

Criterion 2.3.3

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Minutes of Meeting of Statutory Bodies

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CARE

COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)

Minutes of the Meeting of HODs held on 12.11.2020

Date	: 12.11.2020
Time	: 04.00 pm
Venue	: Online - Google Meet
Present	: Principal-CARE COE, Dean (Academics), Dean (SA), HODs-CE, CSE and ECE, SH and Mr.J.Muthukumar

Dean Academics welcomed all the members and discussed the following points.

I. Action taken on the minutes of the HODs meeting held on 04.11.2020

1. **Winter workshop:** Proposals were received from all the HoDs and submitted to Director and Dean Academics. Will be submitted to AU after getting approval from Director.
2. **Peer Group Coaching :**
 - Civil – No absentees, Coaching classes are monitored by subject faculty and Class coordinators.
 - ECE – Except Keerthick Roshan (III Year) all are attending the classes regularly and monitored by CCs and faculties.
 - Mech – Counseling given to the absentees.
 - S & H – Monitored by the faculties and absentees were given counseling.

Till the commencement of University exams, Peer grouping must be continued for all the classes.
Dean Academics will inform the procedures for conducting revision classes.
3. **I year B.E academic calendar:**
 - Principal suggested that each faculty must focus on 90% results in university exams and must achieve at least 80%.
 - Target and Perspective form has been distributed to all the faculties and HoDs were requested to explain the importance of achieving the target to apply for NAAC.
4. **Creation of Google Class Room (GCR) for I semester subjects :**
 - GCR have been created for all the subjects
 - Posting of materials are in progress.
5. **Preparation for online Model Practical Examination of II,III and IV year students – Completed.**
6. **Preparation for online Anna University Theory Examination Nov / Dec 2020 – Completed.**

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II. Current Agenda

1. Shortage of Attendance:

Civil , CSE & Mech -Nil

ECE : Keerthick Roshan (Asked to attend evening special classes).

2. Creation of GCR for higher semesters:

- GCR must be created for all the subjects.
- Materials, QB, Videos for first two units must be uploaded before 27/11/20.
- Invitation to GCR must be sent to Director, Principal and Dean Academics.

3. Online Internship:

- At least five companies which offer online internship training must be identified.
- Students must be grouped and registered for training and the list must be sent to Dean Academics on or before 20/11/20.

4. Presentation of Model Exam result Analysis:

- Presentation by the HoDs must be on 18/11/20.

5. Coaching classes for the students for AU Examination.

HoDs are requested to prepare a plan for providing online coaching during AU exams.

6. Mentor Counseling Feedback & Action Taken

ECE : Keerthick Roshan (Final ECE – 5/10/20 mentors spoke with his parents for his absence to the regular classes and counseled him to attend the special classes conducted during evening sessions.

Mech : Dharmaraj counseled to overcome negative thoughts after post covid situation.

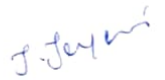
6. Any other Matter :

Perspective and Target plan Forms must be collected from all the Faculties and submitted by HoDs on 21/11/20.

The meeting came to an end at 5.00



PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 009.


Report prepared by
Dr.J.Jeyarani

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27, Thayanur, Trichy-620009

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CARE/IQAC/2020-21/Even/

21/04/21

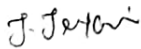
Minutes of the Meeting

The meeting started with the opening remarks of the principal and Dean R&D discussed the following points.

- Discussed on the issues raised by the mentee students to their mentors in counseling hour.
- Decided to conduct more hours for problem oriented subjects since students find difficulty in online classes especially for mathematics based subjects.
- Decided to inform faculty to use more ICT Tools and videos for slow learners to improve the class attendance.

The following persons were present:

1. Dr.J.Jeyarani – HoD / ECE
2. Mr. G.Thavaselvan AP/SH
3. Mr. M.Vigneswaran AP/Civil
4. Mrs.M.Shivashankari AP/ECE
5. Mr.C.Muthukumaran AP/ CSE
6. Dr.Manochandar AP/MBA
7. Dr.B.Gobalakrishnan AP/Mech


IQAC Coordinator



Principal

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Copy to:

1. All HoDs
2. Department IQAC Members