
 <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> 2019 – 20 Odd Semester	<b>DATE : 16.10.2019</b>
		<b>PAGE : OF 4</b>
<b>IQAC Overall Coordinator's meeting minutes</b>		

### CIRCULAR

The 2<sup>nd</sup> IQAC overall Coordinator's meeting was held on 13.10.2019 (Tuesday) 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. A. Ravisankar	AP / DoMS	Overall Infrastructure Coordinator

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		<b>PAGE : OF 4</b>
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**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 IQAC Convenor and Principal initiated the preparation of Annual Quality Assurance Report for the academic year 2018 – 19. IQAC Convenor allocated AQAR details to the concern IQAC Coordinators.	IQAC Members	2019 – 20 Odd Sem	--
3	IQAC Convenor and Principal briefed the various IQAC team and NBA file mapping. They insisted them to work according to their work allocated and involve in that seriously in order to enhance their responsibilities and growth of our Institution.	IQAC Members	2019 – 20 Odd Sem	--
4	IQAC Convenor and Principal reviewed the NBA Audit report of every department and they enquired the deviations found in the NBA audit report. They insisted to correct the deviations and re audit them seriously.	IQAC Members	2019 – 20 Odd Sem	--
5	They insisted to calculate CO and PO Attainment of every subject of 2018 – 19 Even semester for conducting PAC meeting.	IQAC Members	2019 – 20 Odd Sem	--
6	IQAC members are advised to follow the academic calendar to conduct the entire academic and non-academic programmes.	IQAC Members	2019 – 20 Odd Sem	--
7	Individual IQAC Coordinators briefed the plan for Quality Initiative Programmes of the academic year 2019 – 20 Odd semester.	IQAC Members	2019 – 20 Odd Sem	--
8	It was commonly insisted that all the faculty members must prepare the research proposal for the workshop, seminar, conference and Project proposal for the various funding agencies.	IQAC Members	2019 – 20 Odd Sem	--



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		<b>PAGE : OF 4</b>
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9	It was suggested by members to conduct academic audits on the various quality parameters of research and technical education.	IQAC Members	2019 – 20 Odd Sem	--
10	It was suggested to conduct more number of orientation programmes for OBE assessment and its importance.	IQAC Members	2019 – 20 Odd Sem	--

  
 IQAC Coordinator

  
 IQAC Convener

  
 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. To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information

