

**RVS College of Engineering & Technology, Coimbatore**  
**Internal Quality Assurance cell (IQAC)**

*Minutes of IQAC Meeting*

**18-03-2017**

**Meeting Agenda:**

- ✓ To schedule the internal test & Model Exam in concurrence with the portion coverage.
- ✓ To plan the working days for the current semester.
- ✓ Part A Questions – GMT to be scheduled.
- ✓ Department level function.

**Meeting outcomes:**

- **GMT on 3<sup>rd</sup> & 4<sup>th</sup> Week of March 2017** can be used for conducting test on **PART A** questions.
  - 20 Questions must be given for study, out of which 10 questions can be given to test.
  - Unit 1 ,2 & 3 has to be covered for the GMT on 3<sup>rd</sup> Week of March 2017
  - Unit 4 & 5 has to be covered for the GMT on 4<sup>th</sup> Week of March 2017
- All the **Lab records to be submitted** to the HoD through lab handling staff on or before **30<sup>th</sup> March 2017**.
- As scheduled **Internal Assessment III** is to be conducted between **3<sup>rd</sup> April and 5<sup>th</sup> April 2017** @ two exams per day. (Two hours of study followed by respective internal test)
- **Model theory exams are scheduled from 6<sup>th</sup> April to 12<sup>th</sup> April 2017**; First four hours of the day will be study hours for the exam scheduled in the afternoon.
- **Viva-Voce for final year projects** were scheduled from **10<sup>th</sup> April to 13<sup>th</sup> April 2017**.
- **Model Practical's is scheduled from 13<sup>th</sup> April to 15<sup>th</sup> April 2017**.
- **Remainder** : Question pattern for the **second years** is reformed as mentioned below
  - Part A – 5 Questions x 2 Marks = 10 Marks
  - Part B – 2 Questions x 12 Marks = 24 Marks
  - Part C – 1 Questions x 16 Marks = 16 Marks
- **Syllabus completion discussion and action taken:**
  - ✓ **CSE**
    - II Year - 2 hours per week of placement training classes are to be cancelled
    - III Year - 4 hours per week of placement training & 3 Hours per week of Communications skills training to be cancelled.
    - IV Year - No Change
  - ✓ **ECE**
    - II Year - All the placement training classes are to be cancelled.
    - III Year - No Change.
    - IV Year - Project hours can be converted in to theory classes.
  - ✓ **EEE : II , III & IV – EEE** - No Change
  - ✓ **S&H** - All the placement training classes to be cancelled.
- Possible lab hours can be converted in to theory classes.
- For the **current III Year students**, Final year **project batches, Guide and title** to be planned before the **upcoming University Exams**.

- **HoD's Feedback on technical training** classes for placement preparation has to be shared with IQAC with the following parameters:
  - Topics Planned & covered
  - Effectiveness of the training
  - How the student transformed
- **University marks** Database has to be **updated with placement cell** at the earliest.
  - Department staff coordinator for placement has to initiate.
- **Intimation Letter** has to be sent to the parents if the student is **not meeting the minimum attendance %**.
- **Department level functions are planned on the following dates**
  - EEE - 22<sup>st</sup> March 2017
  - ECE - 24<sup>th</sup> March 2017
  - PCE - 28<sup>th</sup> March 2017
  - Mech - 31<sup>st</sup> March 2017
- **Lunch Menu** for the Department function should be **strictly vegetarian**.

**An Important Note:**

- ✓ **All the students are asked to undergo *mandatory In-plant training / Internship* during their summer vacation.**
- ✓ **Every student must submit a report on their *In-plant training / Internship* along with necessary supporting documents to their class advisor.**

IQAC Director