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THANJAVUR – 613 403 - TAMIL NADU

School of Engineering and Technology
Department of Electrical and Electronics Engineering
DEPARTMENT ACADEMIC COMMITTEE MEETING
CIRCULAR

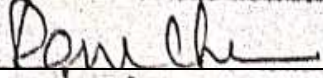
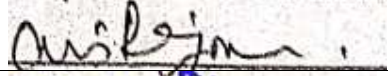


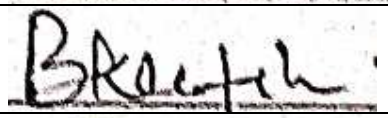

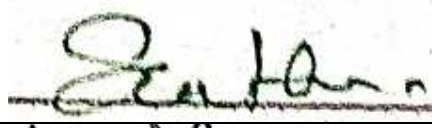

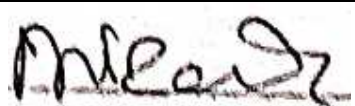



Date: **05.04.2020**

The DAC online meeting is scheduled on **21.04.2021** at 9.30 A.M through zoom app regarding the Revision/Moderation of curriculum & syllabi for U.G/P.G courses. All are requested to attend without fail.

AGENDA OF THE MEETING

1. To review the feed backs obtained from various stake holders such as alumni, parents, employers, academicians, etc.
2. To consider the suggestions revealed by faculty members and students for the revision of UG and PG courses
3. To discuss about new additional elective courses on emerging areas
4. To discuss about the course outcomes for project work course in the B.Tech and M.Tech curriculum with respective rubrics.
5. To scrutinize the workload assigned to faculty members.
6. To discuss about the Department Academic Plan to conduct Symposium, Conference, Seminars, Socio Technical Projects, Student Cabinet, Workshops, FDP, Conduct of theory and practical classes, Remedial classes. Internship, Coaching for Competitive Exams, Semester Preparatory Courses, Bridge Courses, Add-on courses, Elective Courses, Free Elective Courses, Phase-I project for M.Tech (FT), Conduct of classes for B.Tech (PT) and M.Tech (PT) classes.
7. To discuss about the Student attendance.
8. To discuss about the Compensation class/Alternate class.
9. To discuss about the Unit/Portion Coverage by faculty.
10. To discuss about the details of student participation and awards won by them.
11. To discuss about the details of faculty participation in conferences, workshops, seminars and FDP in national and international level programmes.
12. To discuss about for checking and scrutinizing the SFS & CDAAR.
13. To discuss about the student registration for NPTEL/Extra Credit/Add-on courses.
14. To discuss about the status report on work assigned for IQAC/NAAC/UGC/IBM ICE etc.
15. To discuss about the placement training programmes and its importance.
16. To discuss about the industrial visits (one day/2 days), in-plant training and internship programmes. And also to discuss about national level educational tour.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
5	Dr.B. Kunjithapatham	
6	Mrs. M.R. Geetha	
7	Dr.S. Ezhilarasan	
8	Mr.D. Hariharan	
9	Prof.P. Geetha	
10	Mr. Niranjan	
11	Mr. Ameer Sulthan	
12	Mr A Akash	



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School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: 21.04.2021

DEPARTMENT ACADEMIC COMMITTEE MEETING
Minutes of the Meeting

The online meeting of DAC in the department of EEE (B.Tech & M.Tech) held on **21.04.2021** at 9.30 A.M through zoom app.

The following members were present:

Sl. No.	Name of the Member	Designation
1.	Dr.P. Ramachandran	Professor
2.	Dr.P. Avirajamanjula	Professor
3.	Dr.J. Sanjeevikumar	Professor
4.	Dr. V.S. Srinivasan	Professor
5.	Dr.B. Kunjithapatham	Professor
6.	Mrs. M.R. Geetha	Associate Professor
7.	Dr.S. Ezhilarasan	Associate Professor
8.	Mr.D. Hariharan	Associate Professor
9.	Prof.P. Geetha	Associate Professor /ECE
10.	Mr. Niranjana	Student Representative
11.	Mr. Ameer Sulthan	Student Representative
12.	Mr A Akash	Student Representative

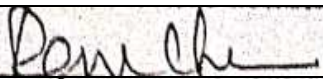
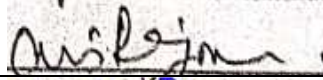
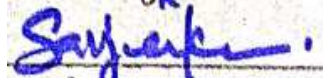
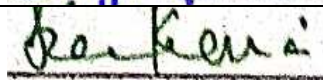
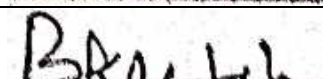
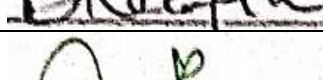

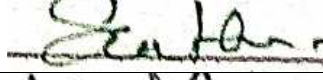
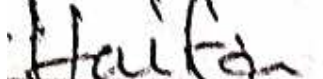
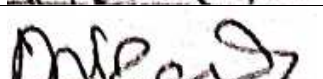
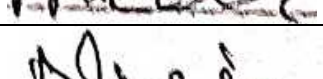
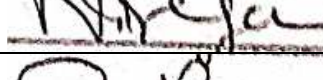
- The members of the board discussed elaborately about the existing Curriculum and syllabi for both UG and PG courses. The feedback from various stake holders such as Employers, Alumni, Academicians, Industrial Personnel, Students, etc. were also discussed.

- The board members framed the course outcomes for project work course in the B.Tech and M.Tech curriculum with respective rubrics.
- The board members discussed and suggested about new additional elective courses on emerging areas.
- The board members discussed about the course outcomes for laboratory course in the B.Tech and M.Tech curriculum with respective rubrics.
- The board members discussed about the workload assigned to faculty members with respect to their designation.
- The board members discuss about the Department Academic Plan to conduct Symposium, Conference, Industrial Visits, IPT/Internship, Seminars, Socio Technical Projects, Student Cabinet, Workshops, FDP, Conduct of theory and practical classes, Remedial classes. Internship, Placement Training, Coaching for Competitive Exams, Semester Preparatory Courses, Bridge Courses, Add on courses, Elective Courses, Free Elective Courses, Phase-I project for M.Tech (FT), Conduct of classes for B.Tech (PT) and M.Tech (PT) classes.
- The board members discussed about the Student attendance percentage for the UG and PG courses for the Academic Year 2020-2021.
- The board members discussed about the Compensation class/Alternate class taken during CL/OD, availed by staff.
- The board members discussed about the Unit/Portion Coverage by faculty.
- The board members discussed about the details of student participation and awards won by them.
- The board members discussed about the details of faculty participation in various academic related activities
- The board members discussed about the scrutiny process of SFS and CDAAR.
- The board members discussed about the student registration for NPTEL/Extra Credit/Add-on courses.
- The board members discussed about the status report on work assigned for IQAC/NAAC/UGC/IBM ICE etc.

- The members of the board have unanimously to continue with existing curriculum and syllabi for the year 2020-21 for both B.Tech (FT&PT) and M.Tech (FT&PT).
- The board members advised the faculties to participate in research promoting activities like publications, participation in conferences, FDPs.

The meeting was concluded with thanks by the Head of the Department.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
5	Dr.B. Kunjithapatham	
6	Mrs. M.R. Geetha	
7	Dr.S. Ezhilarasan	
8	Mr.D. Hariharan	
9	Prof.P. Geetha	
10	Mr. Niranjan	
11	Mr. Ameer Sulthan	
12	Mr A Akash	



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School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: **07.09.2020**

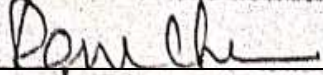
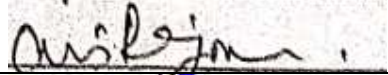
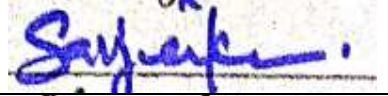

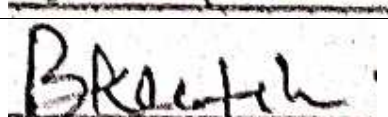

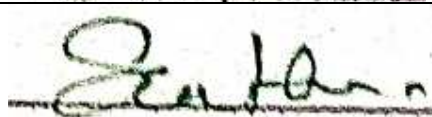
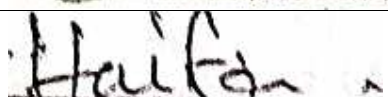
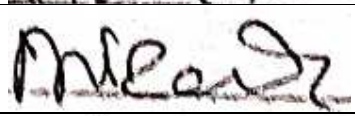



DEPARTMENT ACADEMIC COMMITTEE MEETING
CIRCULAR

The DAC online meeting is scheduled on **23.12.2020** at 9.30 A.M through zoom app regarding the Revision/Moderation of curriculum & syllabi for U.G/P.G courses. All are requested to attend without fail.

AGENDA OF THE MEETING

1. To review the feed backs obtained from various stake holders such as alumni, parents, employers, academicians, etc.
2. To consider the suggestions revealed by faculty members and students for the revision of UG and PG courses
3. To discuss about the Even Semester Reopening & Preparedness.
4. To discuss about the e-Content / Syllabi/ 2 Marks Q&A / Question Bank / University Question Paper / Lab Manual.
5. To discuss about the Academic Calendar & Time Table.
6. To discuss about the Lab - Requirements & Time Table.
7. To discuss about the General Discipline - Staff & Students.
8. To discuss about the UG & PG Project Reviews, Hardware submission, Project report preparation.
9. To discuss about the New Nomenclature Courses/New Programme - Proposal for 2020-21.
10. To discuss about the Training & Placement Schedule.
11. To discuss about the UG & PG open Elective subject selection.
12. To scrutinize the workload assigned to faculty members.
13. To discuss about the Department Academic Plan.
14. To discuss about quality initiative activities.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
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School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: 23.12.2019

DEPARTMENT ACADEMIC COMMITTEE MEETING
Minutes of the Meeting

The online meeting of DAC in the department of EEE (B.Tech & M.Tech) held on **23.12.2019** at 9.30 A.M through zoom app.

The following members were present:

Sl. No.	Name of the Member	Designation
1.	Dr.P. Ramachandran	Professor
2.	Dr.P. Avirajamanjula	Professor
3.	Dr.J. Sanjeevikumar	Professor
4.	Dr. V.S. Srinivasan	Professor
5.	Dr.B. Kunjithapatham	Associate Professor
6.	Mrs. M.R. Geetha	Associate Professor
7.	Dr.S. Ezhilarasan	Associate Professor
8.	Mr.D. Hariharan	Assistant Professor
9.	Prof.P. Geetha	Associate Professor / ECE
10.	Mr. Niranjan	Student Representative
11.	Mr. Ameer Sulthan	Student Representative
12.	Mr A Akash	Student Representative

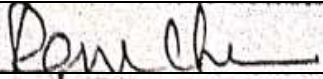
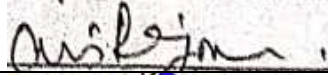
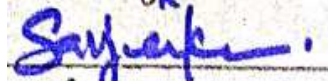

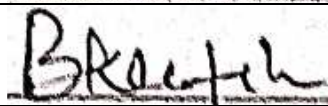

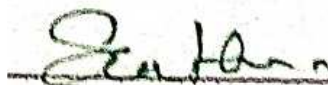
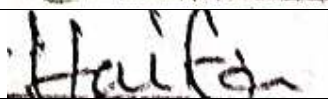
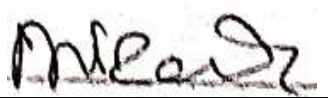

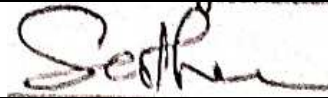

- The members of the board discussed elaborately about the existing Curriculum and syllabi for both UG and PG courses. The feedback from various stakeholders such as Employers, Alumni, Academicians, Industrial Personnel, Students etc., are also discussed.

- The members of the board discussed about the suggestions revealed by faculty members and students for the revision of UG and PG courses.
- The members of the board discussed about the Reopening of Even Semester & Preparedness of the Department regarding that.
- The members of the board discussed about the e-Content / Syllabi/ 2 Marks Q&A / Question Bank / University Question Paper / Lab Manual.
- The members of the board discussed about the Academic Calendar & Time Table for the Even Semester.
- The members of the board discussed about the Lab-Readiness & Lab Time Table for the Even Semester.
- The members of the board discussed about the General Discipline of the Faculty & Students.
- The members of the board discussed about the UG & PG Project Reviews.
- The members of the board discussed about the New Nomenclature Courses/New Programme - Proposal for 2020-21.
- The members of the board discussed about the Training & Placement Schedule.
- The members of the board discussed about the UG & PG Elective subject selection.
- The members of the board discussed about the workload assigned to faculty members.
- The members of the board discussed about the Department Academic Plan.
- The members of the board discussed about the quality initiative activities.

- The members of the board have unanimously to continue with existing curriculum and syllabi for the year 2020-21 for both B.Tech (FT&PT) and M.Tech (FT&PT).

The meeting was concluded with thanks by the Head of the Department.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
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School of Engineering and Technology
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Date: 10.09.2020


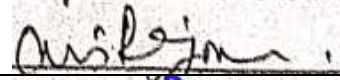
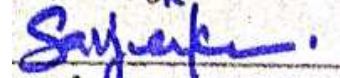

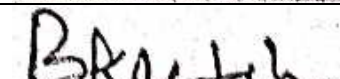
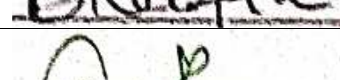

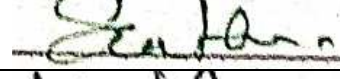
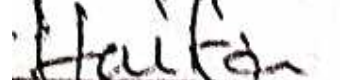
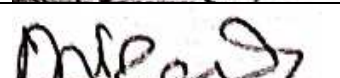
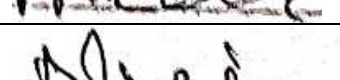
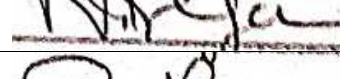
DEPARTMENT ACADEMIC COMMITTEE MEETING
CIRCULAR

The DAC online meeting is scheduled on **23.09.20** at 2.00 p.m through zoom app regarding the Revision/Moderation of curriculum & syllabi for U.G/P.G courses. All are requested to attend without fail.

AGENDA OF THE MEETING

1. To review the feed backs obtained from various stake holders such as alumni, parents, employers, academicians, etc.
2. To consider the suggestions revealed by faculty members and students for the revision of UG and PG courses
3. To review the Syllabus Completion & Unit Coverage – Theory & Labs.
4. To review the Coaching Plan – Good Pass % Results.
5. To review the Class & General Discipline / OD
6. To discuss about the Pre-semester Exam
7. To discuss about the University Lab Exam – Slot
8. To discuss about the CIA Marks details
9. To discuss about the Semester Examination
10. To discuss about the Symposium/Local Visit – Instructions & Guidelines
11. To discuss about the Robotics Class - Instructions
12. To discuss about the T & P Issues
13. To discuss about the Weekly Test Absentees/Performance/Re-Test
14. To discuss about the SFS/CDAAR/CCM/Weekly Review Meeting Minutes/Dept Registers
15. To discuss about the Staff & Students – Dress Code / Time Management
16. To discuss about the Department Academic Plan
17. To discuss about quality initiative activities

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
5	Dr.B. Kunjithapatham	
6	Mrs. M.R. Geetha	
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School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: 23.09.2020

DEPARTMENT ACADEMIC COMMITTEE MEETING
Minutes of the Meeting

The online meeting of DAC in the department of EEE (B.Tech & M.Tech) held on **23.09.20** at 2.00 p.m. through zoom app.

The following members were present:

Sl. No.	Name of the Member	Designation
1.	Dr.P. Ramachandran	Professor
2.	Dr.P. Avirajamanjula	Professor
3.	Dr.J. Sanjeevikumar	Professor
4.	Dr. V.S. Srinivasan	Professor
5.	Dr.B. Kunjithapatham	Associate Professor
6.	Mrs. M.R. Geetha	Associate Professor
7.	Dr.S. Ezhilarasan	Associate Professor
8.	Mr.D. Hariharan	Assistant Professor
9.	Prof.P. Geetha	Associate Professor / ECE
10.	Mr. Niranjana	Student Representative
11.	Mr. Ameer Sulthan	Student Representative
12.	Mr A Akash	Student Representative

- The members of the board discussed elaborately about the existing Curriculum and syllabi for both UG and PG courses. The feedback from various stake holders such


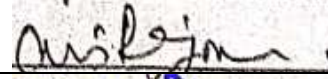
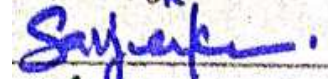

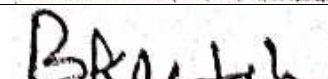



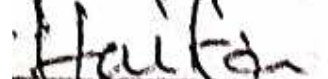
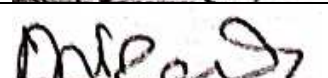
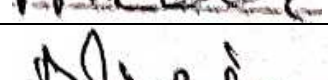

as Employers, Alumni, Academicians, Industrial Personnel, Students etc., are also discussed.

- The board members reviewed the Syllabus Completion & Unit Coverage for both Theory & Laboratory classes.
- The board members reviewed the Coaching Plan for achieving Good Pass % and Results and decided to submit an effective Coaching Plan, so as to produce Good Results in the ensuing Nov. /Dec. 2020 University Theory Examinations. Coaching is more important to get good results.
- The board members reviewed the Class & General Discipline / OD of the students in both UG and PG. The Students availing OD should get proper approval and permission from the Dean.
- The board members discussed about the conduct of pre-semester Exam for the current odd semester. And they decided to conduct the pre-semester Exams in the Afternoon session on all days and the Forenoon session will be exclusively used for Coaching and learning purpose.
- The board members discussed about the details of CIA Marks for both UG and PG. They discussed about the release of CIA marks and Students appeal on CIA marks.
- The board members decided to follow the Institution Norms and procedures pertaining to conduct of Symposium and Industrial visits. The related accounts must be settled along with respective bills/ vouchers to the Accounts Department, within three days for the date of symposium.
- The board members discussed about the Instructions for the Robotics Class. They decided to depute one faculty during the Training period and that they are responsible for collecting and returning back the kits required for training.
- The board members discussed about the conduct of T&P classes. They decided to depute one faculty to monitor the discipline during the T&P class.

- The board members discussed about the absentees in Weekly Tests and they decided to have a serious follow-up and submission of the Action Taken Report.
- The board members discussed about the close monitoring about the performance in Weekly Tests.
- The board members discussed about the Slow-Learners and conduction of proper coaching and Make-Up Test in order to improve the performance of them.
- The board members discussed about the checking of proper updation of CDAAR/SFS records of staff members.
- The board members discussed about the Dress code during the working hours in the Institution for both Staff and Students.
- The board members discussed about the frequent check and monitoring of the Time Management of the Staff.
- The board members discussed about the Department Academic Plan.
- The board members discussed about the quality initiative activities.
- The members of the board have unanimously to continue with existing curriculum and syllabi for the year 2020-21 for both B.Tech (FT&PT) and M.Tech (FT&PT).

The meeting was concluded with thanks by the Head of the Department.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
5	Dr.B. Kunjithapatham	
6	Mrs. M.R. Geetha	
7	Dr.S. Ezhilarasan	
8	Mr.D. Hariharan	
9	Prof.P. Geetha	
10	Mr. Niranjan	
11	Mr. Ameer Sulthan	
12	Mr A Akash	



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THANJAVUR – 613 403 - TAMIL NADU

School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: 11.06.2020


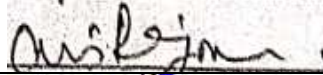
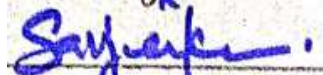

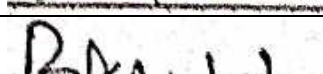



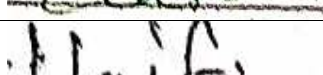
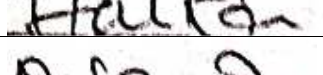
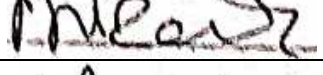

DEPARTMENT ACADEMIC COMMITTEE MEETING
CIRCULAR

The DAC online meeting is scheduled on **24.06.2020** at 2.00 p.m through zoom app regarding the Revision/Moderation of curriculum & syllabi for U.G/P.G courses. All are requested to attend without fail.

AGENDA OF THE MEETING

1. To review the feed backs obtained from various stake holders such as alumni, parents, employers, academicians, etc.
2. To consider the suggestions revealed by faculty members and students for the revision of UG and PG courses
3. To discuss about new additional elective courses on emerging areas
4. To discuss about Academic Calendar, Timetable & Guidelines.
5. To discuss about the readiness of Classes, Labs & Faculty for All Subjects.
6. To discuss about the e-materials, Syllabi, 2 Marks Q & A, Question Bank, Lab Manual.
7. To discuss about the extra credit and Add-on course Registration
8. To discuss about the faculty On-Duty, Biometric Entry & Attendance / Leave Rules.
9. To discuss about the first day of all classes and instructions regarding that.
10. To discuss about the Weekly— I, unit coverage & Notes and other Tests and their Guidelines.
11. To discuss about the Attendance & Discipline of Students.
12. To discuss about the scrutiny of CDAAR & SFS on every Saturday.
13. To discuss about the Class Committee Meeting on 1st of every month.
14. To discuss about the submission of CDAAR and Syllabus Coverage Status on 5th of every month.
15. To discuss about the syllabus completion Assurance Format.
16. To discuss about the NPTEL On-line Courses for Students & Faculty.
17. To discuss about the exam cell works, updating of Dept. documents & registers.
18. To discuss about the quality initiative activities.

To:

Sl. No.	Name of the Member	Signature
1	Dr.P. Ramachandran	
2	Dr.P. Avirajamanjula	
3	Dr.J. Sanjeevikumar	
4	Dr. V.S. Srinivasan	
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7	Dr.S. Ezhilarasan	
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THANJAVUR – 613 403 - TAMIL NADU

School of Engineering and Technology
Department of Electrical and Electronics Engineering

Date: 24.06.2020

DEPARTMENT ACADEMIC COMMITTEE MEETING
Minutes of the Meeting

The online meeting of DAC in the department of EEE (B.Tech & M.Tech) held on **24.06.2020** at 2.00 p.m. through zoom app.

The following members were present:

Sl. No.	Name of the Member	Designation
1.	Dr.P. Ramachandran	Professor
2.	Dr.P. Avirajamanjula	Professor
3.	Dr.J. Sanjeevikumar	Professor
4.	Dr. V.S. Srinivasan	Professor
5.	Dr.B. Kunjithapatham	Associate Professor
6.	Mrs. M.R. Geetha	Associate Professor
7.	Dr.S. Ezhilarasan	Associate Professor
8.	Mr.D. Hariharan	Assistant Professor
9.	Prof.P. Geetha	Associate Professor / ECE
10.	Mr. Niranjan	Student Representative
11.	Mr. Ameer Sulthan	Student Representative
12.	Mr A Akash	Student Representative


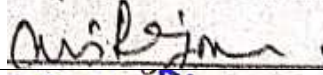
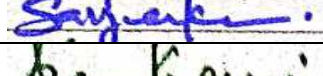

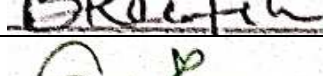

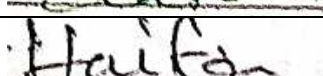
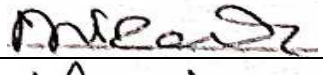




- The members of the board discussed elaborately about the existing Curriculum and syllabi for both UG and PG courses. The feedback from various stake holders such as Employers, Alumni, Academicians, Industrial Personnel, Students, etc. were also discussed.

- The board members considered the suggestions revealed by faculty members and students for the revision of UG and PG courses
- The board members discussed about new additional elective courses on emerging areas.
- The board members discussed about the details of Academic Calendar for the forthcoming semester, class and lab timetable & Guidelines regarding that.
- The board members discussed about the readiness of Classes, Laboratories & Faculty handling the theory subjects and Laboratories.
- The board members discussed about e-materials, Syllabi, 2 Marks Q&A, Question Bank, Lab Manual prepared by Faculty members.
- The board members discussed about extra credit and Add-on course Registration for the current semester
- The board members discussed about faculty On-Duty, Biometric Entry & Attendance / Leave Rules.
- The board members discussed about the first day of all classes and instructions regarding that.
- The board members discussed about the Weekly Test I, unit coverage & lecture Notes and other Tests and their Guidelines.
- The board members discussed about the Student Attendance & Discipline of Students.
- The board members discussed about the scrutiny of CDAAR & SFS on every Saturday.
- The board members discussed about the Class Committee Meeting on 1st of every month.
- The board members discussed about the submission of CDAAR and Syllabus Coverage Status within 5th of every month.
- The board members discussed about the syllabus completion Assurance Format to be submitted by the faculty members.

- The board members discussed about the NPTEL On-line Courses for Students & Faculty.
- The board members discussed about the exam cell works, updating of Dept. documents & registers.
- The board members discussed about the quality initiative activities.
- The members of the board have unanimously to continue with existing curriculum and syllabi for the year 2020-21 for both B.Tech (FT&PT) and M.Tech (FT&PT).

The meeting was concluded with thanks by the Head of the Department.

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