

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH
Neelambur, Coimbatore – 641 062

Dt: 26.02.2020

CIRCULAR

It is hereby informed that a meeting of HoDs (Engg. and Science departments) is scheduled today (26th February 2020) by 11.15 am at Board Room. All HoDs are requested to attend the above meeting.

Agenda of the meeting:

1. Information about 8 module education technology course
2. Test Schedule for Seniors and I year students
3. Any other matter

All HoDs are requested to come prepared with data related to the above agenda.

PV Glane

PV PRINCIPAL

Copy to:

Vice Principal
Dean-Research (Electrical Science)
All HoDs
Dr R Ramesh
Faculty concerned
Day file

PO/KSV

PSG Institute of Technology and Applied Research
Minutes of the HoDs Meeting held on 26.02.2020

MEMBERS ATTENDED

1	Dr. P.V. Mohanram – Principal	9	Dr R Ramesh – Professor, Mech
2	Dr. G. Chandramohan – Vice Principal	10	Dr P Vetrivelan – HoD i/c, ECE
3	Dr P Subbaraj – Dean (Research)	11	Dr V Jailaxmi – HoD, Maths
4	Dr N Saravanakumar – HoD, Mech	12	Dr K Pramila – HoD, English
5	Dr M I Abdul Aleem – HoD, Civil	13	Dr G Latha – HoD i/c, Chemistry
6	Dr C L Vasu – HoD, EEE	14	Dr I Kala – ASP/CSE
7	Dr R Manimegalai – HoD, CSE	15	Ms C V Pavithra – AP Sr Gr/EEE
8	Dr S Jayakumar – HoD, Phy	16	Mr D Venkatesh – AP Sr Gr/ECE

S.No	Points Discussed	Action to be Taken	Responsibility
	Principal welcomed the members and outlined the agenda of the meeting.		
1.	Comprehensive Teacher Training Policy by AICTE & NITTT	<p>Principal informed that Dr I Kala-ASP/CSE, Ms C V Pavithra – AP Sr. Gr. / EEE and Mr D Venkatesh – AP Sr.Gr. / ECE have attended a workshop on the topic “National Initiative for Technical Teachers Training” at Sri Krishna College of Technology held on 24th February 2020 (Monday) organized by AICTE.</p> <p>Principal informed that AICTE and NITTTR have jointly proposed a mandatory certificate courses for all the teachers. As per the policy, a set of faculty are grouped under four stages as mentioned below:</p> <p>Stage 1: For newly recruited faculty members and faculty members having less than 5 years of teaching experience in engineering colleges as on 01.03.2019</p> <p>Stage 2: Assistant Professor having 5-10 years of experience</p> <p>Stage 3: Associate Professor having 10-15 years of experience</p> <p>Stage 4: Professor/HoD having around 20-30 years of experience</p> <p>Principal informed that the faculty members are required to complete eight modules (Mandatory) of NITTT online courses (www.nittt.ac.in) on or before May 2022, as per the directions of AICTE.</p> <p>He also informed that every faculty, on successful completion of the course work identified for a particular stage, will receive a certificate from AICTE.</p> <p>Principal mentioned that a registration fee of Rs 2000/- is to be paid in the NITTT web portal and is to be borne by respective faculty members; the course fee for 8 modules (Rs 1000/module) may be reimbursed by the Management on satisfactory completion of modules, subject to approval by Management.</p> <p>Faculty members were requested to register using NITTT web portal and they can learn the content using SWAYAM. Principal informed that the faculty members can make the payment using NITTT web portal. He also requested the senior faculty members to complete the advanced modules as and when they are ready with NITTT.</p> <p>Principal stated that the course content pertaining to the modules of Stage I will be available in the Swayam portal from 2nd March 2020.</p>	All faculty

	<p>Module 1: Orientation towards Technical Education and Curriculum Aspects</p> <p>Module 2: Professional Ethics & Sustainability</p> <p>Module 3: Communication Skills, Modes & Knowledge Dissemination</p> <p>Module 4: Instructional Planning and Delivery</p> <p>Module 5: Technology Enables Learning & Life Long Self Learning</p> <p>Module 6: Student Assessment and Evaluation</p> <p>Module 7: Creative Problem solving, Innovation and Meaningful R & D</p> <p>Module 8: Institutional Management & Administrative Procedures</p>									
	<p>He also mentioned that the exam (Multiple Choice Question Type) schedule (tentative) for Stage 1 faculty members is on 9th and 10th of May 2020.</p>									
	<p>Principal nominated Dr R Ramesh, Professor (Mechanical Engg.) as a candidate for serving as Mentor for the above course work. He also informed that three day mentorship training will be conducted during April 2020 by NITTTR.</p>									
	<p>Principal mentioned that the In-service Training Programme (Three months of training in industry) is mandatory for all faculty members; the faculty members above 30 years of experience are exempted from the above training programme.</p>									
	<p>Principal informed that AICTE faculty ID is likely to be cancelled for the faculty who failed to undergo the above training programme.</p>									
2.	<p>Test Schedule</p> <p>Vice Principal informed the students test schedule (seniors and I years) to the HoDs are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>21.03.2020</td> <td rowspan="3">3rd Test for Seniors 2nd Test for I yrs</td> </tr> <tr> <td>23.03.2020</td> </tr> <tr> <td>24.03.2020</td> </tr> <tr> <td>20.04.2020</td> <td rowspan="3">3rd Test for I yrs</td> </tr> <tr> <td>21.04.2020</td> </tr> <tr> <td>22.04.2020</td> </tr> </table>	21.03.2020	3 rd Test for Seniors 2 nd Test for I yrs	23.03.2020	24.03.2020	20.04.2020	3 rd Test for I yrs	21.04.2020	22.04.2020	Dr G Chandramohan Vice Principal
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3.	<p>Students Test Performance</p> <p>Principal informed the HoDs that Dr R Ramesh, Prof (Mech) is preparing a format for discussion of students test performance and the same will be circulated to HoDs at the earliest.</p>	Dr R Ramesh Prof(Mech)								
4.	<p>Observation Note</p> <p>Principal requested the HoDs to finalize the necessity of observation note book for the next semester for the benefit of students.</p>	All HoDs								
5.	<p>Sports Day</p> <p>Vice Principal informed that the Sports Day 2020 is scheduled on 12th March 2020 (Thursday).</p>	Mr A Robinson PED								
<p>Finally, Principal thanked the members of the meeting.</p>										

PVKLan

PRINCIPAL

Copy to:
Vice Principal
Dean-Research
Engg. HoDs, Faculty concerned, Library and day file