Date: 08.07.2022

## PLANNING AND MONITORING BOARD MINUTES OF MEETING

The Minutes of Planning and Monitoring meeting was held on 08.07.2022 at 9:30.a.m. The following members were present:

S.No	Name and Details of the Member	Expertise	Position
1	Mr.K.Kadar Shah, DACE, Chennai.	Secretary	Management
2	Dr.P.Paramasivan, DACE, Chennai.	Director	Management
3	Dr.G.Uma Gowri, DACE, Chennai.	Principal	Chairperson
4	Mr.C.Elayaraja, ASP/ECE, DACE, Chennai.	Academic Coordinator	Member
5	Dr.J.Rahila, Professor /EEE DACE, Chennai.	HEAD – IQAC	Member
6	Dr.P.Anand, ASP/EEE DACE, Chennai.	HEAD – COE	Member
7	Dr.K.Bogeshwaran, AP/PETRO DACE, Chennai.	HEAD – TRIC	Member
8	Mr.P.Parthasarathy, Trainer Head, Godrej, Chennai.	Industrialist	Industry Expert
9	Mr.R.Udhayakumar, Industrial program Manager, EXPLEO Groups, Chennai	Industrialist	Industry Expert
10	Dr.T.Saravanan, Principal, New Prince Shri Bhavani College of Engineering and Technology, Chennai	Academician	Academic Expert
11	Dr.Radhika Baskar, ASP/ECE Saveetha School of Engineering, Chennai	Academician	Academic Expert
12	Mr.Ashok Kumar, Engineer, NFS Automation, Chennai	Alumni	Alumni

## The following subjects were discussed and relevant decisions were made as given below.

Subject No	Subject	Resolution/Review
1	The academic activities and other plans for the current academic year 2018 -19	Discussed and ratified
2	To Carry and follow the academic work as per academic calendar	Discussed and ratified
3	Identify weak students and arrange extra classes after college hours	Discussed and ratified
4	Plan Remedial coaching for every subject and display time table on notice board	Discussed and ratified
5	All equipment's should be tested and calibrated	Discussed and ratified
6	Faculties to be encouraged to apply for patents and publish research journals and articles	Discussed and ratified
7	To advise all the faculty & staff to do skill up gradation activities	Discussed and ratified
8	All faculty are responsible for student discipline	Discussed and ratified
9	Frequent meeting between students and mentors	Discussed and ratified
10	Stakeholders Feedback	Reviewed the analysis and action taken report
11	Motivated to register NPTEL courses (both staff and students)	Discussed and ratified
12	Plan to conduct faculty seminars	Discussed and ratified