuation
- whether vetted in IASc meeting
- since it is common, rubrics is a must
- remove lecture class and compensate as per the instruction
- to change to C3 level
- assignments as 2 is suggested or a team of 4 with case studies for 52 students

### **6. 20ECP10 – Telecommunication Switching and Networks**

- CO1 and CO2 almost similar
- All COs to be revisited
- C4 level has to be mapped or not – revisit
- Check for whether the list of references book is available in library or not
- Non-analytical

### **7. 20ITE03 - Fundamentals of Internet of Things (Open Elective course)**

**Ms.J.Mala**

- C3 level can be included - because application is possible in terms of visualization
- Week no 13 – to be revisited
- Check for availability of text books in the library
- Presentation – has to be revisited after compensating the lecture class

## **VII Semester Subject**

### **8. 20EC023 – Optical Communication**

**Ms.S.Dhivya**

- Unit based or concept based is used for COs
- 5 COs
- Revisit PSO1 mapping
- Old books in list of references – can be replaced by new books

- Check for SLT – older version is used (change to new version) – average loading per semester, learning hours

#### **9. 20EC024 – RF and Microwave Communication**

**Ms.A.K.Kavitha**

- 5 COs
- Revision in CO – PO mapping is needed (in terms of complex engineering problems – no predefined solutions is the meaning)
- CO3 and CO4 – ambiguity is there
- PBL to be removed
- Naming conventions has to be changed

#### **10. 20ECP12 – Principles of Satellite Communication**

**Ms.N.Savithaa**

- Heading in blue color
- Check for the form version
- Revisit CO3 and CO4
- 14<sup>th</sup> week – modification in terms of assignment or presentation is needed based on balancing in the lecture hours

#### **11. 20ECP13 – High Performance Communication Networks**

**Ms.P.Devi**

- CO4 – is C3 or C4 level
- CO's – are to be reframed
- Books – check for editions
- 13<sup>th</sup> week – to be changed
- To change the “understand” keyword

#### **12. 20ECP24 - Cryptography and Network Security**

**Dr.A.N.Jayanthi**

- Check for the concept of cryptography in PSO1

#### **13. 20ECP21 – Wireless Communication**

**Dr.Mary Praveena**

- Check for the keywords in COs
- CO3 and CO4 – domain level is somewhat reduced
- Be careful – make all the students to take this course without fail – because this is the core subject needed – has to change in the near future – R2024
- Check for the week pertaining to the assignment and presentation

## **Day 05 (18/07/23)**

### **1. 20EC005 - Analog Electronics Laboratory**

**Mr.S.Munaf**

- Two different question sets – one for CO3 and CO4 – in ESE – weightage should be balanced for all the students
- CO1 and CO2 can be measured from the Observation and Record Note Book
- If they wish, they can reframe the COs, with better evaluation pattern
- i.e., ALL 4 COs should be measured and should be properly addressed
- to have rubrics for evaluating the record note book and observation

## **Day 05 (Contd.,)**

## **Department of Mechanical Engineering**

### **1. 20ME005 - Engineering Thermodynamics**

**Dr.Veeramanikandan**

- Check for CO keywords
- Using psychometric chart – check for this keyword
- Change PSOs to be 3 instead of 2
- Whether any possibility is there to use C4 in the week 13<sup>th</sup> and 14<sup>th</sup>
- Learning hours for students in SLT - change to 40 hours
- 26 credits to 20
- Total no of credits: 160
- Check for the assignment week – in UAF and SLT

### **2. 20ME004 – Fluid Mechanics and Machinery**

**Mr.R.Sudharshan**

- Check for keywords in Synopsis
- “the ability to determine the performance characteristics of various \_\_\_\_\_”
- PC1 and PC2 both are measured – check for the same – so stick to PC2 – whichever is predominant stick to that
- PO4 – investigation of complex problems included here – check for its feasibility – because PO4 is always used in terms of **Laboratory**, not for Theory courses.
- Check for the test week in SLT and UAF

### **3. 20ME002 – Manufacturing processes – II**

**Mr.Veerakumar**

- 5 COs
- Check for CO2 where both classify and select is there as the keyword
- Check for the CO-PO mapping once again

## V Semester Courses

### **4. 20MEP14 – Additive Manufacturing – PBL course**

**Mr.R. Immanuel**

- Check for CO2 and change it
- Remove keyword appropriate from CO2 - Ability to apply CAD software
- CO4 – change as mentioned – ability to develop a 3D component using an additive manufacturing **principles technologies and applications**
- Change PSO to 3 as the level
- 15 models – individual projects
- Modify the cognitive level accordingly
- Change in UAF - 9<sup>th</sup> week – C4 as the cognitive level
- First time offered course – check for the availability of books in the library
- Check for typo errors – many are there – punctuation marks as error
- Change the notions in the SLT as per the instruction
- While including presentation in SLT, reduce the lecture hours and balance
- 9<sup>th</sup> week – lecture hours as 2 and presentation as 1

### **5. 20ME013 – CAD | CAM**

**Boovendravarman**

- Course synopsis – check for the keyword – part and sentence formation
- CO3 – whether needed or not
- CO5 – check for the keywords
- PO3 – PC2 – check for it
- Notes on notional credits to be modified
- Presentation 1 is there – so modify the lecture component

### **6. 20ME014 – Heat and Mass Transfer**

**Dr.S.Benjamin Franklin**

- Check for the course synopsis thoroughly - the course focuses on

### **7. 20ME016 – Engineering Metrology and Quality Controls**

**Dr.M.Veeramanikandan**

- Check for PC1 and PC2 – use any one only – so change to PC2
- CO1 – change the keyword interpret and replace with understand or appropriate keyword
- COs to be redefined
- CO4 to be redefined without fail – rephrase it
- Check for the cognitive level in UAF

### **8. 20MEP36 - Design of JIGS, FIXTURES and PRESS TOOLS**

**Dr.B.Chokkalingam**

- Remove PBL

- Notes on notion credits to be modified
- Week 7 checked

**9. 20HMG06 – Professional Ethics in Engineering**  
**Dr.Benjamin Franklin**

- This is institutional core course – check for the feasibility of this course – 3 different names and 3 different codes are there
- C4 to be changed to C3 level
- Has to be balanced across all the common courses of other departments (ECE, EEE, Mech)
- PO6,7,8 has been mapped for the other courses in other departments – can follow the same mapping

**10. 20MEP44 – Total Quality Management**  
**Mr.Tamilselvan**

**11. 20ME025 – Computer Integrated Manufacturing**  
**Mr.Veerakumar**

**Presented on 18/07/23**

**12. Metrology Laboratory**  
**Dr.Veeramanikandan**

- Has to reframe the COs

**13. 20ME007 - Mechanics of Materials and Fluid Machinery Laboratory**  
**Mr.R.Sudharshan**

- Has to give the experiment title
- Include test week (models) by reframing the no of experiments
- Include 7<sup>th</sup> week as the test week (because 7 experiments would have been completed by that time)
- Evaluation pattern or mark distribution for observation

**Day 05 (Contd.,)**

**Department of Information Technology**

JAVA Programming – PBL in 2<sup>nd</sup> year

OOAD – PBL in 3<sup>rd</sup> year

**1. 20IT001 - Data Structures**  
**Dr.M.Kalpana Devi**

- Check for CO1 – revisit
- Change the notes of notions appropriately
- Week 7 – checked for assignment

**2. 20ECE01 – Electronic Measurements and Instrumentation**  
**Ms.A.Poornima**

- **This is core subject – selected as elective is not appropriate**
- This course has to be reconsidered with other open electives of other departments
- Suggested courses are introduction to robotics, 3D printing
- This is 3<sup>rd</sup> semester subject
- **Kept in abeyance**

**3. 20IT011 – Compiler Design**  
**Dr.M.Kalpana Devi**

- CO1 keyword to be changed

**4. 20IT011 – Design and Analysis of Algorithms**  
**Ms.J.Mala**

**5. 20IT013 - Web Technology**  
**Ms.U.Elakkiya**

- Check for prerequisite content – not possible
- Change the word in COs – design appropriately
- Use apply while framing the COs here while replacing the keyword design

**6. 20ITP17 – Introduction to Artificial Intelligence – elective course**  
**Mr.Satyaseelan**

- To redefine the CO-PO mapping and the cognitive level
- CO3 and CO4 to be redefined

**7. 20IT021 – Cryptography and network security**  
**Dr.J.J.Adri Jovin**

**8. 20ITP31 – Digital Image Processing**  
**Dr.R.Nagendran**

- PO5 – to be mapped relevantly – either Matlab or SCILab or Python software
- Instead of 14<sup>th</sup> and 15<sup>th</sup> week for assignments, change as usual ie., 9<sup>th</sup> and 15<sup>th</sup> week

**9. 20ITP46 - Business Intelligence**  
**Dr.Suresh Kumar**

- Use “apply” as the level (using applications)

**10. 20ITP55 – Service Oriented Architecture**  
**Mr.Hariharan**

- Remove PSO's
- Check for spellings

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**Sri Ramakrishna Institute of Technology  
Coimbatore - 641010**

**Minutes of the Meeting – CIA Review Meeting (First Years) held on 31/07/2023**

**Subject:** - CIA Review meeting - 2022-23 – First Year – Second Semester - 9 dated 31/07/2023

**Reference:** - Institution Academic Committee Meeting – 2023 – 24 – 6 dated 04/07/2023

**Venue:** Board Room, **Time:** 2:00 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

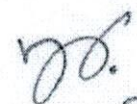
**Agenda:**

**1. Review of Continuous Internal Assessment Report – First Year – Second Semester**

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE
3. Dr.C.R.Hema, HOD|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H
7. Dr.S.Nagarani, HOD|S&H (Mathematics)
8. Dr.J.J.Adri Jovin, Controller of Examinations
9. Dr.R.Nagendran, Academic Coordinator
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

**Enclosures:- Minutes of the Meeting**

  
31/7/23  
**Convenor**

**Minutes of the Meeting – CIA Review Meeting (First Years) held on 31/07/2023**

**Points Discussed: -**

- The School Board has approved the CIA marks for the following classes (CSE – A, CSE – B, EEE, IT, Mechanical)
- Approval of CIA marks for the classes CSE – C and ECE are kept in abeyance. The meeting is adjourned and rescheduled on 01/08/2023 (10:45 am) in the board room.

3415, 10

**Sri Ramakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting – CIA Review Meeting (First Years) held on 01/08/2023**

**Subject: - CIA Review meeting - 2022-23 – First Year – Second Semester - 10 dated 01/08/2023**

**Reference: - Institution Academic Committee Meeting – 2023 – 24 – 6 dated 04/07/2023**

**Venue: Board Room, Time: 10:45 am**

**Convenor: Dr.M.Paulraj, Principal, SRIT**

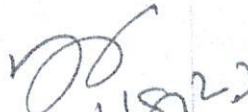
**Agenda:**

1. **Review of Continuous Internal Assessment Report – First Year – Second Semester**

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE
3. Dr.C.R.Hema, HOD|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H
7. Dr.S.Nagarani, HOD|S&H (Mathematics)
8. Dr.J.J.Adri Jovin, Controller of Examinations
9. Dr.R.Nagendran, Academic Coordinator
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

**Enclosures:- Minutes of the Meeting**

  
**Convenor**

**Minutes of the Meeting – CIA Review Meeting (First Years) held on 01/08/2023**

**Points Discussed: -**

- The School Board has approved the CIA marks for the following classes (CSE – C & ECE)

**Sri Ramakrishna Institute of Technology  
Coimbatore - 641010**

**Minutes of the Meeting held on 28/11/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 - 14 dated 28/11/2023

**Venue:** Board Room, **Time:** 2.00 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

1. To review the Consolidated Attendance (CAP) for the current III Year and IV Year Students to be presented by the respective tutors.
2. To review the Consolidated Marks Statement for the current III Year and IV Year Students to be presented by the respective tutors.
3. To review the Attendance Lagging Status for the current III Year and IV Year Students.
4. To discuss about the pre-works related to the Governing Council Meeting.

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE *28/11/23*
3. Dr.S.Sangeetha, Associate Professor|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H *28/11/23*
7. Dr.J.J.Adri Jovin, Controller of Examinations
8. Dr.R.Nagendran, Academic Coordinator
9. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

## Minutes of the Meeting held on 28-11-23

### Points Discussed: -

1. The Attendance and the Consolidated Mark Statement of the following classes were approved by the School Board.
  - IV Year CSE A
  - IV Year IT
  - IV Year ECE
  - IV Year EEE
  - IV Year Mechanical
  - III Year CSE A
  - III Year IT
  - III Year ECE
  - III Year Mechanical
  - IV CSE B and C – Kept in abeyance
  - III CSE B and C – Kept in abeyance
  - III EEE – Kept in abeyance
2. The Course coordinators are instructed to be prepared with the course file and the same to be audited by the NBA auditor of the concerned Department. After completing this process, they are instructed to submit the course file to the IQAC through the Programme Coordinator.
3. The Vacation Slot for this Semester is as follows:
  - I Slot: 6<sup>th</sup> – 12<sup>th</sup> of December ' 2023
  - II Slot: 13<sup>th</sup> - 19<sup>th</sup> of December ' 2023
4. In order to avail the vacation in this semester all faculty members are instructed to submit the course files and then to avail the vacation. I and II Year faculties are also allowed to go for vacation, provided that they are altering their respective classes.
5. All the HoD's are instructed to be prepared by completing the work related to Board of Studies on or before 6<sup>th</sup> December 2023.
6. Dr.Chitra has been directed to remit the amount related to transport used for the BEC Exams (during March 2023).

  
28/11/23  
Principal

**Sri Ramakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting held on 15/11/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 - 13 dated 15/11/2023

**Venue:** Board Room, **Time:** 2.00 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

1. To review the First CIA Marks for the current II Year Students to be presented by the respective tutors.
2. To review the Attendance Lagging Status for the current II Year Students
3. To discuss and confirm about the dates related to the last working day for the current III and IV year students
4. To discuss about the pre-works related to the governing council meeting
5. To get the list regarding the number of files needed for the NBA process

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE *15/11*
3. Dr.C.R.Hema, HOD|EEE *15/11*
4. Dr.M.Suresh Kumar, HOD|IT *21/11*
5. Dr.B.Chokkalingam, HOD|Mechanical *15/11*
6. Dr.V.Chitra, HOD, S&H *15/11*
7. Dr.S.Nagarani, HOD|S&H (Mathematics)
8. Dr.J.J.Adri Jovin, Controller of Examinations
9. Dr.R.Nagendran, Academic Coordinator
10. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

## Minutes of the Meeting held on 15-11-23

### Points Discussed: -

1. The CIA – I marks for all the subjects were presented by the respective tutors (current II years) from the departments CSE, IT, Mechanical, ECE and EEE and the same was approved by the school board. The HODs are instructed to submit the “lack of attendance” student list (current III and IV years) on 16/11/23 to the undersigned as immediate action in the short meeting to be conducted in the Board Room at 2:00 pm.
2. The HODs are directed to instruct their course coordinators regarding special classes for the students who have failed in more than 3 subjects (current II years) as a remedial action in order to have improvement in the second internals.
3. It is decided to post-pone the Second CIA test of current III, IV and I year students from 18/11/2023 to 20/11/2023 without any change in the schedule and the duties. In connection with this, it is also decided to have retest on 21<sup>st</sup> and 22<sup>nd</sup> of November 2023.
4. The HODs are directed to submit the “lack of attendance” student list (current III and IV years) on 16/11/23 to the undersigned.
5. The last working day for the current III and IV year is 22<sup>nd</sup> November 2023 and the attendance proforma (the format to be downloaded from the portal which is to be uploaded by the CoE office) as per the format (consolidated attendance only) has to be submitted to the principal directly for the approval.
6. The review of the consolidated marks as per the format (to be uploaded by the CoE office in the college portal) is scheduled on 25<sup>th</sup> November 2023. It is instructed to submit only the consolidated marksheet to the undersigned. The consolidated marks to be uploaded in the web portal on or before 27<sup>th</sup> November 2023.
7. It is advised to be ready with the PG department logbook also.
8. Preparation of contents regarding the Governing council meeting and the Board of Studies meeting to be started earlier. Have to be ready with the curriculum structure (R2024) and the approval of the syllabus. In connection with this, have to be ready with the alumni survey, exit survey and the comparison table (related to the syllabus). The dates for the same falls on or before 15<sup>th</sup> December 2023. In the forthcoming semesters, tamil (2 semesters) has to be considered during the 3<sup>rd</sup> and 4<sup>th</sup> semester itself without affecting lateral entry students.
9. The tentative schedule regarding the practical and the theory exams for the regular courses is as mentioned below:-

#### Odd semester

For the current III- and IV-year students (5<sup>th</sup> and 7<sup>th</sup> semester) – December 4<sup>th</sup> onwards practical starts and December 11<sup>th</sup> onwards theory exams (regular courses) starts.

For the current II-year students (3<sup>rd</sup> semester) – December 27<sup>th</sup> onwards practical exams starts and by January 3<sup>rd</sup> onwards the theory exams starts.

For the current I-year students (1<sup>st</sup> semester) – January 9<sup>th</sup> onwards practical exams starts and by February 1<sup>st</sup> onwards the theory exams starts.

*M. Paulraj*  
21/11/23  
Principal

**Sri Ramakrishna Institute of Technology  
Coimbatore - 641010**

**Minutes of the Meeting held on 19/09/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 - 12 dated 19/09/2023

**Venue:** Board Room, **Time:** 10.00 am

**Convenor:** Dr.M.Paulraj, Principal, SRIT

*19/9/2023*

**Agenda:**

1. To review the First CIA marks for the current III and IV year students to be presented by the respective tutors.
2. To discuss about the proposed Curriculum Structure (R2024).

**Members present: -**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE *19/9/23*
3. Dr.S.Sangeetha, Associate Professor|EEE *19/9/2023*
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.J.J.Adri Jovin, Controller of Examinations
7. Dr.R.Nagendran, Academic Coordinator
8. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

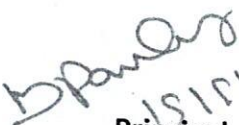
*S. Gayathri Devi*  
*20/9/23*

**Minutes of the Meeting – held on 19/09/2023**  
**Venue: Board Room, Time: 10:00 am onwards**

**Agenda: First CIA Presentation of III and IV Year – reg.**

**Points Discussed: -**

1. It is hereby instructed to get the approval of First CIA marks from the principal by 19/09/23 itself and to enter the same in the IMS portal **before 4:00 pm of 19/09/23** itself.
2. III Year CSE (A, B, C) CIA marks have been approved.
3. IV Year CSE (A, B, C) CIA marks have been approved.
4. III Year EEE CIA marks has been approved. For the subject Electrical Machines – II, it is directed to conduct Special Coaching Classes for the students.
5. IV Year EEE CIA marks has been approved.
6. III Year ECE CIA marks has been approved. 20EC013 – Digital Signal Processing course needs Special Coaching Classes. The in-charge Ms. Shiny is directed to conduct Special Coaching Classes for the students concerned.
7. IV Year ECE CIA marks has been approved. It is advised to conduct Special Coaching Classes for the entire class.
8. III Year Mechanical CIA marks has been approved. It is advised to conduct Special Coaching Classes for the entire class in the evening.
9. IV Year Mechanical CIA marks has been approved. It is advised to conduct Special Coaching Classes for the entire class in the evening.
10. III Year IT CIA marks has been kept in **abeyance**.
11. IV Year IT CIA marks has been kept in **abeyance**.
12. For the courses, having less than 50% class average marks are directed to conduct remedial classes and send the attendance details to the principal.
13. To schedule test hours for the classes by the coordinators and to conduct test. Conduct one hour test every week. The Schedule has to be approved by the principal well in advance.
14. HoDs are directed to be prepared for the Curriculum Structure (R2024) for getting approval from the Board of Studies.
15. The proposed Curriculum Structure (R2024) is to be presented by the HoDs on 25/09/23.

  
**Principal**

**Sri Ramakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting held on 30/11/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 - 15 dated 30/11/2023

**Venue:** Board Room, **Time:** 9:15 AM onwards

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

1. To review the attendance statement for the current I Year and II Year Students to be presented by the respective tutors.
2. To review the CIA – I marks for the current I Year and II Year Students to be presented by the respective tutors.
3. To discuss about the pre-works related to the Governing Council Meeting.

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE *30/11/23*
3. Dr.G.Kannayeram, Associate Professor|EEE - *G. Kannayeram*
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H *30/11/23*
7. Dr.J.J.Adri Jovin, Controller of Examinations
8. Dr.R.Nagendran, Academic Coordinator
9. Dr.S.Gayathri Devi, Internal Audit Cell Coordinator

## Minutes of the Meeting held on 30-11-23

### Points Discussed: -

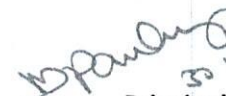
1. The Attendance and the CIA – I Mark Statement of the following classes were approved by the School Board.

- IV CSE B and C
- III CSE B and C
- III EEE – Kept in abeyance

#### I Year Attendance and CIA Marks

- I CSE A, I CSE B, I CSE C
- I ECE
- I IT
- I EEE
- I Mechanical

2. It is instructed to conduct special classes for the following subjects as remedial classes
  - Basics of Electrical and Electronics Engineering
  - Problem Solving and Programming in C
  - Calculus and Linear Algebra and to train the students
3. It is instructed to conduct extra classes for the subjects by the concerned course coordinators for the courses whose class average is less than 50%.
4. All the faculty members are instructed to note down that "NO whitener is allowed in LogBook". The same has to be followed by all the faculty members meticulously.
5. All the HoDs are requested to give the following details immediately to the academic coordinator in written format (for the first and second years)
  - Number of Hours Handled by the Course Coordinators (course-wise) upto 30/11/23
  - Percentage of the Syllabus Completed
  - Number of Hours needed to complete the CourseIn case of deficiency, the course coordinators are instructed to plan accordingly to complete the syllabus before the last working day.
6. All the Tutors and Course Coordinators of III and IV Years are instructed to upload the CAP and Internal Marks by 5:00 PM of 30/11/23 itself, after getting sign from the principal and then to enter in the IMS Portal. The same (both CAP and CIA marks) to be displayed in the Notice Board.
7. The Tutors of II year and I year are instructed to send the details of attendance and internal marks (CIA – I) to be sent to parents on or before 4<sup>th</sup> December 2023.

  
30/11/23  
Principal

**SRM Ramakrishna Institute of Technology**  
**Coimbatore - 641010**

**Minutes of the Meeting held on 18/12/2023**

**Subject:** - Institution Academic Committee Meeting - 2023-24 – 16 dated 18/12/2023

**Venue:** Board Room, **Time:** 2:30 PM onwards

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Agenda:**

- To decide about the reopening dates for present III- and IV-year students
- To decide the Final Year Project – Phase II dates for the present IV-year students
- To discuss about the Value-Added Program to be conducted for the current III-year students
- To discuss about the Industry Connect Course - I and II for the current III-year students
- To nominate faculty members for the Technical Training and Aptitude Training sessions
- To decide about the date for presenting the workload for the next semester

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE
3. Dr.C.R.Hema, HOD|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H
7. Dr.J.J.Adri Jovin, Associate Professor | IT and Controller of Examinations
8. Dr.R.Nagendran, Associate Professor | IT and Academic Coordinator
9. Dr.S.Gayathri Devi, Associate Professor | CSE and Internal Audit Cell Coordinator
10. Mr.B.Varun, Placement Officer, SRIT
11. Dr.S.Saravanakumar, Professor In-charge, Placement Training

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13  
14

#### **IV Year**

The **re-opening date** for the final year students is on **26<sup>th</sup> December 2023**

**Working Days** for the final year students (to handle one course in the semester)

- December 2023 – 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> = 4 days
- January 2024 – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> = 7 days
- Total days = 11 days
- Hours per day = 4 hours = (2 hours in FN and 2 hours in AN)
- Total hours to be covered =  $11 * 4 = 44 + 1 = 45$  hours

**Date of Continuous Internal Assessment - I** is on **9<sup>th</sup> January 2024**

**Final Year Project – Phase II** starts from **10<sup>th</sup> January 2024 onwards till 14<sup>th</sup> February 2024**. Project Supervisors has to assign work to students and to closely monitor the students so that they can successfully complete the project. Attendance has to be marked by the concerned Project Supervisors only. The laboratories to be utilized for the Project Work is IoT laboratory, Common Computer Center – I, Common Computer Center – II and the Common Computer Center – III. No Classrooms will be opened for the project work (for CSE and IT students). Other departments can use their corresponding laboratory for the project work of the students. It is duty of the Project Supervisors to ensure that either the student is working along with them or in the assigned laboratories. Monitoring of the project students has to be done periodically

In connection with this, HoDs are instructed to nominate one **lab in-charge (faculty member)** for the corresponding project related laboratories

Date for submitting the **final report (binded copy and plagiarism checked)** of FYP – Phase II falls on **14<sup>th</sup> February 2024**. The same should be submitted to the Internal Examiner (as per the signed copy of the Internal Examiners List) on **15<sup>th</sup> February 2024**, failing which zero marks should be awarded to the students for the report submission

**Date of Continuous Internal Assessment – II** is on **15<sup>th</sup> February 2024**

**Date of End – Semester Examination (tentative)** starts from **28<sup>th</sup> March 2024**

### III year

The re-opening date for the current third year students is on 5<sup>th</sup> February 2024.

**Value – Added Program** dates are from 26<sup>th</sup> December 2023 till 30<sup>th</sup> December 2023 (26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>) – 5 days – Technical Training. Attendance is compulsory for all the students.

- Dr.J.J.Adri Jovin and Dr.S.Saravana Kumar are instructed to make necessary arrangements for the smooth conduct of the program.

It is requested to Dr.J.J.Adri Jovin to identify 2 trainers, to conduct training needed for the Civil Service Examinations for the students in the near future. The same should be submitted to the undersigned for further process.

#### **Industry Connect Course – I (Technical training) Dates**

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> of January 2024 (tentative) – for 30 hours (15 hours for direct delivery and 15 hours for assessment)

#### **Industry Connect Course – II (Placement | Aptitude training) Dates**

8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> January 2024 (tentative) – for 30 hours (15 hours for direct delivery and 15 hours for assessment)

In connection with the Industry Connect Courses, Head of the Departments are requested to process the same and to present it in the Board along with the budget proposal.

#### **Placement Training Dates**

Scheduled from 12<sup>th</sup> January 2024 till 2<sup>nd</sup> February 2024 (17 Days).

#### **Nomination of the faculty members:**

##### **Technical Training**

- Dr.Jim Mathew Philip, Dr.N.S.Kavitha, Ms.Krithika, Ms.Saranya, Ms.Hebziba, Mr.Hariharan, Ms.Preetha, Ms.Archana, Mr.Satyaseelan, Ms.Elakkiya (total 11 members)

##### **Aptitude Training**

- Ms.Senbagapriya, Mr.Thiyagarajan, Ms.Devi, Dr.Malathy, Ms.Dhivya, Ms.A.Poornima, Mr.Udiyakumar, Mr.Boovendravarman, Mr.Vijayakumar and Ms.Margatham (total 10 members)

The Head of the Departments are instructed to check the performance of their students (who undergo placement training) closely.

It is instructed to Mr.B.Varun, Placement Officer to make necessary arrangements to send the placement performance details to the Head of the Departments regularly

All the Head of the Departments are directed to be ready with the **Workload** for the next semester and the meeting for the same falls on 21/12/23.

The Head of the Departments are also requested to instruct the time-table coordinators to allot one hour (specifically) for the **NEOPAT training** in the time-table itself. Have to ensure the laboratory to be allotted for this and the WiFi connection for writing the examination.

## II Year

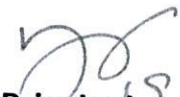
**Practical Examination Dates** for the current second year students to be scheduled between 18<sup>th</sup> January 2024 to 20<sup>th</sup> January 2024.

**Industry Connect Course – I Dates:**

22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup> of January 2024

**Industry Connect Course – II Dates:**

29<sup>th</sup>, 30<sup>th</sup> of January 2024 and 1<sup>st</sup>, 2<sup>nd</sup> of February 2024

  
Principal 18/12/23

**Sri Ramakrishna Institute of Technology  
Coimbatore - 641010**

**Minutes of the Meeting**

**Subject:** - Institution Academic Committee Meeting - 2023-24 – 2 dated 16/05/2023

**Reference:** - Institution Academic Committee Meeting – 2023 – 24 – 1 dated 09/05/2023

**Venue:** Board Room

**Time:** 2.30 pm

**Convenor:** Dr.M.Paulraj, Principal, SRIT

**Members:**

1. Dr.P.S.Prakash, HOD|CSE
2. Dr.S.Anila, HOD|ECE
3. Dr.C.R.Hema, HOD|EEE
4. Dr.M.Suresh Kumar, HOD|IT
5. Dr.B.Chokkalingam, HOD|Mechanical
6. Dr.V.Chitra, HOD, S&H
7. Dr.S.Nagarani, HOD|S&H (Mathematics)
8. Dr.J.J.Adri Jovin, Controller of Examinations
9. Dr.R.Nagendran, Academic Coordinator
10. Dr.N.V.Shibu, Associate Professor, CSE
11. Dr.S.Gayathri Devi, Associate Professor, CSE

*Dr*  
*19/5*

| S.No. | Description          | PIC                     | Points Discussed                                                                                                                                                                                                                                                                                              | Action taken          |
|-------|----------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1A    | Second Test Schedule | Head of the Departments | <b>Final Year Project (Viva-Voce Schedule)</b>                                                                                                                                                                                                                                                                |                       |
|       |                      |                         | Final Year Project viva-voce is scheduled on <b>15/05/23</b> with each of the batch consisting of 60 students. All of the faculty members are instructed to meticulously follow the rubrics while evaluating the report. The report should be signed by both internal and the external examiner without fail. | Scheduled & Completed |
|       |                      |                         | All Department FYP Coordinators are instructed to select the Best, Average and the Worst FYP Report for future purpose (as per NBA guidelines).                                                                                                                                                               | Active                |
|       |                      |                         | Dr.Adri Jovin is requested to formulate a SoP for the FYP.                                                                                                                                                                                                                                                    | Active                |
|       |                      |                         | Exit Survey from the students has been obtained by all the Departments and the analysis for the same to be submitted on 17/05/23 (FN)                                                                                                                                                                         | Not Submitted         |
|       |                      |                         | <b>Continuous Internal Assessment (Final Years)</b>                                                                                                                                                                                                                                                           |                       |
|       |                      |                         | Internal Exams for Final Year is scheduled on <b>13/05/23 (both FN and AN sessions)</b> .                                                                                                                                                                                                                     | Scheduled & Completed |
|       |                      |                         | <b>Continuous Internal Assessment (Second &amp; Third Years)</b>                                                                                                                                                                                                                                              |                       |
|       |                      |                         | Since all the HODs have mentioned that all the course modules for the 2 <sup>nd</sup> and 3 <sup>rd</sup> years have been completed, a decision has been made in the committee to proceed with the Second Internal Assessment Exam. The schedule for the same is between <b>15/05/23 to 17/05/23</b> .        | Scheduled & Completed |

|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                 |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
|  |  |  | <p>While setting the question papers at most care should be taken to follow the bloom's taxonomy, along with the vetting procedure. In connection with this, VETTER has to specifically comment on the same. It is to be noted that Vetting form 1 is related to the remarks, while Vetting form 2 has to be submitted after correction.</p> <p>It is also instructed that the Division Head has to check for the question paper considering the standard of the question paper, quality of the questions, any typographical errors etc., At most care has to be taken to identify how they have modified the questions while connecting with the bloom's taxonomy action verbs and course outcomes.</p> <p>For courses can follow the sample while mapping in question paper:</p> <p>Part – A (C1, C2)</p> <p>Part – B (C3, C4)</p> <p>Part – C (C5, C6)</p> <p>The CAP (Consolidated Attendance Proforma) is scheduled on 18/05/23 2:00 pm for the Second and Third Year Students.</p> <p><b>First Year Students (Second Semester)</b></p> <p>First Internal Test for the current first year students are scheduled between 15/05/23 to 17/05/23.</p> | <p>Scheduled &amp; Completed</p> <p>18/05/23</p> <p>Scheduled and Completed</p> |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|

|    |              |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                |
|----|--------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |              |                     | <p align="center"><b>Final Year Students (Retest Schedule)</b></p> <p>Students who have scored less than or equal to 45 (out of 100) marks in their Continuous Internal Assessments should take Re-Test and the same to be scheduled. In case if the student is absent for retest also, then original marks have to be provided and they must not be allowed to sit for the End-semester Examination. The tutors has to note that Hall Ticket must not be issued to these students until they pass in the retest.</p>                                                                                                                                                                                                                                                                                                            | 17/05/23                                                                                                                                                                                                                                       |
| 1B | CIA Analysis | ALL Faculty Members | <p align="center"><b>CIA Result Analysis (Final Years)</b></p> <p>CIA results final entry to be entered in the IMS portal on or before <b>16/05/23 (FN)</b>. In this case, all the components have to be entered separately and the consolidated report to be produced in front of the Institution Academic Committee. The meeting for the same is scheduled on <b>16/05/23, 2:00 pm</b> in the Board Room. In connection with this, the Course Coordinators of final years are instructed to present the results to the principal on <b>16/05/23</b>.</p> <p>The name list of the students who are eligible for taking retest should be confirmed and the same to be submitted to the principal. Dr.Chitra, HOD S&amp;H has been directed to schedule the retest exams for failed students in the CIA (Final Year Students)</p> | <p align="center"><b>CIA Result Analysis (Final Year) done on 16/05/23 (2:30 pm) in the Board Room (Refer: IAC MoM dated 16/05/23)</b></p> <p align="center"><b>Scheduled on 17/05/23 and Completed</b></p> <p align="right">24/05/23 (yet</p> |

|   |                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |
|---|----------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|   |                            |                     | <p align="center"><b>CIA Result Analysis (Second and Third Years)</b></p> <p>CIA Analysis for the Second and Third Year is scheduled on <u>24/05/23</u></p> <p align="center"><b>CIA Result Analysis (First Year – Second Semester)</b></p> <p>CIA Analysis for the First Year (2<sup>nd</sup> Semester) is scheduled on <u>24/05/23</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p align="center">to be completed)</p> <p align="center">24/05/23 (yet to be completed)</p> |
| 2 | End Semester Exam Schedule | ALL Faculty Members | <p align="center"><b>End – Semester Examination (Final Years)</b></p> <p>The End-semester examination for final years is scheduled on <b>18<sup>th</sup> and 19<sup>th</sup> of May 2023.</b></p> <p align="center"><b>End-Semester Examinations (Second and Third Years)</b></p> <p>The end-semester examination for second and third years is scheduled from <b>26<sup>th</sup> May 2023</b> onwards.</p> <p>In case of FYP the faculties are instructed to give the original marks itself and to enter the same in the IMS portal.</p> <p>FYP coordinators are instructed to check for the FYP backlog and to complete the same with the help of the tutors. In case of having FYP backlog students, they are instructed to fix the date for the FYP after consulting with the Head of the Department and to communicate the same to the Principal. In connection with this, HoDs are requested to direct the tutor as well to post the relevant details in the Parent's interface for notification purpose.</p> | <p align="center">Scheduled and in Progress</p> <p align="center">Scheduled</p>             |

|  |  |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|--|--|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  |  |                      | <p align="center"><b>Practical Examination (Second and Third Years)</b></p> <p>Students not having Hall Ticket will not be allowed to sit for the Practical Examination. The practical examination is scheduled between <b>22/5/23 to 24/05/23</b>. In this connection, Head of the Departments are instructed to redirect the internal examiner to inform about the Skilled and Office Assistant to the exam cell before the date of exam without fail.</p> <p>Furthermore, breakage amount has to be collected and the students should obtain the NO DUES certificate. Then only Course Registration form will be issued to the students so that Examination Fees collection can be initiated.</p> <p align="center"><b>Procedure for Issuing Hall Ticket</b></p> <p>All are requested to meticulously follow the procedure related to issuing the Hall Ticket. The same is addressed by Controller of Examination in the meeting.</p> <p>Breakage fees, get no dues form cleared, after submission of no dues to CoE office (maintained there after duly signed by all), course registration form will be issued to the tutors (student and tutor and HoD has to sign) and to submit the same, then only exam fees will be collected in the CoE office. Then only Hall Ticket will be issued.</p> <p>Dr.Adri is directed to inform about the procedure for getting the Hall Ticket from the Examination cell by the students clearly to the tutors</p> | Scheduled |
|  |  | Boys<br>(Dr.M.Suresh |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Completed |

|   |                                                        |                                                           |                                                                                                                                                                                                                                                                                                                                                  |                                                   |
|---|--------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|   |                                                        | Kumar, HOD IT)<br>Girls<br>(Prof.S.Nagarani<br>, HOD S&H) | In – charges of the Hostel (both Boys and Girls) are instructed to check for the pending Hostel fees and to report the status of the same to the principal immediately – One pending student (fees) in Boys Hostel and no pending fees in Girls Hostel as on 18/05/23                                                                            | Completed                                         |
|   |                                                        | HoDs                                                      | All the Head of the Departments are instructed to check for the pending semester examination fees and to report about the status to the principal immediately.<br><br>2nd and 3rd year students are not allowed to sit for the Practical Exams in case of not clearing the fees (hostel and semester fees). No hall ticket to be issued to them. | Completed<br><br>Active                           |
| 3 | Result Passing                                         | CoE                                                       | Kept in ABEYANCE                                                                                                                                                                                                                                                                                                                                 |                                                   |
| 4 | ODD Semester Workload (library hours, placement hours, | All HoDs                                                  | All HoDs are requested to prepare the ODD semester workload (format of NBA) and to take care to allot library and placement hours, along with aptitude hour (either as a service or from the same department) and to submit the same to the Principal                                                                                            | 18/05/23<br>Submitted                             |
| 5 | Industry-Connect Course                                | Head of the Departments                                   | Final Year (1 credit – industry connect course – with 15 hours) to be completed and the report to be submitted to Principal.<br><br>The report for the same to be submitted                                                                                                                                                                      | Scheduled on 16/05/23 and completed<br><br>Active |
| 6 | Faculty CL, Permission                                 | ALL Faculty Members                                       | In the recent days, it is observed that most of the faculty members are not signing the attendance register regularly. If they are coming <b>before 8:45 am</b> , then they have to sign and have to punch.<br><br>If the faculty is coming <b>after 8:45 am</b> , then they have to sign the                                                    |                                                   |

|   |                      |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                              |
|---|----------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|   |                      |                         | <p>permission register without fail which is kept in the Principal's Office. Otherwise, they have to apply for a <b>Half-a-Day CL</b>. The faculty members have to get prior permission from the HoD and the Principal in case of Casual Leave.</p> <p>In case of <b>emergency cases</b>, the faculty members are instructed to get permission from the HoD by informing them. If the faculty member has not informed about their absence means then it will be treated as <b>Leave on Loss of Pay in this case</b>.</p>                                                  | Active                                       |
| 7 | Vacation period      | Head of the Departments | <p>Faculty members are also instructed to apply with the appraisal form (to be send through IQAC) related to the promotions.</p> <p>Similarly, department KPI to be submitted (the format for the same to be done by IQAC)</p> <p>Modified Vacation Period Slot has been circulated already stating the protocol for the same.</p> <p>It is instructed for the faculty members to submit a letter stating the vacation slot details, address for communication, before availing the same. Have to submit a letter while joining the duty after availing the vacation.</p> | <p>Active</p> <p>Completed</p> <p>Active</p> |
| 8 | Industry Connect Lab | Head of the Departments | 3 MOUs for the next three years has to be planned by the concerned department heads. In connection with this, the HoDs have to send the report related to the Industry Sponsored Lab in form of writing (hand-written).                                                                                                                                                                                                                                                                                                                                                   | One week - Active                            |
| 9 | Replacement of       | Head of the             | In connection with modernization of equipment's, concerned head of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Active                                       |

|    |                                                        |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |
|----|--------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|    | equipment                                              | Departments     | the departments are to send suitable proposal (check for the NBA format) and to submit the same to the Principal without fail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Submitted to Management   |
|    |                                                        | Prof.N.V.Shibu  | Prof.N.V.Shibu is instructed to submit a proposal in case of network connection inside the campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| 10 | FYP Report correction                                  | FYP Supervisors | The head of the departments are instructed to direct the FYP coordinators to award marks as per the rubrics. In connection with this, it is decided in the meeting to formulate a random method to check for the FYP reports in coming years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Active                    |
| 11 | Odd and even semester course and evaluation file audit | IQAC            | <p>Six program coordinators have been nominated for auditing the files and the same information has been circulated, so that they will be acting as a single point of contact for the respective departments.</p> <p>It is decided to conduct internal and external audit for the upcoming semesters by IQAC audit team and the date will be announced soon. In connection with this, IQAC director is instructed to define the process related to the auditing (internal and external) and to send the proposal to the Principal.</p> <p>The Internal Audit Cell team has been formed and the same is circulated. It is instructed to the coordinator to formulate a methodology related to auditing and to submit the same to the principal</p> | Active                    |
| 12 | Internal audit IQAC                                    | IQAC            | <p>IQAC director is instructed to define the process related to the internal audit and to send the proposal to the Principal</p> <p>It is instructed to educate the faculty members regarding the course outcomes as a quality initiative for the upcoming academic year by IQAC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Active                    |
| 13 | External audit IQAC                                    | IQAC            | IQAC director is instructed to define the process related to the external audit and to send the proposal to the principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Scheduled and in progress |
|    |                                                        |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Active                    |

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| 14 | Storage room for files<br>IQAC                           | IQAC                                                         | <p>A proposal has to be submitted by the IQAC team to the principal requesting for storage room in order to store the files in IQAC.</p> <p>Room No: 305 is allotted for storing the files of IQAC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Submitted and Completed</p> <p>Allotted</p>         |
| 15 | CIA report relieving<br>faculty members                  | Head of the<br>Departments                                   | <p>Head of the Departments are instructed to get the softcopy and the hardcopy of <b>ALL</b> the relevant documents pertaining to the faculty members who is getting relieved through the concerned coordinators and the same to be stored in a common repository. HoDs to form a specific team and come out with a SOP along with the No Due format for the same.</p> <p>HoDs are not authorized to authenticate about a faculty to companies (Verification Process) without getting approval from the Principal when they are not in service.</p> <p>In connection with the faculty members getting relieved, the list has to be prepared for this ongoing semester, and the same has to be checked with respect to the hard copy and the soft copy of the relevant documents (CIA details, Course Files and Other Files)</p> | <p>Active and a SoP to be formulated</p> <p>Active</p> |
| 16 | Issue of Course<br>Completion and<br>Conduct Certificate | <p>Tutors and Head<br/>of the<br/>Departments</p> <p>CoE</p> | <p>The parameters to be used while issuing Conduct Certificate can be <b>Good   Satisfactory   Bad.</b></p> <p>Final Year Students will be provided with the Course Completion Certificate on <b>19<sup>th</sup> May 2023.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>19/05/23</b>                                        |

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|    |                                                                                               |                                    | <p>On 15<sup>th</sup> May 2023, the tutor has to check the book before the student leaves the campus giving importance to the following fields in the book:</p> <p><b>Name of the Father, Date of Birth, Photograph, Date of Joining</b></p> <p>Transfer Certificate will be issued after the examination gets over (after one week). In connection with this, CoE office to provide the Principal with the List of Students involved in Mal Practice   Enquiry   Disciplinary Actions (Classroom   Hostel   Internal Tests).</p> <p>Tutors of the Final Year are instructed to check the Students Data Book for the issue of Certificates (in case of issuing provisional and degree certificate) without fail and to submit the same to the CoE Office</p> | <p><b>Completed</b></p> <p>Completed</p> <p>Completed</p> |
| 17 | Placement Internship students' attendance certificate and report proof of joining the company | Tutors and Head of the Departments | The HoDs has to check for the placement internship students and to get the Attendance Certificate along with the report so that they can attempt the examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Active                                                    |
| 18 | Second year and Third year internship during vacation                                         | Dr.Jim Mathew Philip               | To direct PIC to send communication to the second- and third-year students and to send the SOP so that it is followed and have to ensure that the same notification is available in the Web Portal too without fail (1 credit for 2 weeks).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Active                                                    |
| 19 | Shortage of attendance                                                                        | Head of the Departments            | It is instructed to the concerned heads to ensure that every week, attendance to be displayed in the notice board without fail from this semester onwards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Active                                                    |

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| 20 | Club activities                            | Head of the Departments and Club Coordinators | Request the HoDs to direct the Club Coordinators to come out with the calendar of activities (only for active clubs)                                                                                                                                                                                                                                                                          | Scheduled & Completed                         |
| 21 | Tutor - ward notebook                      | Dr.J.J.Adri Jovin                             | <p>Prof.Adri Jovin is directed to formulate SoP for the tutor – ward meeting.</p> <p>The same has to be followed meticulously from this semester onwards and to submit the report signed by the HoD every 15 days without fail (fortnightly) to the principal in the upcoming academic year.</p> <p>Availability of Tutor – ward Notebook and reviewing the same is to be done on 24/0523</p> | <p>24/05/23</p> <p>Active</p> <p>24/05/23</p> |
| 22 | Periodic maintenance of lab equipments     | Lab In-charges                                | To maintain the registers fortnightly (equipments + housekeeping) and the same to be submitted to the principal fortnightly without fail                                                                                                                                                                                                                                                      | Active                                        |
| 23 | POSH and women empowerment cell activities | Concerned Club and Cell Coordinators          | <p>The heads for the cells are:</p> <p>POSH – Dr.S.Anila</p> <p>Women Empowerment – Dr.S.Nagarani</p> <p>Anti-ragging – Dr.S.Nagarani</p> <p>SC ST Cell – Ms Mala</p> <p>Grievance Redressal – Dr. B.Chokkalingam</p>                                                                                                                                                                         |                                               |

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|    |                                            |                     | Disciplinary Committee – Dr. B.Chokkalingam                                                                                                                                                                                                                                                                                                                                                                                                                             | Active    |
|    |                                            |                     | <p>In connection with this, it is instructed to prepare SoP for all the Clubs and Cells and the same to be submitted to the principal without fail. In case of the club   cells activities, every 15 days the report to be submitted to the principal without fail.</p> <p>Meeting with the Club Coordinators has been scheduled on 16/05/23 (FN) and they are instructed to start preparing the Calendar of Activities for the concerned Clubs   Cells immediately</p> | Active    |
| 24 | Closing of classrooms by OAs               | OAs                 | OAs of the respective departments are responsible for opening and closing of classrooms. Hereafter roaster duty to be considered for the same. The faculty members are directed to check for the furniture's intact inside the classroom (responsibility) without fail.                                                                                                                                                                                                 | Active    |
| 25 | Placement training immediately after exams | Dr.N.V.Shibu        | Dr.N.V.Shibu is directed to come with the proposal and schedule to conduct placement training immediately after exams get over.                                                                                                                                                                                                                                                                                                                                         | Active    |
| 26 | Use of Swayam by faculty and students      | ALL Faculty Members | All the faculty members are encouraged to register for the swayam courses.                                                                                                                                                                                                                                                                                                                                                                                              | Active    |
| 27 | Department KPI IQAC                        | IQAC                | To formulate and process the Department KPI through IQAC                                                                                                                                                                                                                                                                                                                                                                                                                | Completed |
| 28 | Faculty appraisal                          | IQAC                | To formulate and process the Faculty Appraisal through IQAC                                                                                                                                                                                                                                                                                                                                                                                                             | Completed |
| 29 | Compulsory Supervisorship                  | ALL Faculty Members | All the PhD holders should compulsorily have the supervisorship. The same has to be ensured by them. Otherwise, they have to apply for the same as soon as possible.                                                                                                                                                                                                                                                                                                    | Active    |
| 30 | Technical training                         | Dr.N.V.Shibu        | Technical Training after 5 PM for the Hostel Students to be made                                                                                                                                                                                                                                                                                                                                                                                                        |           |

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|    | after 5pm                                                       |                                    | compulsory. One-hour classes in the evening to be scheduled soon.<br><br>HoDs can make necessary arrangements to open the lab after 5 PM (till 6 PM – at least one hour) and to intimate the same to the principal. | Active                   |
| 31 | Final year students exit survey                                 | Tutors and Head of the Departments | To get the Exit Survey from the final year students and then to sign the No Dues Form along with the Student Internship Certificate and OD based Participation Certificate.                                         | Completed                |
| 32 | Course outcome student survey                                   | ALL Faculty Members                | On completion of every course, course coordinators to get the feedback (to be mapped in the portal)                                                                                                                 | Completed                |
| 33 | Hostel committee meeting                                        | Dr.M.Suresh Kumar                  | Hostel In charges has to immediately arrange for a meeting to discuss the issues related to the hostel                                                                                                              | Completed                |
| 34 | Students representative meeting                                 | Dr.S.Nagarani                      | Principal has to meet the second, third and final year students (each year – each branch – one boy and one girl) and the list to be submitted to the Principal Office immediately                                   | Completed on 18/05/23 AN |
| 35 | FDP by departments                                              | Head of the Departments            | To conduct FDP in the departments and the funding for the same is available                                                                                                                                         | Active                   |
| 36 | Certificate course initiatives one from each department         | Dr.Muthu Krishnaveni               | Every department to initiate the certificate course - 30 hours duration with one specialization and the proposal for the same to be submitted to the principal                                                      | Active                   |
| 37 | Admissions                                                      | ALL Faculty Members                | All faculty members to promote SRIT (admissions)                                                                                                                                                                    | Active                   |
| 38 | Report on students duty certificate of participation with proof | Head of the Departments            | Head of the Departments are instructed to take necessary action regarding the same and to submit the report to the principal                                                                                        | Active                   |

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| 39 | Question bank with different taxonomy level           | ALL Faculty Members     | To direct the faculty members to formulate the question bank as per bloom's taxonomy action verbs in a meaningful way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Active                                    |
| 40 | Network Connection proposal Dr. Shibu and Mr. Yuvaraj | Dr.N.V.Shibu            | To submit a proposal to the Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Submitted                                 |
| 41 | Placement Prof. Nomination : Prof. Varun              | Prof.B.Varun            | <p>Professor In-charge for the Placement to visit and bring the companies to the institution and for the same Prof. Varun has been nominated.</p> <p>Current 3<sup>rd</sup> Year Students who attended the Placement Exam only will be allowed to attend the Placement Drive. Others are not permitted. In connection with this, only 160 students wrote the exam irrespective of the number of reminders. So only those 160 students will be taken into account and they are eligible for the upcoming placement drives.</p> <p>Prof.B.Varun, is instructed to conduct placement training pertaining to Logical, Verbal, Aptitude and Technical training and to inform the same to the Principal without fail.</p> <p>Placement based Student's Internship Certificate has to be obtained immediately by the concerned coordinators. Otherwise no Hall Ticked will issued.</p> | <p>Active</p> <p>Active</p> <p>Active</p> |
| 42 | Nominations – FYP and Timetable                       | Head of the Departments | <p>Nomination of FYP Coordinator and Timetable Coordinator for the upcoming Semester is obtained on the spot from the concerned Heads</p> <p>In case of FYP, the protocol for grouping of students, the project title selection, the project guide allocation, mapping of the projects to the students are discussed. It is directed to follow the same meticulously</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Completed</p> <p>Active</p>            |

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|    |                  | <p>and also the flowchart and scheme for the same is available in the website for further reference.</p> <p>The method used for implementing FYP allotment has to be submitted to the Principal by the concerned Heads</p> <p>Project related rubrics to be circulated by Dr.Adri Jovin</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Active</p> <p>Active</p>                                                                                                                                   |
| 43 | Any other matter | <p>To nominate a committee (Academic Advisory Committee) with the composition of Parents, Industries, Students, External Academic Members, Alumni etc.,</p> <p>Discussion about conducting meeting twice (August – after getting results)</p> <p>To formulate Curriculum Revision – SoP needed</p> <p>Department Association account to be closed immediately and then to give the No Dues</p> <p>Board of Studies - need approval for Board of Examiners (External)</p> <p>BoS – agenda to be formulated</p> <p>Classroom arrangements (to be done for the upcoming semester)</p> <p>Details of no. of observation, record note books and uniforms – details to be provided to Dr.Nagarani for further action</p> <p>Rs.500/- for alumni association to be collected</p> <p>Faculty association to contribute for the student scholarship</p> <p>MoU to be signed between Red Hat Academy and SRIT</p> | <p>Active</p> <p>Active</p> <p>Active</p> <p>Completed</p> <p>Active</p> <p>Active</p> <p>Done</p> <p>Submitted</p> <p>Active</p> <p>Active</p> <p>Active</p> |

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|  |  | Institute will reopen for the ODD semester on 2 <sup>nd</sup> week of July 2023 (tentatively)                                                                    | Active    |
|  |  | Workshop for the First Year Students in the topic MS-Office (tools) has to be scheduled by all the Departments                                                   | Active    |
|  |  | CAR for the courses has to be obtained                                                                                                                           | Active    |
|  |  | CIA report from all the faculty members in addition to the Course Evaluation File has to be obtained.                                                            | Active    |
|  |  | Every week attendance to be displayed for the Current First Year (Second Semester) Students with the Cumulative Percentage (to be displayed in the Notice Board) | Active    |
|  |  | IQAC has circulated the Department KPI and the Self-Appraisal Form for further process                                                                           | Active    |
|  |  | Suggestions related to the Curriculum in form of Feedback need to be obtained                                                                                    | Active    |
|  |  | Technical Training for the Second and Third Year Students has to be prepared and the same to be submitted to the Principal                                       | Active    |
|  |  | Course Outcome Survey for the Final Year, Third and Second Year Students has to be obtained                                                                      | Active    |
|  |  | Students Representative Meeting is scheduled on 18/05/23 (AN)                                                                                                    | Completed |
|  |  | It is instructed to be readily available with the Question Bank by the faculty members for the upcoming Semester                                                 | Active    |

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|  |  |  | Department Association Account has been closed and the members are yet to be transferred (and then to give the NO DUES). In connection with this, the Head of the Departments are instructed to submit a report for the same on 17/05/23 | Active |
|  |  |  | The External Examiners for the Board of Studies has to be obtained                                                                                                                                                                       | Active |
|  |  |  | Introducing the Tamil Marabu course to the students                                                                                                                                                                                      | Active |
|  |  |  | Need and Focus on R2024                                                                                                                                                                                                                  | Active |

*D. Paul*  
19/5/2023  
Convenor