



## ERODE SENGUNTHAR ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Permanently Affiliated to Anna University – Chennai,

Accredited by National Board of Accreditation (NBA), New Delhi and

National Assessment & Accreditation Council (NAAC), Bangalore with 'A' Grade)

Perundurai, Erode - 638 057.



### IQAC Overall Coordinators Meeting – Minutes

Ref. No: ESEC / NAAC / IQAC / MoM – 1 / 2017 – 18	Date : 22.09.2017
Venue: Conference Hall	Timing: 02.00 pm to 03.30 pm

#### Members Present

S No	Name	Designation	Role	Signature
1	Mr. G. Kamalamurugan	President, Erode Sengunthar Educational Trust Correspondent, Erode Sengunthar Engineering College	Management Representatives	
2	Mr. S. N. Thangaraju	Secretary, Erode Sengunthar Educational Trust	Management Representatives	
3	Dr. V. Venkatachalam	Principal	Chairman/IQAC	
4	Ms. M. Shyamalagowri	ASP / EEE	Co-Convener	
5	Dr. M. Kumaresan	HoD / Chemistry	Overall Academic Coordinator	
6	Ms. M. Shyamalagowri	ASP / EEE	Overall Teaching Coordinator	
7	Dr. T. S. Senthil	HoD / Physics	Overall Research Coordinator	
8	Dr. P. Karunakaran	AP / CSE	Overall Industry – Institute Partnership Coordinator	
9	Mr. J. Madhan Mohan	ASP / ECE	Overall Activity Coordinator	
10	Mr. M. Rajesh	AP / DoCA	Overall Exam Coordinator	
11	Mr. G. Sivakumar	ASP / CSE	Overall Website, Newsletter & Annual report (MIS) Coordinator	

12	Dr. M. Thangavelu	HoD / DoCA	Overall Scholarship and Public Relation Coordinator	<i>V. S. S.</i>
13	Dr. P. Karunakaran	Placement Coordinator	Overall Placement and Training Coordinator	<i>P. Karunakaran</i>
14	Mr. B. Ravishankar	AP / DoMS	Overall Infrastructure Coordinator	<i>Ravishankar</i>
15	Pallavi. K. Paramasivan	Ex-Chairman Perundurai, Perundurai Town Panchayat, Perundurai.	Nominees from Local Society	-
16	Mr. R. Sathish	General Manager (Hot Rolling Mill), Steel Authority of India Ltd, Salem.	Nominees from Employers / Industrialist / Stake holders	-

### Minutes of the Meeting

1. The previous meeting minutes were reviewed and all the points stand completed.
2. The composition of IQAC team for the academic year was briefed by the Convenor / IQAC.
3. Chairperson welcomed all the members of IQAC.
4. Convenor insisted the roles and responsibilities of individual coordinators

#### Academic Coordinator

The Overall IQAC Academic has to discuss with respective academic coordinators about the course file completion and updation of files for the academic year 2017 – 18. Academic coordinator has to review the department meeting minutes. They have to verify the CO PO Mapping of the individual subject. And also the mentoring duty for the students as well motivating the faculty members to participate in the Workshop, seminar, conference and faculty development programmes.

#### Teaching Coordinator

The Overall IQAC Teaching coordinator must discuss with the individual department teaching coordinator to enrich the teaching learning process in the department. Content beyond the syllabus has to be added in all the laboratories and ensure they have been taught to the students for their future enhancement. The entire department should show their project models to the students, utilizing as a teaching aid for their curriculum enrichment. They must insist to prepare more E learning materials to enrich the updated knowledge to the students. They must monitor the remedial classes for slow learners to improve the pass percentage. Student's feedback should be monitored in the class committee meeting and in the feedback forms. Entire

department teaching coordinators must audit the lab manual (both controlled copy & master record) with content beyond the syllabus before commencement of laboratory classes. The Quality of the student's project should be evaluated based well defined rubrics.

#### **Research Coordinator**

The Overall IQAC Research Coordinator must discuss with the individual department coordinators to maintain the Papers / articles / books published, Research activities, Sponsored Research, Consultancy and Patents details.

#### **Industry Institute Partnership Coordinator**

The Overall IQAC IIPC Coordinator must discuss with the individual department IIPC coordinators to establish the MoUs, In-plant Training, Industrial Visit and Internship to the students. And also they have to enrich the IIT Remote Centre activities.

#### **Activity Coordinator**

The Overall IQAC Activity Coordinator must discuss with the individual department coordinators regarding their students enrolment ratio, Professional chapters and activities, Association activities in the department, various club activities, Co-curricular, extra-curricular activities of the students and their achievements

#### **Exam Coordinator**

The Overall IQAC Exam coordinator must discuss with the individual department coordinators for Question Paper setting and Evaluation schemes, internal assessment and University Result analysis

#### **Infrastructure Coordinator**

The Overall infrastructure coordinator must discuss with the individual department coordinators regarding lab facilities, equipment's & consumables requirements, classrooms & additional facilities requirements, maintenance of stock and registers

#### **Website Coordinator**

The Overall Website coordinator must discuss with the individual department coordinators to have lively and more informative website, proper updation of entire college activities in the website.

#### **Scholarship and PRO Coordinator**


The Overall Scholarship and PRO coordinator must discuss with the individual department coordinators to maintain the Various Scholarship details, Alumni database, Alumni meeting, Alumni feedback.

### Placement and Training Coordinator

The Overall Placement and Training Coordinator must discuss with the individual department coordinator to have the details of Placement and Training activities, Students Placement, Higher studies, Entrepreneurship and Value added courses.

5. Cos and POs Attainment should be calculated by every faculty members before the commencement of external audits.
6. IQAC members are advised to follow the academic calendar to conduct the entire academic and non-academic programmes.
7. Chief IQAC Coordinator briefed the plan for Quality Initiative Programmes to be conducted for the academic year 2017 – 18.
8. It was commonly insisted that all the faculty members must prepare the research proposal for the workshop, seminar, conference and Project proposal for the various funding agencies.
9. It was suggested by members to conduct academic audits on the various quality parameters of research and technical education. The audit dates were discussed and finalized by members.
10. The Annual Quality Assurance Report for the previous academic year was presented in the IQAC meeting for their approval. It was reviewed and approved for submission.
11. It was suggested to conduct more number of orientation programmes for OBE assessment and its importance.

The meeting ended with the summary of discussion and vote of thanks by Chief IQAC Coordinator.

  
Coordinator / IQAC

  
Chairperson/IQAC

Copy to

1. IQAC File
2. All IQAC Coordinators
3. All HoDs



*PRINCIPAL,*  
*Erode Sengunthar*  
*Engineering College,*  
*Thudupathi, Erode - 638 057.*