

PSG COLLEGE OF TECHNOLOGY

PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL, QUALITY POLICY FORUM AND INTERNAL QUALITY CIRCLE (IQC) MEETINGS CONDUCTED DURING ODD SEMESTER OF THE ACADEMIC YEAR 2017-18

Introduction

Based on the NAAC guidelines, the internal quality assurance cell (IQAC) was constituted by the Principal vide his letter PSG/IQAC/2017 dated 18th July 2017. Subsequently, as an initiative to strengthen Quality Management System at PSG College of Technology, Principal initiated the formation of Internal Quality Circle (IQC), and Quality Policy Forum (QPF) with a view to provide input regarding quality related matters to the Internal Quality Assurance Cell (IQAC).

The **Internal Quality Circle (IQC)** has been formulated as a body to facilitate better planning and implementation in quality related academic matters. Few Senior Professors, Administrative Officers and Teachers have been nominated to the IQC. The IQC meets periodically to discuss and recommend plans for strengthening the following criteria as stipulated by the NAAC.

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Innovations and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Institutional Values and Best Practices

The members of the IQC are divided into various teams and each team is assigned with a specific criterion. The team members are expected to analyze the existing practices followed in the institute (related to their criteria) and give presentations suggesting ideas/measures which would improve that particular criterion. Such presentations will result in discussions leading to certain decisions/recommendations. The outcomes of the IQC meeting are taken to the **Quality Policy Forum (QPF)** where each proposed items are carefully reviewed and policies are formulated. Implementation of some of the policies/decisions that require top management involvement will be directly handled by the Principal. Other approved policies will be placed in the **Internal Quality Assurance Cell (IQAC)** which inturn will use **ISO** as a tool to develop the action plan to implement and monitor the same. The feedback will be communicated back to the IQC to ensure the closed loop functioning.

The status of the recommendations / decisions taken in the IQAC, QPF and IQC meetings are furnished in this document and the same will be placed before the next IQAC meeting for its review and assess the progress.

PSG College of Technology, Coimbatore – 641 004
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(For the Academic Year 2017-18 and 2018-19)

- 1. Chairperson:** Dr. R. Rudramoorthy, Principal
- 2. Senior Administrative Officers:**
 - Dr. J. V. Ramasamy, Dean, Academic
 - Prof. R. Ragupathy, Dean, Administration
 - Dr. K. Prakasan, Dean, Autonomous Functioning
 - Dr. S. Subha Rani, Prof. and Head, ECE
 - Dr. G. Thilagavathi, Prof. and Head, Textile Technology
- 3. Teachers:**
 - Dr. R. Gandhinathan, Professor, Production Engg.,
 - Dr. V. Prabhuraja, Associate Professor, Mechanical Engg.,
 - Dr. M. Palanikumar, Associate Professor, Civil Engg.,
 - Dr. V. Krishnaraj, Associate Professor, Production Engg.,
 - Dr. L. Ashok Kumar, Professor, EEE
 - Dr. S. Saravanan, Professor, Production Engg.,
 - Dr. K. Umamaheswari, Professor, IT
 - Dr. S. Kanthalakshmi, Professor, EEE
 - Dr. A. Soundararajan, Professor, EEE
 - Dr. N. Arulanand, Professor, CSE
- 4. Management Representative:** Dr. A. Kandaswamy, Dean, IR&D
- 5. Nominees from Local Society, Alumni & Students:**
 - Mr. R. Krishnasamy, President, PSG Tech Alumni Association
 - Mr. R. Sakthi Narayanan, Chairperson, Students Union
 - Mr. R. Sruthi, Co-chairperson, Students Union
- 6. Nominees from Industry:**
 - Dr. G. Ranganathan, CMD, Rover Components Limited, Coimbatore
 - Mr. V. Krishnakumar, VP, Aquasub Engineering
- 7. Special Invitee:** Dr. P. Narayanasamy, Dean, Networking
- 8. Co-ordinator:** Dr. R. Sreenivasan, Dean, ETC

PSG College of Technology, Coimbatore – 641 004
QUALITY POLICY FORUM
(For the Academic Year 2017-18 and 2018-19)
Chairperson: **Dr. R. Rudramoorthy, Principal**

1. Dr J V Ramasamy
Dean - Academic
PSG College of Technology
2. Dr A Kandaswamy
Dean – I R & D
PSG College of Technology
3. Prof. R Ragupathy
Dean - Administration
PSG College of Technology
4. Dr R Sreenivasan
Dean - ETC
PSG College of Technology
5. Dr K Natarajan
Dean - Student Affairs
PSG College of Technology
6. Dr P Narayanasamy
Dean – Networking & Computing
PSG College of Technology
7. Dr R Nandagopal
Director - Management Sciences
PSG College of Technology
8. Dr G Sankarasubramanian
HOD - Civil Engg
PSG College of Technology
9. Dr P R Thyla
HoD - Mechanical Engg
PSG College of Technology
10. Dr K Prakasan
HOD - Production Engg
PSG College of Technology
11. Dr P Gopalakrishnan
HOD - Metallurgical Engg
PSG College of Technology
12. Dr M C Bhuvaneshwari
HOD - EEE Dept
PSG College of Technology
13. Dr S Subharani
HOD- Electronics & Comm Engg
PSG College of Technology
14. Dr G Thilagavathi
HOD - Textile Technology
PSG College of Technology
15. Dr R Venkatesan
HOD - Computer Science & Engg
PSG College of Technology
16. Dr M Ananthasubramaniam
HOD - Biotechnology
PSG College of Technology
17. Dr R Vidya Priya
HOD - Biomedical Engg.
PSG College of Technology
18. Dr P Kandhavadi
HOD - Fashion Technology
PSG College of Technology
19. Dr J Arunshankar
HOD - I & CE
PSG College of Technology
20. Dr S Neelakrishnan
HOD - Automobile Engg
PSG College of Technology

21. Dr K Umamaheswari
HOD - IT
PSG College of Technology
22. Dr B Vinod
HOD – R&AE
PSG College of Technology
23. Dr D Vijayalakshmi
HoD - Apparel & Fashion Design
PSG College of Technology
24. Dr A Chitra
HOD - Computer Applications
PSG College of Technology
25. Dr R Nadarajan
HOD - App. Maths & Computational Sc
PSG College of Technology
26. Dr R Arumuganathan
HOD - Mathematics
PSG College of Technology
27. Dr M D Kannan
HOD - Physics
PSG College of Technology
28. Dr M Kumaravel
HOD - Chem.
PSG College of Technology
29. Dr C K Shashidharan Nair
HOD - Applied Sc.
PSG College of Technology
30. Dr V Santhi
HOD - Humanities
PSG College of Technology
31. Mr S P Suresh Kumar
HOD - English
PSG College of Technology
32. Thiru V C Thangavel
Controller of Examinations
PSG College of Technology
33. Mr D Muralidhar
Training Manager
PSG II
34. Dr N Saravanan
Research Co-ordinator
PSG College of Technology
35. Dr A Sankar
CBCS Coordinator
PSG College of Technology
36. Dr R Gandhinathan
TEQIP Co-ordinator
PSG College of Technology
37. Dr M Sundaram
GM - Incharge
PSG College of Technology

PSG College of Technology, Coimbatore – 641 004
INTERNAL QUALITY CIRCLE
(For the Academic Year 2017-18 and 2018-19)

Chairperson: **Dr. R. Rudramoorthy, Principal**

S. No.	Criteria	Group
1.	<p>Curricular Aspects Details of academic and administrative audit, examination reforms initiated, details of Academic Programmes, curriculum structure & regulation revision details, Analysis of feedback from stake holders (Alumni, Parents, Employers, Students) Support systems at PSG: Autonomous Functioning</p>	<p>Dr. K. Prakasan, Dean, Autonomous Functioning Dr. S. Saravanan, Professor, Production Engg.,</p>
2.	<p>Teaching-Learning and Evaluation Faculty participation in conferences, symposia and curriculum design, Examination/evaluation reforms initiated, Student attendance percentage and distribution of pass percentage, Faculty/staff development programmes organised Support systems at PSG: Administrative section, CoE, Depts./Account section/CNCE / ETC</p>	<p>Dr. S. Subha Rani, Prof. and Head, ECE Dr. V. Prabhuraja, Associate Professor, Mechanical Engg.,</p>
3.	<p>Research, Innovations and Extension Major/minor projects, research publications, research funds sanctioned/received, books published, revenue generated through consultancy, conferences organised, no. of collaborations/linkage established, research budget, patents received, Ph.D guide/scholar details, research awards received, computer/internet upgradation at different places, amount spent on ICT, campus infrastructure and facilities, equipments and others. Support systems at PSG: CSRC, IR&D,IIPC, PSG Publishing house, NSS,NCC</p>	<p>Dr. A. Kandaswamy, Dean, CNCE Dr. L. Ashok Kumar, Professor, EEE Dr. M. Palanikumar, Associate Professor, Civil Engg.,</p>
4.	<p>Infrastructure and Learning Resources Details of increase in infrastructure facilities, computerization of administration and library, library services, Student admission detail. Support systems at PSG: Academic Section, Networking Cell, Library, NMC, CMC</p>	<p>Dr. J. V. Ramasamy, Dean, Academic Dr. V. Krishnaraj, Associate Professor, Production Engg.,</p>

S. No.	Criteria	Group
5.	<p>Student Support and Progression Coaching for competitive exams, students qualified in competitive exams, counseling and career guidance, placement details, students activities, medals/awards won in sports, games and events, scholarships, student events including NSS/NCC. <i>Support systems at PSG: Academic Section, Student union, Placement, Higher Education Forum, Student Clubs, Physical Education, SRC</i></p>	<p>Dr. G. Thilagavathi, Prof. and Head, Textile Technology Dr. A. Soundararajan, Professor, EEE Dr. K. Umamaheswari, Professor, IT</p>
6.	<p>Governance, Leadership and Management Total no. of faculty (permanent / temporary / visiting), administrative and technical staff. Vision and Mission of the institute, Quality improvement strategies, Welfare schemes, Corpus fund generated, Activities and support from Alumni Association & PTA, SDPs organised, eco-friendly initiations in the campus. <i>Support systems at PSG: Administrative Section, Accounts section, Alumni Association, ETC</i></p>	<p>Prof. R. Ragupathy, Dean, Administration Dr. R. Gandhinathan, Professor, Production Engg.,</p>
7.	<p>Institutional Values and Best Practices Innovations introduced, Action Taken Report (ATR), Two best practices of the institute, contribution to environmental awareness/protection, SWOT analysis(optional) <i>Support systems at PSG: ISO, All committees, General maintenance, Power maintenance, STEP- Incubation centre</i></p>	<p>Dr. R. Sreenivasan, Dean, ETC Dr. S. Kanthalakshmi, Professor, EEE</p>

Outcome of the 1st IQAC Meeting held on 14/09/2017

S. No.	Decisions	Status
1.	Ensure IQAC as a nodal agency to promote best practices.	4 IQC, 5 QPF and 2 Special IQAC meetings are conducted and the proceeding are to be placed in IQAC for implementation.
2.	Document activities leading to quality improvement	Yes documented as per cover note.
3.	Obtain feedback from students and others	Formats included in the ISO 9001:2008 QMS. Feedback will be collected at the end of the semester.
4.	Receive input from IQC Quality Policy Forum Tutor Ward Meeting PADCO / PASCO ISO QMS Audit Feedback Appeals and Grievances Committee Students' Welfare and Counseling Committee	Receiving input from all these sources and will be placed before the IQAC.
5.	Obtain Feedback from external bodies NBA Feedback AICTE/NAAC BOS / Academic Council Alumni Association	Receiving input from all these sources and will be placed before the IQAC.
6.	To form Internal Quality Circles (IQC)	IQC has been constituted on 25/09/2017 in alignment with the 7 criteria of NAAC. Annexure - 1
7.	To create a new mail ID for IQAC	Executed. dean.iqac@psgtech.ac.in
8.	To Institutionalize quality assurance in the campus.	In this regard a formal structure has been created in the 1 st QPF. Annexure - 2

Outcome of the 1st IQC Meeting held on 24/10/2017

S. No.	Decisions	Status
Presentations were made on “Institutional Values and Best Practices”		
1.	Expansion of usage of renewable energy	The current scenario of power generation and consumption is captured at block level information. This analysis will be used to plan on expansion of usage.
2.	Developing a mentor-mentee relation between auditor- auditee through continuous audit procedure in ISO 9001:2015	Executed. Vide Principal’s letter dated 27/09/2017. Annexure - 1
3.	Creating an electronic database/record of faculty attendance through biometric system	Executed from 1 st January 2018 vide Principal’s letter dated 03/01/2018. Annexure - 2
4.	Recognizing faculty contributions and honoring them	Faculty members are honoured in the end semester award function.
5.	Motivating students through awards under various categories	Duly recognized and awarded in the degree award function and tech day.
6.	Development of web portal that would serve as support system for stake holders.	Under progress with the PSG Software Centre.
7.	Inclusion of start and end date in the class time-table and individual faculty time-table.	Instructed the Academic Section and time table in-charge to implement from the ODD semester of 2018-19.
8.	Programme specific fractional workload to be included in individual faculty time-table	Instructed the Academic Section and time table in-charge to implement from the ODD semester of 2018-19.
9.	Addition of questions related to course/course outcomes in the feedback by faculty and students.	Included in the ISO 9001:2008 standard.
10.	Streamlining of facilities and functions of centres of excellence within the institution.	Responsibility is assigned to the HoDs.
11.	Modifying summer term, innovative practices and project work to strengthen the internship component.	These changes will be incorporated in the next curriculum revision.

Outcome of the 2nd IQC Meeting held on 09/11/2017

S. No.	Decisions	Status
Two presentations were made on “Research Innovations and Extension” and “Student Support and Progression”.		
12.	To encourage students to undertake interdisciplinary projects.	The responsibility is assigned to the HoDs.
13.	To develop a database regarding availability of research facilities in various other departments to enable the students to choose their research areas.	The responsibility is assigned to the the Co-ordinator, CSRC.
14.	Departments to take efforts to get industry based sponsored projects.	HoDs were instructed to follow-up and update the status.
15.	To install an appraisal method to the research scholars and fix a target of publishing one research paper per annum.	Principal investigators / project guides are instructed to monitor.
16.	Suggested to condense the PG Programmes to suit to the needs of industries and offer the same as one year certificate programmes through CNCE.	Few departments have submitted the proposals. The Dean, I&RD is processing the proposals. Annexure - 3
17.	To capture students’ database/profiles.	Executed by the PSG Software Centre. This responsibility is assigned to the Dean, Placement.
18.	To form a “Students’ Quality Circle”.	Please Refer 3 rd QPF.
19.	To establish a centre for improving testing and consultancy.	Dr. M. Palanikumar of Civil Engineering department is assigned with this responsibility.

Outcome of the 3rd IQC Meeting held on 12/12/2017

S. No.	Decisions	Status
Presentations were made on “Teaching - Learning and Evaluation” and “Infrastructure and Learning Resources”.		
20.	Next curriculum revision of UG & PG programmes are to be aligned with industry 4.0.	Under progress as the curriculum revision is in progress.
21.	Smart classrooms/seminar halls are to be developed.	Task is assigned to the Dean, CNCE and the TEQIP to convert 15 smart class rooms by June 2018.
22.	A database is to be developed covering infrastructural facilities available in the campus.	Under progress and will be ready from the ODD semester of 2018-19.
23.	All class rooms, labs and seminar halls are to be continuously numbered.	Under progress and will be ready from the ODD semester of 2018-19.

Outcome of the 4th IQC Meeting held on 18/01/2018

S. No.	Decisions	Status
Presentations were made on 'Curricular Aspects' and 'Governance, Leadership and Management'.		
24.	Suggested a change in PG Curriculum with multiple sets of courses (for maximum 4 core courses) in certain PG Programmes in which students join with different UG Degrees.	Under progress as the curriculum revision is in progress.
25.	Allied departments must be combined together to form School of Engineering – to ensure more elective courses of interdisciplinary nature.	Proposals needs to be discussed further.
26.	Decided to form a 'Deans Committee' under the leadership of principal to improve Governance, Leadership, and Management of the college.	Proposals needs to be discussed further.
27.	Decided to replace the existing student feedback form with new one.	Executed and included in the ISO 9001:2008 standards.
28.	Suggested to obtain performance appraisal annually from Technical / Support/Administrative Staff by the respective heads and lab class incharge.	The responsibility is assigned to the ISO 9001:2008 QMS.

Outcome of the 1st QPF Meeting held on 13/09/2017

S. No.	Decisions	Status
1.	With a view to enhance research papers it was decided to publish N+1 number of papers where N represents number of faculty in the department	The responsibility is assigned to the department research council to monitor and implement.
2.	Each department should enroll 2 N+1 number of research scholars to ensure N+1 number of research publications.	The responsibility is assigned to the department research council.
3.	Form quality circles across departments	Constituted.
4.	Provide relaxation in the workload of the PhD guides and sponsored research heads	Faculty guiding 3 and above Full Time Ph.D scholars can be exempted from 2 hours of practical classes. Those who have undertaken research projects may be compensated as follows: Up to 50 Lacs - 2 Hours exemption from lab classes Rs. 51 Lacs and above - 4 Hours exemption from lab classes

Outcome of the 2nd QPF Meeting held on 25/10/2017

S. No.	Decisions	Status
5.	Two best practices were identified from the presentations given on 7 th criterion 1) Expansion of usage of renewable energy. 2) One credit courses.	The Chairperson instructed the team to collect data on the above practices and assess the extent of their impact in the academic and administrative matters.
6.	To install Skype facility to facilitate the departments to interact with outside world.	The task is assigned to Dr. A. Kandaswamy to install Skype facility in all departments
7.	To develop inter disciplinary research projects in association with industries.	HoDs and PCs were instructed.

Outcome of the 3rd QPF Meeting held on 30/11/2017

S. No.	Decisions	Status
8.	With a view to encourage the students to do interdisciplinary projects, it was also decided to develop a database containing the resources / research facilities available in all the departments so that students can choose their project requirement.	The responsibility is assigned to the HoDs / Programme Coordinators
9.	To install an appropriate appraisal method to the junior and senior research fellows with a view to increase the number of research publications.	The responsibility is assigned to ISO 9001:2008 QMS.
10.	To form a "Student Quality Circle" (SQC) with a view to obtain feedback from students about the existing academic process.	In this regard the chairperson suggested that the existing class committee student members shall form the SQC for their respective classes for this semester. The class committee chairman will be the mentor for the respective SQC.

Outcome of the 4th QPF Meeting held on 27/12/2017

S. No.	Decisions	Status
11.a.	1. A sixth course outcome relating to the communication skills and lifelong learning needs to be developed.	Needs further deliberations - In the meantime HoDs were requested to initiate discussions in their respective departments.
	2. All PG Programmes are to be condensed to suit to the industrial needs and offer the same as one year certificate programmes through CNCE.	One programme per department should be ensured during the academic year 2018-19. Responsibility: HoDs/PCs
	3. The next curriculum revision (for PG Programmes 2018 and UG Programmes 2019) is to be aligned with the industry 4.0 requirements.	Responsibility: Dean, Autonomous Functioning /HoDs
	4. A broad based standard method for calculating COs and mapping the same with the POs should be developed.	Decided to follow the formats given in the ISO Manual.
	5. Smart classroom/seminar halls are to be developed. Each classroom is to be equipped with a OHP and a public address system with Micro-phones to enhance the teaching-learning process in the classroom.	Atleast 15 smart classrooms should be developed. (AICTE Norms) Target: June 2018 Responsibility: Dr. A. Kandaswamy/TEQIP Board

	6. A database is to be developed covering the infrastructural facilities available in the campus, such as classrooms, drawing halls, laboratories, seminar halls, and tutorial halls as per AICTE requirement.	Target: June 2018 Responsibility: Dr. V. Krishnaraj Dr. M. Sundaram
	7. All class rooms, Labs and seminar halls must be continuously numbered and floor plans of all buildings are to be prepared.	Target: June 2018 Responsibility: Dr. M. Sundaram
	8. Online complaint system for general maintenance should be made effective.	With immediate effect. Responsibility: Dr. M. Sundaram
b.	Decisions Taken on the feedback given in the NBA exit meeting on 10/12/2017	
	9. Standard procedure for calculating COs and for mapping COs with POs.	Decided to follow the formats given in the ISO Manual.
	10. Efforts needed to enhance the sample size needed for indirect assessment.	Target: End of every academic year. Responsibility: HoDs / PCs
	11. Impetus to industrial research and consultancy.	Responsibility: Dr. A. Kandaswamy
	12. Encouraging PG students and research scholars to apply for patents.	Responsibility: HoDs / PCs
	13. Programmewise activities relating to patenting, consultancy and continuing education programmes are to be initiated.	Responsibility: HoDs / PCs
	14. Programmewise research publications (preferably N+1).	Responsibility: HoDs / PCs
	15. Question papers (CAT+SEE) should clearly reflect course outcomes.	Responsibility: Individual Faculty
	16. Courses must be allocated to the teachers identified for that particular programme.	Responsibility: HoDs

Outcome of the 5th QPF Meeting held on 24/01/2018

S. No.	Decisions	Status
12.	As far as PG programmes are concerned it was decided to have only (two CAT Tests with 1 ½ hours duration of each test). Principal requested the HoDs to discuss in their respective departments and give a short presentation regarding assessment pattern on 27/01/2018.	During the Presentations given in the special seminar on 27/01/2018 the decision was accepted.
13.	Principal instructed the dean networking to upload the draft format of the revised student feedback form in the intranet so that HoDs may go through the same and suggest changes, if any.	The format has been uploaded.
14.	It was also decided to evaluate the performance of Technical/Support/ Administrative Staff annually and Principal instructed to upload the draft feedback format in the intranet and invited suggestions, if any.	The format has been uploaded.

MINUTES OF THE 1ST IQAC (INTERNAL QUALITY ASSURANCE CELL)
held on 14.09.2017 at 04.00 pm in the Board Room

1) **Members Present:** 21 Members

9. Chairperson: Dr. R. Rudramoorthy, Principal

10. Senior Administrative Officers:

- Dr. J. V. Ramasamy, Dean, Academic
- Prof. R. Ragupathy, Dean, Administration
- Dr. K. Prakasan, Dean, Autonomous Functioning – **Expressed his inability**
- Dr. S. Subha Rani, Prof. and Head, ECE
- Dr. G. Thilagavathi, Prof. and Head, Textile Technology

11. Teachers:

- Dr. R. Gandhinathan, Professor, Production Engg.,
- Dr. V. Prabhuraja, Associate Professor, Mechanical Engg.,
- Dr. M. Palanikumar, Associate Professor, Civil Engg.,
- Dr. V. Krishnaraj, Associate Professor, Production Engg.,
- Dr. L. Ashok Kumar, Professor, EEE
- Dr. S. Saravanan, Professor, Production Engg.,
- Dr. K. Umamaheswari, Professor, IT
- Dr. S. Kanthalakshmi, Professor, EEE
- Dr. A. Soundararajan, Professor, EEE
- Dr. N. Arulanand, Professor, CSE – **Expressed his inability**

12. Management Representative: Dr. A. Kandaswamy, Dean, IR&D

13. Nominees from Local Society, Alumni & Students:

- Mr. R. Krishnasamy, President, PSG Tech Alumni Association
- Mr. R. Sakthi Narayanan, Chairperson, Students Union
- Mr. R. Sruthi, Co-chairperson, Students Union

14. Nominees from Industry:

- Dr. G. Ranganathan, CMD, Rover Components Limited, Coimbatore
- Mr. V. Krishnakumar, VP, Aquasub Engineering – **Expressed his inability**

15. Co-ordinator: Dr. R. Sreenivasan, Dean, ETC

16. Special Invitee: Dr. P. Narayanasamy, Dean, Networking

2) **Proceedings:** **Dr. R. Rudramoorthy**, Principal and Chairperson of the IQAC welcomed the members after a formal introduction. Following this the Chairperson explained the existing system which has enabled the institution to achieve the targeted goals and further observed that the output of the system in terms of pass percentage, placement, students opting for higher education in India and abroad and other academic process indicate whether system is perfect and provide satisfaction to the stakeholders. The stakeholders' expectations are dynamic and hence the institution is required to continuously identify and adopt best practices. Further PSG Tech is an ISO certified organization and we have incorporated several NBA documents with the ISO QMS. This has enabled our institution to avail a good feedback about the academic activities but ISO has got limited scope for developing best practices. It is in this context the IQAC is expected to play a significant role in enhancing the quality of education and administration activities. Following this the chair person explained the need and importance of IQAC.

The following observations were made during the deliberations. The IQAC should

- a) Act as a nodal agency for coordinating quality related activities including adoption and dissemination of best practices.
- b) Develop quality benchmarks for various academic activities.
- c) Create a learner-centric environment conducive to quality education.
- d) Obtain feedback response from students and other stake holders.
- e) Document the activities leading to quality improvement.
- f) Prepare the annual quality assurance report (AQAR) to be submitted to NAAC.
- g) Provide a sound basis for decision making.
- h) Receive input from QPF and other system listed below for continuous improvement in academic matters.

Internal Systems

1. Tutor ward meeting
2. Class committee meeting
3. PADCO / PASCO
4. ISO QMS – Audit feedback and Department Status reports
5. Appeals and grievances committee
6. Students welfare & counseling committee

External Systems

NBA Feedback

AICTE/NAAC requirement

External members of BoS/Acadimic Council, Alumni Association and IQAC.

- i) **Dr. G. Ranganathan**, CMD, Rover Components Limited, Coimbatore appreciated the move to establish IQAC and suggested that IQAC should prioritize the inputs/recommendations and important inputs shall be taken-up for implementation immediately. He also suggested that quality circles may be formed across the departments/institution to solve certain issues and repeat issues need to be monitored for its correction.
- j) **Mr. R. S. Krishnasamy**, President, PSG Tech Alumni Association also appreciated the establishment of the IQAC and further commented that the co-ordinator should report to the head of the institution about the proposed plans/strategies identified for enhancing the quality of education.
- k) **Dr. P. Narayanaswamy**, Dean, CMC & NMC, a special invitee, suggested to create a new mail ID for the IQAC and suggested to regularly collect data relating to the 7 criteria as stipulated by the NAAC.
- l) Finally the chairperson felt that the academic and administrative activities of the college are to be classified under following as seven criteria stipulated by the NAAC and the members of the committee should align in groups to achieve academic excellence in this institution. In this regard an action plan will be prepared and forwarded to the members of IQAC.
 1. Curricular Aspects
 2. Teaching-Learning and Evaluation
 3. Research, Innovations and Extension
 4. Infrastructure and Learning Resources
 5. Student Support and Progression
 6. Governance, Leadership and Management
 7. Institutional Values and Best Practices
- m) The Chairperson thanked the members for their participation and requested them to work as a collective team for quality improvement of the institution.



Dr. R. Sreenivasan
Co-ordinator, IQAC

To

All Individuals and Day File.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
PSG COLLEGE OF TECHNOLOGY, COIMBATORE - 641 004

Follow-up Action 1

Date: 25/09/2017

Ref: IQAC/3

This circular has reference to the minutes of the 1st meeting of the IQAC held on 14/09/2017. In order to facilitate the members of the IQAC to drive toward specific goals and objectives the following Internal Quality Circle (IQC) is constituted in alignment with the seven criteria stipulated by the NACC. Each inner group will function under the guidance of senior faculty towards assigned activities as detailed below. In consultation with the senior member of the group, the other member / members will give a presentation in the IQC meeting on the proposed strategic plans / benchmarks enabling the institution to march towards continuous improvement in academic and administrative matters.



Dr. R. Rudramoorthy
Chairperson, IQAC

To
All Individuals and Office File.

INTERNAL QUALITY CIRCLE

Chairperson: **Dr. R. Rudramoorthy, Principal**

S. No.	Criteria	Group
8.	<p>Curricular Aspects</p> <p>Details of academic and administrative audit, examination reforms initiated, details of Academic Programmes, curriculum structure & regulation revision details, Analysis of feedback from stake holders (Alumni, Parents, Employers, Students)</p> <p>Support systems at PSG: Autonomous Functioning</p>	<p>Dr. K. Prakasan, Dean, Autonomous Functioning Dr. S. Saravanan, Professor, Production Engg.,</p>
9.	<p>Teaching-Learning and Evaluation</p> <p>Faculty participation in conferences, symposia and curriculum design, Examination/evaluation reforms initiated, Student attendance percentage and distribution of pass percentage, Faculty/staff development programmes organised</p> <p>Support systems at PSG: Administrative section, CoE, Depts./Account section/CNCE / ETC</p>	<p>Dr. S. Subha Rani, Prof. and Head, ECE Dr. V. Prabhuraja, Associate Professor, Mechanical Engg., Dr. N. Arulanand, Professor, CSE</p>
10.	<p>Research, Innovations and Extension</p> <p>Major/minor projects, research publications, research funds sanctioned/received, books published, revenue generated through consultancy, conferences organised, no. of collaborations/linkage established, research budget, patents received, Ph.D guide/scholar details, research awards received, computer/internet upgradation at different places, amount spent on ICT, campus infrastructure and facilities, equipments and others.</p> <p>Support systems at PSG: CSRC, IR&D,IIPC, PSG Publishing house, NSS,NCC</p>	<p>Dr. A. Kandaswamy, Dean, CNCE Dr. L. Ashok Kumar, Professor, EEE Dr. M. Palanikumar, Associate Professor, Civil Engg.,</p>
11.	<p>Infrastructure and Learning Resources</p> <p>Details of increase in infrastructure facilities, computerization of administration and library, library services, Student admission detail.</p> <p>Support systems at PSG: Academic Section, Networking Cell, Library, NMC, CMC</p>	<p>Dr. J. V. Ramasamy, Dean, Academic Dr. V. Krishnaraj, Associate Professor, Production Engg.,</p>

S. No.	Criteria	Group
12.	<p>Student Support and Progression Coaching for competitive exams, students qualified in competitive exams, counseling and career guidance, placement details, students activities, medals/awards won in sports, games and events, scholarships, student events including NSS/NCC. <i>Support systems at PSG: Academic Section, Student union, Placement, Higher Education Forum, Student Clubs, Physical Education, SRC</i></p>	<p>Dr. G. Thilagavathi, Prof. and Head, Textile Technology Dr. A. Soundararajan, Professor, EEE Dr. K. Umamaheswari, Professor, IT</p>
13.	<p>Governance, Leadership and Management Total no. of faculty (permanent / temporary / visiting), administrative and technical staff. Vision and Mission of the institute, Quality improvement strategies, Welfare schemes, Corpus fund generated, Activities and support from Alumni Association & PTA, SDPs organised, eco-friendly initiations in the campus. <i>Support systems at PSG: Administrative Section, Accounts section, Alumni Association, ETC</i></p>	<p>Prof. R. Ragupathy, Dean, Administration Dr. R. Gandhinathan, Professor, Production Engg.,</p>
14.	<p>Institutional Values and Best Practices Innovations introduced, Action Taken Report (ATR), Two best practices of the institute, contribution to environmental awareness/protection, SWOT analysis(optional) <i>Support systems at PSG: ISO, All committees, General maintenance, Power maintenance, STEP- Incubation centre</i></p>	<p>Dr. R. Sreenivasan, Dean, ETC Dr. S. Kanthalakshmi, Professor, EEE</p>



Dr. R. Rudramoorthy
 Chairperson, IQAC

PSG COLLEGE OF TECHNOLOGY, COIMBATORE - 641 004

INSTITUTIONALISATION OF QUALITY ASSURANCE

<p>IQC</p> <p>↓</p>	<p>Internal Quality Circle (meets minimum monthly once)</p> <ul style="list-style-type: none">❖ Receiving data from various sources and Identifying areas for improvement.❖ Suggesting recommendations/strategies to the QPF.
<p>QPF</p> <p>↓</p>	<p>Quality Policy Forum (meets monthly once)</p> <ul style="list-style-type: none">❖ Receiving recommendations/suggestions from IQC.❖ Deliberating and approving the recommendations/suggestions and forwarding the same to the IQAC for implementation and monitoring.❖ Also, analyzing the feedback responses from the students and other stakeholders and recommending corrective actions required, if any, to the IQAC.
<p>IQAC</p>	<p>Internal Quality Assurance Cell (meets once in every quarter)</p> <ul style="list-style-type: none">❖ Planning and implementing the recommendations/suggestions forwarded by the QPF.❖ Auditing the same to assess it's impact in the academic and administrative matters through ISO.❖ Developing quality benchmarks.❖ Promoting workshops/seminars on quality related themes.❖ Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC.

Minutes of Internal Quality Circle (1)
Outcome of Internal Quality Circle Meeting held on 24/10/2017 with
reference to Institutional Values and Best Practices (Criteria 7)

Best Practices

- Expansion of usage of renewable energy
- Efficient utilization of biogas facility
- Providing consultancy and test services to industries inline with NABL standards
- Developing a mentor-mentee relation between auditor- auditee through continuous audit procedure in ISO 9001:2015
- Creating an electronic database/record of faculty attendance through biometric system
- One credit courses
- Recognizing faculty contributions and honoring them
- Motivating students through awards under various categories

Areas for improvement

- Development of web portal that would serve as support system for stake holders.
- Inclusion of start and end date in the class time-table and individual faculty time-table.
- Programme specific fractional workload to be included in individual faculty time-table
- Addition of questions related to course/course outcomes in the feedback by faculty and students.
- Streamlining of facilities and functions of centres of excellence within the institution.
- Modifying summer term, innovative practices and project work to strengthen the internship component.

**MINUTES OF THE 2nd INTERNAL QUALITY CIRCLE (IQC)
held on 09.11.2017 at 03.30 pm in the Board Room**

- 1) **Members Present:** 17 Members were present
- 2) **Agenda / Items Placed**
 - 1) Deliberation on pending issues, if any.
 - 2) Presentations on :
 1. Research, Innovations and Extension
 2. Student Support and Progression
 - 3) Deliberating and capturing recommendations/strategies to be forwarded to the QPF.
 - 4) Any other matters
- 3) **Proceedings:** **Dr. R. Rudramoorthy**, Chairperson of the IQC welcomed the members and initiated the discussions stating that the outcome of the IQC meeting held on 24/10/2017 containing the best practices and areas for improvement were placed for discussions in the QPF. The chairperson instructed Dr. S. Kandhalakshmi, EEE department to collect data regarding these two best practices and indicate the extent of the impact of these factors on the academic and administrative matters. Then the Chairperson invited the group headed by Dr. A. Kandaswamy to give their presentation on Research, Innovations and Extensions. Following this the group headed by Dr. G. Thilagavathi proceeded with their presentation on "Student Support and Progression". Both the presentations emanated many discussions leading to the following decisions/recommendations.
 - a) During the deliberation the chairperson emphasized that the academic activities should be aimed primarily to bring value to the institution. Then the attention of the members of the forum was directed to the areas for improvement which were highlighted by the groups headed by Dr. A. Kandaswamy and Dr. G. Thilagavathi.
 - b) The chairperson suggested that as a first step towards interdisciplinary projects students from various disciplines can be encouraged to do projects jointly. In this connection the chairperson suggested, if necessary, a policy intervention can be attempted to give inputs to inter disciplinary projects. In case of joint projects participants should focus their area of specialization like product development. In this regard Dr. S. Subha Rani pointed out that more inter-disciplinary competitions are being conducted in the campus now, which will also give impetus to the inter disciplinary projects.
 - c) Dr. R. Gandhinathan suggested the need for development of a data base about the availability of resources/research facilities in other departments so that students can choose the departments relating to their project/research requirement.
 - d) During the deliberations it was generally felt that all departments should identify industry based sponsored projects. In this regard the chairperson commented that financial incentives and concession in work load to faculty can be thought of to induce them to go to industries and get more sponsored projects.

- e) It was also decided to install an appropriate appraisal method to the research scholar and fix a target like publishing one research paper per annum to the junior research fellows and other research scholars. However the chairperson reminded the members that the formula $N+1$ (where N is the total number of faculty) relating to publication of research papers is in force for every department.
- f) In order to accelerate the CNCE activities the chairperson proposed that all PG programmes can be condensed to suit to the industries and offer the same as certificate programmes through CNCE centre. This proposal won the support of all participants. Dr. L. Ashokkumar of EEE department was instructed by the chairperson to co-ordinate this activity.
- g) Then the discussions were set towards establishing a data base where all data pertaining to students' activities can be captured. In this regard the chairperson suggested to create a procedure that all requests of the students for conducting events can be required to be uploaded in the web portal prior to approval so that all data can be captured effectively. Further chairperson informed that the management is developing a student database through PSG software technology centre and soon the same will come in to operation. The database will be interactive and contain profiles of all students including co-curricular and extracurricular activities. Dr. A. Soundararajan of EEE department was instructed by the chairperson to co-ordinate this activity.
- h) The idea to form a separate "Student's Quality Circle" (SQC) gained the acceptance of all the members and the chairperson instructed Dr. G. Thilagavathi and her team to proceed further in this regard.
- i) Finally testing and consultancy was taken-up for discussion. The chairperson appreciated the Civil Engineering department for putting up a good performance in conducting testing and consultancy activities. With a view to give further impetus, the chairperson suggested to develop a separate centre for testing and consultancy under the supervision of Civil Engineering department. Dr. M. Palanikumar of civil department was instructed by the chairperson to co-ordinate this activity.
- j) It was decided to have the following presentations in the next meeting which has been tentatively scheduled on 12th December 2017.
1. Infrastructure and learning resources
 2. Teaching-learning and evaluation
- k) The chairperson briefed the decisions taken during the deliberations and thanked the members for their effective participation.



Dr. R. Sreenivasan
Co-ordinator, IQAC

To
All Members and Day File.

**MINUTES OF THE 3rd INTERNAL QUALITY CIRCLE (IQC)
held on 12.12.2017 at 03.30 pm in the Board Room**

- 1) **Members Present:** 16 Members were present
- 2) **Agenda / Items Placed**
 - 1) Deliberation on pending issues, if any.
 - 2) Presentation on :
 - 1) Infrastructure and learning resources
 - 2) Teaching-learning and evaluation
 - 3) Deliberating and capturing recommendations/strategies to be forwarded to the QPF.
 - 4) Any other matters
- 3) **Proceedings:** **Dr. R. Rudramoorthy**, Principal and the Chairperson welcomed the members and invited presentations on “**Teaching-Learning and Evaluation**” and “**Infrastructure and Learning Resources**”. The above presentations provided a platform for useful discussions leading to the following decisions / recommendations.
 - a) A sixth course outcome relating to the communication skills and lifelong learning was discussed and it was decided to refer the same to an appropriate forum.
 - b) It was proposed that all PG Programmes are to be condensed to suit to the industrial needs and offer the same as one year certificate programmes through CNCE.
 - c) The next curriculum revision (for PG Programmes 2018 and UG Programmes 2019) is to be aligned with the industry 4.0 requirements.
 - d) A broad based standard system/method for calculating COs and mapping the same with the POs should be developed. This needs to be discussed and get approved in an appropriate forum.
 - e) Smart classroom/seminar halls are to be developed. Each classroom is to be equipped with a OHP and a public address system with Micro-phones to enhance the teaching-learning process in the classroom.
 - f) A database is to be developed covering the infrastructural facilities available in the campus, such as classrooms, drawing halls, laboratories, seminar halls, and tutorial halls as per AICTE requirement.
 - g) All class rooms, Labs and seminar halls must be continuously numbered and floor plans of all buildings are to be prepared.
 - h) Online complaint system for general maintenance should be made effective.



Dr. R. Sreenivasan
Co-ordinator, IQAC

To
All Members and Day File.

**MINUTES OF THE 4th INTERNAL QUALITY CIRCLE (IQC)
held on 18.01.2018 at 03.30 pm in the Board Room**

- 1) **Members Present:** 14 Members were present
- 2) **Agenda / Items Placed**
 - 1) Deliberation on pending issues, if any.
 - 2) Presentations on :
 - 1) Curricular Aspects
 - 2) Governance, Leadership and Management
 - 3) Deliberating and capturing recommendations/strategies to be forwarded to the QPF.
 - 4) Any other matters
- 3) **Proceedings:** **Dr. R. Rudramoorthy**, Principal and the Chairperson welcomed the members and briefed the action taken on the recommendations captured in the 3rd IQC meeting. Following this the presentations on '**Curricular Aspects**' and '**Governance, Leadership and Management**' were invited. These presentations sparked good responses and resulted in the following decisions/recommendations.
 - a) Principal suggested that awareness among the faculty must be created on Industry 4.0 and its applicability to engineering education.
 - b) It was accepted in principle to introduce a change in PG curriculum with multiple sets of courses (for max 4 core courses) in certain PG Programmes in which students join with different UG Degrees. It was also accepted to give more flexibility to the students to choose courses of their choice.
 - c) In order to provide more elective courses of interdisciplinary nature Principal suggested that allied departments must be combined together to form school of engineering.
 - d) It was also decided to form a '**Deans' Committee**' under the leadership of Principal to study and improve the Governance, Leadership and Management of the college.
 - e) Feedback obtained from the teachers on students' performance after the 1st test must be forwarded to the respective PCs enabling them to initiate necessary action.
 - f) To promote lifelong learning among the students it was decided to implement student centric teaching and train the teachers for the same.
 - g) It was also decided to revise and replace the existing student feedback form with new one.
 - h) Principal suggested to obtain performance approval annually from the Technical/Support/ Administrative Staff by the respective heads and lab class incharge.



Dr. R. Sreenivasan
Co-ordinator, IQAC

To
All Members and Day File.

**MINUTES OF THE 1ST QUALITY POLICY FORUM
13.09.2017 at 02.30 pm in the Board Room**

- 1) **Constitution of the Forum:** All Deans and HoDs by designation will be the members of the forum.
- 2) **Members Present:** 34 Members
- 3) **Meeting objectives / Agenda**
 - Integrating NAAC, ISO, NIRF and IQAC and designing effective procedures and methodology for continuous improvement in all academic processes.
 - Accessing NAAC/ISO data base to prepare consolidated report for IQAC.
 - Enabling IQAC to plan for continuous improvement.
 - Establishing a quality circle and empower the same to solve problems arising out of implementation of academic processes.
 - Compensating workload for those who are seriously involved in project work/R &D, research and sponsored research.
 - Providing research assistantship for research scholars.
- 4) **Frequency of the meeting:** The forum will meet every month on specific agenda, which will be circulated to the members well in advance.
- 5) **Proceedings:** Dr. R. Rudramoorthy, Principal, PSG College of Technology welcomed the members and stressed the need for the constitution of quality policy forum and briefed on its operational functions.

The following observations/decisions were made during the brain storming session:

- a) It was noted that NBA feedback, NIRF ranking, ISO QMS and recommendations of various academic bodies enable the organization to march towards customer satisfaction through continuous improvement in all academic processes.
- b) The IQAC will ensure good co-ordination among all the above systems to effectively accomplish the targeted goals.
- c) The following systems will provide the input to the IQAC for continuous improvements in academic matters:

Internal Systems

1. Tutor ward meeting through HoDs meeting
2. Class committee meeting through HoDs meeting
3. PADCO / PASCO
4. ISO QMS – Audit feedback and Department Status reports
5. Appeals and grievances committee
6. Students welfare & counseling committee

External Systems

NBA Feedback

AICTE/NAAC requirement

External members of BoS/Acadimic Council, Alumni Association and IQAC.

- d) The quality policy forum shall meet once in a month and deliberate on the inputs given by the internal and external systems. The outcome/ideas generated out of deliberations, (namely, action plans, processes, procedures etc) shall be passed on to the IQAC for further action.
- e) The focus of the quality policy forum shall include design of curriculum, teaching and learning process, evaluation pattern, placement activities and career advancement for the benefit of the students.
- f) The chairperson of the QPF shared few of the initiatives already undertaken to improve the quality of education in this campus such as,
Relative grading,
Implementation of CBCS,
One Credit Courses,
New Question Paper Pattern on outcome basis
- g) It was suggested to enhance the number of research papers/publications in standard journals to obtain better NIRF ranking. In this connection, Principal requested the members of the forum to consider publishing N+1 number of paper where N represents number of faculty in the department.
- h) It was also suggested that each department should enroll 2N+1 number of research scholars to ensure N+1 number of research publications.
- i) Quality circle may be formed across the departments / across the college on specific issues and the findings may be forwarded to the QPF for further action.
- j) It was agreed in the QPF that the research activities in the campus need to be encouraged. Hence it was decided to provide relaxation in the workload for the Ph. D guides and sponsored project heads as detailed below.
- i. Research guides having more than 3 full time Ph. D scholars can be exempted from 2 hours of practical classes.
- ii. It was recommended that those who have undertaken research projects may be compensated as follows:
- | | |
|-----------------------|--------------------------------------|
| Up to 50 Lacs | - 2 Hours exemption from lab classes |
| Rs. 51 Lacs and above | - 4 Hours exemption from lab classes |



To
All HoDs, Deans & Day File

Dr. R. Sreenivasan
Co-ordinator

**MINUTES OF THE 2nd QUALITY POLICY FORUM (QPF)
25.10.2017 at 02.30 pm in the Board Room**

- 1) **Members Present:** 36 Members
- 2) **Meeting Objectives / Agenda**
 1. Deliberating on pending issues, if any.
 2. Considering the recommendations / strategies forwarded by the IQC.
 3. Developing consensus solutions / action plans to be forwarded to the IQAC for implementation.
 4. Any other matter
- 3) **Proceeding of the Meeting**
 - a) Dr. R. Rudramoorthy, Principal and Chairperson welcomed the members of the QPF and initiated deliberations on the proceedings of the 1st QPF meeting. During discussions it was observed that activities relating to quality assurance have been initiated in all the departments.
 - b) Then, the outcome of Internal Quality Circle Meeting held on 24/10/2017 regarding Institutional Values and Best Practices (Criterion 7) was taken up for discussion. It was felt that all the best practices listed have caused significant impact in the academic and administrative matters. However two best practices namely
 - 1) Expansion of usage of renewable energy
 - 2) One credit courseswere identified to be included in the NAAC document. The chairperson instructed the team, which was responsible for the preparation of the document, to collect data regarding the above two best practices and indicate the extent of the impact of these factors on the academic and administrative matters.
 - c) Further the areas for improvement were taken up as focal points for discussion. Considering the nature of the task they were classified into short term goals and long term goals as detailed below:

Short Term Goals

 - Inclusion of start and end date in the class time-table and individual faculty time-table.
 - Addition of questions related to course/course outcomes in the feedback by faculty and students.
 - Modifying summer term, innovative practices and project work to strengthen the internship component.

Long Term Goals

 - Development of web portal that would serve as support system for stake holders.
 - Programme specific fractional workload to be included in individual faculty time-table
 - Streamlining of facilities and functions of centres of excellence within the institution.
 - d) While discussing on industry institute interaction, it was decided to install Skype facility with a view to facilitate the departments to interact with the outside world.
 - e) Finally the idea for the development of interdisciplinary research projects in association with industry was mooted out and in this regard a formal meeting with interested faculty was called for by the chairperson on 28.10.2017.

Then the meeting came to an end with the concluding remarks given by the chairperson.



To
All HoDs, Deans & Day File

Dr. R. Sreenivasan
Co-ordinator, IQAC

**MINUTES OF THE 3rd QUALITY POLICY FORUM (QPF)
30.11.2017 at 03.00 pm in the Board Room**

1) **Members Present:** Deans and HoDs (25 Members)

2) **Meeting Objectives / Agenda**

1. Deliberating on pending issues, if any.
2. Considering the recommendations / strategies forwarded by the IQC.
3. Developing consensus solutions / action plans to be forwarded to the IQAC for implementation.
4. Any other matter

3) **Proceeding of the Meeting**

The Principal and the chairperson of the QPF presented the minutes of the 2nd internal quality circle meeting for discussion. During the deliberations the QPF identified the following three important recommendations out of several recommendations put forward by the 2nd meeting of the IQC, with a view to ensure sustained focus and thereby continued improvement in academic matters.

- a) To encourage the students to do interdisciplinary projects. In this regard it was also decided to develop a database containing the resources / research facilities available in all the departments so that students can choose the departments relating to their project requirement.
- b) To install an appropriate appraisal method to the junior and senior research fellows with a view to increase the number of research publications.
- c) To form a "Student Quality Circle" (SQC) with a view to obtain feedback from students about the existing academic process. Further the SQC shall suggest methods for quality improvement in the academic and administrative matters. In this regard the chairperson suggested that the existing class committee student members shall form the SQC for their respective classes for this semester. The class committee chairman will be the mentor for the respective SQC.

The chairperson requested the members of the QPF to proceed further to effectively implant the above three recommendations and ensure continual improvement in the quality of education.

To
All HoDs, Deans & Day File



Dr. R. Sreenivasan
Co-ordinator, IQAC

MINUTES OF THE 4th QUALITY POLICY FORUM (QPF)

27.12.2017 at 02.30 pm in the Board Room

- 1) **Members Present:** Deans and HoDs
- 2) **Meeting Objectives / Agenda:** As per circular dated 22/12/2017.
- 3) **Decisions Taken on the recommendations captured in the 3rd IQC meeting**

a.	1. A sixth course outcome relating to the communication skills and lifelong learning needs to be developed.	Needs further deliberations - In the meantime HoDs were requested to initiate discussions in their respective departments.
	2. All PG Programmes are to be condensed to suit to the industrial needs and offer the same as one year certificate programmes through CNCE.	One programme per department should be ensured during the academic year 2018-19. Responsibility: HoDs/PCs
	3. The next curriculum revision (for PG Programmes 2018 and UG Programmes 2019) is to be aligned with the industry 4.0 requirements.	Responsibility: Dean, Autonomous Functioning /HoDs
	4. A broad based standard method for calculating COs and mapping the same with the POs should be developed.	Decided to follow the formats given in the ISO Manual.
	5. Smart classroom/seminar halls are to be developed. Each classroom is to be equipped with a OHP and a public address system with Micro-phones to enhance the teaching-learning process in the classroom.	Atleast 15 smart classrooms should be developed. (AICTE Norms) Target: June 2018 Responsibility: Dr. A. Kandaswamy/TEQIP Board
	6. A database is to be developed covering the infrastructural facilities available in the campus, such as classrooms, drawing halls, laboratories, seminar halls, and tutorial halls as per AICTE requirement.	Target: June 2018 Responsibility: Dr. V. Krishnaraj Dr. M. Sundaram
	7. All class rooms, Labs and seminar halls must be continuously numbered and floor plans of all buildings are to be prepared.	Target: June 2018 Responsibility: Dr. M. Sundaram
	8. Online complaint system for general maintenance should be made effective.	With immediate effect. Responsibility: Dr. M. Sundaram

b.	Decisions Taken on the feedback given in the NBA exit meeting on 10/12/2017	
	9. Standard procedure for calculating COs and for mapping COs with POs.	Decided to follow the formats given in the ISO Manual.
	10. Efforts needed to enhance the sample size needed for indirect assessment.	Target: End of every academic year. Responsibility: HoDs / PCs
	11. Impetus to industrial research and consultancy.	Responsibility: Dr. A. Kandaswamy
	12. Encouraging PG students and research scholars to apply for patents.	Responsibility: HoDs / PCs
	13. Programmewise activities relating to patenting, consultancy and continuing education programmes.	Responsibility: HoDs / PCs
	14. Programmewise research publications (preferably N+1).	Responsibility: HoDs / PCs
	15. Question papers (CAT+SEE) should clearly reflect course outcomes.	Responsibility: Individual Faculty
	16. Courses must be allocated to the teachers identified for that particular programme.	Responsibility: HoDs

4) It was decided to review the progress with reference to the above aspects in the subsequent QPF meetings.

To
All HoDs, Deans & Day File



Dr. R. Sreenivasan
Co-ordinator, IQAC

MINUTES OF THE 5th QUALITY POLICY FORUM (QPF)
24.01.2018 at 02.30 pm in the Board Room

- 1) **Members Present:** Deans and HoDs (35 Members)
- 2) **Meeting Objectives / Agenda**
 1. Deliberating on pending issues, if any.
 2. Considering the recommendations / strategies forwarded by the IQC held on 18/01/2018.
 3. Developing consensus solutions / action plans to be forwarded to the IQAC for implementation.
 4. Decisions / Recommendations captured in the Curriculum Planning and Development seminar held on 17/01/2018.

3) **Proceeding of the Meeting**

Dr. R. Rudramoorthy, Principal and Chairperson welcomed the members of the QPF and initiated the discussions relating to the recommendations captured in the IQC meeting held on 18/01/2018. Further the recommendations observed in the 'Curriculum Planning and Development' seminar held on 17/01/2018 were also taken up for discussions. During the deliberations the following decisions were taken.

- a) Principal suggested the HoDs to empower the PCs in order to effectively implement the PG Curriculum.
- b) As far as PG programmes are concerned it was decided to have only two CAT Tests with 1 ½ hours duration of each test. Principal requested the HoDs to discuss in their respective departments and give a short presentation regarding assessment pattern on 27/01/2018.
- c) It was also decided to form a 'Deans' committee' under the leadership of Principal to ensure effective implementation of e-governance. Guidelines regarding the functioning of the committee will be circulated from Principal's office.
- d) Principal instructed to upload the draft format of the revised student feedback form in the intranet so that HoDs may go through the same and suggest changes, if any.
- e) It was also decided to evaluate the performance of Technical/Support/ Administrative Staff annually and Principal instructed to upload the draft feedback format in the intranet and invited suggestions, if any.
- f) Dean, CSRC circulated the guidelines for one year certificate course on advanced topics and the HoDs were requested to follow the guidelines stipulated therein.

Finally the chairperson gave concluding remarks and requested the cooperation of the Deans and HoDs in effectively implanting the above decisions and ensure continual improvement in the academic and administrative matters.

To
All Deans, HoDs & Day File



Dr. R. Sreenivasan
Co-ordinator, IQAC