



Minutes of the HoDs Meeting Chaired by Dr. P.V. Mohanram – Principal held on 04.12.2019

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	7	Dr. R. Manimegalai – Professor and HoD, CSE
2	Dr. G. Chandramohan – Vice Principal	8	Dr. C.L Vasu – Professor and HoD, EEE
3	Dr. P. Subbaraj – Dean, Research	9	Dr. T. Hamsapriya – Professor and HoD, ECE
4	Dr. N. Saravanakumar – Professor and HoD, Mechanical	10	Dr. S. Jayakumar – Professor and HoD, Physics
5	Dr. R. Ramesh – Professor, Mechanical and Coordinator- IQAC	11	Dr. V. Jailaxmi – Professor and HoD, Maths
6	Dr. M.I. Abdul Aleem – Professor and HoD, Civil	12	Dr. R. S. Sankara Subramanian – Professor, Maths

S. No.	Points Discussed	Action to be Taken	Responsibility
Principal welcomed the HoDs for the meeting			
1	ISTE Student Convention	<ul style="list-style-type: none"> Principal discussed about how to make programme unique and allocation of duties and responsibilities in regards with ISTE (TamilNadu Section) Engineering Student Convention 2019-20 which is going to be held on 18th and 19th December 2019. Principal communicated that wide publicity is required. Dr.M.I.Abdul Aleem Convener of the ISTE Students Convention 2019-20 stated his plans for the above event. A brief discussion happened in respect of assigning of roles and responsibilities and the details are provided below. 	All HoDs and faculty

Overall Coordinators:

- Dr Abdul Aleem M I–HoD, Civil
- Dr Vetrivelan P–Associate Professor, ECE
- Mr Venkatesh D–Assistant Professor, ECE

S. No.	Description of work	Faculty In-charge & Department	Venue & Due date (Ready by)
1	Design and Printing of Flex	Dr Thangaraju D–Physics	E3-EEE Seminar Hall, Compound Wall 14/12/19
2	Inauguration – Hall arrangements, Dais, Placards, Decoration	Dr Mangalam R–Physics	E3-EEE Seminar Hall, 16/12/19
3	Student Registration - Model Registration form	Dr Chitra V & Dr Chinnaraj P–Maths	ITech Square. 12/12/19
4	Master of Ceremony – Detailed Agenda a. For inauguration b. Panel Discussion c. Quiz d. Valedictory	Dr Pramila K-English Dr Santhanamari G -ECE Dr Vanitha S-ECE Ms Tamilselvi.R-English	E3- EEE Seminar Hall, 16/12/19
5	Purchase of Mementoes, Shawls, Bouquets	Dr Sankarasubramanian RS–Maths	10/12/19
6	Prize winners coordination	Dr .Sivaganesan D & Dr Sumathi A C–CSE	E3-EEE Seminar Hall, 14/12/2019
7	Project Exhibition – Hall & Display Arrangements, Table, Power Points etc.	Mr Sathiyathan M –Overall In charge & EEE Mr Elayaraja S-Civil MsVilasini V-CSE Mr Jothibas M–ECE Mr Nagarjun J-Mechanical	Opposite to E3-EEE Seminar Hall, 14/12/2019



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8	Announcement of Lifetime Achievers (Bio-data and Video display)	Dr Kala I-CSE Ms Deepa M-ECE Mr Navin Ganesh - Civil Ms Divya R-EEE	14/12/2019
9	Transport Arrangements for VIP visits	Mr Balakumar P-Civil Mr Nanthakumar S-Mechanical	14/12/2019
10	Lunch & Refreshments	Dr Kumaravel A -Chemistry Dr Manoj M-Chemistry	Finalize menu and numbers on 16/12/2019
11	VIP Badge preparation	Dr Manoj Kumar P-Mechanical	14/12/2019
12	Kit for participants- File, Notepad, Pen, Tag (no. to be decided)	Dr Vetrivelan P -ECE	14/12/2019
13	Press & Publicity	Mr Rajkumar R -Civil	14/12/2019
14	Photograph	Mr Gopalakrishnan C-Mechanical Mr Govindaraj -PSG Tech	14/12/2019
15	Report preparation		
	a. Inauguration	Dr Hamsapriya T -ECE Ms Susithra S -ECE	18 th and 19/12/2019
	b. Panel discussion	Dr.Elangovan D-Mech and Pavitra C.V.-EEE	
	c. Valedictory	Dr.Reba-ECE and Ms.Lakshmi Kalpana-CSE	
16	Audio arrangements & Live Telecast	Mr.Sudhakar R -NMC Mr Sakthivel S -Office Mr Balasubramaniam K-CMC	16/12/2019
17	Accommodation for VIP	Mr Sakthi Prasanth K -Civil	14/12/2019
18	Accommodation for Students Boys Girls	Mr Mahesh S R - Civil Ms Bavithra K - EEE	14/12/2019
19	Reception	Dr Devasena M- Civil	14/12/2019
20	Hospitality and networking with VIP 's	Dr Manimegalai R- Professor and HoD-CSE	14/12/2019
21	Short listing of papers to be presented	Dr Mahavishnu V C -CSE Ms. Pricilla D- Civil	16/12/2019
22.	Project Selection	Dr.Subburaj.P- Dean Dr.C.L.Vasu- Professor and HoD-EEE Dr.Hamsapriya.T- Professor and HoD-ECE Dr.M.I.Abdul Aleem- Professor and HoD-Civil Dr.Manimegalai.R- Professor and HoD-CSE Dr.Saravana Kumar.N- Professor and HoD-Mechanical	18/12/2019
2	Lifetime Achievement Award	<ul style="list-style-type: none"> Principal announced the eligibility requirement for "Lifetime Achievement Award". In addition, a sole decision was taken to nominate Dr. S. Jayakumar-Professor and HoD, Physics for the above award. 	All HoDs and Faculty
3	Academic Officer	<ul style="list-style-type: none"> Principal announced that an "Academic Officer" needs to be appointed under the category of administration to take care of data compilation work on daily basis. 	All HoDs and Faculty
4	Scopus Id	<ul style="list-style-type: none"> Dr.R.Ramesh updated the list of Authors with multiple Scopus id and suggested to merge multiple ids to single one. 	All HoDs and Faculty concerned

Finally, Principal and Vice Principal thanked all the HoDs

P. V. L. Anand
PRINCIPAL

Copy to:
Vice Principal
Dean (Research-Electrical Sciences)
All HoDs
Faculty concerned