
 <b>Erode Sengunthar Engineering College,</b> <b>Thudupathi, Erode District.</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / MoM</b>
	<b>ACADEMIC YEAR:</b> <b>2022 – 23 Even Semester</b>	<b>DATE : 14.02.2023</b>
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<b>IQAC Overall Coordinator's meeting minutes</b>		

### CIRCULAR

The 3<sup>rd</sup> IQAC Overall Coordinator's, NAAC Coordinators and HoDs meeting was held on 14.02.2023

Page | 1 (Tuesday) 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. M. P. Thiruvengkatasuresh	Prof. & Head / IT	IQAC MIS Coordinator	
13	Mr. K. A. Dhamodharan	AP / CSE	IQAC Internal Examination Coordinator	
14	Dr. P. G. Palanimani	Prof. / Maths	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**


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S.No.	Minutes	Responsible Person	Target date	Remarks
2	IQAC Coordinator welcomed the all the IQAC heads in the meeting	-	2022 - 23 Even Semester	--
1	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	IQAC Members	2022 - 23 Even Semester	--
3	The IQAC Convenor and Principal reviewed the Annual Quality Assurance Report for the academic year 2021 – 22.	IQAC Members	2022 - 23 Even Semester	--
4	IQAC Chairperson and IQAC Convenor reviewed the IQAC Audit report of 2022 – 23 Odd semesters of all IQAC heads.	IQAC Members	2022 - 23 Even Semester	--
5	IQAC Chairperson suggested IQAC academic coordinator to concentrate more on academic activities in the department and to monitor the proper conduction all theory and laboratory classes and insisted him to ensure the proper completion of whole syllabus including content beyond the syllabus. And he insisted them to motivate all faculty members to participate in STTP / FDP / Hands on training programmes / Seminar / Webinar / National & International level conferences to enhance their teaching skills.	IQAC Academic Coordinator	2022 - 23 Even Semester	--
6	IQAC chairperson suggested IQAC teaching coordinator to instruct all the faculty members to conduct their classes with innovative teaching methodologies. And he insisted her to ensure the proper action taken report of all grievances given by all stake holders.	IQAC Teaching Coordinator	2022 - 23 Even Semester	--
7	IQAC chairperson suggested IQAC research coordinator to motivate all faculty members to submit papers / articles / books / book chapter in every semester. And he insisted him to suggest doctoral degree faculty members to submit research proposals to various funding agencies, consultancy activities and patents publications.	IQAC Research Coordinator	2022 - 23 Even Semester	--
8	IQAC chairperson suggested IQAC IIPC coordinator to arrange many number of In-plant Training, Industrial Visit, Internship and IIT Remote Centre activities during the year 2022 – 23 even semester. And also he insisted them to establish MoU during the year 2022 – 23.	IQAC IIPC Coordinator	2022 - 23 Even Semester	--



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Page 3	9	IQAC chairperson suggested IQAC website coordinator to publicize all the activities carried out in the Institution which promotes our Institution in all ranking and admission processes.	IQAC Website Coordinator	2022 - 23 Even Semester	--
	10	IQAC chairperson suggested IQAC activity coordinator to conduct many number of specific programmes in all professional chapters, association and club to enhance the skills of our students. And also he insisted all the HoDs and IQAC activity coordinator to motivate all the students to participate in national / international level events both in cocurricular and extracurricular activities	IQAC Activity Coordinator	2022 - 23 Even Semester	--
	11	IQAC examination coordinator presented the result analysis of 2022 – 23 Odd semester both before and after revaluation. IQAC Chairperson insisted IQAC examination coordinator to submit the CGPA of all students.	IQAC Examination Coordinator	2022 - 23 Even Semester	--
	12	IQAC chairperson suggested IQAC Internal examination coordinator to ensure the proper conduction of remedial classes and follow up actions in all continuous assessment tests to make the students with proper preparation for final end semester examination.	IQAC Internal Examination Coordinator	2022 - 23 Even Semester	--
	13	IQAC chairperson suggested IQAC MIS coordinator to ensure the proper entry of E Nova attendance and test mark entry and proper maintenance of students and parents undertaking letters for less than 75% attendance. And also he insisted to ensure the proper communication to the parents for their wards less attendance.	IQAC MIS Coordinator	2022 - 23 Even Semester	--
	14	IQAC chairperson suggested IQAC placement coordinator to conduct technical training for core / IT placements. And also he insisted to maintain the student's database and model question bank for IT and Core companies.	IQAC Placement Coordinator	2022 - 23 Even Semester	--
	15	IQAC chairperson suggested IQAC Scholarship and Admission coordinator to submit the FG, PMSS and Management Scholarship details.	IQAC Scholarship and Admission Coordinator	2022 - 23 Even Semester	--
	16	IQAC chairperson suggested IQAC alumni coordinator to make cordial relationship with all alumni to enhance their contribution in the form of funding, placement support and motivation training program for their respective departments. And also he insisted to ensure the proper action taken report of alumni survey form for attainment of pos-direct & indirect and alumni feedback form on teaching learning process & curriculum revision	IQAC Alumni Coordinator	2022 - 23 Even Semester	--

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Page 4	17	IQAC chairperson suggested IQAC continuous learning coordinator to motivate all the students in participation of NPTEL, Infosys Springboard and value added courses and short term training programmes, workshops conducted in the department.	IQAC Continuous Learning Coordinator	2022 - 23 Even Semester	--
	18	IQAC chairperson suggested IQAC Ranking and Recognition Coordinator to submit the all accreditation process in time.	IQAC Ranking and Recognition Coordinator	2022 - 23 Even Semester	--
	19	IQAC chairperson suggested IQAC infrastructure coordinator to conduct stock verification of all laboratories and library for ensuring the physical availability and working of equipments.	IQAC Infrastructure Coordinator	2022 - 23 Even Semester	--

  
 IQAC Coordinator


  
 PRINCIPAL

Copy to

1. IQAC File
2. To all IQAC Coordinators

Copy Submitted to

President / Secretary for kind information

  
 Dr.V.VENKATACHANDRAM S.M.  
 PRINCIPAL  
 Erode Sengunthar Engineering College,  
 Thudupathi, Erode - 638 001

