ACTION TAKEN REPORT

A department level faculty meeting, chaired by the Head of the Department, was conducted on 21 October 2022 to initiate an action plan based on the academic audit report submitted by the auditors Dr. M. Kumarappan of Annamalai University, Chidambaram and Dr. M. Saravanan of TCE, Madurai for UG/PG programs of the 2020-21 regulations and 2019-20 regulations respectively. The academic audit for 2020-21 regulations and 2019-20 regulations was held on19 August 2022 and 17 August 2022 respectively. The following actions were taken during the meeting based on the Academic Audit report. The meeting held on 21 October 2022 was attended by the following faculty members:

1. Dr. C. Christober Asir Rajan, Professor & Head – Convenor AA
2. Dr. K. Rajambal, Professor   - Coordinator AA
3. Dr. B. Geethalakshmi, Associate Professor   - Member AA
4. Dr. K. Ramakrishnan, Associate Professor   - Member AA
5. Dr. R. Gnanadass, Professor
6. Dr. Alamelu Nachiappan, Professor
7. Dr. G. Ravi, Professor
8. Dr. K. Elanseralathan, Professor
9. Dr. S. Jeevananthan, Professor
10. Dr. M. Arounassalame, Associate Professor
11. Dr. B. Mahesh Kumar, Associate Professor
12. Dr. R. Rajathy, Associate Professor
13. Dr. N. P. Subramanium, Assistant Professor
14. Dr. Ajay-D-Vimal Raj, Assistant Professor

1. The members agreed to the recommendation of the auditors that the course delivery should be practiced based on Bloom's taxonomy.

2. For continuous internal assessment, it was agreed that two assignments should be given for each subject, and the questions should be on 'Apply' and 'Analyse' attributes of Bloom's taxonomy.

3. It was decided to initiate appropriate follow-up actions after every class committee meeting.

4. A common feedback format will be prepared and circulated by the HoD, and it will used for getting feedback for all the subjects at the end of each semester.

5. It was decided that in subjects with less than 60% pass percentage in the semester exam, remedial classes would be conducted by the concerned faculty members. These remedial classes will be considered as teaching load in the forthcoming semester. It was decided to conduct 2 hours/week for the

remedial classes. On the other hand, remedial classes (1 hour per week) that are conducted to help the slow learners during the course of the semester will not be considered as teaching load.

6. The slot/timings for the remedial classes for the subjects handled by other department faculty members will be decided at the HoD level meeting.

7. With respect to the conduct of the continuous assessment tests (CATs), the present practice of conducting the test in the first hour will be continued in days to come.

8. The title of the lab courses pertaining to Electronics labs and Electrical Machines labs will be renamed appropriately in the next BoS.

9. It was decided that the class advisor will brief the students regarding all the listed electives in the curriculum before they make the choice. The faculty members felt that this action would help students to make appropriate choice of elective subjects.

10. The members agreed to the recommendations of the auditors that few internal assessment test questions will be from the archives of GATE exams. In addition, while preparing the internal assessment test questions, for 'Remember' and 'Understand' levels of Bloom's taxonomy, there will be no choice, and choice will be operated only for the questions belonging to 'Apply' and 'Analyse' levels.

11. It was decided that three internal tests should cover at least 80% of the syllabus for each subjects.

12. For CO attainment level, the auditors suggested that 80% for direct attainment and 20% for indirect attainment, and for PO attainment level, it would be 70% for direct attainment and 30% for indirect attainment. The faculty members opined that this decision could be taken only at the institution level.

13. For analytical subjects in M. Tech program, tutorial hour should be mentioned explicitly in the syllabus.

14. For M. Tech. project viva-voce exam, either HoD or his nominee will be a part of the evaluation committee member.

15. Improvements in the lab experiments like including embedded C programming for MPMC lab and use of GaN and SiC based power devices for PE lab would be taken up for consideration.

16. For every subject, the faculty members agreed to the recommendation of the auditors to conduct technical quiz along with internal assessment tests.

17. It was decided to employ innovative methods to obtain feedback from students at the end of every semester.

18. It was decided that every class rooms would be facilitated with internet connectivity so that PPT presentations could be supplemented with online data/information or case studies.

19. The faculty members agreed to the recommendation of the audit team that a follow up action will be taken for subjects with low attainment levels.

20. The recommendation of the auditing team that COs and POs should be briefed to the students before taking regular feedback/exit feedback was accepted by the faculty members.

HOD/EEE