

RAMCO INSTITUTE OF TECHNOLOGY
Department of Electrical and Electronics Engineering

Ref.: RIT/Academic/EEE/PAC&QIC/2019-2020/01

Date: 10.02.2020

The minutes of the meeting of the Program Advisory and Quality Improvement Committee


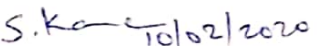
The convener conducted a meeting with the Program Advisory and quality Improvement Committee members on 06.02.2020 at 09.30 AM in the EEE seminar hall and discussed the following points

Members present

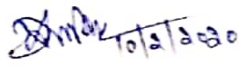
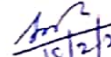
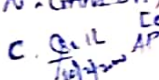
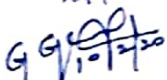
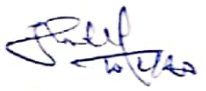
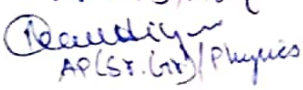
Sl. No	PA&QIC members	Designation
1	Dr. S. KANNAN	Professor and Head, Department of Electrical and Electronics Engineering, Ramco Institute of Technology, Rajapalayam.
2	Dr. K. KARTHIKEYAN	Associate Professor, Department of Electrical and Electronics Engineering, Ramco Institute of Technology, Rajapalayam.
3	Mr. D. KARTHIK PRABHU	Assistant Professor (Senior Grade), Department of Electrical and Electronics Engineering, Ramco Institute of Technology, Rajapalayam.
4	Mr. N. GANESH	Assistant Professor (Senior Grade), Department of Electrical and Electronics Engineering, Ramco Institute of Technology, Rajapalayam.
5	Mrs. C. SUBHA	Assistant Professor (Senior Grade), Department of Civil Engineering, Ramco Institute of Technology, Rajapalayam.
6	Mr. M. GOMATHY NAYAGAM	Assistant Professor (Senior Grade), Department of Computer Science & Engineering, Ramco Institute of Technology, Rajapalayam.
7	Mrs. G. GNANAPRIYA	Assistant Professor (Senior Grade), Department of Electronics & Communication Engineering, Ramco Institute of Technology, Rajapalayam.
8	Mr. J. JEROLD JOHN BRITTO	Assistant Professor (Senior Grade), Department of Mechanical Engineering, Ramco Institute of Technology, Rajapalayam.
9	Mr. N. KARTHIKEYAN	Assistant Professor (Senior Grade), Department of Physics, Ramco Institute of Technology, Rajapalayam.

Sl. No.	Points discussed	Target Date	Responsibility
	<p>Discussed the following agendas</p> <ul style="list-style-type: none"> • Dissemination of vision, Mission, PEO, PSO and POs • Attainment of POs, PSOs and Quality objectives • Program effectiveness • Changes/revision needed (if any) • Reports on program activities, progress, status • Activities leading to quality improvement • Faculty and student motivation and participations • Projects, working models, publication and research • Odd semester result analysis. 	-	-
1.	Dr.K.Karthikeyan welcomed the PA&QIC members for the first meeting and reiterated the agenda of the meeting.	-	-
2.	Convener Dr.S.Kannan discussed the academic year 2019-2020 odd semester result analysis and department quality objectives and its outcomes.	-	-
3.	<p>Mrs.S.Jeyanthi, briefed the process followed in evolving the Vision, Mission, Program Educational Objectives (PEO) and Program Specific Outcomes (PSO).</p> <p>She also presented the correlation of department vision and mission with institute vision and mission statement and process of dissemination and publication of vision, mission, and PSO statements.</p> <p>Mr.D.Karthik Prabhu described the program effectiveness, process followed to improve quality of Teaching-Learning process, methodologies to support weak students and encourage bright students and Student feedback of teaching learning process and actions taken.</p> <p>He also discussed the identified Curricular gaps and its appropriateness. He also presented the delivery details of the content beyond the syllabus and participation of internal and external stakeholders with process implementation for attaining the Program Outcomes and Program Specific Outcomes.</p> <p>Mr.E.Thangam presented the attainment level of POs and PSOs and action taken for the last three assessment years. (2018-2019, 2017-2016, 2015-2016)</p>	-	-

	<p>Mr.A.S.Vigneshwar described activities of professional societies/chapters; number of quality engineering events and participation in inter-institute events by students of the program of study.</p> <p>Mr.A.Arun Kumar discussed the placement, Higher studies and Entrepreneurship of last three assessment years. (2018-2019, 2017-2016, 2015-2016)</p> <p>He also presented the faculty participation in Faculty development/training activities/STTPs and publications in refereed/SCI Journals, citations, and Book Chapters.</p> <p>Mr.S.Meenakshi Sundaravel presented the adequate well-equipped laboratories to run all the program-specific curriculum, and additional facilities created for improving the quality of learning experience in laboratories.</p>		
4.	Meeting has been declared open for inviting suggestions for enhancing the SAR contents		
5.	<p>The important suggestions given by the members are listed below:</p> <ul style="list-style-type: none"> • Department must have a plan for every semester to improve the academic result and placement. • The course exit survey and program exit survey should be considered as an indirect assessment. • The students should be classified according to their interest and future goals in the beginning of the course itself. Their skills should be enhanced with appropriate training in their chosen area of interest. • The students should be motivated to do multidisciplinary projects during their course of study which will enhance their understanding of interdisciplinary subjects. • The students must be encouraged to participate in Project exhibition. This will create a project-based learning environment inside the campus. • Achievements of the college like ISO and NAAC certification must be shared with the students. The benefits of getting accreditation must be disseminated to the students properly. • Association activities should be organized and conducted by the students. It will help in not only belongingness to the college but also their leadership 		HoD and All faculties

	<p>skills.</p> <ul style="list-style-type: none"> • Student mentoring should be done effectively through a separate hour. • The Industrial visit can be arranged in the MoU signed companies / industries. • The students must be motivated for doing in house projects such as LCD display for the notice board. This will improve the ambience of the campus as well as attitude of the students. • Few faculty members must be trained as career guidance counselor so that the students can approach them for their future placement opportunities. • List of activities should be prepared for attainment of less correlating POs like PO6 and PO7 and it should be mapped with the mission statements. • Patent filing needs to be taken as serious goal and within a year two or three patents should be filed from the department. • Online courses on "Student mentoring skills" can be pursued by the faculty members. • For difficult courses bridge courses must be conducted before starting of the semester. For example, vector algebra and analysis can be conducted before starting of the Electromagnetic theory course. 		
6.	Mr. D. Karthik Prabhu extended the Vote of Thanks for all the members for attending the first PA&QIC meeting with a request to provide long-term support for the prospective development of the department in all means.		
Prepared by:  10/2/20 Dr. K. Karthikeyan, ASP/EEE		Approved by:  10/02/2020 Dr. S. Kannan, Professor and Head/EEE	

Copy to: 1) Circulate among all members for needful action
2) File


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