 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	ACADEMIC YEAR:	DATE : 27.06.2019
	2019 – 20 Odd Semester	PAGE : OF 4
IQAC Overall Coordinator's meeting minutes		


CIRCULAR

The IQAC overall Coordinator's meeting was held on 27.06.2019 at 03.00 pm in the Conference Hall. The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY
1	Dr. V. Venkatachalam	Principal	Chairperson/IQAC
2	Dr. S. Christian Johnson	Director / Academics	Convener
3	Dr. M. Shyamalagowri	Associate Professor	Co-Convener & Overall Teaching Coordinator
4	Dr. M. Kumaresan	HoD / Chemistry	Overall Academic Coordinator
5	Dr. T. S. Senthil	HoD / Physics Director / R & D	Overall Research Coordinator
6	Dr. S. Karthick	Director / IIPC	Overall Industry – Institute Partnership Coordinator
7	Mr. J. Madhan Mohan	ASP / ECE	Overall Activity Coordinator
8	Dr. R. Muthukumar	Director / CoE	Overall Exam Coordinator
9	Dr. G. Sivakumar	ASP / CSE	Overall Website, Newsletter & Annual report (MIS) Coordinator
10	Dr. M. Thangavelu	HoD / DoCA	Overall Scholarship and Public Relation Coordinator
11	Dr. P. Karunakaran	Director / Placement	Overall Placement and Training Coordinator
12	Dr. B. Ravishankar	AP / DoMS	Overall Infrastructure Coordinator

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	Chairperson welcomed the new members of IQAC.	-	2019-20 Odd Sem	
2	The composition of IQAC team for the academic year was briefed by the Convener / IQAC.	IQAC Members	2019 – 20 Odd Sem	

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	ACADEMIC YEAR:	DATE : 27.06.2019
	2019 – 20 Odd Semester	PAGE : OF 4
IQAC Overall Coordinator's meeting minutes		

3	<p>The Convenor insisted the roles and responsibilities of individual coordinators</p> <p>Academic Coordinator</p> <p>The Overall IQAC Academic has to discuss with respective academic coordinators about the course file completion and updation of files for the academic year 2018 – 19. Academic coordinator has to review the department meeting minutes. They have to verify the CO PO Mapping of the individual subject. And also the mentoring duty for the students as well motivating the faculty members to participate in the Workshop, seminar, conference and faculty development programmes.</p> <p>Teaching Coordinator</p> <p>The Overall IQAC Teaching coordinator must discuss with the individual department teaching coordinator to enrich the teaching learning process in the department. Content beyond the syllabus has to be added in all the laboratories and ensure they have been taught to the students for their future enhancement. The entire department should show their project models to the students, utilizing as a teaching aid for their curriculum enrichment. They must insist to prepare more E learning materials to enrich the updated knowledge to the students. They must monitor the remedial classes for slow learners to improve the pass percentage. Student's feedback should be monitored in the class committee meeting and in the feedback forms. Entire department teaching coordinators must audit the lab manual (both controlled copy & master record) with content beyond the syllabus before commencement of laboratory classes. The Quality of the student's project should be evaluated based well defined rubrics.</p> <p>Research Coordinator</p> <p>The Overall IQAC Research Coordinator must discuss with the individual department coordinators to maintain the Papers / articles / books published, Research activities, Sponsored Research, Consultancy and Patents details.</p> <p>Industry Institute Partnership Coordinator</p> <p>The Overall IQAC IIPC Coordinator must discuss with the</p>	IQAC Members	2019 – 20 Odd Sem	
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DOC.NO. : ESEC / MoM

ACADEMIC YEAR:
2019 – 20 Odd Semester

DATE : 27.06.2019

PAGE : OF 4

IQAC Overall Coordinator's meeting minutes

individual department IIPC coordinators to establish the MoUs, In-plant Training, Industrial Visit and Internship to the students. And also they have to enrich the IIT Remote Centre activities.

Activity Coordinator

The Overall IQAC Activity Coordinator must discuss with the individual department coordinators regarding their students enrolment ratio, Professional chapters and activities, Association activities in the department, various club activities, Co-curricular, extra-curricular activities of the students and their achievements

Exam Coordinator

The Overall IQAC Exam coordinator must discuss with the individual department coordinators for Question Paper setting and Evaluation schemes, internal assessment and University Result analysis

Infrastructure Coordinator

The Overall infrastructure coordinator must discuss with the individual department coordinators regarding lab facilities, equipment's & consumables requirements, classrooms & additional facilities requirements, maintenance of stock and registers

Website Coordinator


The Overall Website coordinator must discuss with the individual department coordinators to have lively and more informative website, proper updation of entire college activities in the website.

Scholarship and PRO Coordinator

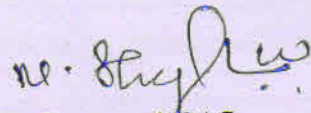
The Overall Scholarship and PRO coordinator must discuss with the individual department coordinators to maintain the Various Scholarship details, Alumni database, Alumni meeting, Alumni feedback.

Placement and Training Coordinator

The Overall Placement and Training Coordinator must discuss with the individual department coordinator to have the details of Placement and Training activities, Students Placement, Higher studies, Entrepreneurship and Value added courses.

 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	ACADEMIC YEAR: 2019 – 20 Odd Semester	DATE : 27.06.2019
		PAGE : OF 4
IQAC Overall Coordinator's meeting minutes		

4	The convenor briefed the process of submitting the Annual Quality Assurance Report to the NAAC office and he initiated the AQAR preparation for the academic year 2018 – 19.	IQAC Members	2019 – 20 Odd Sem	
5	Convenor briefed the importance on Industry Institute partnership activities for the growth on the Institution. And he suggested the opportunities of industrial training for the faculty members and students.	IQAC Members	2019 – 20 Odd Sem	


 Co-Convenor / IQAC


 Convenor / IQAC


 IQAC Chairperson

Dr.V.VENKATACHALAM, M.S., M.Tech., Ph.D.
 PRINCIPAL
 Erode Sengunthar,
 Engineering College,
 Thudupathi, Erode 638 057

Copy to

1. IQAC File
2. All IQAC Coordinators

