
 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
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	2022 – 23 Odd Semester	Page 1 of 5
IQAC Overall Coordinator's meeting minutes		

The 2nd IQAC Overall Coordinator's, NAAC Coordinators and HoDs meeting was held on 17.11.2022 (Thursday) at 02.00 pm in the Conference Hall. The following members were present


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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	Co-ordinator & 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. A. Santhosh Babu	ASP / CSE	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	


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Minutes of the Meeting


Page S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	-	2022 - 23 Odd Sem	--
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	IQAC Members	2022 - 23 Odd Sem	--
3	The IQAC Convenor and Principal initiated the preparation of Annual Quality Assurance Report for the academic year 2021 – 22. IQAC Coordinator allocated AQAR details to the concern IQAC heads.	IQAC Members	2022 - 23 Odd Sem	--
4	IQAC Convenor and Principal briefed the IQAC and NBA file mapping. They insisted them to work according to their work allocated and involve in that seriously in order to enhance their responsibilities and for the growth of our Institution.	IQAC Members	2022 - 23 Odd Sem	--
5	IQAC academic coordinator submitted the academic audit form of the 1 st , 2 nd , 3 rd and 4 th year classes in the meeting. And he briefed about the periodic submission of syllabus completion status of all classes before the commencement of continuous assessment tests. IQAC academic coordinator explained the faculty interaction with outside world documents, mentoring file and department meeting minutes file in the meeting.	IQAC Academic Coordinator	2022 - 23 Odd Sem	--
6	IQAC teaching coordinator briefed about the teaching methods and teaching aids used in the 2022 – 23 odd semester, e-learning modules developed and content beyond syllabus conducted both in theory and laboratory in the meeting. She explained about the rubrics / assessment tools defined for evaluation of assignment, lab manual and student projects. And She submitted the agenda and minutes of class / course committee meeting of 2022 – 23 odd semester of all department and action taken report of student's feedback about the faculty, students	IQAC Teaching Coordinator	2022 - 23 Odd Sem	--

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Page 3	and parent's feedback about the college and the department, students satisfaction survey on teaching learning process, satisfaction survey for curriculum revision from stake holders. She briefed the stake holders survey forms for attainment of POs- direct & indirect (alumni, professional society, faculty survey and employer) and PAC/DAAC Meeting documents in the meeting			
7	IQAC research coordinator briefed the papers / articles / books / book chapter published, research activities / sponsored research, consultancy activities and patents publications of all department during the year 2022 – 23 Odd Semester.	IQAC Research Coordinator	2022 - 23 Odd Sem	--
8	IQAC IIPC coordinator briefed the In-plant Training, Industrial Visit, Internship and IIT Remote Centre activities of all department during the year 2022 – 23 Odd Semester. And also he briefed the MoU signed and existing during the year 2022 – 23.	IQAC IIPC Coordinator	2022 - 23 Odd Sem	--
9	IQAC website coordinator briefed the Periodic website updation of all departmental activities.	IQAC Website Coordinator	2022 - 23 Odd Sem	--
10	IQAC activity coordinator briefed the professional chapters and activities, association activities and club activities during the academic year 2022 – 23. He submitted the report of students participation in co-curricular activities, 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, NSS activities, NCC activities and Sports activities	IQAC Activity Coordinator	2022 - 23 Odd Sem	--
11	IQAC examination coordinator briefed the process of end semester examination in the meeting.	IQAC Examination Coordinator	2022 - 23 Odd Sem	--
12	IQAC Internal examination coordinator briefed the process of conduction of continuous assessment test and follow-up actions carried out during the year 2022 – 23.	IQAC Internal Examination Coordinator	2022 - 23 Odd Sem	--

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Page 4	13	IQAC MIS coordinator briefed the periodic submission of E Nova attendance and test mark entry, monthly E Nova attendance report and the maintenance of students and parents undertaking letters for less than 75% attendance & ensuring the proper communication to the parents for their wards less attendance.	IQAC MIS Coordinator	2022 - 23 Odd Sem	--
	14	IQAC placement coordinator briefed the placement and training activities and arrangement of technical training in the meeting. He explained the student's database and model question bank maintenance for IT and Core companies. He submitted the details of Placed students, Higher studies and Entrepreneur upto 2022 – 23 odd semester in the meeting	IQAC Placement Coordinator	2022 - 23 Odd Sem	--
	15	IQAC Scholarship and Admission coordinator briefed the Government and Management Scholarship details and students admission details (GQ & MQ) with cut off ranges in the meeting	IQAC Scholarship and Admission Coordinator	2022 - 23 Odd Sem	--
	16	IQAC alumni coordinator briefed the alumni database, alumni meeting details, leaders talk conducted in the department and alumni contributions in the department. They submitted the alumni survey form for attainment of pos-direct & indirect and alumni feedback form on teaching learning process & curriculum revision	IQAC Alumni Coordinator	2022 - 23 Odd Sem	--
	17	IQAC continuous learning coordinator briefed the maintenance of participation details in NPTEL, Infosys Springboard and value added courses and short term training programmes, workshops conducted in the department. And also he submitted the course module for all the activities	IQAC Continuous Learning Coordinator	2022 - 23 Odd Sem	--
	18	IQAC Ranking and Recognition Coordinator briefed the NBA, NAAC, Autonomous, NIRF, ARIIA and all survey grant documents and action taken reports. She submitted the records of overall program specific improvements in the department	IQAC Ranking and Recognition Coordinator	2022 - 23 Odd Sem	--
	19	IQAC infrastructure coordinator briefed the budget preparation, purchasing of equipments, budget utilization, purchase order & stock register, laboratory equipment servicing and preventive and	IQAC Infrastructure Coordinator	2022 - 23 Odd Sem	--

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Page 5	breakdown register of all departments during the academic year 2022 – 23. And also he explained about the process of ensuring the cleanliness of class rooms, laboratories, HoD and faculty room and maintenance of Hall No, Vision and Mission Boards, PO & PSO boards, Notice board with timetable in both class rooms & laboratories. And he submitted the newsletter and technical magazines of all the department.			
	20 IQAC Chairperson and IQAC Convenor reviewed all IQAC works and they insisted IQAC Coordinator to conduct an IQAC Audit in all the heads and submit the audit report in the forth coming meeting.	IQAC Coordinator	2022 - 23 Odd Sem	--


IQAC Coordinator



Copy to

1. IQAC File
2. To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information

PRINCIPAL
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