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


CIRCULAR

The first IQAC Teaching Coordinator's meeting was held on 23.07.2019(Tuesday) at 11.50 am in the Conference Hall. The following members were present

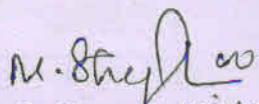
S.NO	NAME OF THE STAFF	DESIGNATION
1	Dr. V. Venkatachalam	PRINCIPAL
2	Dr. S. Christian Johnson	Professor / Civil Director / Academic
3	Dr. M. Shyamalagowri	ASP / EEE IQAC Teaching Coordinator
4	Mr. J. Arun Prasad	AP / Civil
5	Ms. T. Kalaiselvi	AP / CSE
6	Mr. L. Anbarasu	AP Sl. Gr – 1 / EEE
7	Ms. M. Jothimani	AP / ECE
8	Dr. M. N. Saravana Kumar	AP / EIE
9	Mr. M. Balasubramaniam	AP / BME
10	Mr. K. Kumaravel	AP / Mech
11	Dr. M. Venkat Ratnam	ASP / Chemical
12	Dr. K. T. Kalaiselvi	AP / MBA
13	Mr. P. Natarajan	AP / MCA
14	Ms. D. Ambika	AP / English
15	Ms. M. Devimani	AP / Maths
16	Mr. T. Senthil Ganesh	AP / Physics
17	Ms. P. Maheswari	AP / Chemistry

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 Teaching team for the academic year was briefed by the Convener / IQAC.	IQAC Members	2019-20 Odd Sem	
3	Convener insisted the roles and responsibilities of individual coordinators. The Overall IQAC Teaching coordinator must discuss	IQAC Members	2019-20 Odd Sem	

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	with the individual department teaching coordinator to enrich the teaching learning process in the department.			
4	It was insisted to add the content beyond the syllabus for all theory and laboratory subjects and ensure that they have been taught to the students for their future enhancement.	IQAC Members	2019-20 Odd Sem	
5	It was insisted to reform their teaching methodology to adopt for present students' needs and they were instructed to prepare various teaching aids for making the class more understandable.	IQAC Members	2019-20 Odd Sem	
6	It was suggested to use the E learning materials and NPTEL videos for the classes.	IQAC Members	2019-20 Odd Sem	
7	All the teaching coordinators were insisted to identify the slow learners list in every class and they were instructed to strictly monitor the remedial classes.	IQAC Members	2019-20 Odd Sem	
8	The student's feedback should be collected through class committee meetings & direct student feedback forms and the feedback was analyzed and remedial actions were taken.	IQAC Members	2019-20 Odd Sem	
9	The teaching coordinators were instructed to audit the lab manual (both controlled copy and master record) with content beyond the syllabus.	IQAC Members	2019-20 Odd Sem	
10	It was insisted that, the Quality of the student's assignments and project should be evaluated based well defined rubrics.	IQAC Members	2019-20 Odd Sem	
11	Course mapping and attainment calculations should be verified after completion of every internal test.	IQAC Members	2019-20 Odd Sem	
12	All the teaching coordinators were asked to plan for bridge courses or value added courses in the vacation period to enrich the students' knowledge.	IQAC Members	2019-20 Odd Sem	
13	It was insisted to conduct a PAC / DAAC meeting in every department for analyzing the outcome based education.	IQAC Members	2019-20 Odd Sem	


Co-Convenor / IQAC


Convenor / IQAC


IQAC Chairperson

Copy to

1. IQAC File
2. All IQAC Coordinators

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

