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IQAC Overall Coordinator's meeting minutes		

CIRCULAR

The 1st IQAC Overall Coordinator's meeting was held on 08.07.2021 (Thursday) at 02.00 pm in the Conference Hall. The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. S. Christian Johnson	Director / Academics	IQAC Convener IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	ASP / EEE	IQAC Coordinator IQAC Teaching Coordinator	
4	Dr. T. S. Senthil	Prof. / Physics Director / R & D	IQAC Research Coordinator	
5	Dr. S. Karthick	Director / IIPC	IQAC Industry – Institute Partnership Coordinator	
6	Dr. G. S. Satheesh Kumar	AP / ECE	IQAC Activity Coordinator	
7	Dr. R. Muthukumar	Director / CoE	IQAC Exam Coordinator	
8	Dr. G. Sivakumar	Prof. & Head / CSE	IQAC Website Coordinator	
9	Dr. M. Thangavel	Prof. & Head / DoCA	IQAC Scholarship & Admission Coordinator	
10	Dr. P. Karunakaran	Director / Placement	IQAC Placement and Training Coordinator	
11	Dr. A. Ravisankar	Prof. & Head / DoMS	IQAC Infrastructure & Newsletter Coordinator	
12	Dr. S. Selvi	Prof. & Head / IT	IQAC MIS Coordinator	
13	Mr. K. A. Dhamodharan	AP / CSE	IQAC Internal Examination Coordinator	
14	Prof. R. Srinivasamoorthy	ASP / Mechanical	IQAC Alumni coordinator	
15	Dr. S. Navaneetha Krishnan	ASP / Mechanical	IQAC Continuous Learning Coordinator	
16	Dr. R. Kalaivani	Prof & Head / ECE	IQAC Ranking and Recognition Coordinator	

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	-	2021 - 22 Odd Sem	--
2	IQAC chairperson, IQAC Convenor and IQAC Coordinator briefed the responsibilities of each and every coordinator.	IQAC Members	2021 - 22 Odd Sem	--
3	IQAC chairperson briefed the following responsibilities of Academic Coordinators <ul style="list-style-type: none"> • Course file and lecture notes preparation • Course outcome formation and mapping of course outcome with POs and PSOs 	IQAC Members	2021 - 22 Odd Sem	--



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	<ul style="list-style-type: none"> Syllabus completion status maintenance Faculty Profile maintenance Students Teachers ratio maintenance Timetable preparation Faculty Interaction with Outside world Curriculum, PEOs and Outcomes Mapping of Program Outcomes with PEOs Mapping of courses Outcomes with PO&PSO Preparation of students list based on their academic performance Allocation of mentors to the students Students mentoring file maintenance Department Minutes of the Meeting 			
4	<p>IQAC chairperson briefed the following responsibilities of Teaching Coordinators</p> <ul style="list-style-type: none"> Teaching Methods and Teaching Aids E-Learning Modules Content Beyond Syllabus Lab Manual Assessment and attainment of Course Mapping Rubrics / Assessment Tools Quality of student projects Class Committee Meeting Students Feedback about the faculty Students and parents feedback about the college and the department Students satisfaction survey on teaching learning process Satisfaction survey for curriculum revision from stake holders Stake holders survey forms for Attainment of POs-Direct & Indirect (Alumni, Professional Society, Faculty Survey and Employer) PAC/DAC Meeting 	IQAC Members	2021 - 22 Odd Sem	--
5	<p>IQAC chairperson briefed the following responsibilities of Research Coordinators</p> <ul style="list-style-type: none"> Papers / articles / books published Research activities / Sponsored Research Consultancy activities Patents publications 	IQAC Members	2021 - 22 Odd Sem	--
6	<p>IQAC chairperson briefed the following responsibilities of IIPC Coordinators</p> <ul style="list-style-type: none"> MOUs In-plant Training 	IQAC Members	2021 - 22 Odd Sem	--

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	<ul style="list-style-type: none"> Industrial Visit Internship IIT Remote Centre activities 			
7	IQAC chairperson briefed the following responsibilities of Website Coordinators <ul style="list-style-type: none"> Periodic website updation of all departmental activities 	IQAC Members	2021 - 22 Odd Sem	--
8	IQAC chairperson briefed the following responsibilities of Activity Coordinators <ul style="list-style-type: none"> Professional chapters and activities Association activities Club activities Students participation in Co-curricular activities <ul style="list-style-type: none"> Paper presentation / Project presentation Hackathon activities Workshop/ seminar / webinar / technical events Participation in national / international conference Publications in national / international journals Students participation in Extracurricular activities <ul style="list-style-type: none"> NSS activities NCC activities Sports activities 	IQAC Members	2021 - 22 Odd Sem	--
9	IQAC chairperson briefed the following responsibilities of Examination Coordinators <ul style="list-style-type: none"> Question Paper setting and Evaluation schemes Preparation of Hall invigilation and ensuring the proper conduction of examinations Hall ticket arrangements Preparation of University Result analysis Preparation of records for Successful completion of Program in 4th Years, 3rd Year/2nd Year Preparation of Average Grade point (CGPA) (last 3 years data of students' CGPA/percentage) Preparation of practical slots and internal external arrangements. Preparation of Scheme of practical's Ensuring the proper conduction of practical slots and submission answer scripts, marks statement in Exam cell 	IQAC Members	2021 - 22 Odd Sem	--
10	IQAC chairperson briefed the following responsibilities of Internal Exam Coordinators <ul style="list-style-type: none"> Preparation of Internal assessment test and model exam timetable Collection of question paper with answer keys 	IQAC Members	2021 - 22 Odd Sem	--

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	<ul style="list-style-type: none"> • Preparation hall chart and hall invigilators list • Maintenance of monitoring reports and squad reports • Preparation of Test mark consolidated report along with the individual subject test marks, explanation letters for less pass percentage • Maintenance of dispatch letters for assessment test marks to the parents • Preparation of remedial classes and retest schedule & Maintaining the records • Ensuring the Proper retest mark entry in E Nova • Internal Mark preparation 			
11	<p>IQAC chairperson briefed the following responsibilities of MIS Coordinators</p> <ul style="list-style-type: none"> • E Nova data entry before the commencement of the classes • E Nova attendance and test mark entry monitoring • Monthly E Nova attendance report preparation • Maintenance of Students and parents undertaking letters for less than 75% attendance • Ensuring the proper communication to the parents for their wards less attendance • E Nova test report preparation • Maintenance of all records at the end of the every semester 	IQAC Members	2021 - 22 Odd Sem	--
12	<p>IQAC chairperson briefed the following responsibilities of Placement Coordinators</p> <ul style="list-style-type: none"> • Placement and Training activities • Students database maintenance • Model question bank maintenance for IT and Core companies • Arrangement of technical training to the students • Students Placement • Higher studies • Entrepreneurship 	IQAC Members	2021 - 22 Odd Sem	--
13	<p>IQAC chairperson briefed the following responsibilities of Scholarship and Admission Coordinators</p> <ul style="list-style-type: none"> • Maintenance of Government and Management Scholarship details • Details of the students applied for UG and PG Programmes • Students admission details (GQ & MQ) with cut off ranges • TANCET & Consortium Examination details for PG students • Fees Collection status maintenance 	IQAC Members	2021 - 22 Odd Sem	--


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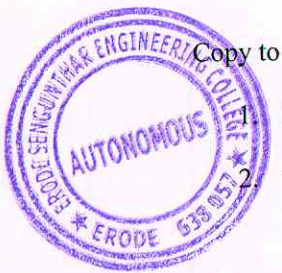
14	<p>IQAC chairperson briefed the following responsibilities of Alumni Coordinators</p> <ul style="list-style-type: none"> • Maintenance of alumni database • Arranging the alumni meeting • Arranging the Leaders talk in the department • Maintenance of alumni contributions in the department • Alumni survey form for Attainment of POs-Direct & Indirect • Alumni Feedback form on teaching learning process & curriculum revision 	IQAC Members	2021 - 22 Odd Sem	--
15	<p>IQAC chairperson briefed the following responsibilities of Continuous Learning Coordinators</p> <ul style="list-style-type: none"> • Maintenance of participation details in NPTEL, Infosys Springboard and value added courses • Arranging the short term training programmes, workshops in the department • Preparation of course module for all the activities 	IQAC Members	2021 - 22 Odd Sem	--
16	<p>IQAC chairperson briefed the following responsibilities of Ranking and Recognition Coordinators</p> <ul style="list-style-type: none"> • Maintenance of NBA, NAAC, Autonomous, NIRF, ARIIA and all survey grant documents • Preparation of all action taken reports • Maintenance of Records of Overall Program Specific Improvements in the department 	IQAC Members	2021 - 22 Odd Sem	--
17	<p>IQAC chairperson briefed the following responsibilities of Infrastructure and Newsletter Coordinators</p> <ul style="list-style-type: none"> • Budget Preparation • Maintenance of purchase order & Stock register • Purchasing of Equipments • Budget utilization preparation • Laboratory equipment Servicing • Preventive and breakdown register maintenance • Class room Cleanliness • Maintenance of Class room boards (Hall No, Vision, Mission Boards, PO & PSO boards, Notice board with timetable) • Maintenance of LCD Projector • Ensuring the proper working of Tube lights and Fans • Ensuring the condition of Windows and Doors • Equipment's and Lab facilities Maintenance & Cleanliness 	IQAC Members	2021 - 22 Odd Sem	--

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<ul style="list-style-type: none"> • Maintenance of Laboratory boards (Hall No, Lab in charge board, Equipment & Experiment boards, Vision, Mission Boards, PO & PSO boards, Notice board) • Maintenance of First aid boxes, Bucket with sand and Fire extinguishers • Ensuring the proper working of Tube lights and Fans • Ensuring the condition of Windows and Doors • Calibration of equipments • Content beyond the syllabus • Nonteaching Profile maintenance • Nonteaching staff skill up gradation • Maintenance of documents of additional facilities created in the laboratory and the department • Preparation of Newsletter of the Department • Preparation of technical magazines 			
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 IQAC Coordinator


 PRINCIPAL
 Dr. V.VENKATACHALAM, B.E., M.S., M.Tech., Ph.D.
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1 IQAC File

2 To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information