

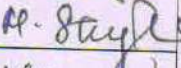

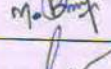
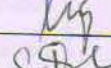







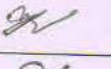





 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM /ACADEMIC
	ACADEMIC YEAR: 2019 – 20 odd Semester	DATE : 17.09.2019
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Meeting with Academic Coordinators		

CIRCULAR

The Second IQAC Academic Coordinators meeting in the odd semester was held on 17.09.2019 at 3 pm in the Conference Hall. The following members were present.

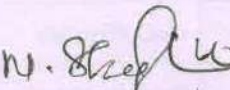
S No	Name	Designation	Role	Signature
1	Dr. V. Venkatachalam	Principal	Chairman/IQAC	
2	Dr. S. Christian Johnson	Director (Academics)	Convener	
3	Dr. M. Shyamalagowri	Associate Professor	Co-Convener	
4	Dr. M. Kumaresan	Professor & Head / Chemistry	Overall Academic Coordinator	
5	M.Balaji	Assistant Professor	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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Meeting with Academic Coordinators		


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 Coordinator insisted to update the course files and monitor for all the theory and practical subjects for all the years.	All the department academic coordinator	2019-20 Even Sem	
3	It is discussed to monitor and check the sample of innovative assignments.	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	All the department academic coordinator & All HoDs	2019-20 odd Sem	
5	Academic Coordinator insisted to check the rubrics followed and implemented for the innovative assignments, laboratory subjects and Projects	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 coordinator also insisted to follow and monitor the importance of Academic Assessment Report submission, monitoring and getting feedback from the faculty members	All the department academic coordinator	2019-20 odd Sem	


N. Srinivas
 IQAC Co-ordinator


N. Srinivas
 Director/Academic


Overall Academic Coordinator


Chairman/IQAC

Copy to

1. IQAC File
2. Concerned IQAC Academic members