

 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
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IQAC Overall Coordinator's meeting minutes		

CIRCULAR

The 3rd IQAC overall Coordinator's meeting was held on 09.01.2020(Thursday) 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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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 reviewed the Annual Quality Assurance Report for the academic year 2018 – 19.	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	The individual department results after revaluation was discussed in the meeting. The reason for low pass percentage was briefed by Overall IQAC exam coordinator.	IQAC Members	2019 – 20 Odd Sem	--
6	The Innovation process and follow up activities in teaching learning process were briefed. The Overall IQAC Teaching coordinator insisted the faculty members to teach the subjects as a activity based learning.	IQAC Members	2019 – 20 Odd Sem	--
7	The academic audit reports were reviewed and suggestions were given for the enhancement of all activities.	IQAC Members	2019 – 20 Odd Sem	--
8	It is suggested to verify the entire department laboratory stocks.	IQAC Members	2019 – 20 Odd Sem	--
9	The Overall IQAC Coordinator informed that the Annual Quality Assurance Report was submitted to the NAAC Office and the received the acknowledgement.	IQAC Members	2019 – 20 Odd Sem	--
10	The Overall IQAC Activity coordinator insisted entire faculty to conduct certificate programme and value added	IQAC Members	2019 – 20 Odd Sem	--

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	courses in their respective department to enrich the students' knowledge beyond the Anna University curriculum.			
11	The Overall IQAC IIPC Coordinator discussed the MoU activities in the Institution.	IQAC Members	2019 – 20 Odd Sem	--
12	The Overall IQAC Placement and Training Coordinator briefed the pre placement training conducted for the students and status of placement.	IQAC Members	2019 – 20 Odd Sem	--
13	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. It was suggested to conduct more number of orientation programmes for the faculty members.	IQAC Members	2019 – 20 Odd Sem	--


 IQAC Coordinator


 IQAC Convener


 IQAC Chairperson

Dr.V.VENKATACHALAM M.S.,M.Tech.,Ph.D.
 PRIN.
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 Thudupathi, Erode 638 057

Copy to

1. IQAC File
2. To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information

