	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
Erode Sengunthar Engineering College, Thudupathi, Erode District. (Autonomous)	ACADEMIC YEAR: 2019 – 2020 Odd Semester	DATE : 28 .05. 2019
		PAGE : 1 OF 3

IQAC – Website Coordinators Meeting - 1

CIRCULAR

The first IQAC Website coordinators meeting for the academic year 2019-2020 will be held on 03.06.2019 at 3.30 p.m .in CC6 Laboratory Premises. All the website Coordinators are requested to attend the meeting.

The agenda is as follows

1. Welcome Address
2. Roles and Responsibilities of Website Coordinators
3. Review of Existing website content
4. Inclusion of Admission Enquiry
5. Discussion on E-Learning Content
6. Discussion on PEO, Vision, Mission, PO and PSO update
7. Discussion on Academic achievement details update
8. Discussion on existing website design
9. Discussion on including Alumni Feedback
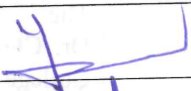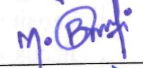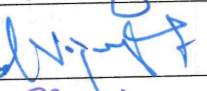10. Purchase of SSL
11. Vote of Thanks
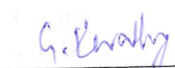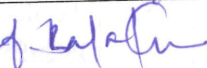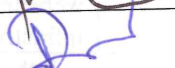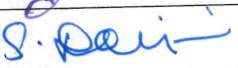
IQAC OVERALL WEBSITE COORDINATOR

Copy to

1. IQAC
2. Circulation among all the website coordinators

		INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	Erode Sengunthar Engineering College, Thudupathi, Erode District. (Autonomous)	ACADEMIC YEAR: 2019 – 2020 Odd Semester	DATE : 03.06.2019
			PAGE : 2 OF 3

IQAC – Website Coordinators Meeting - 1

The First IQAC Website Coordinator meeting was held on 03.06.2019 at 3.30 pm in CC6 Laboratory. The following members were present

S.NO	NAME OF THE STAFF	DESIGINATION	SIGNATURE
1	Dr. G. Sivakumar	IQAC Website Overall Coordinator & Professor / CSE	
2	Mr. M. Balaji	Department Website Coordinator / CIVIL	
3	Mr. S. Tamil Selvan	Department Website Coordinator / CSE	
4	Mr. L. Vijay Anand	Department Website Coordinator / EEE	
5	Ms. K.Poornima	Department Website Coordinator / ECE	
6	Ms. G. Revathi	Department Website Coordinator / EIE	
7	Mr. A. Balakumaran	Department Website Coordinator / Mechanical	
8	Mr. K. Balasubramaniam	Department Website Coordinator / BME	
9	Mr. A. Rajesh	Department Website Coordinator / CA	
10	Dr. A. Ravisankar	Department Website Coordinator / MS	
11	Ms. M. S. Devimani	Department Website Coordinator / S&H	

IQAC – Website Coordinators Meeting - 1
Minutes of the Meeting
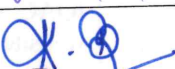
S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Overall Website Coordinator Dr. G. Sivakumar welcomed all the members.	-	-	
2	The special invitee, IQAC coordinator Dr. Christian Johnson explained importance of College website and Roles and Responsibilities of Website Coordinators.	All website coordinators	Continuous	
3	Discussed the status of website content of all the Department. The website Overall Coordinator Dr. G. Sivakumar insisted all the website coordinators to check their department content in the website and requested them to send the details to be updated to the website administrator immediately	All website coordinators	12.06.2019	
4	It is decided to include online admission enquiry form permanently in the website	Website Administrator	12.06.2019	
5	All the website coordinators are requested to send the details to be updated in the website in the prescribed format.	All website coordinators	Continuous	
6	IQAC website overall coordinators insisted the website coordinator to send the good quality photo to the website administrator	All website coordinators	Continuous	
7	IQAC website overall coordinator insisted the website coordinators to send the recent infrastructure photos to website administrator.	All website coordinators	Continuous	
8	All the website coordinators are requested to send the details of Members of Board of Studies and E-Learning content of the faculty members for website update	All website coordinators	Continuous	
9	It is decided to publish University Rank holder details in our College Website. The website coordinators are requested to send the details immediately.	All website coordinators	25.06.2019	
10	It is decided to publish last three years journal publications of the faculty in the website.	All website coordinators	25.06.2019	
11	The website coordinator of CSE is requested to frame Vision, Mission, PEO and PSO for IT Department	CSE Website coordinator	01.07.2019	
12	All the website coordinators are requested to visit leading institutions website to collect additional information to be updated in our College website	All website coordinators	Continuous	
13	Discussed about existing website design our College website. All the website coordinators appreciated the design of our College website. All the website coordinators are requested to slightly modify the design of department pages. The new	Website administrator		

	design was discussed and decided to send the request to website administrator			
14	It is decided to add mor security to our College website. It is decided to purchase SSL from website space provider.	Website Administrator	30.06.2019	
15	It is decided to have separate pull down menu for CoE in the Home Page.	Website Administrator	12.06.2019	
16	It is decided to include Alumni Feedback -Video also in our College website	All website coordinators	30.07.2019	
17	IQAC website overall coordinator proposed vote of thanks	-		

IQAC OVERALL WEBSITE COORDINATOR

PRINCIPAL

Copy to

1. IQAC
2. Circulation among website coordinators