



Erode Sengunthar Engineering College,
Thudupathi, Erode District.

INSTITUTION RECORDS

DOC.NO. : ESEC / MoM

ACADEMIC YEAR:
2019 – 20 Even Semester

DATE : 10.10.2019

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IQAC Teaching Coordinators Meeting

CIRCULAR

The 2nd IQAC Teaching Coordinators meeting with Principal was held on 08.10.2019 (Tuesday) at 03.00 pm 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	The previous meeting minutes were reviewed and all the points stand completed.	IQAC Members	2019 – 20 Odd Sem	
2	The Convener welcomed all the members of IQAC.	IQAC Members	2019 – 20 Odd Sem	
3	Convener insisted the roles and responsibilities of individual coordinators. Department IQAC Teaching coordinators briefed their department activities relevant to teaching aspects.	IQAC Members	2019 – 20 Odd Sem	



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4	IQAC Convenor reviewed the teaching learning process in the department. It was insisted to improve the Google class room practice to enhance the teaching methods.	IQAC Members	2019 – 20 Odd Sem
5	IQAC Convenor reviewed the content beyond the syllabus in all the theory and laboratory courses and ensured that they have been taught to the students for their future enhancement.	IQAC Members	2019 – 20 Odd Sem
6	It was insisted to show their project models to the students, utilizing as a teaching aid for their curriculum enrichment.	IQAC Members	2019 – 20 Odd Sem
7	It was instructed to prepare more E learning materials to enrich the updated knowledge to the students.	IQAC Members	2019 – 20 Odd Sem
8	It was suggested to motivate the best performance students to enrich their skills in all aspects and also it was suggested to monitor the remedial classes for slow learners to improve the pass percentage.	IQAC Members	2019 – 20 Odd Sem
9	It was insisted to monitor the Student's feedback in the class committee meeting and in the feedback forms.	IQAC Members	2019 – 20 Odd Sem
10	It was insisted to audit the lab manual (both controlled copy & master record) with content beyond the syllabus before commencement of laboratory classes.	IQAC Members	2019 – 20 Odd Sem
11	It was insisted to evaluate the project with the external expert members and the Quality of the student's project should be evaluated based well defined rubrics.	IQAC Members	2019 – 20 Odd Sem
12	It was suggested by members to conduct academic audits on the various quality parameters of research and technical education. The audit dates were discussed and finalized by members.	IQAC Members	2019 – 20 Odd Sem
13	It was suggested to conduct more number of orientation programmes for OBE assessment and its importance.	IQAC Members	2019 – 20 Odd Sem


IQAC Teaching Coordinator


IQAC Convener


IQAC Chairperson

Copy to

1. IQAC File

2. To all IQAC Teaching Coordinators

Copy Submitted to President / Secretary for kind information

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

