
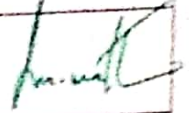
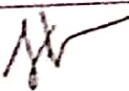
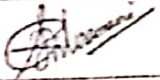

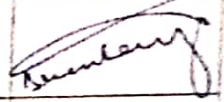

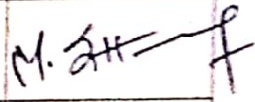
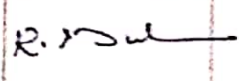
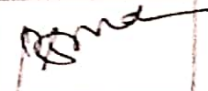
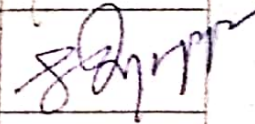
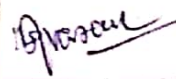



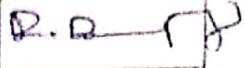
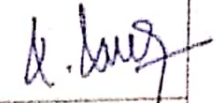

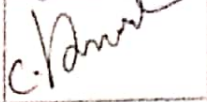
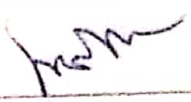
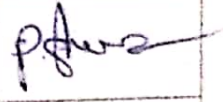
PLANNING AND MONITORING COMMITTEE

Venue: Board Room

Date: 17.11.19

The following members were present for the meeting

S. No	NAME	DESIGNATION	SIGNATURE
1.	Mr.P.Sriram Chairman, Parthasarthy Seeniammal Educational Trust, Chennai	Chairman & Industrialist	
2.	Dr.J.M.Mathana Principal, Chennai Institute of Tech. Chennai - 69	Member Secretary	
3.	Dr.G.Uma Prof / EEE Anna University, Chennai -25	University Nominee	
4.	Dr.Subramanian Ramakrishnan Location Leader, IBM, Chennai	Industrial Expert	
5.	Dr.A.Sivabalan Lead Analyst, NEC, Chennai	Industrial Expert	
6.	Dr.B.R.Ramesh Babu HOD - Mechanical Engg & Dean Research Chennai Institute of Technology, Chennai	Member	
7.	Dr.V.Dhinakaran, Associate Professor, Chennai Institute of Technology, Chennai	Member	
8.	Dr.M.Ettappan HOD - EEE Chennai Institute of Technology, Chennai	Member	
9.	Dr.R.Menaka HOD - ECE Chennai Institute of Technology, Chennai	Member	
10.	Dr.B.Sundarambal, HOD - CSE Chennai Institute of Technology, Chennai	Member	
11.	Dr.L.Iyyapan HOD - Civil Engineering Chennai Institute of Technology, Chennai	Member	
12.	Dr.A.Srinivasan HOD - Mechatronics Engineering Chennai Institute of Technology, Chennai	Member	
13.	Prof. Vidhyarayan HOD - Science & Humanities Chennai Institute of Technology, Chennai	Member	

14	Prof.R.Balamurali Head – Placement & Training Chennai Institute of Technology, Chennai	Member	
15	R.Ramesh Associate Professor / CSE Chennai Institute of Technology, Chennai	Member	
16	Ms.Pavithra, Assistant Professor, Chennai Institute of Technology, Chennai	Member	
17	Mr.C.Hariharasudhan, Assistant Professor, Chennai Institute of Technology, Chennai	Member	
18	Mr.M.D.Vijaya Kumar, Assistant Professor, Chennai Institute of Technology, Chennai	Member	
19	Mr.P.Shanmugaselvam, Assistant Professor, Chennai Institute of Technology, Chennai	Member	
20	Mr.A.Sivabalan, Assistant Professor, Chennai Institute of Technology, Chennai	Member	

17.11.19

MINUTES OF MEETING

Meeting of Planning and Monitoring Committee held on 17.11.19, 10AM at Board room of Chennai Institute of Technology.

The following points were discussed.

1. Identified the faculty members expected to complete PhD from all departments before the commencement of next academic year.
2. Identified the doctorates expected for supervisor recognition from all departments before the commencement of next academic year.
3. Tentative 3 dates proposed by Chairman for NAAC visit are as follows:
 - i) 26,27, 28 December 2019
 - ii) 2,3,4 January 2020
 - iii) 8, 9, 10 January 2020
4. The department heads are asked to check the lab requirements for the academic year 2020- 21 and all must be established on or before 10th December 2019.
5. The setting up of new class rooms and laboratories are planned and the work must be initiated from 25th November 2019 onwards.
6. The extension of Exam cell upto 5000 sq.ft is planned and must be completed by 10th December 2019.
7. The Biomedical CoE, Incubation and Research cell are planned at I floor and must be ready on or before 15th December 2019.
8. The Digital Library along with rare books must be ready on or before 15th December 2019.
9. The feedback received regarding the cleanliness of Ladies rest room must be addressed immediately.
10. HCL CoE, Agri CoE, Centre for Competition and Centre for Innovation are planned at ILP.
11. Visitors room with rest room facilities is planned at the entrance of the institution.
12. Water stagnancy at Mess Hall must be addressed immediately. It is observed that the students are not disposing waste properly in the provided bins and hence the faculty members can supervise them during mess timings.


13. All the department laboratories must be taken care of by doctorates and senior faculty members of the concerned department.
14. The sign boards must be placed at appropriate places.
15. Identified the number of laboratories for each department.

Name of the Department	No. of Laboratories
CSE	5
Civil	5
ECE	6
EEE	5
MECH	8
MCTR	5

16. Well planned charts and models along with the list of experiments must be displayed in all laboratories.
17. The hostel students those who are having arrears are not permitted to stay at hostel for the forth coming semester.
18. The painting works at hostel must be completed before the commencement of the next semester.
19. Meeting with all departments regarding the students related activities such as Competitions, Internship, Project, NPTEL and publications is scheduled:

Department	Date
MECH	20.11.19
Civil, ECE	21.11.19
CSE	22.11.19
MCT	23.11.19

20. The department heads are asked to identify the list of students who prefer higher education in Taiwan, Korea, Japan and Australia.
21. 10 students are to be shortlisted to work for HCL and Embedded group. The elective subjects for those students during 6th sem and 7th sem must be framed and need to get approval from Anna University before the commencement of forth coming semester.
22. Another meeting for Product Development related to AI, ML and Cyber security is planned at the earliest.
23. Training programmes will be organized for students to take part in Engineering services, Civil services, TNPSC and UPSC exams through Iraianbu, IAS.
24. Training on improving counseling skills is planned for faculty members.
25. It is decided to invite various motivational speakers to address our students periodically to improve life skills, communication skills, art of public speaking and listening.
26. Film shows are planned for the students. After watching the films, the students must report about the film.
27. Initiatives will be taken to improve the reading habits of students and Readers forum is about to form.
28. Wall of appreciation is planned to appreciate the success of students and faculty members.
29. All other functions for the forth coming semesters such as career compass, Takshashila, Women's day, Sports day, Graduation day, Culturals for NAAC visit, Annual day are planned.
30. The schedule of academic advisory committee meeting is as follows:
 - i) CSE, ECE – 30.11.19
 - ii) Mech, MCT – 07.12.19
 - iii) EEE, Civil – 14.12.19
31. The research advisory committee is scheduled on 07.12.19.
32. Schedule and conduct Anti Ragging Meeting, SC/ST and Internal Complaint cell meeting immediately.


17/12/19