



RAMCO INSTITUTE OF TECHNOLOGY
Department of Electrical and Electronics Engineering
Academic Year 2020 – 2021



Report of the Minutes of Meeting – PAQIC - II

Date of Meeting: 30.09.2020 (Wednesday)

Time of Meeting: 2:00 PM to 5:30 PM

Reference: RIT/EEE/PA&QIC/02

Members Present:

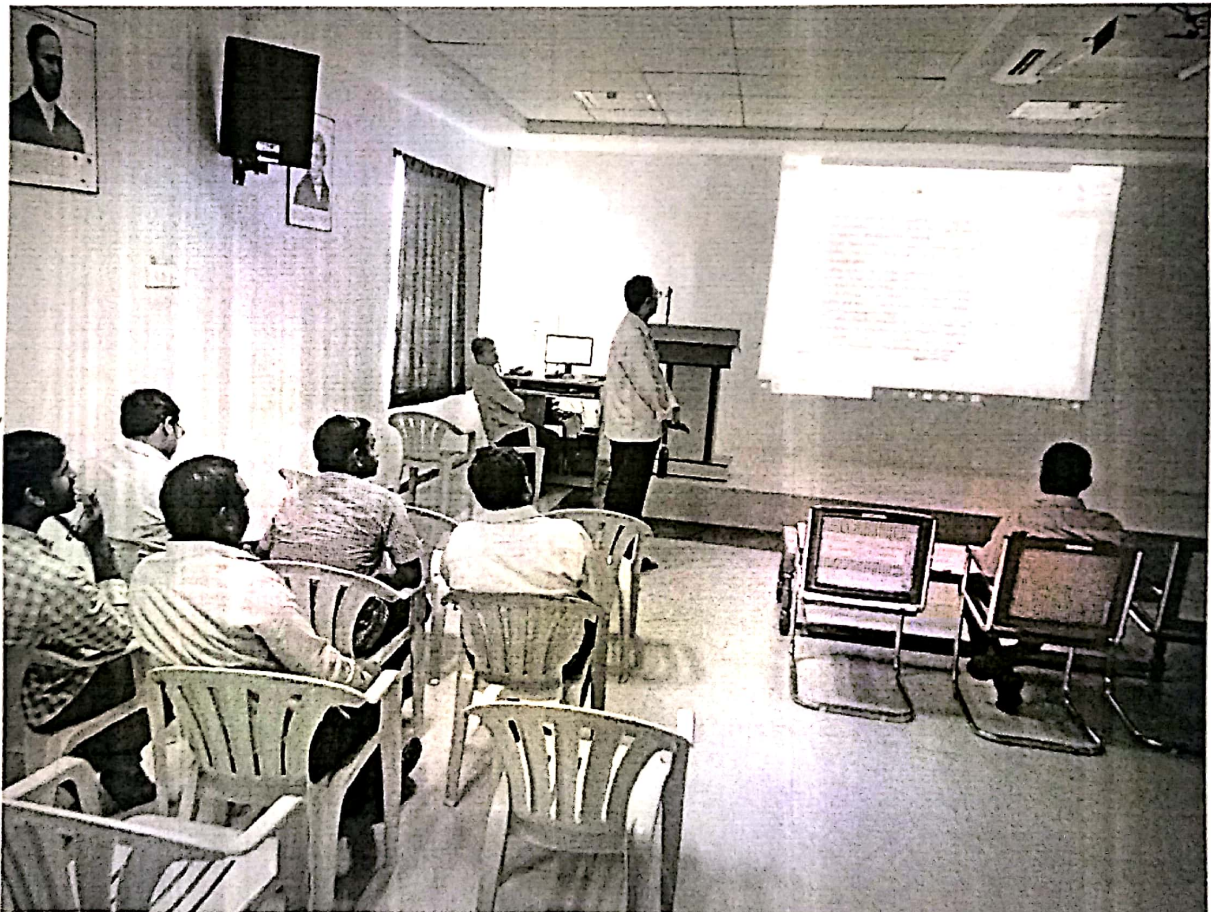
Sl. No.	Name of the Faculty Member	Designation	PAQIC
1.	Dr. S. Kannan	Professor and Head / EEE	Convener
2.	Dr. K. Karthikeyan	Associate Professor / EEE	Member
3.	Mr. D. Karthik Prabhu	AP(SG) / EEE	Member
4.	Mr. N. Ganesh	AP(SG) / EEE	Member
5.	Mrs. C. Subha	AP(SG) / Civil	Member
6.	Mrs. G. Gnanapriya	AP(SG) / ECE	Member
7.	Mr. J. Jerold John Britto	AP(SG) / Mechanical	Member
8.	Dr. T. Vigneswari	AP(SG) / Physics	Member
9.	Mr. E. Thangam	AP(SG) / EEE	Representative
10.	Mr. S. Meenakshi Sundaravel	AP(SG) / EEE	Representative
11.	Mr. A. Arun Kumar	AP / EEE	Representative
12.	Mr. A. S. Vigneshwar	AP / EEE	Representative
13.	Mrs. S. Jeyanthi	AP / EEE	Representative
14.	Ms. S. Sharmilakumari	AP / EEE	Representative

1. Review of Previous meeting (1st PA&QIC)

Presenter: Dr. K. Karthikeyan, ASCP/EEE

Dr. K. Karthikeyan briefed the 1st PA&QIC meeting content, suggestions given by the members and the action taken in the following heads.

- Dissemination of Vision, Mission, PEO and PSO
- Attainment of PO's, PSO's and Quality Objectives
- Program Effectiveness
- Quality Improvement Activities
- Program Activities, Progress and Status
- Faculty Participation, Paper Presentation, Research Publications
- Result Analysis



Remarks from Members:

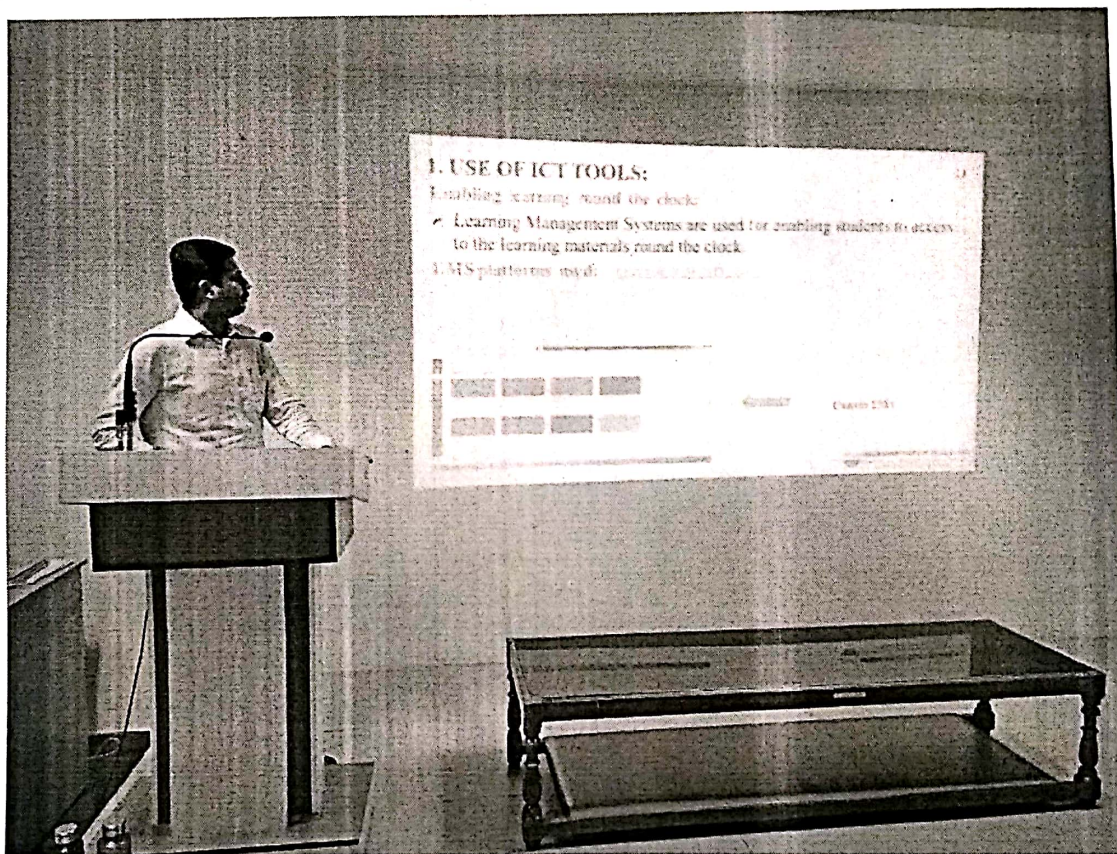
- The members commented that the coordinator has to ensure that the planned action plans and targets set in the PAQIC meetings are met in the stipulated time.

2. Teaching and Learning methods practiced

Presenter: Mr. D. Karthik Prabhu, AP (SG)/EEE

Mr. D. Karthik Prabhu, AP (SG)/EEE presented the teaching learning process which included the following aspects

- Learning Management System used by faculty members
- Pedagogies used in teaching learning process
- Effective evaluation process



Remarks from Members:

The following suggestions were given by the committee members

- Innovative practices of every faculty can be updated periodically.
- The outcome of the FDP participation can be shared with other faculty members in the department.
- The analytics of the LMS usage by the students can be taken and kept in the course file.
- The Rubrics can be formed for the evaluation of the assignments and tutorials.
- The knowledge gained from the online courses completed by the faculty members should be disseminated to the students.
- The statistical usage of the active learning and collaborative learning method should be collected and presented in the meeting.

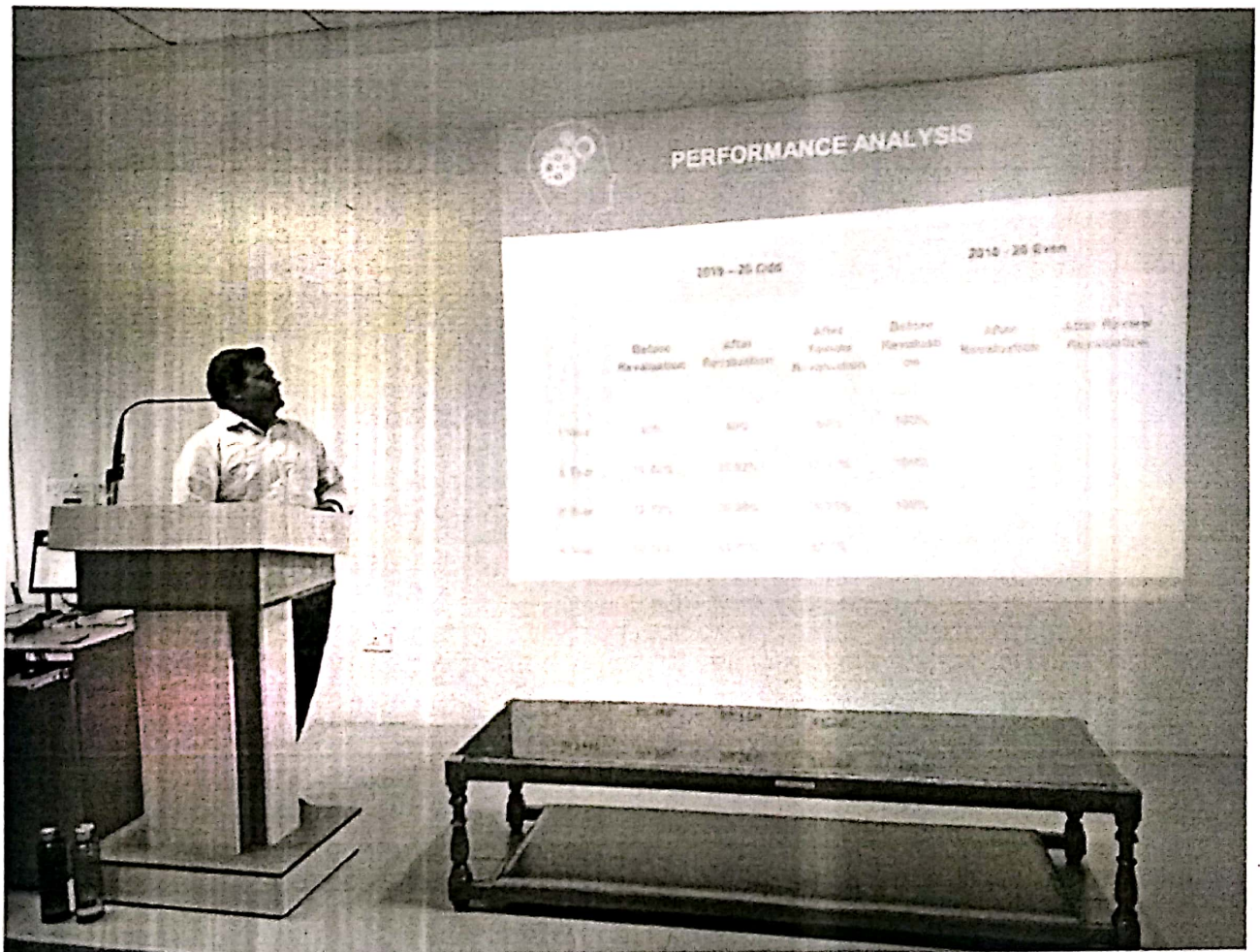
- The identified curriculum gap and fulfillment of the same can be documented in the course file.

3. Odd and Even Semester result analysis

Presenter: Mr. A. S. Vigneshwar, AP/EEE

Mr. A. S. Vigneshwar presented the result analysis for the Academic year 2019 – 2020.

- Class Wise results were presented and department wise comparisons were also done.
- The necessary techniques and methods followed to improve the academic performance of the students has been discussed in detail.



Remarks from Members:

- The reasons for the poor results in the subjects like Python programming and Electromagnetic fields are needs to be analyzed.
- The critical analysis and root cause analysis for the failures should be done thoroughly.
- The mitigation plan for the risk associated with academic performance of the students should be prepared. It should be effectively followed during the course content delivery.

- The class advisors and mentors are requested to closely interact with students during the mentor meetings and class committee meetings to identify the difficulties faced by them in learning subjects.
- The faculty members are advised to identify and follow effective teaching learning methods for improving the academic performance.
- The members suggested to get the feedback from the students to find the reasons behind the poor results in the subjects. Based on that the remedial actions can be planned.
- The members suggested to conduct the bridge course for the difficult subjects covering the basic prerequisite related to those subjects.
- The mentors are advised to identify the potential students having ability to get University rank and encourage them frequently.
- Faculty members are requested to analyze Internal/External factors influencing the performance of their subjects and based on that the plan should be prepared to improve performance of the students.
- Members asked that some students were not performing well during University examination and they scored good grades in Laboratory Courses.

4. Assessment Methods, Attainment of CO's, PO's, PSO's with program effectiveness

Presenter: Mr. E. Thangam, AP(SG)/EEE

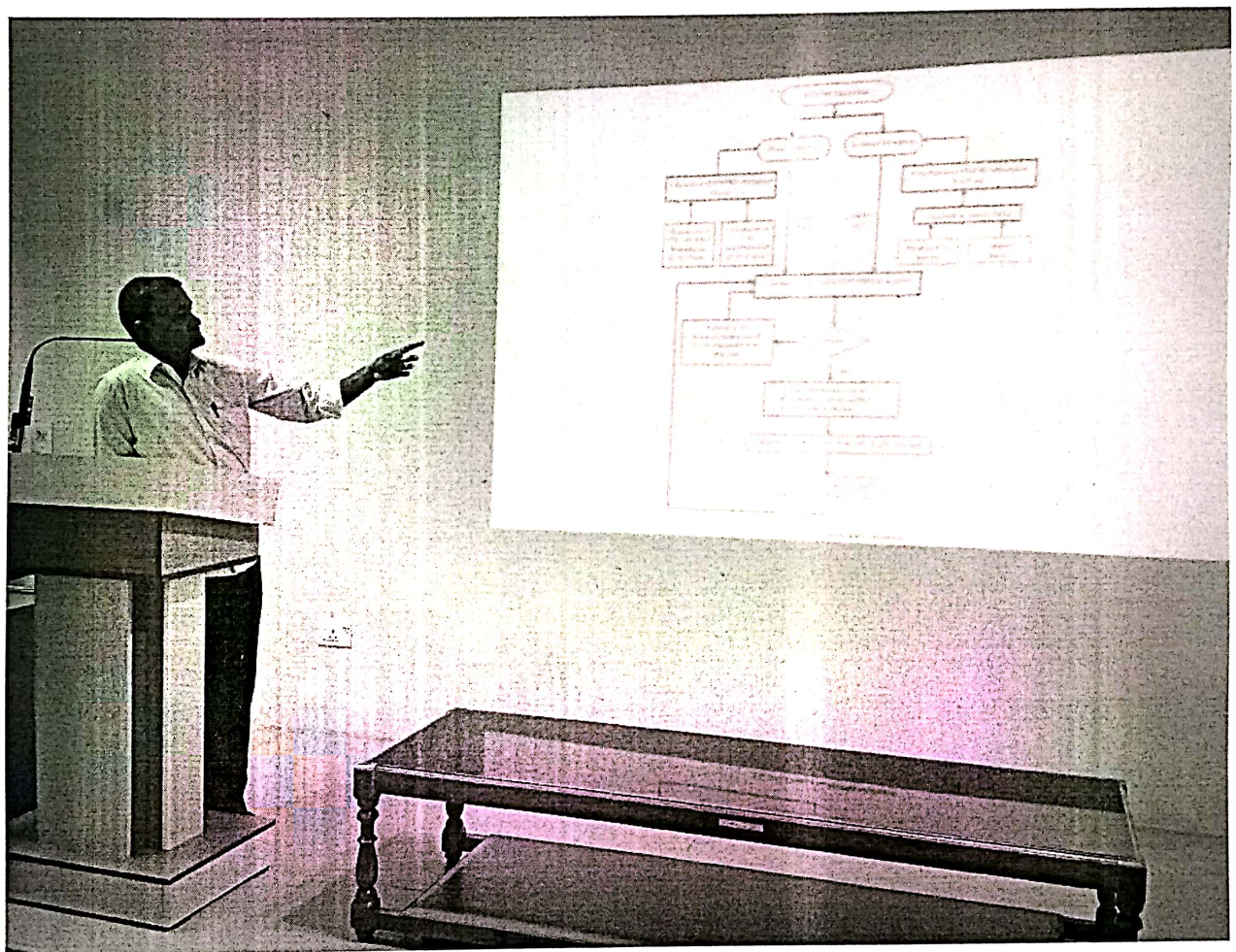
Mr. E. Thangam, AP(SG)/EEE presented about attainment of COs, POs & PSOs for the academic year 2019 – 2020,

- The total attainment for batch 2016 – 20 will be calculated at once the result announced by the university.
- Course Exit Survey, Programme Exit Survey and Alumni exit survey will be collected through online mode.
- All these surveys will be included for the attainment calculation as an Indirect assessment.
- For other batches such as 2017 - 21, 2018 - 22 and 2019-23, the CO attainment calculation is completed for theory subjects handled by EEE faculty members.
- For other service subjects, the CO attainment calculation needs to be collected.

Remarks from Members:

The committee member's suggestions are listed below:

- The course attainment calculation needs to be completed as early as possible.
- The higher target level should be fixed for the courses having maximum average GPA by considering the previous batch results.
- The reasons for decrease in attainment level of the few subjects can be analyzed and the analysis results can be discussed with faculty member who is currently taking the course.
- The faculty members can provide the reasons behind the decrease in the attainment level for few subjects and the remedial actions also can be suggested.



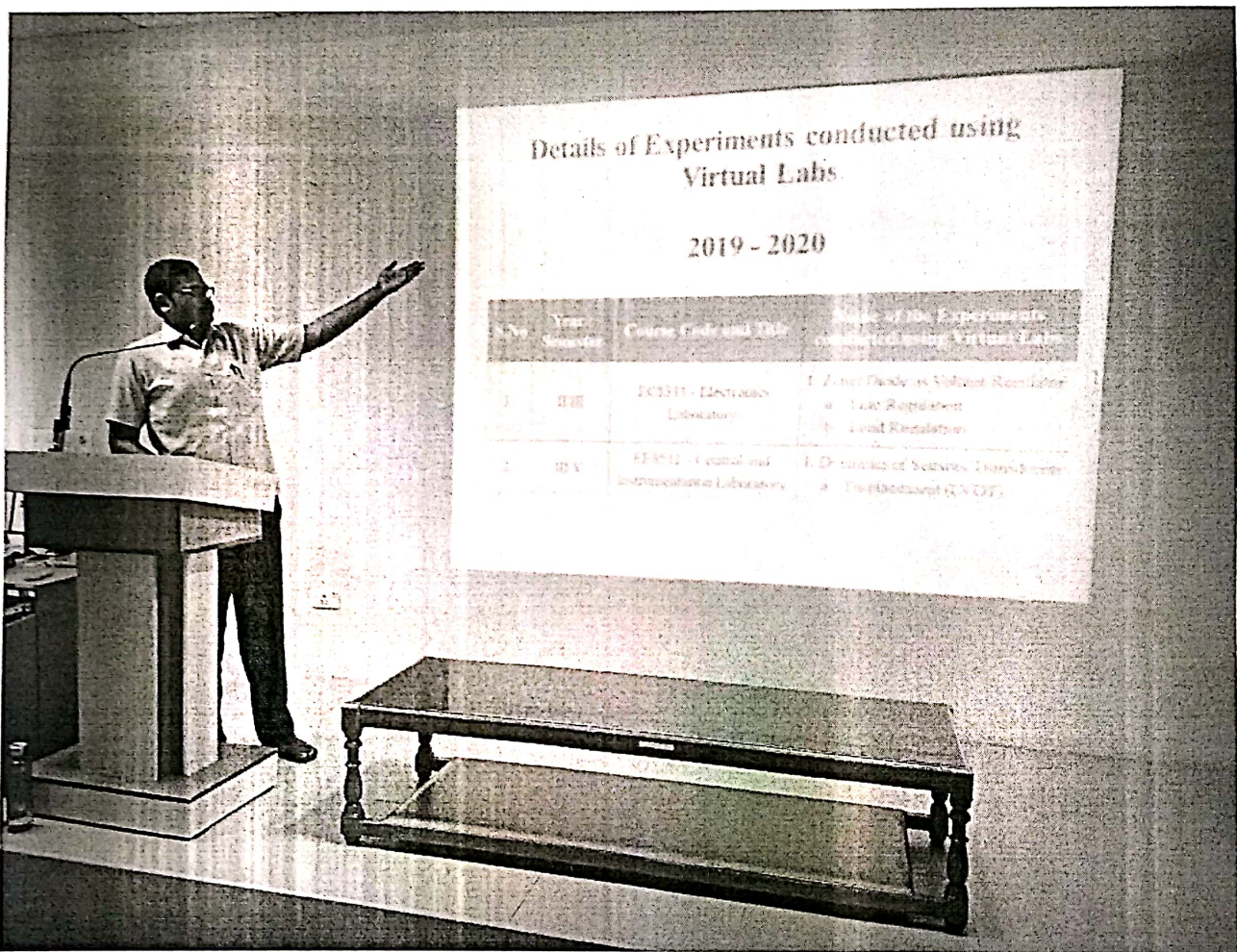
- The members suggested to add laboratory presentation to the direct/Indirect assessment. If it is not implemented, they advised to include it in all the labs of forthcoming semesters.
- The CO calculations of the 2019-20 Odd and Evan semester subjects can be filled in the corresponding course files.
- The members insisted to check the attainment of PO6 and PO7. The measures taken by the faculty members to attain PO6 and PO7 must be recorded properly.

5. Utilization of Virtual Laboratory

Presenter: Mr. S. Meenakshi Sundaravel, AP(SG)/EEE

Mr. S. Meenakshi Sundaravel, AP(SG)/EEE presented the virtual laboratory usage in the subjects and laboratories.

- The subject wise and academic year wise utilization of the Virtual laboratory is presented and discussed.
- He presented the proposed activities for the academic year 2020-21
- He shared the identified virtual lab experiments for the theory subjects (Regulation 2017) and requested the faculty members to utilize the same.



Remarks from Members:

- Committee members insisted to improve the utilization of virtual lab experiments.
- Committee members suggested to collect the feedback from the students about the implementation of the Virtual Laboratory and asked to analyze the outcome of the same.

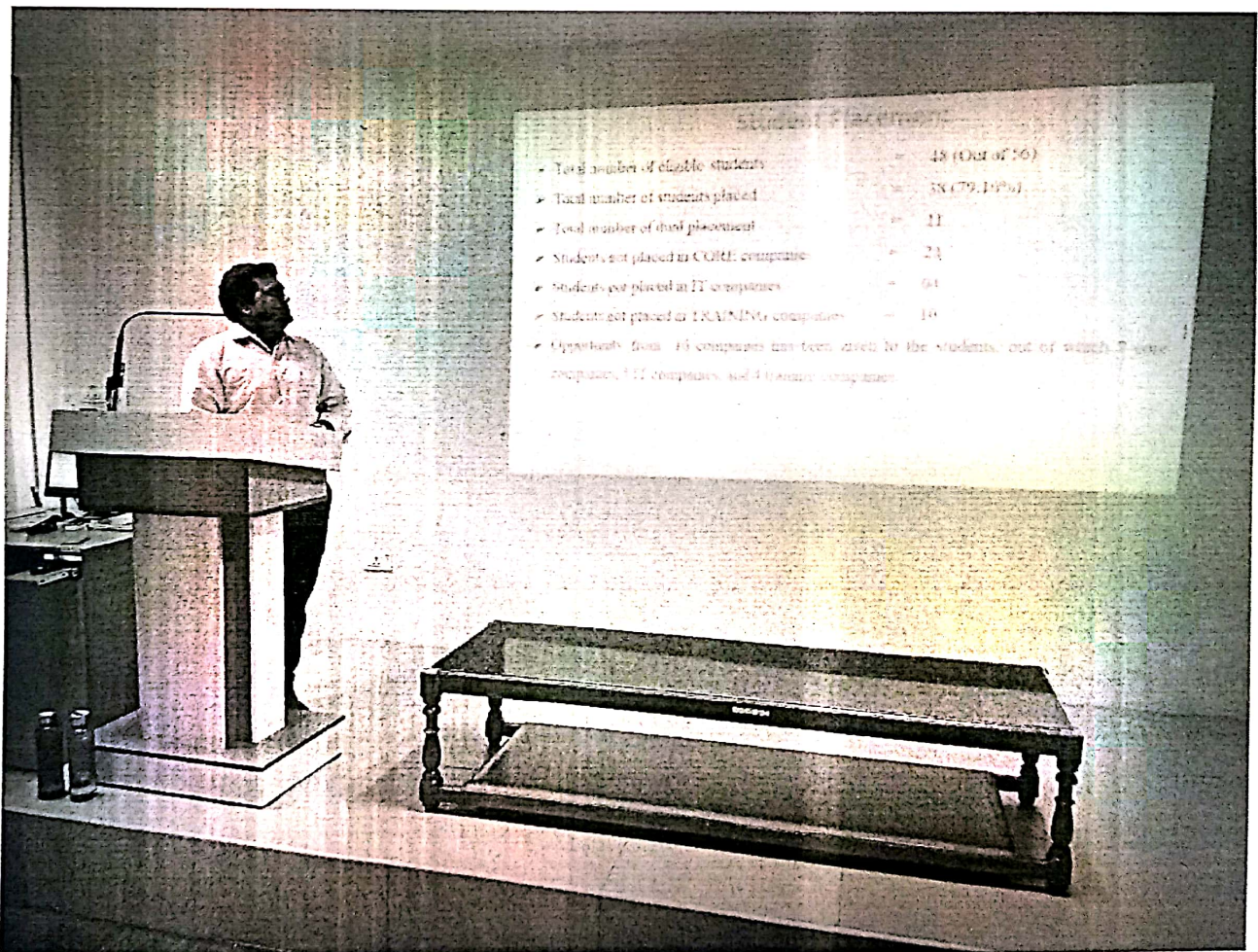
- Committee suggested that the faculty members can develop new Virtual laboratory experiment in their subject. The same can be uploaded in the LMS and used for explaining the concepts.
- Committee members insisted to ensure that all the faculty members have filled the evidence in their course files.

6. Training and Placement Progress with Feedback from Recruiters & Employers

Presenter: Mr. A. S. Vigneshwar, AP/EEE

Presented the details of training and placement progress with feedback from recruiters and employers.

- He has given the placed students details in various companies in the academic year 2019-20.
- He has listed out the requirements given by the final year students and the activities taken by the department for those requirements.



Remarks from Members:

- It has been suggested to collect the feedback given by employers specific to the EEE department, analyze the same and provide the reports.
- He has been asked to provide the list of actions taken based on the feedback. Members suggested to implement those actions for the current final year students.
- Members suggested to identify the companies like Tessolve Semiconductors and sign an MoU for recruitments.
- Members Suggested to include salary (CTC) details in presentation.
- Members advised to display the placed students in the various places of the department.
- Insisted to motivate the II and III year students to participate in Virtual Internship Training.
- Members asked to include descriptive data for skill rack and Group Discussion planned for future activities.
- Proposed to furnish the backup data to be presented with proof in future.
- Suggested to include department faculties in Group Discussion and mock interviews along with English Department faculty.
- The appointment orders of the current passed out students should be collected and filled properly before their TC and course completion certificates are issued to them.

7. Report on Professional Societies and RIT-Electra (Program Activities and Status)

Presenter: Mrs.S. Jeyanthi, AP/EEE

- She discussed about the activities planned and executed by the association and professional societies.



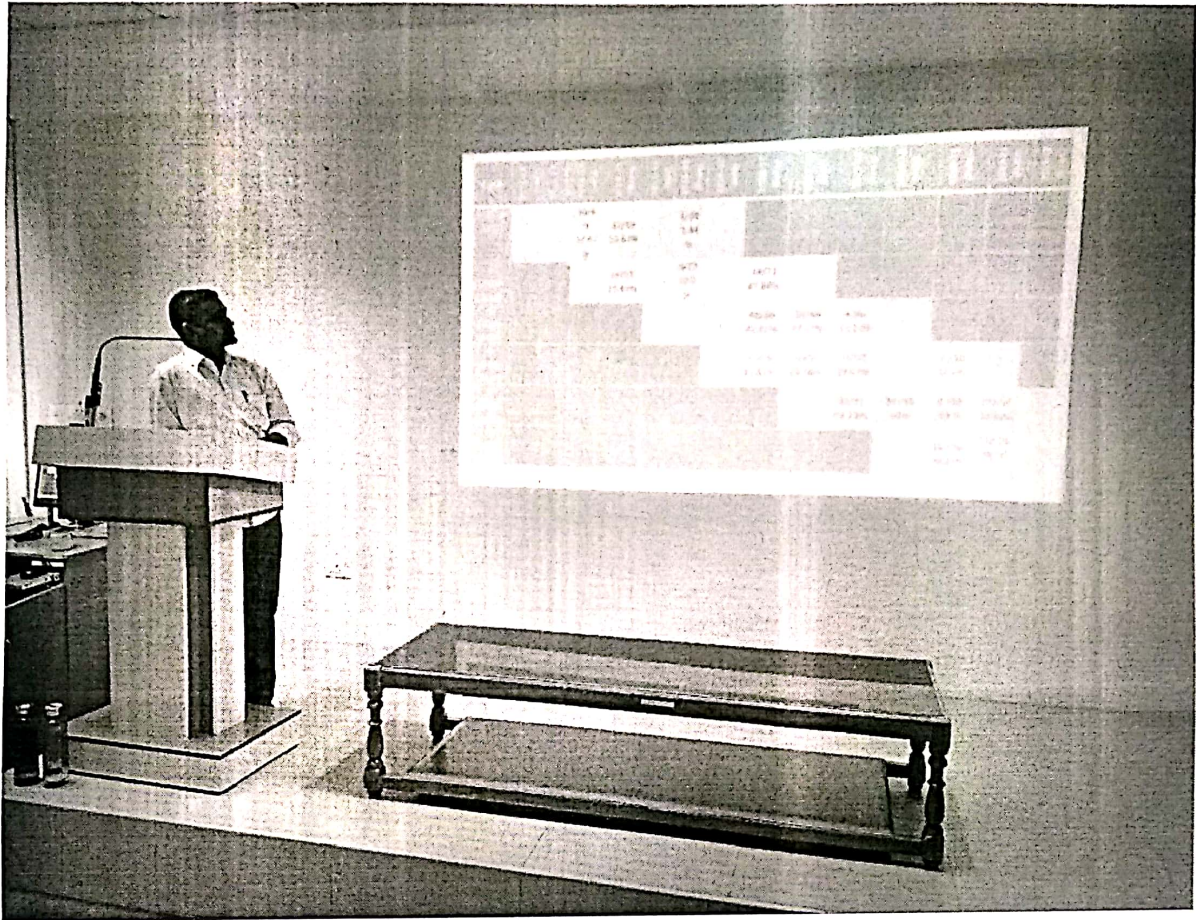
Remarks from Members:

- The members suggested to execute all the planned activities without fail. The benefits received by the students should be recorded. The number of students participated in the activities can be summarized in the table.
- The members advised to apply for the best professional society awards.
- The members advised to publish the activities and events organized by the societies in the respective society newsletter
- The members recommended that the activities can be published in Website.
- The club activities and competition activities can be added in the presentation.

8. Internship & In-Plant Training report

Presenter: Mr. E. Thangam, AP (SG)/EEE

- He compared the number of students participated in IPT and Internships academic year wise.
- He has provided the evaluation technique followed for measuring the outcome of IPT and Internships.



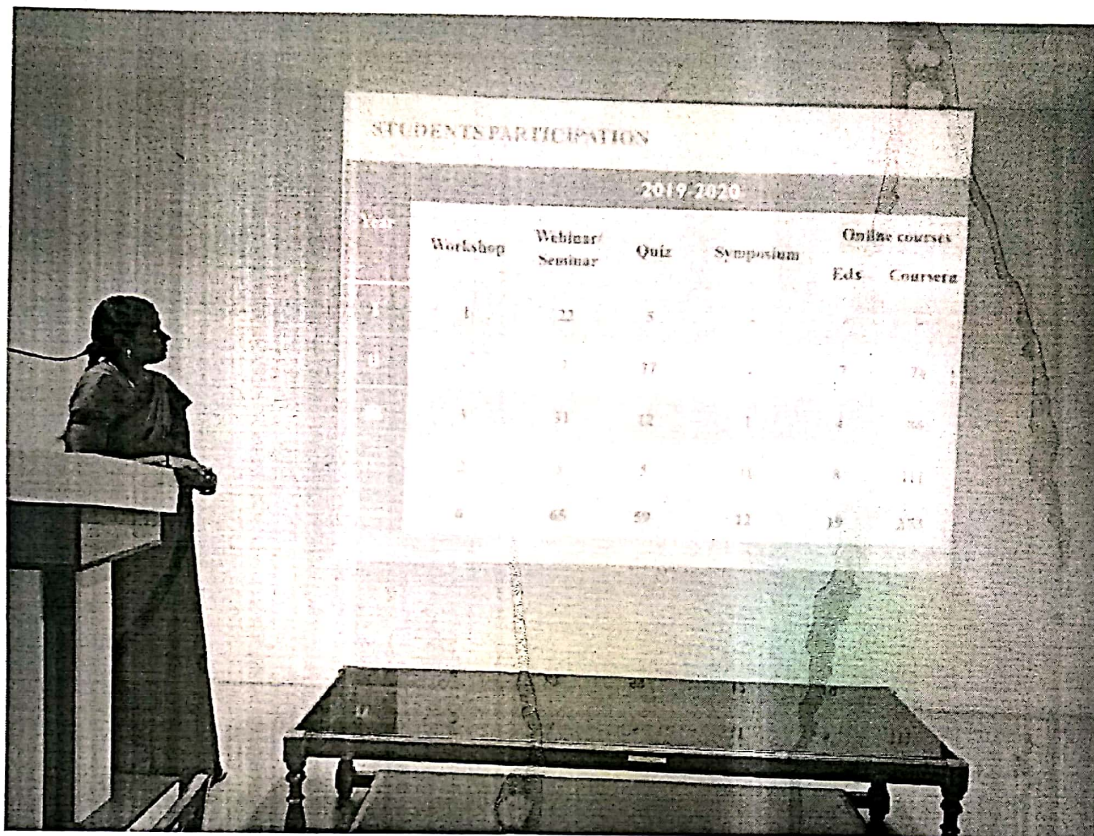
Remarks from Members:

- Members suggested to improve the student participation in Internship and IPT.
- As per AU R2017, all the students must undergo one IPT or Internship during the course of study. Hence the members advised to check the present status of the final year students and encourage them to undergo the training in Online.
- Members suggested to incorporate Industrial training outcomes as a quantitative measure in outcome attainment.
- Members suggested to get feedback from the companies and implement the suggestions given by those companies for the forthcoming batches.

9. Students Participation in Co-Curricular and Extra- Curricular Activities

Presenter: Ms. S. Sharmilakumari, AP/EEE

- Presented the participation of students in Co-curricular and Extracurricular Activities for the Academic Year 2019-20. She also highlighted the Prize winners details separately.



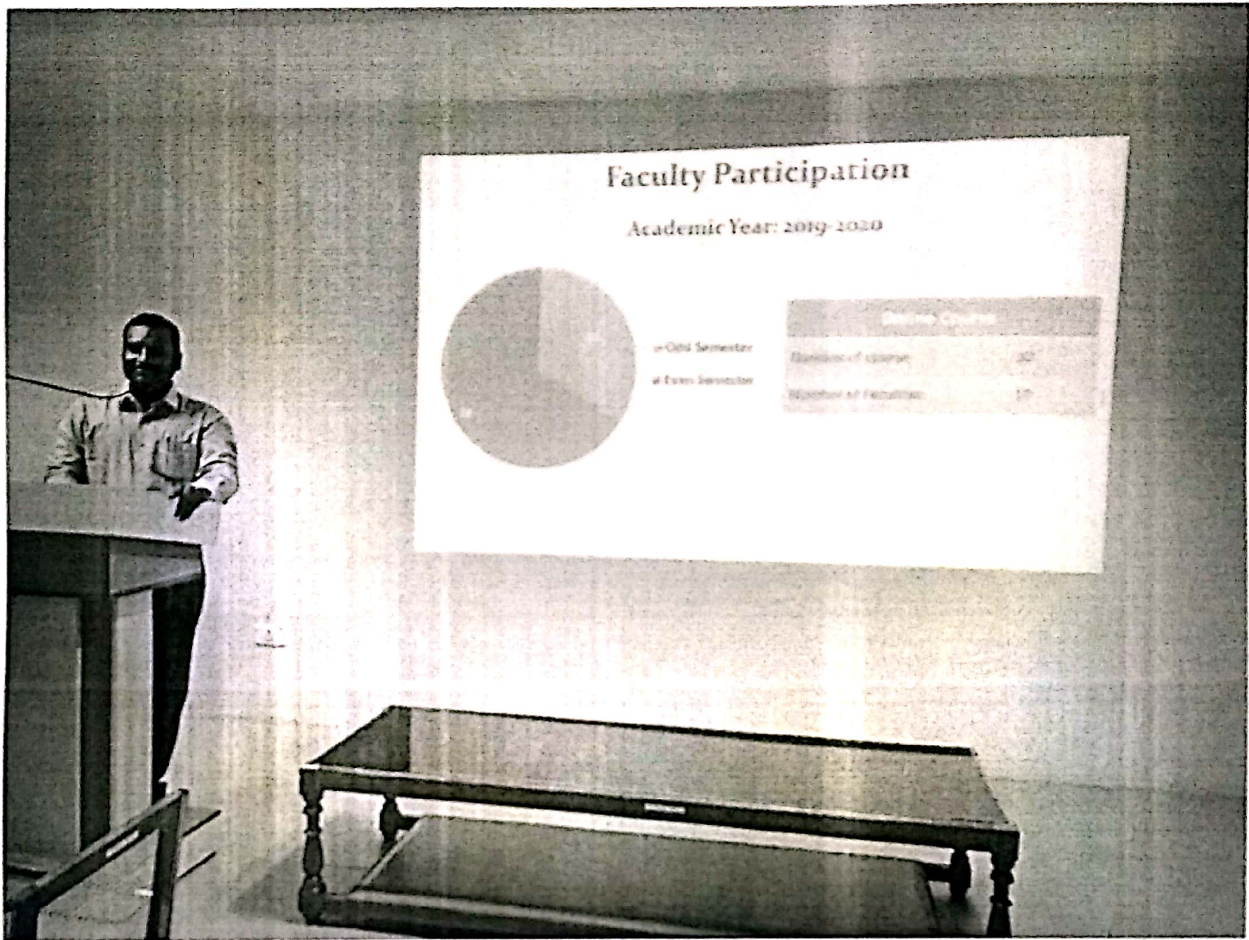
Remarks from Members:

- Members suggested to consolidate the no of events participated by students and the number of prizes won by the students.
- Members recommended to include guide name for all the respective projects.
- Members suggested to device a tracking mechanism for getting all the participation certification and details.
- The student's publications need to be properly tracked by the faculty members and should be documented.
- The certificates of the recent online courses completed by the students should be collected.

10. Faculty Participations

Presenter: Mr. A. Arun Kumar, AP/EEE

- Presented the faculty participation for the academic year 2019-20 and 2020-21 up to august month.
- Program participation is categorized into FDP, STTP, workshop, quiz, webinar and training program and briefed the online course completion by the faculty and appearance as resource person in the events



Remarks from Members:

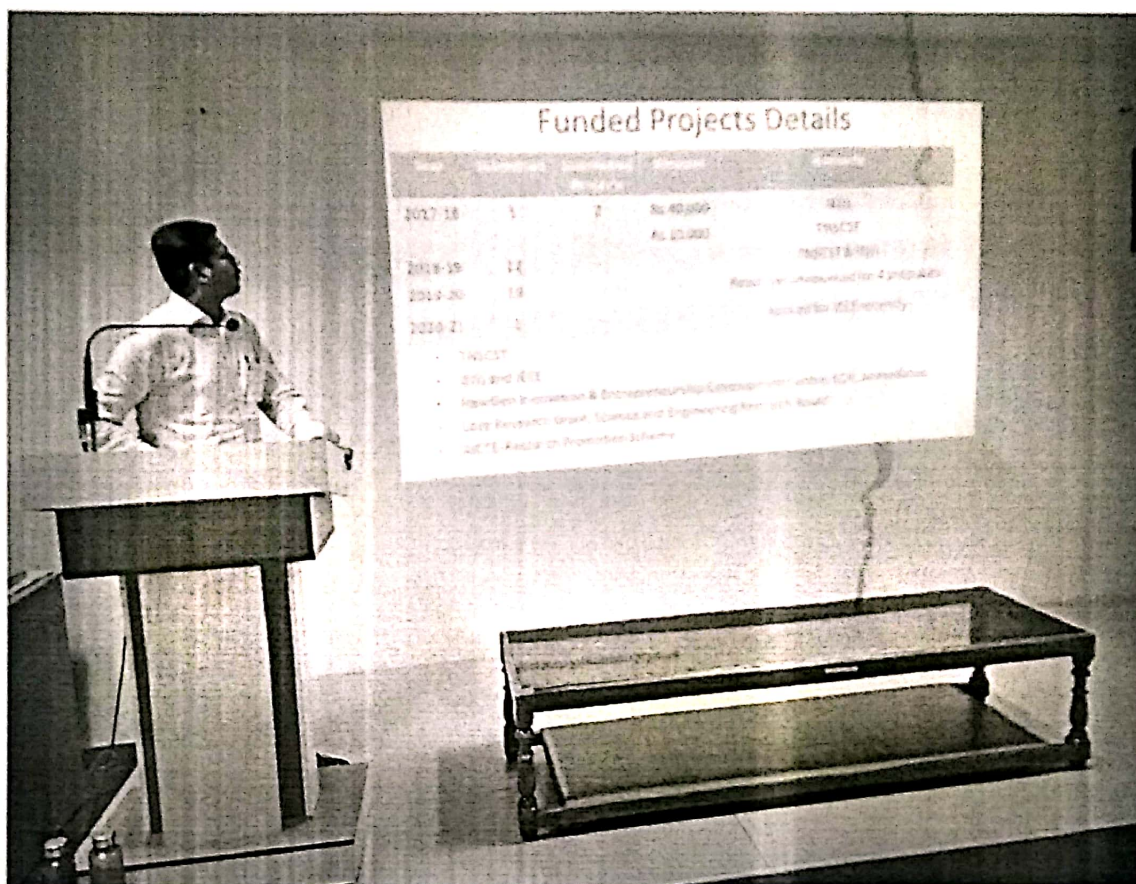
- Members suggested to devise a simple mechanism to track the faculty participants so that all the participation will come into account.
- Members suggested to compare the participation by the faculty members for the last two academic years.
- Members suggested to separate the participation details into online and offline and present it.
- Members insisted that all faculty members should undergo ATAL FDP and the knowledge must be shared with the students.
- The participation by the faculty members in RIT-Metby, IITM PALS, IIEECP and RIT-AI research center should be included in the presentation.

11. Project Proposals and research Publications

Presenter: Mr. D. Karthik Prabhu, AP (SG) / EEE

- Briefed the project proposals submitted and granted in the year 2019-2020, and its corresponding status

- Consolidated and presented the list of publications in the Journals and Conferences.
- Highlighted the target set in the quality objectives 2020-21 which are related to project proposals and publications



Remarks from Members:

- Members suggested to categorize the publications into SCI and Scopus Indexed Journals.
- Members insisted that even though the number of project proposals submitted is good enough, but the number of sanctioned projects is only two. Hence they requested all faculty members to focus on submitting quality project proposals to the various funding agencies.
- Members suggested to include department citation details in the presentation.
- Members contended to focus on getting copyright for any of the laboratory manual or subject lecture materials.

12. Establishment of Additional Laboratory

Presenter: Mr. A. Arun Kumar, AP/EEE

Mr. A. Arun Kumar explained the additional laboratory establishment and usage details.

- He explained about addition of new laboratory namely Renewable energy systems laboratory. The details include the amount involved in purchasing components, purchase procedure, and establishment status etc.
- He also explained about the various activities carried out in Research laboratory in the department.



Remarks from Members:

- Members suggested to conduct more technical events from the NI LabVIEW and requested to utilize the NI LabVIEW components more effectively.
- Members suggested that the renewable energy is one of the major thrust area in EE and hence the equipments and components should be effectively utilized for not only conducting experiments but also for doing the research activities.

13. EDC, IIC & Patents report

Presenter: Mr. N. Ganesh, AP(SG)/EEE

Mr. N. Ganesh presented the details of ED Cell, IPR Cell and Institution Innovation Council activities.

- Presented the activities participated by the students and faculty members.

Remarks from Members:

- The members suggested to categorize the project into various categories like potential to research fund, patent and publications etc. The mini projects can also be used for generating the patent publications.
- The members insisted to focus more on the patent publications.
- HoD/EEE instructed all the faculty members to submit one patent in the forthcoming semester.
- The committee members suggested to improve the participation of the students and faculty members in ED cell and IIC activities.

14. Documentation of Activities leading to quality Improvement

Presenter: Mr. N. Ganesh, AP/EEE

Mr. N. Ganesh explained regarding Quality improvement measures in teaching learning process/Faculty research publications

- Explained importance of faculty contribution towards publishing Scopus indexed reputed journal in every year.
- Shared quality improvement measures for the sponsored research and in product development.



Remarks from Members:

- Members suggested to include all innovative projects carried out in the presentation.
- Members insisted to add faculty wise LMS usage details in presentation.
- Members suggested that all the contents should be documented and presented in the nice form.

15. Review of Stakeholders Feedback: Students/Parents/Alumni

Presenter: Ms. S. Sharmilakumari, AP/EEE

Ms. S. Sharmilakumari presented the feedback analysis of students, alumni's and parents. She presented positive points given by the stakeholders in their feedback.

- She also presented the scope for improvement in various activities of our department.

