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|  Erode Sengunthar Engineering College, Thudupathi, Erode District. | INSTITUTION RECORDS | DOC.NO. : ESEC / MoM |
| | ACADEMIC YEAR: | DATE : 05.01.2021 |
| | 2020 – 21 Even Semester | PAGE : |
| IQAC Academic Coordinator's meeting minutes | | |


CIRCULAR

The 3rd IQAC Academic Coordinator's meeting was held on 02.01.2021 (Saturday) at 11.50 am in the Conference Hall. The following members were present

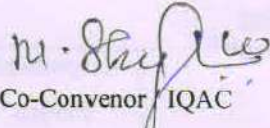
| S.NO | NAME OF THE STAFF | DESIGNATION |
|------|-------------------------------|--|
| 1 | Dr. V. Venkatachalam | PRINCIPAL |
| 2 | Dr. S. Christian Johnson | Professor / Civil Director / Academic |
| 3 | Dr. M. Shyamalagowri | ASP / EEE IQAC Teaching Coordinator |
| 4 | Dr. P. Balamurugan | ASP / 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 | Dr. M. P. Prabhakaran | 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 | Chairperson welcomed the new members of IQAC in the meeting. | - | 2020 – 21 Even Sem | |
| 2 | The composition of IQAC Academic team for the academic year was briefed by the Convener / IQAC. | IQAC Members | 2020 – 21 Even Sem | |
| 3 | Convener insisted the roles and responsibilities of academic coordinators. The Overall IQAC Academic coordinator discussed | IQAC Members | 2020 – 21 Even Sem | |

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| | with the individual department academic coordinator to enrich the academic process in the department. | | | |
| 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 Even Sem | |
| 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 Even Sem | |
| 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 Even Sem | |
| 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 Even Sem | |
| 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 Even Sem | |


Co-Convenor / IQAC


Convenor / IQAC


IQAC Chairperson

Copy to

1. IQAC File

2. All IQAC Coordinators