

Minutes of the HoDs Meeting Chaired by Dr. P.V. Mohanram – Principal held on 28.11.2019

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	14	Dr. M Mohamed Iqbal- Associate Professor, EEE
2	Dr. G. Chandramohan – Vice Principal	15	Dr. M. Devasana – Associate Professor, Civil
3	Dr. P. Subbaraj – Dean, Research	16	Dr. R. Ravikumar- Assistant Professor (Selection Grade) Humanities
4	Dr. N. Saravanakumar –Professor and HoD, Mechanical	17	Dr. K. Balaji-Assistant Professor (Selection Grade) Chemistry
5	Dr. R. Ramesh – Professor, Mechanical and Coordinator- IQAC	18	Dr. P Prabunathan-Assistant Professor, Chemistry
6	Dr. M.I. Abdul Aleem – Professor and HoD, Civil	19	Dr. M Manoj-Assistant Professor (Senior Grade), Chemistry
7	Dr. R. Manimegalai – Professor and HoD, CSE	20	Dr. A Hariharan- Assistant Professor, Chemistry
8	Dr. C.L Vasu –Professor and HoD, EEE	21	Ms. M. Deepa –Assistant Professor (Senior Grade), ECE
9	Dr. T. Hamsapriya – Professor and HoD, ECE	22	Mr. A. Anand-Assistant Professor (Senior Grade), ECE
10	Dr. S. Jayakumar- Professor and HoD, Physics	23	Mr. K. Anandhakumar-Assistant Professor (Senior Grade), EEE
11	Dr. V. Jailaxmi- Professor and HoD, Maths	24	Mr. P. Balakumar- Assistant Professor (Senior Grade) Civil
12	Dr. G. Latha- Professor and HoD, Chemistry	25	Mr. J. Nagarjun- Assistant Professor (Senior Grade), Mechanical
13	Dr. E. Malar- Professor, EEE	26	Mr. D. Venkatesh-Assistant Professor (Senior Grade), ECE

S. No.	Points Discussed	Action to be Taken	Responsibility
Principal welcomed the HoDs and all the members for the meeting			
1	Research Review Committee Meeting	<ul style="list-style-type: none"> Principal explained a format to be filled up by faculty and submitted to the Research Advisory Committee (a sample format was issued and are requested to submit the form on or before 05/12/2019) Principal requested all HoDs to keep ready a setup of separate cabins exclusively for research facilities in each department. Principal congratulated Chemistry and Physics departments for their professional preparation and presentation during the visit of AU Research Review Committees 	All HoDs and concerned faculty

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2	Analysis of University Question Paper- Nov/Dec-2019	<ul style="list-style-type: none"> Principal outlined a format of Analysis of University Question Paper and a brief discussion was held and finally, it was decided that the form will be simplified based on suggestions from HoDs 	Dr. C.L. Vasu- Professor & HoD, Dr. R. Ramesh- Professor, Mechanical and Coordinator IQAC
3	Student Feedback Form	<ul style="list-style-type: none"> Principal requested Dr.C.L.Vasu to take inputs from HoDs to update Student Feedback form 	Dr. C.L. Vasu- Professor & HoD,
4	ORCiD Registration	<ul style="list-style-type: none"> Dr.R.Ramesh elaborated the procedure and importance of registration of ORCiD -Scopus id and indicated the h-index score of the college and citations which contributed to the college h-index Principal requested all faculty to create ORCiD, and clarification if any may be resolved by discussion with IQAC Dr. R. Manimegalai suggested that all faculty to publish papers through open access publication in order to increase citations 	All HoDs and faculty
5	Display of Journals	<ul style="list-style-type: none"> Principal requested Dr.R.Ramesh to display a list of Online Journals, Conference Proceedings, Major Publications, Handbooks and books published by our faculty in the library 	Dr. R. Ramesh- Professor, Mechanical and Coordinator IQAC
6	ISTE Awards	<ul style="list-style-type: none"> Principal concluded that ISTE student Awards shall be finalized by Dr. M.I. Abdul Aleem in consultation with HoDs 	All HoDs
7	Meetings and additional responsibilities	<ul style="list-style-type: none"> Principal expressed his plan to conduct HoDs meeting and IQAC meeting on alternate weeks He also added that faculty staying in Quarters to take up additional responsibilities and the same will be reviewed by the following committee nominated for the above: Dr. N. Saravanakumar, Dr. C.L Vasu and Dr.V.Jailaxmi 	Dr. N. Saravanakumar- HoD, Mechanical, Dr. C.L Vasu -Professor & HoD, EEE, Dr.V.Jailaxmi-Professor & HoD, Maths
8	PASCO Lab progress review	<ul style="list-style-type: none"> Principal reviewed the progress of PASCO experiments assigned to them and advised faculty to develop experiments and share with other faculty 	All HoDs
9	Self Enquiry Club	<ul style="list-style-type: none"> Principal recommended to introduce "Self Enquiry Club" which was suggested by Dr.Devdas Menon-Professor, IIT, Madras 	Mr.P.Balakumar- Assistant Professor (Senior Grade) Civ
10	Academic calendar 2019-2020	<ul style="list-style-type: none"> Vice Principal told that the Academic calendar for upcoming semester 2019-2020 (Even) was sent to all faculty members. He also informed that vacation period for 1st year faculty "starts from 3rd Dec 2019 and ends by 23rd Dec 2019" He also added that commencement of senior classes will be from 9th Dec 2019 and for 1st year students the classes will commence from 2nd Jan 2020 	All HoDs

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11	Approval AU and AICTE	<ul style="list-style-type: none"> • Principal requested HoDs to maintain a separate copy of below-listed documents when Anna University research committee visits the departments, <ul style="list-style-type: none"> ○ Anna University Guide Approval Letters ○ Appointment Letters and Joining Report of all faculty ○ Degree Certificates of all faculty (these with Ph.D qualification) ○ Presentation Material prepared by department (3 copies) ○ List of journals pertaining to respective department (obtained from Library) ○ Research project sanctioned letter copy ○ Internet connection proof (300 Mbps, approval letter from Mr. K. Balasubramaniam-Computer Centre) ○ Patents applied-proof ○ Consultancy/Testing Revenue earned ○ Number of books, titles, volumes available in Library (Research related) ○ Software available in the department/college with proof ○ Department Licence copy of all software purchased ○ List of research related equipment-copy for presentation ○ Stock Register entry of the above equipment-Photocopy <p>All the above documents are to be duly attested by HoD, Principal, for submission to the committee</p>	All HoDs

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

P. V. L. Lane

PRINCIPAL

Copy to:
Vice-Principal
All HoDs
Faculty concerned