 <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>DATE : 26.07.2020</b>
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<b>IQAC Academic Coordinator's meeting minutes</b>		


### CIRCULAR

The 1<sup>st</sup> IQAC Academic Coordinator's meeting was held on 23.07.2020 (Thursday) at 11.50 am in the Conference Hall. The following members were present

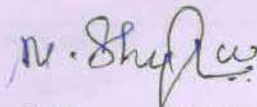
S.NO	NAME OF THE STAFF	DESIGNATION
1	Dr. V. Venkatachalam	PRINCIPAL
2	Dr. S. Christian Johnson	Professor / Civil Director / Academic
3	Dr. M. Shyamalagowri	ASP / EEE IQAC Teaching Coordinator
4	Dr. P. Balamurugan	ASP / Civil
5	Dr. M. P. Thiruvenkata Suresh	ASP / CSE
6	Ms. S. Tamilselvi	AP / EEE
7	Ms. M. Ramya	AP / ECE
8	Dr. D. Sivanandha Kumar	AP / EIE
9	Mr. M. Balasubramaniam	AP / BME
10	Mr. C. Chelladurai	AP / Mech
11	Ms. T. Usharani	AP / Chemical
12	Dr. A. Ravisankar	AP / MBA
13	Mr. P. Natarajan	AP / MCA
14	Ms. P. Sowmya	AP / English
15	Ms. A. Rekha	AP / Maths
16	Dr. N. M. Ganesan	AP / Physics
17	Dr. S. Malathi	AP / Chemistry

### Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	The minutes of the previous meeting was reviewed and all the points stand completed.	-	2020 – 21	
2	The composition of IQAC Academic team for the academic year was briefed by the Convener / IQAC.	IQAC Members	2020 – 21	
3	Convener insisted the roles and responsibilities of academic	IQAC	2020 – 21	

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	coordinators. The Overall IQAC Academic coordinator discussed with the individual department academic coordinator to enrich the academic process in the department.	Members		
4	Academic coordinator insisted all the dept. coordinators to identify number of theory and laboratory courses for the forthcoming semester. And she instructed them to prepare the timetable for the class and individual faculty members in parallel with the preparation of course content, lesson plan, Logbook and course orientation PPT for the forth coming academic year.	IQAC Members	2020 – 21	
5	Academic coordinator instructed the individual dept. coordinators to prepare the dept. academic calendar as per the schedule given by the IQAC academic coordinator by including the individual dept. activities.	IQAC Members	2020 – 21	
6	It is instructed all the dept. academic coordinator to audit the previous semester course file and prepare the outcome attainment calculation for conducting Programme assessment cell meeting in their dept.	IQAC Members	2020 – 21	
7	Academic coordinator reviewed the programme outcome mapping of all the department and discussed the rubrics for evaluation of Project, Assignment.	IQAC Members	2020 – 21	
8	Academic director briefed the importance of outcome based education in the meeting. And explained the concept of direct and indirect assessment for enriching the academic excellence in the Institution.	IQAC Members	2020 – 21	

  
Co-Convenor / IQAC

  
Convenor / IQAC

  
IQAC Chairperson

Copy to

1. IQAC File
2. All IQAC Coordinators