 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	ACADEMIC YEAR:	DATE : 07.01.2020
	2019 – 20 Even Semester	PAGE : OF 3
IQAC Teaching Coordinators Meeting		


CIRCULAR

The 3rd IQAC Teaching Coordinators meeting with Principal was held on 02.01.2020 (Thursday) at 03.00 pm in the Conference Hall. The following members were present

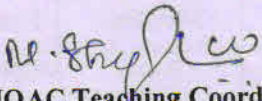
S.NO	NAME OF THE STAFF	DESIGNATION
1	Dr. V. Venkatachalam	PRINCIPAL
2	Dr. S. Christian Johnson	Professor / Civil & Director / Academic
3	Dr. M. Shyamalagowri	ASP / EEE & IQAC Teaching Coordinator
4	Mr. J. Arun Prasad	AP / Civil
5	Ms. T. Kalaiselvi	AP / CSE
6	Mr. L. Anbarasu	AP Sl. Gr – 1 / EEE
7	Ms. 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 Even Sem	
2	The composition of IQAC Teaching team for the academic year was briefed by the IQAC Convener.	IQAC Members	2019 – 20 Even Sem	
3	The Convener welcomed all the members of IQAC.	IQAC Members	2019 – 20 Even Sem	

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		PAGE : OF 3
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4	Convener insisted the roles and responsibilities of individual coordinators	IQAC Members	2019 – 20 Even Sem
5	He insisted all the IQAC Teaching coordinators to discuss with the department faculty members to enrich the teaching learning process in the department. It was insisted to implement Google class room practice to enhance the teaching methods.	IQAC Members	2019 – 20 Even Sem
6	It was insisted to add content beyond the syllabus in all the theory and laboratory courses and ensure that they have been taught to the students for their future enhancement.	IQAC Members	2019 – 20 Even Sem
7	It was insisted to show their project models to the students, utilizing as a teaching aid for their curriculum enrichment.	IQAC Members	2019 – 20 Even Sem
8	It was instructed to prepare more E learning materials to enrich the updated knowledge to the students.	IQAC Members	2019 – 20 Even Sem
9	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 Even Sem
10	It was insisted to monitor the Student's feedback in the class committee meeting and in the feedback forms.	IQAC Members	2019 – 20 Even Sem
11	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 Even Sem
12	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 Even Sem
13	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 Even Sem
14	It was suggested to conduct more number of orientation programmes for OBE assessment and its importance.	IQAC Members	2019 – 20 Even Sem


IQAC Teaching Coordinator
 Copy to


IQAC Convener


IQAC Chairperson

IQAC File
 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,
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