

ANNEXURE - I

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH

Neelambur, Coimbatore – 641 062

Minutes of 3rd Planning and Monitoring Board Meeting held on 17th Feb 2018

| MEMBERS ATTENDED | | | |
|------------------|--|---|--|
| 1 | Dr PV Mohanram –Principal/ Chairman | 5 | Mr D Muralidhar- Training Mgr- Member |
| 2 | Dr G Chandramohan – Vice Principal/ Member | 6 | Dr R Ramesh, Prof (Mech) – Special Invitee |
| 3 | Dr J V Ramasamy – Dean (Academic)/ Member | 7 | Dr N Saravanakumar, HoD (Mech) – Special Invitee |
| 4 | Dr L S Jayagopal-Mgmt. Rep - Member | 8 | Mr S Benedict Biju – Director-Skanray Tech – Member (absent) |

Teaching - Learning process improvement:

- **Primary focus** has to be the following;
 - ✓ **Securing good results in Anna University Exams**
 - ✓ **Preparing students for placement**
- **Importance of black board and chalk** was highlighted for analytical subjects – particularly for I and II year students
- **Revision of school basics** for the I years for at least two weeks including training them to think & understand concepts, highlighting the importance of values has to be introduced at the beginning of I Semester.
- **Peer Learning practice** is to be implemented for all analytical subjects by all faculty.
- **Partially completed hand-outs (Scaffolding)** and other resources are to be provided to facilitate learning in the classes.
- **Subject experts (both from with-in the college & outside)** are to be invited to periodically share their teaching experience with the respective team of iTech faculty & motivate them.
- **External experts** to visit classes and get feedback about teaching process.
- **Feeling about the relationship** between students and teacher in every class is to be monitored by external experts.
- **Physical models to demonstrate and facilitate student learning** are to be developed in subjects like Physics, Chemistry, Engineering Drawing.
- The other important suggestions that were made are:
 - ✓ **Summing – up of learnings** by students in each class
 - ✓ **Collaborative teaching** by faculty based on subject expertise
 - ✓ **Flipped class room technique** for senior classes (6th, 7th & 8th Sem) to be tried out for selected theory subjects based on case study approach.
 - ✓ **Self-reflection** by all faculty regarding possible improvement in teaching process based on student feedback
 - ✓ **Solution of Anna University question papers & GATE questions** are to be provided by faculty.
 - ✓ **Monitoring of attendance** of students for class work is to be explored using better Technology like Bio-metric etc.

Student Development Measures

1. **First year students are to be motivated to restore their psychological balance by:**
 - ✓ **Student counselling by qualified psychology expert (Wellness Centre)**
 - ✓ **Covering important topics related to “Self awareness and Management” in Holistic Living**
2. **Senior students to hand-hold the juniors and get the latter ready for placement.**
3. **Feedback about students from placement perspective is to be consolidated and appropriate steps are to be taken.**
4. **Core engineering concepts are to be strengthened by adequate reinforcement.**
5. **Placement opportunities in the areas of “IoT”, “Big Data Analytics”, “Coding Skills” etc are to be tapped seriously by training, participation in student competitions etc.,**
6. **Behavioural Competency aspect of students is to be trained and retrained periodically.**

Faculty Development Measures

1. **New faculty are to be provided atleast one month hands-on-training on effective teaching practices which maximize student learning through PSG CARE.**
2. **Existing faculty must undergo refresher training programme for atleast five days per year.**
3. **Student feedback has to be analyzed for appropriate faculty training.**
4. **Faculty peer-learning is also to be explored.**

Skill Development for Non-Teaching Staff

Identification of training Programmes through CPC, IMTMA, CSI, CII, India Chamber of Commerce, ACCE etc - Mr K Anantharaman (Faculty – In charge)

Car Servicing Facility

A similar facility for car servicing is to be made ready based on ITI syllabus

Servicing Household Equipment and Electrical Maintenance-Facility setup

To Develop Servicing Household Equipment and General Electrical Maintenance with the help with the help of external expertise- Mr M Jothibas (ECE) - (Faculty - Incharge)

Master Plan for Infrastructure

Classroom Video Lecture Capturing Facility is getting ready in the campus at a cost of Rs 8 Lakhs

Infrastructure

1. **Following Infrastructure development activities are in progress as per details given below:**

| Facility | Expected Date of Completion |
|--|------------------------------------|
| Auditorium (1500 capacity) | Dec 2018 |
| New Library | Dec 2018 |
| Canteen | 21.02.2018 |
| Medical Centre | 21.02.2018 |
| Indoor Court with Fitness Centre | Completed |
| Parking Shed for Buses | May 2018 |
| Open Air Theatre | June 2018 |
| Guest House | April 2018 |
| Water Fountain (Behind E2 Block) | April 2018 |
| Children Play area near Faculty Quarters | April 2018 |

2. **To maintain 60,000 sq. ft of NHAI land opposite to PSG iTech**

Other Schemes for development of College

1. **Study hours for the hostellers from 08:30 pm to 10:00 pm is to be extended to senior students**
2. **Vigilance officer to monitor discipline in Campus**
3. **Introducing Bicycle facilities within the campus for the benefit of students**
4. **Slow learners are to be identified at the end of I test**
5. **Coaching Classes for slow learners to be made mandatory**

Industry Institute Interaction

1. **Prof. K Anantharaman has been nominated as Industry Institute Interaction Co-ordinator**
2. **Each faculty member is to identify at least two prospective industry partners to strengthen the link with the industries towards students internship, consultancy projects, etc.,**

To promote Research and Extension Activities

Following Research Mentors have been identified to guide research project preparations:

- **Dr Prasada Raju (Former Advisor, DST)**
- **Dr Nagesh Iyer (CSIR- SERC)**
- **Dr Arun Pradeep Vijayan (COE INDUTECH)**

Research Activities - Contd...

1. **Following senior Faculty Members will be mentored by Dr Arun Pradeep Vijayan to prepare Quality Funded Research Proposals nominated:**
 - Dr V Chitra - Mathematics
 - Dr G Santhanamari - ECE
 - Dr C S Subash Kumar - EEE
 - Dr Mahavishnu - CSE
 - Dr K Balaji - Chemistry
 - Dr P Manojkumar - Mechanical
 - Dr M I Abdul Aleem - Civil
2. **Ground work/prototype development by the above research team** is to be completed with management funding/available resources
3. **iTech faculty** to be provided training in the area of **writing research proposals**
4. **Visit by the faculty to IITs, research labs is mandatory**
5. **Faculty must also involve** in developing industry relevant new experiments

Augmenting Research Facilities

1. **Material Testing and Characterization Lab** is being made ready in **Mechanical Dept - Dr G Rajeshkumar, Mechanical (Faculty Incharge)**
 - a. **Earthquake Engineering Lab with support from PSG Tech** is to be made fully operational - **Ms R T Anitha Ranee, Civil (Faculty Incharge)**
 - b. **Horizontal Testing Loading frame** is to be made ready in the above laboratory

Collaboration with COE INDUTECH

New faculty members will be provided an awareness programme about the Research facilities in COE INDUTECH

Quality Improvement of Education

1. **Micro Teaching** is to be extended for all faculty handling classes for the next semester
2. **Interim Feedback – Mid Course correction** is to be taken
3. **Feedback is to be obtained from parents** also during the middle of the semester for maintaining quality instruction to the students
4. **Outcome Based Education process** is to be followed meticulously
5. **Mini Projects** are to be made **mandatory** for the students in the I Semester

Faculty Awards

1. Awards for best Teaching Faculty members for First Year and senior Classes-will be identified based on “Students Feedback”
2. An Exit Interview is to be conducted to obtain information about overall performance of faculty & other systems.

Community Development Activities- Support to nearby schools:

1. 1 week NSS programmes at schools situated in Kumarapalayam and Kulathur were conducted
2. Regular follow up meetings are also planned for enhancement of skill set of school students
3. The school students will be provided technical input in various aspects like pump & motors, safety engineering, health tips, management games, creativity etc
4. Atal Tinkering Lab Facility is being planned in PSG Public School and Sarva Jana Higher Secondary School

Following Mentors will be nominated for the above purpose:

Mr P Chinnaraj - Mathematics

Ms V Vilashini - CSE

Mr C Gopalakrishnan - Mechanical

Extra Curricular Activities

1. Proposal for setting up NCC unit in PSG iTech is in the final stage of approval by competent authority
2. Based on the performance of NSS unit of PSG iTech, it is likely to be upgraded into a funded unit by Anna University

Immediate Future Plans

A mock presentation by the college team for NBA & NAAC is to be made at an appropriate time for ensuring that the systems are in place.

| Accreditation | Year |
|-------------------|---------|
| NBA - Application | By 2020 |
| NAAC | By 2019 |
| NIRF Ranking | By 2021 |

| | |
|--------------------|---------------------------------------|
| Increase in Intake | BE CSE 1 Section Additional intake |
| New Programme | ME Engineering Design |

Students Admission

- Online MQ Student data capturing prior to admission is to be done
 - Dr R Ramesh
 - Mr G Sakthivel
- Revised College Brochure for admission 18-19 is to be prepared
 - Ms K Lakshmi Kalpana Roy
 - Ms N Suchithra
 - Mr M Jothibas
- Visit to Polytechnic Colleges prior to Lateral Entry Admissions is to be planned
 - Dr R Sankarasubramaniam

Awards received by PSG iTech

| | |
|---|---|
| NPTEL Award | Obtained 'A' Grade |
| Sports Achievements | Badminton Women Team Table Tennis Sapak Takraw |
| <ul style="list-style-type: none">✓ Awarded to PSG iTech for the demonstration of "Passive Architecture Design" by GRIHA Council during GRIHA Summit 2017, New Delhi✓ Awarded to PSG iTech for the "Structural Design of Portico" by Indian Concrete Institute during Concrete Day Award 2016, Tamilnadu✓ Overall Championship in Shristi 2017, PSG Tech✓ Overall championship with Rs 80,000/- cash prize in Electric GO KART Design Challenge event held on 16.02.2018 at Coimbatore✓ Active Contributor Certificate of Appreciation in the Salesforce 24 h non-stop Learnathon conducted on 2nd & 3rd Feb 2018✓ PSG iTech students numbering 6 won 5th place in the Smart India Hackathon 2017 held at Nagpur for developing Mobile Application for tracking the coach and also another set of 6 students were finalist at the Smart India Hackathon 2017 held at Amritsar (Prof P Muruganandan- Faculty Incharge) | |

Dt: 14.03.2018



Chairman