 <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>2020 – 21</b>	<b>DATE : 26.10.2020</b>
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<b>IQAC Academic Coordinator's meeting minutes</b>		


### CIRCULAR

The 2<sup>nd</sup> IQAC Academic Coordinator's meeting was held on 21.10.2020 (Wednesday) at 11.50 am in the Conference Hall. The following members were present

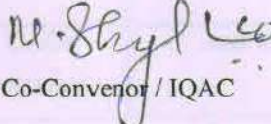
S.NO	NAME OF THE STAFF	DESIGNATION
1	Dr. V. Venkatachalam	PRINCIPAL
2	Dr. S. Christian Johnson	Professor / Civil Director / Academic
3	Dr. M. Shyamalagowri	ASP / EEE IQAC Teaching Coordinator
4	Dr. P. Balamurugan	ASP / Civil
5	Dr. M. P. Thiruvenkata Suresh	ASP / CSE
6	Ms. S. Tamilselvi	AP / EEE
7	Ms. 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 were 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	

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3	Academic coordinator verified the course mapping to all the Programme outcomes and the courses offered in the programme. He instructed to map as many as POs to enrich the students' knowledge level and enhance the outcome based education system in the Institution.	IQAC Members	2020 – 21	
4	Academic coordinator verified the faculty interaction with outside the world. He suggested the dept. academic coordinators to motivate their faculty members to attend the courses in their area of specialization in an reputed institutions to enrich their knowledge in their field. And he suggested them to attend more number of faculty development programme in particular to the subject they are handling in the semester so as to improve the teaching learning process.	IQAC Members	2020 – 21	
5	Academic coordinator verified the students mentoring system counseling forms. They discussed about the difficulties faced and needs of the students. It is resolved that, the needs of the students need to solve in the forth coming days.	IQAC Members	2020 – 21	
6	Academic coordinator verified the course file of the each dept. He instructed them to undergo innovative teaching methodology for the subjects handled by the faculty in successive years. He verified the question paper setting and sample answer sheets. And also the academic coordinator verified the rubric followed for the evaluation of assignments and project work.	IQAC Members	2020 – 21	
7	Academic coordinator verified the minutes of the meeting of individual department and he suggested to include the innovative teaching methodologies for enhancing the teaching learning process and academic preparation of the every semester.	IQAC Members	2020 – 21	
8	Academic coordinator concluded the meeting and he instructed all the dept. coordinators to prepare the action plan for the forth coming semesters	IQAC Members	2020 – 21	

  
Co-Convenor / IQAC

  
Convenor / IQAC

  
IQAC Chairperson

Copy to 1. IQAC File 2. All IQAC Coordinators