

# MADHA INSTITUTE OF ENGINEERING AND TECHNOLOGY

Anagaputhur - 600 128

## MINUTES OF HOD MEETING HELD ON 20.05.2024 At 9.45 a.m. IN THE CONFERENCE HALL

MIET/PrI/MOM-006/2024 – 25

Date: 20.05.2024

Members Present:

1. Dr. P. Suresh Mohan Kumar, Principal
2. Mr. A Mosses, Asso Prof/ECE
3. Mrs. Suvarnavani, HOD/ECE
4. Mr. J. Sivamurugan, HOD/CSE
5. Mr. S. Dasarathan, HOD/MECH

Sl. No.	Decision taken	Responsible Person	Target Date	Review Status
	<b>NBA</b> <ul style="list-style-type: none"><li>• The departments CSE, IT, ECE applying for NBA should submit the prequalifier on or before 04.05.2025</li><li>• The other departments MECH, EEE and MBA should prepare for NBA from July month onwards</li></ul>			
	<b>NAAC</b> <ul style="list-style-type: none"><li>• It has been decided to apply for NAAC accreditation in the month of December 2024. The criteria in-charges should work accordingly. We will try to get autonomous to our Institution in the academic year 2026 - 27. Necessary steps will be taken for the proper functioning of Internal Quality Assurance Cell (IQAC).</li></ul>			
	<b>Examination</b> <ul style="list-style-type: none"><li>• Mr. S Venkatraman, AP/MIECH, explained AICTE Examination reforms and performance indicators in detail. He explained about writing performance indicator for a sample question paper. A decision is made to include the performance indicator in Internal Assessment Test.</li></ul>			
	<b>Even Semester - Result</b> <ul style="list-style-type: none"><li>• AllHODs and faculty members are instructed to concentrate the results.</li><li>• All departments should motivate the students and should</li><li>• work for giving good results in the forthcoming University Examinations</li></ul>			

	<p>and should give 100 % result in the final year.</p> <ul style="list-style-type: none"> <li>The coaching classes can be decided after Monthly Test I</li> </ul>			
	<p><b>Placement</b></p> <ul style="list-style-type: none"> <li>The department placement coordinator should give the name list of the students those who have not placed in any one of the companies to placement coordinator for the arrangement Of placement</li> </ul>			
	<p><b>Submission of <i>Class</i> committee meeting report</b></p> <ul style="list-style-type: none"> <li>All the departments should conduct the class committee meeting as per schedule and feedback of students is to be obtained and should submit the report to the Principal's Office</li> </ul>			
	<p><b>Anna University Inspection</b></p> <ul style="list-style-type: none"> <li>The Anna University Inspection will be conducted in the month of June 2024.HODs shall keep the labs ready for Inspection.</li> </ul>			
	<p><b>Valuation</b></p> <ul style="list-style-type: none"> <li>On recommendation of HODs, faculty member will be allowed to go for valuation</li> </ul>			
	<p><b>Class arrangement</b></p> <ul style="list-style-type: none"> <li>Faculty members are advised to alter the class while taking leave.</li> </ul>			



PRINCIPAL