



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACADEMY OF MARITIME EDUCATION AND TRAINING (AMET)
DEEMED TO BE UNIVERSITY (DECLARED U/S OF UGC ACT 1956)**

MINUTES OF THE IQAC MEETINGS

Date : 15-07-2019

Time : 2.30 pm

Venue : Vice Chancellor's Conference Hall

Member Present

MEMBERS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) OF AMET (2019)

1. **Col Dr G Thiruvassagam**, Vice Chancellor, Chairman
2. **Mr S Karikalan**, Senior Vice President-AMET, Member (Management)
3. **Dr P Saravanan**, Registrar, Member
4. **Dr V Ramachandran**, Former Vice Chancellor, Anna University, Trichy
5. **Prof Dr Chitra Krishnan**, Former Director, University Centre for Foreign Students, University of Madras, Chennai
6. **Dr A Jaffar Hussain**, Former Professor and Head-Botany, Presidency College & Former Special Officer, AMET, Chennai
7. **Dr Geetha Swaminathan**, Former Vice Principal, IQAC Coordinator and Controller of Examinations, Stella Mary's College, Chennai
8. **Dr A Brindha Therese**, Deputy Director, Ranking and Accreditation, VIT University
9. **Prof Dr Sasilatha**, Dean, EEE Marine & Dean -Academics, Member
10. **Dr S Prabhakaran**, Professor, Marine Engineering
11. **Capt K Karthik**, Associate Professor & Dean-Nautical Science
12. **Mr. R Sundar**, Assistant Professor, Dept. EEE
13. Chairperson of the Student Council AMET (Student –Member)
14. **Mr Arumugam**, President, Fishermen Association, Kanathur (Local Society – Member)
15. **Dr S Rajadurai**, Head-R&D, Sharada Motors (Industrialist-Member)
16. **Dr R Karthik**, General Manager, Vetbiotics Animal Healthcare Pvt Ltd, Chennai (Alumni-Member)
17. **Dr M Jayaprakashvel**, Associate Professor, Marine Biotechnology Member-Coordinator

Agenda

1. Review the Annual Quality Assurance Report (AQAR) for the Academic Year 2017-18 submitted to NAAC
2. Inputs for the AQAR 2018-19
3. Inputs for the Core Working Groups towards NAAC Re-Accreditation
4. Prospects of the Academic plan of the University for the academic year 2019-20
5. Review of implementation of Outcome Based Education
6. Any other with the permission of the Chair

Points discussed and recommendations made

General

1. **Col. Dr. G. Thiruvassagam**, Vice Chancellor has welcomed all the members. Vice Chancellor also introduced the newly nominated members to each others
2. The Vice Chancellor has narrated the overall vision of the University in the post accreditation period and also emphasized the necessary steps taken to improve the grade in the NAAC Re-Accreditation Process.
3. Then, Vice Chancellor has requested Coordinator, IQAC to present the agenda one by one along with supporting details for discussion.
4. **Dr M Jayaprakashvel**, Coordinator, IQAC has presented the data, details and submissions towards every agenda in the form of a PowerPoint presentation
5. **Agenda 1: Review the Annual Quality Assurance Report (AQAR) for the Academic Year 2017-18 submitted to NAAC**
 - 5.1. This is a reporting item. The Coordinator IQAC has presented the salient activities undertaken and important achievements made that are reflected in the AQAR 2017-18.
 - 5.2. Members have ensured that the AQAR 2017-18 is uploaded in the University website
 - 5.3. Members have appreciated the overall performance of AMET in various quality attributes
 - 5.4. Members have congratulated the University and IQAC for having celebrated the AMET Silver Jubilee year in a fitting manner
6. **Agenda 2: Inputs for the AQAR 2018-19**
 - 6.1. It has been discussed about the present structure of AQAR submission through online
 - 6.2. Since the online AQAR can be submitted until December 2019, the Members have suggested to make a in-depth data collection and submit a detailed AQAR
 - 6.3. It has been discussed about the Student Satisfaction Survey aspect of the AQAR and the members have advised to provide wide exposure to students on the quality initiatives of AMET

7. Agenda 3: Inputs for the Core Working Group towards NAAC Re-Accreditation

- 7.1. The Members have suggested the IQAC to prioritize the following aspects
 - 7.1.1. Spearheading the preparative works for the NAAC Re-Accreditation
 - 7.1.2. Prioritizing the ranking works such as NIRF, Swachata Ranking etc
 - 7.1.3. Continuing the regular works of the IQAC to promote the overall quality of the University
 - 7.1.4. To implement and monitor the Outcome Based Education
 - 7.1.5. To conduct one funded conference
 - 7.1.6. To create and sustain a vibrant research atmosphere in the campus
 - 7.1.7. To establish forms and procedures to sustain quality ambience in the University

8. Agenda 4: Prospects of the Academic plan of the University for the academic year 2019-20

- 8.1. On 28-05-2019, The ice Chancellor has conducted a meeting with all the Faculty Members and Heads of Departments. As a measure to strengthen the quality culture in the campus, Hon. Vice Chancellor has requested all the University Departments and Faculty Members to have self commitments towards major activities such as International Conferences, National Conferences, Industrial Visits, Internships arrangement, Student Placements, Signing of MoUs, Activities with MoU partners, Value added courses, Remedial classes for weak students etc. The prospective plan proposed by the Vice Chancellor has been well received by the Members and have appreciated the same.
- 8.2. The Coordinator IQAC has presented an analysis of performance by University Departments in identified priority areas. The Members have appreciated the number of activities undertook by the University as whole and also the number and quality of publications as well.
- 8.3. The Members have suggested undertaking more such trend analysis reports on yearly basis and documenting the same. The trend analysis may be utilized for analyzing the gaps in implementing quality initiatives if any.

9. Agenda 5: Review of implementation of Outcome Based Education

- 9.1. The Coordinator, IQAC has presented the following salient activities undertaken by the IQAC for the implementation of outcome based education in the University
 - 9.1.1. IQAC has conducted workshops and brainstorming sessions on the Outcome Based Education and created awareness in the campus.
 - 9.1.2. IQAC formed a separate committee i.e., Implementation and Monitoring Committee for OBE (IMCO) as a monitoring and implementing body for the

OBE in the University which is performing proactively. Regular meetings are held and recommendations were implemented.

9.1.3. The University is envisaging to the purchase and implementation of a software for outcome based education. However, members have suggested to go for manual implementation as it would suffice

9.1.4. All the Departments have successfully implemented, evaluated and done the CO-PO mapping for the courses of even semester of 2018-2019

10. Agenda 6: Any other with the permission of the Chair

10.1. While all the members have proactively provided suggestions and inputs for the itemized agenda, Vice Chancellor has invited each and every one to provide their views and suggestions for quality enhancement in the University

10.2. **Mr S Karikalan**, Senior Vice President-AMET, Member (Management) has emphasized that the University shall concentrate on the technology enabled education. He also emphasized that University shall undertake product/outcome oriented research

10.3. **Dr V Ramachandran**, Former Vice Chancellor, Anna University, Trichy has insisted the nuances of Outcome Based Education to be implemented with great care. Making the stakeholders especially teachers and students aware of the benefits of outcome based education is primary importance for successful implementation. He has also insisted the importance of ICT based teaching learning processes. Dr V Ramachandran had also informed that the University is having potential faculty who can develop MOOC courses in various platforms.



10.4. **Prof Dr Chitra Krishnan**, Former Director, University Centre for Foreign Students, University of Madras, Chennai has emphasized the Academic Integrity as the prime focus of the University. She had conveyed that the University shall be very stringent on curbing the plagiarism issues. All the print, online and video contents shall be scrutinized first for plagiarism if any before publishing.

10.5. **Dr A Jaffar Hussain**, Former Professor and Head-Botany, Presidency College & Former Special Officer, AMET, Chennai has appreciated the team of IQAC at AMET for having improved the quality culture in the University. He had congratulated the Vice Chancellor for leading the team into excellence.

10.6. **Dr Geetha Swaminathan** Former Vice Principal, IQAC Coordinator and Controller of Examinations, Stella Mary's College, Chennai has emphasized that the IQAC shall collect and analyse the different feedback forms and make action taken reports. She had narrated the new online submission process of AQAR. She had advised the IQAC team to prepare a detailed plan for timely and effective submission of the AQAR.

- 10.7. **Dr A Brindha Therese**, Deputy Director, Ranking and Accreditation, VIT University has conveyed that the Choice Based Credit System being followed at AMET has opportunities for improvement. She had appreciated the IQAC for presenting a trend analysis on Departments Research performance. She had further advised that similar such trend analysis shall be made in other quality indicators as well. She also advised that IQAC shall collect the Action Taken Reports from different cells/centers and departments to make it a collective report. She had appreciated the number of papers published and number of workshops and seminars conducted by the University.
- 10.8. **Mr Arumugam**, President, Fishermen Association, Kanathur (Local Society – Member) has appreciated the University for providing scholarships for fishermen community students. He also appreciated the extension and outreach activities conducted in coastal villages by AMET.
- 10.9. **Dr S Rajadurai**, Head-R&D, Sharada Motors (Industrialist-Member) has emphasized the industry institute interaction and efforts to improve the same. He has conveyed that the curriculum of the programmes shall have focus on expanding the industry exposure to the students for making them employable.
- 10.10. **Dr R Karthik**, General Manager, Vetbiotics Animal Healthcare Pvt Ltd (Alumni-Member) has insisted the importance and need of Alumni Entrepreneurs to be Incubatees in the AMET Incubation Centre.
- 10.11. The Vice Chancellor has conveyed that the appreciations, observations and suggestions of the members will be attended seriously and improvements will be achieved.
- 10.12. **Dr P Saravanan** Registrar has proposed Vote of Thanks

Activity Suggested	Action Plan	Action Taken
Prioritizing the ranking works such as NIRF, ARIIAetc	IQAC applied for Ranking under NIRF and ARIIA	ARIIA ranking between 26 and 50 (AMET is Ranked in the Band-B) – https://www.ariia.gov.in/pdf/ARIIA%20Rankings%202020%20Report.pdf - Page No:11 2. NIRF India Rankings 2020: Engineering (AMET is Ranked in the Rank-band: 201-250) - https://www.nirfindia.org/2020/EngineeringRanking150.html
Create and sustain a vibrant research atmosphere in the campus	IQAC planned to have many research related special lectures to encourage the Research Scholars.	Special Lecture on “The Art of writing Research Articles” held on 12-07-19, 25 students benefitted Special Lecture on “Importance of Research and Research ethics” held on 22-11-10 28 students benefitted

		<p>Workshop on “Web Based Resources for Research” held on 27-11-19, 35 members benefitted.</p> 
Create an complete awareness about NAAC Re-Accreditation Process	IQAC Planned for have a workshop with	<p>Workshop on “NAAC Accreditation and Assessment Processes-Overview” held on 15-02-20.</p> 

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Implementation and Monitoring Committee for OBE
22-08-2019 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Student attendance, shortage of attendance, condonation aspects
2. Finalizing the syllabi for AICTE mandatory courses such as Indian Constitution
3. Follow up of activities related to the previous meeting recommendations
4. Preparing a structured log book format

Members attended

1. Dr R Rajavel, Professor and Head, Dept of Mechanical Engineering
2. Dr D Arivazhagan, Dean Curriculum Development
3. Dr S Prabhakaran, Professor-Mechanical Engineering
4. Dr D Rajasekar, Professor, AMET Business School (Special Invitee)
5. Dr M Jayaprakashvel, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. **Student attendance, shortage of attendance, condonation aspects**
 - a. The Committee has recommended to ensure the following attendance percentage keeping in view of the UGC and DGS regulations for minimum requirement of attendance (UGC prescribes 75% and DGS prescribes 90% attendance)
 - i. For DGS courses: 90%
 - ii. For Other Courses: 85%
 - b. However, there shall be relaxation of 10% in case of medical and other important reasons as certified by the Head of the Departments
 - c. The students who are in shortfall of attendance have to complete a minimum of 60 h extra classes which are to be ensured by the Head of the Department
 - d. There shall no condonation for any category of students
2. Syllabi for AICTE mandatory courses such as Indian Constitution, Environmental Sciences and Essence of Indian Knowledge Tradition prepared and recommended for approval and inclusion in the CBCS manual.
3. Follow up of activities related to the previous meeting recommendations were discussed. Two circulars were issued with reference to course file preparation and formatting of syllabi and curricula. The follow up works are to be speeded up since the IQAC has scheduled Academic and Administrative Audit during March 2018
4. Preparing a structured log book format: The work has been entrusted with Dr S Prabhakaran who would prepare and get it approved through IQAC.

Activity Suggested	Action Plan	Action Taken
Academic Regulation to be modified	IQAC requested the Academic regulation committee to discuss and implement.	Implemented and uploaded in the website https://www.ametuniv.ac.in/md_attachment/4_A_MET_CBCS_Regulations_2018_v2.pdf
Preparing syllabus for AICTE Mandatory Courses	Finalizing the syllabi for AICTE mandatory courses such as Indian Constitution	Syllabus for mandatory courses finalized and circulated to Departments

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Enhance the Knowledge of Administrative staff
19-09-2019 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Analyzing the difficulties of administrative workers
2. Improving the efficiency of administrative work
3. Discuss the knowledge needs

Members attended

1. Mr. Gopalakrishnan, Deputy Registrar, Administration
2. Mr.Subramaniam, Assistant Registrar, Administration
3. Mrs.Deepika, Secretary, Marine Engineering Department
4. Mr.Muruganandham, Secretary, Nautical science department
5. Ms.Thilagavathi, Admission department
6. Mr.Suresh, Assistant registrar, Administration
7. Ms.Amudha, Assistant, Controller of Examination
8. Mr.Kirubamoorthy, Secretary, AMET Business School
9. Dr S Prabhakaran, Professor-Mechanical Engineering
10. Dr. M. Jayaprakashvel, Coordinator-IQAC(Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. Finding Difficulties of administrative workers

The IQAC Coordinator welcomed the members and expressed his satisfaction about their work. And asked them to explain their difficulties in doing their administrative works. The members Explained

- a. Shortfall of space to keeping the files.
- b. Working space should be improved
- c. Induction programme should be conducted frequently.

IQAC co-ordinator assured them that all those problems will be solved after discussion with the concerned authorities.

2. Improving the efficiency of Work

The members discussed how to improve the efficiency of doing administrative work. Many suggestions were explored and the IQAC Co-ordinator requested the heads to take care of the methods to follow as per the requirements.

3. Knowledge needs

The basic knowledge needs to do the administrative discussed. The members expressed the shortfalls. The committee decides to upgrade the knowledge on:

- a. MS-Word
- b. Excel
- c. Filing system

The responsibility of conducting orientation programme was handed over to Deputy Registrar administration.

Activity Suggested	Action Plan	Action Taken
Space requirement	IQAC has to discuss with maintenance department	IQAC discussed with Maintenance department and allocated a separate room for storage in First floor main block
Organize a hands on workshop for secretaries	IQAC planned to organize a workshop with internal faculties	IQAC organized a workshop on 29 th & 30 th of June 2020 in Online mode

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Green initiative in the campus
17-10-2019 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the Maintenance of existing facility
2. Improving green campus initiatives
3. Discuss the additional facilities required

Members attended

1. Mr. Sudhakar, Assistant Registrar, Maintenance
2. Mr.Karthik, Manager, Maintenance
3. Mr.Saravanan, Civil department
4. Mr.Ramanan, PRO
5. Mr.Praveen, Asst.Professor, Marine Engineering
6. Mr.Johnson, Supervisor
7. Mr.Prem, Supervisor
8. Dr S Prabhakaran, Professor-Mechanical Engineering
9. Dr. M. Jayaprakashvel, Coordinator-IQAC(Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their efforts in maintaining the campus. The following recommendation has been made after discussion:

1. Improving the facility of Green house
2. Increasing the number of rain harvesting pits
3. Cleaning water pounds at an interval of one month
4. Creating Campus bicycle floating scheme
5. Observing No-Vehicle day in the campus for one day per month
6. Conducting Green audit regularly
7. Implementing ban on plastic
8. Creating awareness on Green campus among students

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Improvement of Green house	Planting more plants in Green house	The space of the Green house have been increased and more plantation done.
Conducting Green Audit	Discuss with Auditing Agency and conduct Audit	Green Audit has been conducted by WASMANPRO ENVIRONMENTAL SOLUTIONS LLP

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of AMET Alumni Association
12-11-2019 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the activities of Alumni association
2. Contribution of Alumni in placement
3. Discuss the contribution of AAA in University

Members attended

1. Mr. Sangeetha Albin, MBA
2. Mr. Rajesh, MBA
3. Mr. Dhileepan, MBA
4. Mr. Prem Anand, Naval architecture
5. Mr. Sudharsan, Naval Architecture
6. Mr. Jayasurya, Naval Architecture
7. Dr. Karthik. Marine Bio-Technology
8. Dr S Prabhakaran, Professor-Mechanical Engineering
9. Dr. M. Jayaprakashvel, Coordinator-IQAC(Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their activities towards the Parent University and society. The IQAC requested the Alumni to contribute towards development of academic Infrastructure. The Alumni members agreed to participate in the following initiatives

1. Construction of hostel
2. Establishing Media centre
3. Improving sports facilities

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Involving AMET Alumni Association(AAA) in Infrastructure development	Discuss with AAA	IQAC discussed with AAA and they contributed for Establishing Media centre
Contribution for Construction of Hostel	Discuss with Civil people and AAA	AAA contributed significant amount for construction of New Hostel Building

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Green initiative in the campus
23-01-2020 at 02.00 pm in Janaki Raman Auditorium, AMET

Agenda

1. Increasing students participation in NPTEL online Courses
2. Improving placement level
3. Improving Research Activity among students

Members attended

1. The Student Council members
2. The Co-ordinator –Student Council
3. The Director –Student affairs
4. Dr S Prabhakaran, Professor-Mechanical Engineering
5. Dr. M. Jayaprakashvel, Coordinator=IQAC(Convener)

Minutes of the Meeting

1. In order to increase the Students enrollment in NPTEL Online Courses it was recommended to give exemption from the submission of assignment for those students who have enrolled and appeared for the NPTEL Examination and 5 marks will be awarded.
2. In order to increase the Placement Level, the committee recommended to introduced a new measure wherein all 4 th and 6 th Semester Students must complete a Compulsory 15 days Internship will be arranged by the Industry Institution Collaborative Cell which will make the students to be ready for industry.
3. The committee recommended to provide research funds amounting of Rs. 10,000/- for Students doing Basic Research. The Research Projects should duly approved by their respective Heads of the Department with a proper synopsis for approval.
4. To encourage the students' performance the committee recommended that the following awards may be given to students
 - a) Best Students of the Department Month Wise
 - c) Best Student of the University Month Wise

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Awards to students	To discuss with departments and	Each month one best student selected by the department and got award

	request them to select one best student per month	
Student Internship	Discuss with all core Departments to encourage their students to undergo internship	In even semester almost 90% percent of the students undergone internship.

Coordinator, IQAC

CORE WORKING GROUP
INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE MEETING OF CORE WORKING GROUP

DATE: 30-03-2020 TIME: 11.00 AM

MODE: VIDEO CONFERENCING THROUGH ZOOM APP; MEETING ID: 996 219 764

Members participated

1. Col. Dr G Thiruvassagam Vice Chancellor, Chairman
2. DrArivazhagan, CWG Member
3. DrRajavelan, CWG Member
4. DrRajasekar, CWG Member
5. MrSundar, CWG Member
6. DrPoongavanam, CWG Member
7. Mr Praveen Kumar, CWG Member
8. DrPrabhakaran, CWG Coordinator
9. DrJayaprakashvel, IQAC Coordinator, Convener

Agenda

1. Strategies for the Work from Home during COVID-19 lockdown period
2. Pending works from the Criterion Managers
3. Identification of Gaps in planned works
4. Identification of immediate works to be done at reopening

Points discussed and resolved

1. Vice Chancellor has welcomed all the members and briefed the safety measures to be taken while at home to prevent COVID-19
2. Vice Chancellor has invited every criterion manager to brief about the works undertaken so far and works planned further
3. Each members have narrated their work status and informed about the major limiting factors in each of the criterion
4. Dr S Prabhakaran has to prepare and submit a document on quantitative metrics with achievable bench marks
5. Dr M Jayaprakashvel has to prepare a list of priority works to be attended immediately after re-opening
6. Vice Chancellor has conveyed that each member can send a detailed report about major limiting factors, strong metrics, weak metric and metrics in which we cannot score anything on or before 01-04-2020.
7. It has been decided to have another meeting on 06-04-2020 by 11 am through Zoom App in which Honorable Chancellor would participate
8. Vice Chancellor has appreciated all the CWG members and concluded the meeting at 12.45 pm

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Meeting with Co-ordinators every week	Every week end the core working group demonstrate their work	Core Working group met every Saturday discussed the work done and submitted the report to the Vice-Chancellor

CORE WORKING GROUP
INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE MEETING OF CORE WORKING GROUP

DATE: 07-04-2020 TIME: 11.00 AM

MODE: VIDEO CONFERENCING THROUGH ZOOM APP;

MEETING ID: 563 153 316; 187675172; 861059195; Three sessions of 40 mins each

Members participated

1. Dr J Ramachandran, Chancellor
2. Dr R Rajesh, Pro Chancellor
3. Col. Dr G Thiruvassagam Vice Chancellor
4. Prof K Seyadu, Registrar
5. Mrs Sangeetha, Joint Registrar
6. Dr Arivazhagan, CWG Member
7. Dr Rajavelan, CWG Member
8. Dr Rajasekar, CWG Member
9. Mr Sundar, CWG Member
10. Dr Poongavanam, CWG Member
11. Mr Praveen Kumar, CWG Member
12. Dr Prabhakaran, CWG Coordinator
13. Dr Jayaprakashvel, IQAC Coordinator, Convener

Agenda

- Status of SSR Preparation Works
- Pending works from the Criterion Managers
- Identification of Gaps in planned works
- Identification of immediate works to be done at reopening

Points discussed and resolved

1. Vice Chancellor has welcomed all the members and invited the IQAC Coordinator to brief the works engaged
2. The IQAC Coordinator has conveyed that among 79 Quantitative Metrics, 30 metrics have been completed in the last one week. Similarly, among the 36 qualitative metrics, 11 have been completed. He further conveyed that except 23 metrics where the Departments need to provide details of ongoing activities rests of the metrics will be completed with data and documents.
3. The CWG members are engaging themselves to prepare the Booklets required for additional information for the different metrics; The CWG also supports NBA team by providing write up and data
4. Hon Chancellor has directed to engage some senior NAAC assessors to critically evaluate the works done by the CWG of IQAC. Vice Chancellor has taken the responsibility to invite senior NAAC assessors for the detailed review
5. The Pro Vice Chancellor also to be invited to the next meeting
6. The Criterion Managers have narrated the works completed, ongoing and to be done with limiting factors. The same are summarized below.

Name of the Criterion	Criterion Manager	Total No. of metrics	No of metrics completed	No of metrics where gaps identified
Criterion I – Curricular Aspects (150)	Dr.D.Arivazhagan	11	6	2
Criteria-II Teaching, Learning and Evaluation (200)	Dr.M.Rajavelan	19	6	3
Criterion III – Research, Innovations and Extension (250)	Dr.D.Rajasekar	29	8	5
Criterion IV – Infrastructure and Learning Resources (100)	R.Sundar	15	5	6
Criterion V - Student Support and Progression (100)	Dr. S.Poongavanam	12	5	4
Criterion VI – Governance, Leadership and Management (100)	R.PraveenKumar	14	5	5
Criterion VII – Institutional Values and Best Practices (100)		14		
CWG Coordinator Preparation of AQAR_2019-2020* Consolidation	Dr.S.Prabhakaran	79	30	-

QnM for all the Criterion				
IQAC Coordinator Write up for all QIM Metrics Write up for NBA	Dr.M.Jayaprakashvel	36	11	-

PRIORITY WORKS TO BE ATTENDED IMMEDIATELY AFTER RE-OPENING (appended from previous meeting minutes)

2. Conduct of Academic and Administrative Audit
3. Intensifying the Career Guidance Activities
4. Details of Laboratories' to be maintained in Each Department
5. Calibration of Laboratory Equipments
6. To increase the number of full time PhD scholars
7. To increase the number of PhD Awarded per teacher
8. To increase the number of Faculty with PhD
9. Expert advice for Faculty Retention, Reservation for students
10. Intensification and documentation of activities from functional MoUs
11. Completion of Bibliometrics details (h index and citation index)
12. Purchase of SCOPUS database
13. Payment to be released for industry and consultancy projects
14. Conduct of Student Satisfaction Survey
15. Service Register to all the Faculty and Non Teaching Staff
16. 2018 UGC visit files to be located
17. Student scholarships from NGO

7. DrPrabhakaran has narrated various gaps found in our preparations and explained the needed works to be done in tune with the benchmark identified by the IQAC.
8. Vice Chancellor has concluded the meeting with appreciations to the CWG Members. Next meeting shall be held on 14th April 2020, 11 am through Zoom.
9. The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
NGO Scholarship	Discuss with Management to mobilize NGOs	NGO identified and scholarship has been given to 850 students
Bibliometrics Details	Circulation of data sheet for collecting data	Circular with data excel sheet circulated among faculties and collected data

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE HOD's MEETING

DATE: 11-04-2020 TIME: 11.00 AM

MODE: VIDEO CONFERENCING THROUGH ZOOM APP

MEETING ID: 533619125

Members participated

Col. Dr G Thiruvassagam Vice Chancellor
Prof K Seyadu, Registrar
Mrs Sangeetha Albin, Joint Registrar
Prof Bhoopathy Bhaskaran, Principal DGS Courses
Capt K Karthik, Vice Principal, DGS Courses
Mr Mani GR, Director-Placements
Prof TS Bharath, Professor-Marine Engineering
Dr Durai Pandian, HoD-Maritime Commerce
Dr Thiruvengataswamy, HoD-Harbour Engineering
Dr Rajavel, HoD-Mechanical Engineering
Prof Srinivasan, Dean AMET Business School
Dr Srinivasan BBA HoD
Dr Sivasubramanian, HoD-Mining Engineering
Mrs Sasi Prabha, HoD-Food Processing Technology
Prof MSP Raju HoD-Naval Architecture
Dr T Sasilatha, Dean-EEEM
Dr T Nagalakshmi, HoD-Petroleum Engineering
Dr PN Ananthanarayanan, Director-Petroleum Engineering
Dr K Komathy, HoD-Information Technology
Dr Arjunan, HoD-Physics
Dr KK Sivakumar, HoD Chemistry
Dr L Rajendran, HoD, Mathematics
Dr Kuzhalmozhial, HoD English
Mr Johnson, IELTS
Dr Jayaprakashvel, IQAC Coordinator (Convener)

Agenda

1. Analysis of student feedback on online courses
2. Conduct of online classes
3. Student internships from Home
4. CO Attainment Works
5. Further Works for Faculty during Lockdown Period

Points discussed and resolutions recommended

- a. Vice Chancellor has formally welcomed all the participants
- b. Vice Chancellor has conveyed the outcome of the student feedback on online courses.
Vice Chancellor has conveyed that the recommendations of the Special Committee on

online courses may be discussed further and resolutions may be recommended. He also conveyed the following major constraints expressed by the students

- I. Classes in a day are more in number so that they could not pay much attention
 - II. Because of issues with internet connectivity some of the students could not be in the session fully
 - III. Many students have requested to upload recorded videos for future reference and also to benefit those who could not attend the sessions
- c. Capt Karthik has shared his experiences on recording video lectures in Zoom and uploading them in YouTube. HoDs are requested to take the assistance from Capt Karthik and Dr K Komathy HOD-IT Dept.
- d. Similarly Prof MSP Raju has shared his experience in making use of Google Classroom as a tool for effective student interaction and e content distribution.
- e. The following Action Plan suggested by the Special Committee on Online Classes are recommended to enhance the effectiveness of online classes
- I. Parents may be sent with a communication that AMET is handling all the classes through online during COVID-19 lock out period. They may be requested to facilitate their wards to attend the classes without fail.
 - II. Four online sessions in a day shall be conducted for a batch/group of students
 - III. Subjects featured in the current semester only to be taught in the online classes.
 - IV. HoDs have to prepare and submit a time table (four periods in a day-one hour break in between two session; six hours in a week) by giving equal weightage to the allied courses as well. Time tables have to be prepared in consensus with the HoDs of respective allied Departments.
 - V. HoDs have to send the finalized time table (until May 4, 2020) to all the students before 13-04-2020. The time table and online classes may be extended based on the situations
 - VI. HoDs have to ensure the completion of syllabi of all theory courses through online lectures. Modalities for online lectures
 1. Zoom app usage may be continued
 2. Each faculty shall record the lecture sessions separately using Zoom App or other means and upload them for student access either through Google Classroom or YouTube or WhatsApp or other fitting manner. However, recording of lectures and reaching the same to all the students is mandatory.
 3. Apart from the recorded lectures, faculty may engage interactive sessions on the recorded lectures through Zoom App
 4. Assignments, discussions, tests/quiz or such activities to be conducted through Google Classroom

5. Attendance has to be recorded. Though attendance is not mandatory/ compulsory, Faculty are to facilitate students to attend all the online classes

6. Daily reports and Weekly consolidated Reports about online lectures are to be sent by all the Departments

4. Internships at Home:

- i. Group internships may be engaged with not more than three students per group
- ii. 100% of the students should have engaged the internships at home
- iii. Core Departments shall design the internship problems/exercises to the First Year students also and may not involve allied Departments
- iv. Student Diary, Internship Report, Internship Allocation Form, Internship Evaluation Form as per the proforma are to be submitted for every student internship one week after reopening.
- v. A report on the Action Plan to be submitted by all the Departments on or before 14th April 2020

5. CO Attainment Works

- I. Dr Rajavel Coordinator for CO Attainment Works has conveyed that with reference to NBA works all the allied Department have submitted their CO attainment documents which is very much appreciated by the Vice Chancellor
- II. However, there are some pending CO Attainment from Core Departments
- III. Some of the Departments also expressed that completed documents are in the University Computers and will be submitted once reopened
- IV. The Coordinator IQAC has conveyed that the IQAC will submit a status completion report to Dr Rajavel and also Dr Rajavelan of IQAC will work assist Dr Rajavel to complete CO attainment works for NAAC purposes

6. Other Works during lockdown period

- a. Each Faculty shall publish minimum of two articles possibly from SCOPUS or from UGC
- b. HoDs have to convey all the above resolutions to their faculty and ensure that the resolved recommendations are completed fully
- c. Daily Report of online classes should be reported to Vice Chancellor without fail

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Implementation of on-line courses	Discuss with HODs	IQAC discussed with Heads of each department and installed CAMU software for taking online classes
Co-Po attainment	Educate the faculty members how to do CO-PO Mapping	IQAC organized Many FDP programme on How to do CO-PO mapping and Course attainment

IQAC-Co-ordinator

**INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
SPECIAL MEETING MINUTES**

DATE: 10-04-2020 TIME: 10.00 AM

MODE: VIDEO CONFERENCING THROUGH ZOOM APP

MEETING ID: 747665242

Members participated

Col. Dr G Thiruvassagam Vice Chancellor
Prof Bhoopathy Bhaskaran, Principal DGS Courses
Capt K Karthik, Vice Principal, DGS Courses
Mr Mani GR, Director-Placements
Dr K Komathy, HoD-Information Technology
Prof MSP Raju HoD-Naval Architecture
Dr Arjunan, HoD-Physics
Dr Prabhakaran, CWG Coordinator
Dr Jayaprakashvel, IQAC Coordinator

Agenda

- Analysis of student feedback on online courses
- Conduct of online classes
- Student internships from Home

Points discussed and resolutions recommended

1. Vice Chancellor has formally welcomed all the participants
2. Coordinator-IQAC has narrated the process of collection of student feedback on online classes. The analysis report also presented during the meeting. The following major facts are found out
 - i. More than 70% of the students have attended more than 10 classes per week
 - ii. More than 95% of the online classes are held through ZOOM App and students have accessed through mobile phones
 - iii. More than 75% of students on an average have expressed satisfactory responses to the queries in feedback which ensures the effectiveness of the online courses
 - iv. Students have taken online tests and are also provided with study materials
 - v. Classes are handled in a followable manner and have provided opportunity for students to engage discussions
 - vi. Many students have expressed following constraints
 1. Classes in a day are more in number so that they could not pay much attention
 2. Because of issues with internet connectivity some of the students could not be in the session fully
 3. Many students have requested to upload recorded videos for future reference and also to benefit those who could not attend the sessions

3. Action Plan arrived for enhancing the effectiveness of online classes
 - i. Parents may be sent with a communication that AMET is handling all the classes through online during COVID-19 lock out period. They may be requested to facilitate their wards to attend the classes without fail.
 - ii. Four online sessions in a day shall be conducted for a batch/group of students
 - iii. Subjects featured in the current semester only to be taught in the online classes.
 - iv. HoDs have to prepare and submit a time table (four periods in a day-one hour break in between two session; six hours in a week) by giving equal weightage to the allied courses as well. Time tables have to be prepared in consensus with the HoDs of respective allied Departments.
 - v. HoDs have to send the finalized time table (until April 30, 2020) to all the students before 13-04-2020. The time table and online classes may be extended based on the situations
 - vi. HoDs have to ensure the completion of syllabi of all theory courses through online lectures
 - vii. Modalities for online lectures
 1. Zoom app usage may be continued
 2. Lecture sessions shall be recorded and uploaded for student access either through Google Classroom or YouTube or WhatsApp or other fitting manner. However, recording of lectures and reaching the same to all the students is mandatory.
 3. Assignments, discussions, tests/quiz or such activities to be conducted through Google Classroom
 4. Attendance has to be recorded. Though attendance is not mandatory and compulsory, Faculty are to facilitate students to attend all the online classes
 5. Daily reports and Weekly consolidated Reports about online lectures are to be sent by all the Departments
4. Internships:
 - i. Group internships may be engaged with not more than three students per group
 - ii. 100% of the students should have engaged the internships at home
 - iii. Core Departments shall design the internship problems/exercises and may not involve allied Departments
 - iv. Student Diary, Internship Report, Internship Allocation Form, Internship Evaluation Form as per the proforma are to be submitted for every student internship one week after reopening.
 - v. Other internship modalities shall be discussed and finalized in the HODs meeting

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Feedback Analysis	Discuss with HOD	Feedback Analysis done and suggest to improve attendance

Coordinator, IQAC

**INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
SPECIAL COMMITTEE ON EXAMINATIONS DURING COVID 19 PANDEMIC**

Date: 10-05-2020

Time: 06.00 pm

Mode: Video Conferencing through Google Meet (<https://meet.google.com/ufr-rphr-juh>)

Agenda

1. Modalities for conducting Examinations during COVID19 pandemic
2. Suitable adoption of UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown

Members Participated

1. Dr N Manoharan, Pro Vice Chancellor (Chairman)
2. Prof K Seyadu, Chief Executive Officer
3. Prof BhoopathiBhaskaran, Principal DGS Courses
4. Capt K Karthik, Vice Principal DGS Courses
5. Dr R Rajavel, Head-Mechanical Engineering
6. Dr T Sasilatha, Dean Academics
7. Dr R Srinivasan, Head, AMET Business School
8. Dr NR Ramkumar, Proctor
9. Dr R Muthezhilan, Controller of Examinations
10. Dr M Jayaprakashvel, Registrar (i/c)
11. Dr.D.Arivazhagan, IQAC Co-ordinator(Convener)

Resolutions and recommendations

I. General

- a. Pro Vice Chancellor has welcomed all the members and briefed about the agenda of the meeting
- b. Pro Vice Chancellor has also briefed about the background of conducting examinations within the framework and guidelines of various statutory authorities

- c. The entire recommendations and resolutions made hereunder shall be implemented by adhering the advisory issued by the state and central governments from time to time. Schedules resolved hereunder are indication only and subject to change with changing scenario of the COVID 19 outbreak in India
- d. Whereas, when examinations and evaluations conducted, social distancing to be maintained very strictly and students, staff and faculty shall wear masks and maintain personal hygiene as directed by the Government authorities
- e. Complete tracking of travel history of all the students and staff shall be maintained
- f. All students and staff entering the campus shall be subjected to suitable medical examination to ensure disease free
- g. Hostel students shall be provided with individual accommodation and to maintain social distancing in the hostels
- h. The following recommendations does not apply to GME, ETO, GMDSS and ETO students for whom the examinations will be conducted as per the schedule of the DGS
- i. Mandatory PhD processes such as DC meeting, Synopsis Meeting, Pre PhD Presentation and Viva Voce shall be conducted online as per the UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown. Relevant hard copies of the records shall be maintained for all the procedures. The original records of signed hard copies are to be submitted by the Supervisor before the Convocation.
- j. Fee related to PhD programme shall be paid online.

II. Examinations during COVID19 pandemic period

- a. All the members have unanimously agreed to recommend the conduct of end semester examinations in offline mode (physical presence of students is essential)
- b. Theory Examinations will be conducted for 100 marks in 3 hours
- c. All the five units shall be covered in question papers
- d. The existing pattern of question paper shall be followed

- e. The Internal and External component of Theory Papers shall be 50:50 ratio. The pattern of giving 40 marks for Continuous Internal Assessment shall be followed and marks shall be extrapolated to 50. The external end semester exam shall be conducted for 100 marks and shall be counted for 50
- f. Practical Examinations will be evaluated 100% internal with the available laboratory records such as observation books and experiments done by each student.
- g. The absentees if any, of the above examinations shall attend the Instant Examinations to be conducted at the end of August 2020
- h. Opportunities shall be given to students to carry forward some courses or to have improvement in performance for which examinations can be conducted at the mid of Odd Semester during 2020-21
- i. Regular and Arrear Examinations shall be conducted simultaneously; One regular exam in morning and one arrear exam in the evening. However, a student can be permitted to appear for a maximum of six arrear papers only. In case more paper appearance needed, those students shall attend the same exams during Instant Examinations to be conducted in August 2020
- j. Examinations shall be conducted on all working days (6 days a week)
- k. All the students shall be considered fit to attend the examinations irrespective of their attendance percentage. However, fee defaulters shall be detained from attending examinations.
- l. Examination Calendar shall be notified to students 15 days in advance
- m. There shall be a minimum of one day gap between each Examination Slots to disinfect hostels. Students shall be given sufficient time to enable the students to pay their examination and tuition fee comfortably.
- n. The information about carry forward and instant examination can be announced to students after completion of all examinations schedules
- o. Controller of Examinations can formulate an Examinations Grievances Committee to deal with grievances related to examinations as per the guidelines of the UGC

Tentative proposal for conducting Even Semester Examinations for the Academic year 2019- 2020

Slot 1 Final year students of BE Engineering Departments/ME Engineering Departments students/B.Sc. Nautical Science/MBA/M.Sc/BBA/B.com/Diploma students (Maximum number of students -1035)	
22.06.2020	Arrival of students/ medical checkup will be carried out and travel history to be collected from the Office of the Proctor
23.06.2020	Payment of Examination fee/ Tuition fee, Project viva voce and practical examination to be conducted
24.06.2020	Issue of Hall ticket to the student
25.06.2020 to 03.07.2020	Regular Examinations (Maximum 8 subjects for B.Sc Nautical Science students) and Maximum of 6 Arrear subjects to be conducted, Students who already paid supplementary Examinations will be carry forwarded.
04.07.2020	Cleaning the hostel ready for next set of students arrival
Slot 2 Third year students of BE Engineering Departments/First year student of ME Engineering Departments/students and MBA and M.Sc/Second year students of B.Sc. Nautical Science, BBA and B Com (Maximum number of students - 1121)	
05.07.2020	Arrival of students/ medical checkup will be carried out and travel history to be collected from the Office of the Proctor
06.07.2020 to 07.07.2020	Payment of Examination fee/ Tuition fee& Submission of model Examination answer scripts/ Practical observations to be verified by the departments
08.07.2020	Issue of Hall ticket to the student
09.07.2020 to 17.07.2020	Regular Examinations (Maximum 8 subjects for B.Sc Nautical Science students)and Maximum of 6 Arrear subjects to be conducted, Students who already paid supplementary Examinations will be carry forwarded.
18.07.2020	Cleaning the hostel ready for next set of students arrival

Slot 3 Second and First year students of BE Engineering students Departments/First year students of B.Sc. Nautical Science, BBA, B Com, BVoc and B.Sc RAI (Maximum number of students -1129)	
19.07.2020	Arrival of students/ medical checkup will be carried out and travel history to be collected from the Office of the Proctor
20.07.2020& 21.07.2020	Payment of Examination fee/ Tuition fee& Submission of model Examination answer scripts/ Practical observations to be verified by the departments
22.07.2020	Issue of Hall ticket to the student
23.06.2020 to 30.07.2020	Regular Examinations (Maximum 7 subjects for B.Sc. RAI students) and Maximum of 6 Arrear subjects to be conducted, Students who already paid supplementary Examinations will be carry forwarded.
31.07.2020	Cleaning the hostel & Declaration of results for final year students

All these recommendations shall be placed before the Board of Management through circulation mode and appropriate approval shall be obtained.

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Conducting Online Examination	Timetable to be communicated to the Students	Timetable announced to the students and Online Semester Examination Conduct

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IQAC Co-ordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE MEETING OF THE HEADS HELD AT 03.00 PM ON 03.08.2020

Date: 03-08-2020

Time: 03.00 pm

Meeting Mode: Google Meet; Meeting Link: <https://meet.google.com/vve-qbpf-byr>

MEMBERS PRESENT

1. Dr. Col. G. Thiruvassagam, Vice-Chancellor (in the Chair)
2. Dr N Manoharan, Pro Vice Chancellor
3. Dr M Jayaprakashvel, Registrar i/c
4. Mr. Bhoopathy Bhaskaran , Head – Marine Engineering/ Principal DGS Courses
5. Capt. K. Karthik, Dean – Nautical Science
6. Dr. D. Arivazhagan, Dean- Curriculum Development
7. Dr.T.Sasilatha, Dean – Academic
8. Dr. K. Thiruvengatasamy, HOD, Dept. of Harbour and Ocean Engineering.
9. Dr. R. Rajavel, HoD, Dept. of Mechanical Engineering
10. Mr.M.S.P. Raju, HoD, Dept. of Naval Architecture and Offshore Engineering
11. Dr.TNagalakshmi, Head, Dept. of Petroleum Engineering
12. Dr.K.S.Siva Subramanian, HoD, Dept. of Mining Engineering
13. Dr. L Senthilnathan, HoDi/c, Dept. of Marine Biotechnology
14. Dr. J.Rengamani, Director, AMET Business School

15. Dr. R. Srinivasan, HOD, Department of Management Studies
16. Dr.K.Duraipandian, HoD, Dept. of Maritime Commerce
17. Mrs.Sasiprabha, HOD, Dept. Food Processing Technology
18. Dr.K.Komathy, HoD, Dept. of Information Technology
19. Dr S Arjunan. HoD, Dept of Chemistry
20. Dr.K.K.Sivakumar, Head i/c, Dept. of Chemistry
21. Dr. A.Manoj Kumar, Physical Education
22. DrKulalmolial, HoD English
23. Dr.D.Arivazhagan IQAC Coordinator

Special Invitees

24. Prof K seyadu, Chief Executive Officer
25. Dr N R Ramkumar, Proctor
26. Dr.R.Muthezhilan, Controller of Examinations

Agenda

1. Resuming of online classes
2. Documentation works for NAAC and NBA Accreditation

Points discussed and recommended

1. The Vice Chancellor has welcomed all the members and congratulated the team of Officials and Faculty who have contributed in the successful conduct of End Semester Examinations in online mode.

2. The Vice Chancellor has requested the opinion of all the HoDs with reference to resuming of online teaching for the students except first year as per their curriculum. The UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown (included the revised guidelines) were also considered while planning for online classes.

The following recommendations are proposed.

- a. Online classes for the students shall commence from August 17, 2020.
- b. The online classes shall be conducted six days a week
- c. There shall be no online classes on declared holidays and Sundays
- d. Per day, there shall be four online class periods.
- e. Each period is one hour duration
- f. Each of the Periods shall have 30 mins break
 - i. Period 1: 10 am to 11 am
 - ii. Period 2: 11.30 am to 12.30 pm
 - iii. Period 3: 02.00 pm to 03.00 pm
 - iv. 03.30 pm to 04.30 pm
- g. Student attendance is compulsory and will be calculated as eligibility to appear for End Semester Examinations as per the existing norms. Student attendance shall be recorded in the MYCAMU portal. Students are expected to attend all four periods of a day in full to gain one day attendance.
- h. Weekly attendance summary will be shared with the students
- i. Virtual Labs, Video demonstrations of lab experiments shall be offered to the students in the applicable practical courses in a suitable way that may deem fit for the objectives and outcomes of the practical courses. AICTE recommended Virtual Labs may be utilized for this purpose

- j. Per week, 24 hours of online classes shall be engaged with all Theory and applicable practical courses. Additional hours shall be utilized for the soft skills, student activities (like seminars, quiz, webinars, and club activities), tutorials etc.
3. The Registrar i/c had presented a tentative academic calendar for 2020-21 prepared in accordance with the UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown (included the revised guidelines). It is recommended for approval.
4. The Director ICT Enabled Education has to organize sufficient training sessions for both Faculty and Students to have online education through MYCAMU with a pre-planned schedule
5. The following Committee shall be formed to conduct a feedback on Faculty Performance in online classes. The Committee shall device the form, conduct the survey, analyze the same and report to the University.
 1. Dr T Sasilatha, Dean -Academics (Convener)
 2. Capt K Kathik, Dean-Nautical Science
6. The following Monitoring Committee for Online Education is formed to monitor and review the effectiveness of online education in the University
 - a. Dr N Manoharan, Pro Vice Chancellor (Chairperson-Convener)
 - b. Dr R Rajavel, HoD Mechanical Engineering (Internal Member)
 - c. C/E DI Thiyagarajan, MEO Class I Chief Engineer -Retd (External Member)
7. The following Committee shall prepare the formal guidelines and advisory documents about online education in AMET. The committee shall submit the document on 10-08-2020.
 - a. Dr M Jayaprakashvel, Registrar i/c (Convener)
 - b. Prof BhoopathyBhaskaran, Principal DGS Courses

c. Dr T Sasilatha, Dean Academics

8. HoDs shall prepare weekly time table, lesson plan and course delivery. The same shall be submitted to the Director ICT Enabled Education to update in MYCAMU
9. From 10-08-2020 onwards, the Heads of the Department shall visit the University with required number of Faculty and complete the documentation works pending with reference to both NAAC and NBA works
10. The Core Working Group of IQAC and NBA Coordinators shall be available in the University campus for guidance of the Departments in documentation
11. The Coordinator IQAC shall send the pending documentation works to the Departments.
12. All those who attend the University duties at Campus from 10-08-2020 onwards, shall maintain hygiene practices and social distancing as per the Government Instructions. Wearing Masks inside the campus and washing hands frequently is compulsory.
13. The travel expenditure by the Faculty who attend University works at Campus shall be reimbursed.

14. The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Work group to be formed for NBA work	Using Research Scholar for NBA work	Work group for NBA formed. The work is under progress

IQAC Co-ordinator