



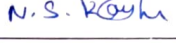
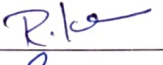



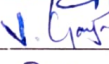


 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	ACADEMIC YEAR:	DATE : 01.03.2022
	2021 - 22 Even Semester	PAGE : OF 2
IQAC Teaching Coordinator's meeting minutes		


CIRCULAR

The Third IQAC Teaching Coordinator's meeting was held on 01.03.2022 (Tuesday) at 01.30 pm in the Director / Academics Cabin / Civil block. The following members were present

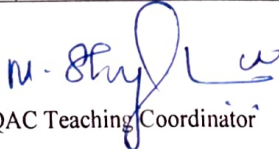
S.NO	NAME OF THE STAFF	DESIGNATION	Signature
1	Dr. S. Christian Johnson	Director / Academics, IQAC Convener	
2	Dr. M. Shyamalagowri	ASP / EEE IQAC Teaching Coordinator	
3	Mr. J. Arun Prasad	AP / Civil	
4	Dr. M. P. Thiruvenkata Suresh	AP / CSE	
5	Ms. N. S. Kavitha	AP / IT	
6	Mr. M. Karthikkumar	AP / ECE	
7	Mr. G. Senthil Kumar	AP / EIE	
8	Ms. K. Ageela	AP / BME	
9	Mr. R. Srinivasamoorthy	AP / Mech	
10	Ms. S. Umapiya	ASP / Chemical	
11	Dr. V. Gayathri	AP / MBA	
12	Mr. P. Natarajan	AP / MCA	

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	The minutes of the previous meeting was reviewed. All the points stand completed.	IQAC Teaching Coordinator	2021 - 22 Even Sem	--
2	<u>Class Committee Meeting</u> IQAC Convener reviewed the Class / Course Committee Meeting minutes of all the department. And he enquired all the teaching coordinators about the constitution of class committee meeting and standard operating procedure for conducting class committee meeting. He revised the format for CCM minutes and he insisted to include the action taken report in the minutes.	IQAC Teaching Coordinator	2021 - 22 Even Sem	--
3	<u>Innovative teaching methodology</u> IQAC Convener enquired all the department teaching	IQAC Teaching Coordinator	2021 - 22 Even Sem	--

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	<p>coordinators about their dept innovative teaching methods. He insisted to create a record for innovative teaching methods like Quiz, participative learning, YouTube videos and Power point presentation – use of ICT Tools. He insisted to improve their teaching methodology based on the criticism.</p>			
4	<p><u>OBE Assessment</u> IQAC Convener instructed that, the internal assessment should be fixed by the subject handling faculty members. He insisted that, PAC meeting should be arranged in every semester to analyse the outcome assessment and that assessment should be discussed in DAAC meeting.</p>	IQAC Teaching Coordinator	2021 – 22 Even Sem	--
5	<p><u>Project</u> IQAC Convener insisted all the department teaching coordinators to maintain the UG PG Project diary in every department. He insisted to verify the project schedule, project evaluation rubrics. He informed that, the faculty may insist to present project during NBA visit.</p>	IQAC Teaching Coordinator	2021 – 22 Even Sem	--
6	<p><u>Feedback</u> IQAC convener insisted to prepare a format for student's satisfaction survey regarding Curriculum, content delivery, assessment, student's support systems and teaching learning process. He insisted to collect the survey for the academic year 2021 – 22.</p>	IQAC Teaching Coordinator	2021 – 22 Even Sem	--
7	<p><u>Mentoring through admission</u> IQAC convener insisted to improve the mentoring system in micro level in every department to improve their dept admission.</p>	IQAC Teaching Coordinator	2021 – 22 Even Sem	--
8	<p><u>Any other matter</u> IQAC Convener informed that, the next meeting will be conducted on 26.03.2022 and he insisted all the department teaching coordinators to bring the documents for all discussed matters.</p>	IQAC Teaching Coordinator	2021 – 22 Even Sem	--


 IQAC Teaching Coordinator


 IQAC Convener


 Principal / IQAC Chairperson

Copy to

1. IQAC File 2. All IQAC Coordinators