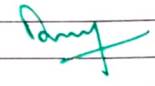
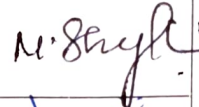
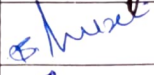

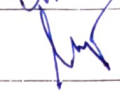
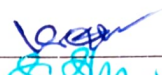
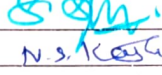
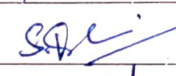
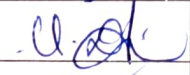

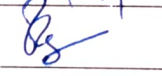
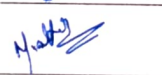
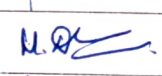
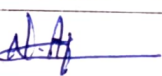
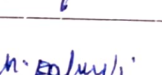
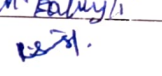
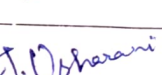
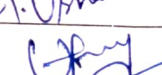
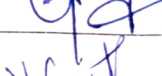
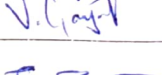


 <b>Erode Sengunthar Engineering College,</b> <b>Thudupathi, Erode District.</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / MoM</b>
	<b>ACADEMIC YEAR:</b> <b>2021 - 22 Odd Semester</b>	<b>DATE : 08.02.2022</b>
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<b>IQAC Academic and Teaching Coordinator's meeting minutes</b>		

### CIRCULAR


The IQAC Academic and Teaching Coordinator's meeting was held on 08.02.2022 (Tuesday) at 02.00 pm in the Director / Academics cabin civil block. The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	RESPONSIBILITY	SIGNATURE
1	Dr. S. Christian Johnson	Director / Academics	IQAC Convenor	
2	Dr. M. Shyamalagowri	ASP / EEE	IQAC Overall Teaching Coordinator EEE / Teaching Coordinator	
3	Dr. S. Arulmozhi	AP / Civil	Civil / Academic Coordinator	
4	Mr. J. Arun Prasad	AP / Civil	Civil / Teaching Coordinator	
5	Dr. M. P. Thiruvenkata Suresh	ASP / CSE	CSE / Academic Coordinator	
6	Mr. K. A. Dhamodharan	AP / CSE	CSE / Teaching Coordinator	
7	Dr. S. Selvi	Prof. & HoD / IT	IT / Academic Coordinator	
8	Ms. N. S. Kavitha	AP / IT	IT / Teaching Coordinator	
9	Ms. S. Tamil Selvi	AP / EEE	EEE / Academic Coordinator	
10	Dr. M. Dhipa	ASP / ECE	ECE / Academic Coordinator	
11	Mr. M. Karthikkumar	AP / ECE	ECE / Teaching Coordinator	
12	Mr. P. Senthil Kumar	AP / EIE	EIE / Academic Coordinator	
13	Dr. M. N. Saravana Kumar	AP / EIE	EIE / Teaching Coordinator	
14	Ms. M. Dhivya	AP / BME	BME / Academic Coordinator	
15	Ms. K. Ageela	AP / BME	BME / Teaching Coordinator	
16	Dr. M. Balaji	AP / Mech	Mechanical / Academic Coordinator	
17	Mr. R. Srinivasamoorthy	AP / Mech	Mechanical / Teaching Coordinator	
18	Dr. T. Usharani	AP / Chemical	Chemical / Academic Coordinator	
19	Ms. S. Umapiya	ASP / Chemical	Chemical / Teaching Coordinator	
20	Dr. S. Gayathri	AP / MBA	MBA / Academic & Teaching Coordinator	
21	Mr. P. Natarajan	AP / MCA	MCA / Academic & Teaching Coordinator	

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<b>IQAC Academic and Teaching Coordinator's meeting minutes</b>		

### Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Convenor welcomed all the department academic and teaching coordinator in the meeting	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
2	IQAC convenor briefed the functional IQAC academic and teaching coordinators responsibilities to ensure the Quality.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
3	IQAC Convenor informed that, an external audit is planned in the month of March to ensure the Quality in academic and teaching learning process in the Institution	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
4	IQAC convenor enquired about the credits given to the Core, elective and laboratory courses. All the department Coordinators requested the inclusion of Tutorial hours in the timetable for enhancing the Teaching methodology in problematic papers	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
5	IQAC Convenor insisted the module coordinator to frame and verify the Course outcome statements of all the courses (both theory and practical's) as per blooms taxonomy by conducting brain storming sessions with the individual course coordinator. And he insisted the academic coordinator to verify the CO PO mapping of the 2021 – 22 Even Semester subjects	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
6	IQAC Convenor insisted the Academic and Teaching Coordinators to ensure the outcome attainment of each and individual subject and Program Educational Objective of the department. If any discrepancies found in the attainment of PEOs, the department can update or modify the PEOs based on the survey reports from the students, parents, employers and alumni	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
7	IQAC Convenor insisted the academic and teaching coordinators to design the curriculum based on the requirements in the Industry needs and to fill the gap between the Institution and Industry.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
8	IQAC Convenor enquired all the department coordinators about the attainment tools considered for indirect attainment calculations.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
9	IQAC convenor suggested the innovative teaching methodologies like real time applications, puzzles, case studies, puzzles, participative learning and lab oriented teaching. And he insisted to conduct a tutorial classes, remedial coaching classes for slow learners and special coaching classes for bright students for improving the teaching methodology in the department.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
10	IQAC Convenor enquired the feedback collection methodology in the department. He discussed about the assessing parameters	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--

 <p><b>Erode Sengunthar Engineering College,</b> Thudupathi, Erode District.</p>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / MoM</b>
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<b>IQAC Academic and Teaching Coordinator's meeting minutes</b>		

	in the students feedback about the faculty, students feedback about the college and the department and parents feedback about the college and the department. He insisted that, the feedback analysis should be conducted in the department and the corrective actions should be improvised			
11	IQAC convenor enquired about the mentoring system in the department. He insisted that, the mentoring systems need to be connected with the remedial classes, extracurricular and co curricular activities	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
12	IQAC Convenor insisted the importance of Newsletter of the department in promoting the admission process.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
13	IQAC Convenor informed that, the academic audit is planned on 21 <sup>st</sup> Feb 2022 for verifying the preparatory work for the academic year 2021 – 22 even Semester. And he insisted that the academic audit is planned in the next week for verifying the completed 2021-22 odd semester course files	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--
14	IQAC Convenor suggested Internships, working and non working models, mini projects to improve the teaching methodology to the students.	IQAC Academic & Teaching Coordinator	2021 – 22 Odd Sem	--

  
IQAC Coordinator

  
IQAC Convener

  
Principal / IQAC Chairperson

Copy to

1. IQAC File
2. All IQAC Coordinators

Copy submitted to

1. The Correspondent / Secretary for kind information