



NANDHA COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi *Affiliated to Anna University, Chennai
Pitchandampalayam(PO), Vaikkalmedu, Erode- Perundurai Road, Erode- 638052

Website: www.nandhatech.org E-Mail: nandhatechnology@gmail.com



HOD Meeting

Minutes




PRINCIPAL
NANDHA COLLEGE OF TECHNOLOGY
ERODE-52.



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HOD Meeting

Minutes

2022-23




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NANDHA COLLEGE OF TECHNOLOGY
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Dr.S.Nandagopal M.E.,Ph.D.
Principal

NCT/2022-23/HM- Circular /32

DATE: 24.05.2023

| | |
|-----------------------|---------------------------------|
| Classification | Routine/Immediate✓ |
| Originator: Principal | Circulated to : All Departments |

Sub: HoD's Meeting – Reg.

All HoD's, Librarian, R&D Coordinator, Exam cell Coordinator, Placement Coordinator and Physical Director are requested to attend the HoD's meeting.

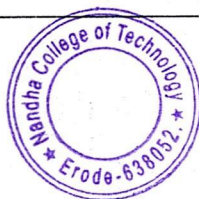
Date & Time: 24.05.2023, Wednesday, 1.30pm.

Venue: Principal's Chamber

AGENDA

Meeting No: 32/2022-23

| S.No | Topic | Discussion/Action To be taken | Responsibility |
|------|--|-------------------------------|-----------------------------|
| 1 | Administrative Points - Fees pending – All years - Infra related pending works - Classroom requirement for 23-24 - Usage of Conference Hall - Separate place for Physics, Chemistry and EP lab. - New system purchase and installation | Discussion | AO & HoDs - HoD - Mech |
| 2 | Academics - I Year – Cycle test - II & III Year -- Web portal entry - Internal marks and Attendance - consolidation of II, III and IV years - Expected pass percentage of II, III and IV years - III Year -- IAE – III performance & Model from 25.5.23. - IV years – Completed AU Project Viva & AU theory exams. - Naan Mudhalvan Courses – Assessment and final examination - IPT plan | Discussion | Academic Coordinator & HoDs |
| 3 | Accreditation & Ranking - NAAC: AQAR - NAAC SSR preparation - Roadmap to Autonomous | Discussion | HoD - IT & HoD's |
| 4 | Research - Appraisal system needs - Consultancy & publications - Funding Proposals | Discussion | HoD EEE & HoDs |



| S.No | Topic | Discussion/Action To be taken | Responsibility |
|------|---|-------------------------------|------------------------------|
| 5 | Placement & Higher Studies <ul style="list-style-type: none"> - II Year Placement plan during summer holidays - 2026 passing out: Training Plan - Workload for placement coordinators - Placement cell work@ NCT | Discussion | HoDs & Placement Coordinator |
| 6 | Admissions & Functions <ul style="list-style-type: none"> - Admission status and target - Valedictory | Discussion | HoDs |
| 7 | General <ul style="list-style-type: none"> - Time table & Logbook for AU inspection - Alumni Meet - Final Monthly Presentation - AU Inspection: Readiness & Major equipments - Furniture purchase for IQAC - Re-opening for III & IV years - Website updation | Discussion | HoDs |

S. Nandappa
PRINCIPAL

Copy to:

- 1.Chairman & Secretary
- 2.CEO & AO
- 3.All HoDs , Library, PD and Placement Coordinator



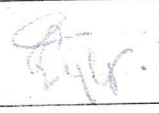
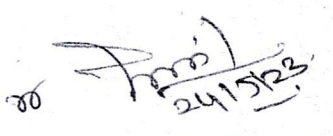
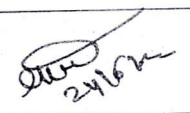
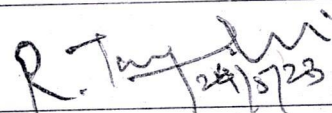
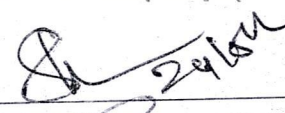

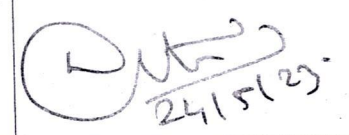
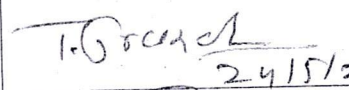
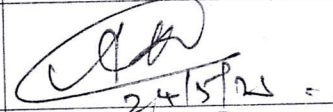
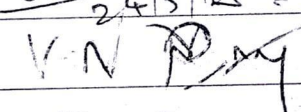
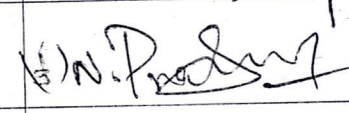
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Principal
Nandha College of Technology
Erode-52.

NANDHA COLLEGE OF TECHNOLOGY, ERODE-52

HOD's MEETING

Date: 24.05.2023

List of Member attended: Time: 01.30 PM

| S.No. | Department | Name | Designation of Department | Signature |
|-------|------------------------|----------------------|---------------------------|---|
| 1 | CSE | Dr.NANDAGOPAL.S | PRINCIPAL |  |
| 2 | ADMINISTRATIVE OFFICER | Mr.VELUSAMY.A.K | AO | |
| 3 | CSE | Mr.SUDHAKAR.R | HODi/c/CSE |  |
| 4 | IT | Dr.KARTHICK.M | HOD/IT |  |
| 5 | ECE | Dr. JAYANTHI.R | HOD/ECE |  |
| 6 | EEE | Dr.MOHANKUMAR G.B | HOD/EEE |  |
| 7 | MECH | Mr. MANICKAVASAGAM.P | HOD/MECH |  |
| 8 | S&H | Mr.ATTHIKUMARAN.N | HOD/ S&H |  |
| 9 | LIBRARY | Dr. PRAKASH.T | LIBRARIAN |  |
| 10 | EXAM Section | Mr. ARUNKUMAR.S | COORDINATOR |  |
| 11 | PHYSICAL EDUCATION | Mr.BASKARAN.V.N | PD |  |
| 12 | PLACEMENT | Mr.THIRUVENGATASAMY | COORDINATOR |  |
| 13 | | | | |




Principal
Nandha College of Technology
Erode-52

NANDHA COLLEGE OF TECHNOLOGY, ERODE - 52

Minutes of HoDs Meeting

Circular No: NCT/2022-23/HMM/32



| S. No | Agenda / Topic | Discussion / Action to be taken | Responsibility | Target |
|-------|---------------------------------|---|-----------------------------|---|
| | | Venue : NCT Principal's Chamber | | |
| 1. | Minutes of the Previous meeting | <ul style="list-style-type: none"> ➤ The minutes of the previous meeting was reviewed and approved. | HoDs | Continuous |
| 2. | AO Office Points | <ul style="list-style-type: none"> ➤ Discussion on Exam Fees paid status. ➤ Discussion on infrastructure pending works. ➤ Discussion on Web Portal Marks Entered. Entered marks should be verified and should be discussed with Principal on or before 4.00 PM, 25.05.2023. ➤ Discussion on Web Entry marks for Naan Mudhalvan Courses. ➤ I year cycle test I should cover unit 1 and first half in 2nd unit. Test will be conducted from 29.05.2023 to 03.06.2023. ➤ Discussion on II year Model consolidated and III year IAE 3 consolidated. III year model exam absentees should be monitored. ➤ Discussion on conducting Semester Laboratory. Lab marks should be verified by concern HoD before entering the marks. ➤ IV year students can receive their Hall Ticket. ➤ II and III year coaching classes should be monitored. ➤ Semester lab slots should be informed to students. ➤ Discussion on conducted Semester Project Viva for IV years. ➤ III and IV year classes for the academic year starts from 03.07.2023. Placement classes can be planned between | AO & HoDs | 22.05.2023 |
| 3. | Academics | | Academic coordinator & HoDs | 25.05.2023 29.05.2023 03.06.2023 30.05.2023 31.05.2023- 03.06.2023 Continuous |



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|----|---------|--|----------------------|--|
| | | <p>20.06.2023 to 30.06.2023.</p> <ul style="list-style-type: none"> ➤ Schedule for IPT will be informed after finalisation of Placement classes. ➤ Subject allotment should be submitted on or before 26.05.2023. ➤ Placement Coordinators should be allotted with 1 theory and 1 Lab. ➤ Role of Placement Coordinators should be insisted to the concern Department Placement Coordinators. | | 20-30.06.23 |
| 4. | General | <ul style="list-style-type: none"> ➤ Discussion on the Anna University Inspection. ➤ NCT Conference Hall can be utilised for conducting programmes. ➤ CSE and IT valedictory is planned on 26.05.2023. ➤ EEE valedictory is planned on 29.05.2023. ➤ AQAR should be completed on or before 30.06.2023. ➤ Appraisal should be satisfied to avail Vacation Leave. ➤ Discussion on Marathon to be organised on 14.06.2023 ➤ Availability of Lab equipments should be checked. ➤ Time table and log book should be prepared for Inspection. | HoDs & Staff Members | <p>31.05.2023 Continuous 26.05.2023 29.05.2023 30.06.2023 Continuous 14.06.2023 26.05.2023</p> |

Copy to:

1. Chairman & Secretary
2. CEO
3. AO
4. All HoDs
5. Library & I- Club I/C




Principal
Nardha College of Technology
Erode-52.


PRINCIPAL



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Dr.S.Nandagopal M.E.,Ph.D.
Principal

NCT/2022-23/HM- Circular /10

DATE: 02.11.2022

| | |
|-----------------------|---------------------------------|
| Classification | Routine/Immediate✓ |
| Originator: Principal | Circulated to : All Departments |

Sub: HoD's Meeting – Reg.

All HoD's, Librarian, R&D Coordinator, Exam cell Coordinator, Placement Coordinator and Physical Director are requested to attend the HoD's meeting.

Date & Time: 02.11.2022, Wednesday, 2pm.

Venue: Principal's Chamber

AGENDA

Meeting No: 10/2022-23

| S.No | Topic | Discussion/Action To be taken | Responsibility |
|------|---|-------------------------------|-----------------------------|
| 1 | Administrative Points - Tuition Fees, Exam fees, Miscellaneous fees and Placement fees paid status - Counseling Round 4 status and seat availability - Infra and other pending works - Window screen procedure - LED TV fixing for NM courses - Class rooms for I years - Chairs for CC5 | Discussion | AO & HoDs HoD - Mech |
| 2 | Academics - Academic Plan for coming days - I year: SIP, Time table and Academic Calender - II Year: CT – III consolidated, Syllabus Coverage, Lab experiment completion, Assignment- II status - III & IV year – Naan Mudhalvan Mandatory course schedules from 5.11.2022 & Action Plan, Laboratory completion status - Theory cum lab courses – Status - HoD interaction register | Discussion | Academic Coordinator & HoDs |
| 3 | Accreditation & Ranking - IT – NBA : November 2022 - IT – NBA : File status - Ph.D's for Eligible departments | Discussion | HoD - IT & HoD's |



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| S.No | Topic | Discussion/Action To be taken | Responsibility |
|------|--|-------------------------------|------------------------------|
| 4 | Research - Proposals & Publications – Target - Consultancy works - NPTEL & Other online courses | Discussion | HoD EEE & HoDs |
| 5 | Placement - Placed students flux - Status of Upcoming drives - Placement fees – 2023 batch. - 2024 batch training plan | Discussion | HoDs & Placement Coordinator |
| 6 | Functions - Faculty appraisal - I year Inaugural – 7.11.2022 - Freshers Day: Status of works - Symposium and other association activities | Discussion | HoDs |
| 7 | Admissions - Rank list & Counseling Process - Final status of general counseling & Supplementary counseling | Discussion | HoD S&H & HoD's |
| 8 | General - Celebration of important days - Housekeeping issues - Students timing & dress code - End semester feedback - Non-Existing faculty | Discussion | HoDs |
| 9 | Any other matters | Discussion | HoDs |

SPN
2/11/22
PRINCIPAL

Copy to:

- 1.Chairman & Secretary
- 2.CEO & AO
- 3.All HoDs , Library, PD and Placement Coordinator


Principal
Nandha College of Technology
Erode-52.




NANDHA COLLEGE OF TECHNOLOGY, ERODE-52

HOD's MEETING

Date:02.11.2022

List of Member attended: Time: 02.00PM

| S.No. | Department | Name | Designation of Department | Signature |
|-------|------------------------|----------------------|---------------------------|---|
| 1 | CSE | Dr.NANDAGOPALS | PRINCIPAL |  |
| 2 | ADMINISTRATIVE OFFICER | Mr.VELUSAMY A.K | AO |  |
| 3 | CSE | Mr.SUDHAKAR.R | HODi/c/CSE |  |
| 4 | IT | Mr. SURESHKUMAR.T | HOD/IT |  |
| 5 | ECE | Dr. JAYANTHI.R | HOD/ECE |  |
| 6 | EEE | Dr.MOHANKUMAR G.B | HOD/EEE |  |
| 7 | MECH | Mr. MANICKAVASAGAM.P | HOD/MECH |  |
| 8 | S&H | Mr.ATTHIKUMARAN.N | HOD/ S&H |  |
| 9 | LIBRARY | Dr. PRAKASH.T | LIBRARIAN |  |
| 10 | EXAM Section | Mr. ARUNKUMAR.S | COORDINATOR |  |
| 11 | PHYSICAL EDUCATION | Mr.BASKARAN.V.N | PD |  |
| 12 | PLACEMENT | Mr.THIRUVENGATASAMY | COORDINATOR | - |
| 13 | | | | |


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NANDHA COLLEGE OF TECHNOLOGY, ERODE - 52


Minutes of HoDs Meeting

Circular No: NCT/2022-23/HMM/08



| S. No | Agenda / Topic | Date : 02.11.2022 | Venue : NCT Principal's Chamber | Discussion / Action to be taken | Responsibility | Target |
|-------|---------------------------------|-------------------|---------------------------------|---|-----------------------------|--|
| 1. | Minutes of the Previous meeting | | | <ul style="list-style-type: none"> ➤ The minutes of the previous meeting was reviewed and approved. | HoDs | Continuous |
| 2. | AO Office points | | | <ul style="list-style-type: none"> ➤ Tuition Fees balance for II, III and IV Years from all the departments was discussed and instructed to pay at the earliest time possible. ➤ Tuition, exam and placement fee should be collected and HODs should take a call. | AO & HoDs | 05.11.2022 |
| 3 | Academics | | | <ul style="list-style-type: none"> ➤ Cycle test result should be monitored and should be completed at the earliest. ➤ IAE 3 will be completed this week and they may become engaged in "Nalaya Mudhalvan" project. ➤ Preparation for the project "Nalaya Mudhalvan" should be monitored in all aspects such as from network availability to completion of the project. ➤ The schedule of model practical's for III and IV years should be completed this week and for the II year the next week. ➤ 06.12.22 is going to be the last working day. ➤ Cycle tests should be continued till semester. ➤ Academic calendar should be monitored and all other aspects should be organized. ➤ Faculty Development is to be considered sincerely such as NPTEL and other courses. ➤ Symposium for other departments should be executed soon. ➤ Arrangements for the Freshers' day celebration should be taken care of. ➤ Fixing LED TV for all the labs was discussed. | Academic coordinator & HoDs | 05.11.2022 Continuous 06.12.2022 Continuous |




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|----|------------|--|-------------------------------|------------|
| | | <ul style="list-style-type: none"> ➤ For the new bees (fresher) the following class rooms are allotted. M005, M006, M007, M106 and M107. Senior classes should be planned for different classrooms. ➤ The requirements in a classroom such as chairs, desks, curtains and others if any, should be monitored. | HoDs & Placement Coordinator. | 07.11.2022 |
| 4. | Placement. | <ul style="list-style-type: none"> ➤ The review of the previous meeting about placement was held | Continuous | Continuous |
| 5. | General | <ul style="list-style-type: none"> ➤ The progress of infrastructure works and completion was discussed.. ➤ Facilities for the students in the classrooms were discussed and safety should be ensured by all HODs and other staff. ➤ 07-11-22 is to be considered important day and the chief guest Ms.Kavitha and Mr. Selvam should be followed up. ➤ Collecting the best videos from the alumni should be monitored and senior interaction should be on the stage. ➤ Agenda preparation should be taken care. ➤ Students follow up and registration should be observed. ➤ Refreshment such as locations for water, snacks and other should be organized. ➤ Back drop, the decoration should be cautiously handled. ➤ The arrangements for the stage and the entire auditorium for freshers' day was discussed. ➤ Small change in agenda. First, lighting the lamp and then prayer song. This is to be followed in all events. | HoDs & Staff Members | Continuous |

Copy to:

1. Chairman & Secretary
2. CEO
3. AO
4. All HoDs
5. Librarian & I/C




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 Erode-52.


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