
 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM /ACADEMIC
	ACADEMIC YEAR: 2019 - 20 odd Semester	DATE : 10.07.2019
		PAGE : 1 OF 3
Academic Director Meeting with Academic Coordinators		

CIRCULAR


The First IQAC Academic Coordinators meeting in the odd semester was held on 10.07.2019 at 3 pm in the Conference Hall. The following members were present.

S No	Name	Designation	Role	Signature
1	Dr. V. Venkatachalam	Principal	Chairman/IQAC	
2	Dr. S. Christian Johnson	Director (Academics)	Convener	
3	Dr. M. Shyamalagowri	Associate Professor	Co-Convener	
4	Dr. M. Kumaresan	Professor & Head / Chemistry	Overall Academic Coordinator	
5	M. Balaji	Assistant Professor	Member Civil	
6	Dr. M. P. Thiruvenkatasuresh	Assistant Professor	Member CSE	
7	S. Tamilselvi	Assistant Professor	Member EEE	
8	M. Ramya	Assistant Professor	Member ECE	
9	Dr. D. Sivanandhakumar	Assistant Professor	Member EIE	
10	C. Chelladurai	Assistant Professor	Member Mechanical	
11	T. Usharani	Assistant Professor	Member Chemical	
12	K. Balasubramanian	Assistant Professor	Member BME	
13	Dr. A. Ravishankar	Assistant Professor	Member DoMS	
14	P. Natarajan	Assistant Professor	Member DoCA	
15	Dr. N. M. Ganesan	Associate Professor	Member Physics	
16	Dr. S. Malathi	Assistant Professor	Member Chemistry	
17	Solomon V. Anbuchelvan	HoD / English	Member English	
18	Dr. S. Senthilvelavan	Professor / Maths	Member Maths	

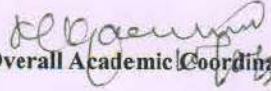
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	2019 – 20 odd Semester	PAGE : 2 OF 3
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Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	The minutes of the previous meeting were reviewed. The entire points stand completed.	-	2019-20 odd Sem	
2	Academic Director insisted the roles of individual department academic coordinator. Plan to identify and list out the number of theory and practical subjects for all the years.	All the department academic coordinator	2019-20 Even Sem	
3	It is discussed to monitor the course file consists of time table, Name list of the students, Lesson Plan, Academic Schedule, Question Bank.	All the department academic coordinator & All HoDs	2019-20 odd Sem	
4	It is instructed that the entries in the log book should be updated time to time before putting up to the Director/Academic and then to the Principal	All the department academic coordinator & All HoDs	2019-20 odd Sem	
5	Academic Director insisted to check the separate Academic calendar consists of activity for the all department	All the department academic coordinator	2019-20 odd Sem	
6	It is deliberated to submit all the course files at the end of the semester after verification and audit	All the department academic coordinator	2019-20 odd Sem	
7	Academic Director also insisted the importance of rubrics. It is used in Assignment, Laboratory and Projects.	All the department academic coordinator	2019-20 odd Sem	
8	Academic Director also instructed to the academic coordinators to understand the concept of outcome based education. All the academic coordinators should well-versed in Mapping, CO's, PO's, PEO'S and PSO's. What are the direct and indirect tools used to assess the academic performance of the students.	All the department academic coordinator	2019-20 odd Sem	

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		PAGE : 3 OF 3
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9	Academic Director instructed to the department academic coordinators , the files to be maintained	All the department academic coordinator	2019-20 odd Sem	
10	Academic director insisted to prepare Academic Assessment Report (AAR) which is submitted by the faculty members after the completion of all the internal tests and End semester examination	All the department academic coordinator	2019-20 odd Sem	


Overall Academic Coordinator


IQAC Co-ordinator


Director/Academic


Chairman/IQAC

Copy to

1. IQAC File
2. Concerned IQAC Academic members