



**K.L.N. COLLEGE OF ENGINEERING**  
(An Autonomous institution, Affiliated to Anna University, Chennai)  
**INTERNAL QUALITY ASSURANCE CELL**

**Ref: KLNCE/IQAC/2020-21/ C001/**

**Date: 08.08.2020**

**Minutes of the Planning Meeting**

Online meeting planning meeting with Heads of departments, Directors Heads of Quality Circles (QC) and Principal was conducted at 2.00pm on 08.08.20 (Saturday).

IQAC coordinator Dr. R. Alageswaran, HOD/IT, welcomed the members present online.

The following points are discussed during the meeting.

Principal congratulated the AUTONOMOUS COMMITTEE members and all the HODs and Directors and briefly explained activities, benefits and strength of autonomous system. He insisted that on line classes need be started from 10.08.2020.

Principal discussed with HODs and directors about of board of studies meeting.

Dr S.M.Kannan, Head /EEE, & Coordinator /QC-SG briefed about the successful graduation. He also insisted to prepare the autonomous - AU Guidelines on academic schedule from 10.08 2020 to 16.12.2020 to meet 65 numbers of working days, 450 total number periods.

Dr. V. Kejalakshmi, HOD/ECE & Coordinator / QC-QE - explained about the Action Plan for the academic year 2020-21

University norms, regulations were briefed by Principal

Dr. VKL discussed the non-credit mandatory courses to be included in the autonomous curriculum.

Coordinator / IQAC was requested to frame ethics for conducting the on line classes needs to be framed and must be shared to students

Common Subject Codes should be finalized on or before 30.08.20, Principal told.

Time table for online classes must be must be shared through digital platform.

Attendance for Laboratory classes

Students' attendance should be entered weekly in the automation, strictly following university norms, Principal added.

Principal informed that lecture notes and lecture schedule need to be provided to the students during on line learning.

**Finally IQAC coordinator Dr. R. Alageswaran, HOD/IT proposed vote of thanks and meeting came to end by 4.40 pm.**

A handwritten signature in black ink, appearing to read 'Dr. R. Alageswaran', with a horizontal line underneath.

**IQAC coordinator**