Academic Year: 2022 - 23
Meet : 02
Action Taken Report : 02

ERODE SENGUNTHAR
ENGINEERING COLLEGE
(An Autonomous Institution)
Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.

INSTITUTION'S INNOVATION COUNCIL (Ministry of HRD Initiative)

Action taken Report of Meeting – 02 held on 17.11.2022

S.No.	Points Discussed	Action taken	Responsible Person	Target date / remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	--	IQAC Members	2022 - 23
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	--	IQAC Members	2022 - 23
3	The IQAC Convener 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 Coordinator allotted AQAR 2022 - 23documents to all NAAC Coordinator. List attached	IQAC Members	2022 - 23
4	IQAC Convener 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 and NBA file mapping prepared by IQAC Coordinator List attached	IQAC Members	2022 - 23
5	IQAC academic coordinator submitted the academic audit form of the 1st, 2nd, 3rd and 4th 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 Chairperson reviewed the Academic work and they insisted IQAC Coordinator to conduct an IQAC academic Audit to verify the documents	IQAC Academic Coordinator	2022 - 23
6	IQAC teaching coordinator briefed about the teaching methods and teaching aids used in the 2022 - 23odd semester, e-learning modules developed and content beyond syllabus conducted both in theory and laboratory in the meeting.	IQAC Chairperson reviewed the Teaching coordinator work and they insisted IQAC Coordinator to conduct	IQAC Teaching Coordinator	2022 - 23

	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 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	an IQAC teaching audit to verify the documents		
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 - 23Odd Semester.	IQAC Chairperson suggested all department to review and monitor the UG and PG students projects seriously and make them to submit in Scopus / UGC care list journals as well as in patents Director / research insisted them to motivate all doctoral degree faculty members to submit a project proposal to all funding agencies and reviewed in every week Friday meeting	IQAC Research Coordinator	2022 - 23
8	IQAC IIPC coordinator briefed the In-plant Training, Industrial Visit, Internship and IIT Remote Centre activities of all department during the year 2022 - 23Odd Semester. And also he briefed the MoU signed and existing during the year 2021 – 22.	IQAC Chairperson insisted Director / IIPC to arrange paid internships for students and Internship was made as an mandatory course in R 2019 Vth Semester curriculum	IQAC IIPC Coordinator	2022 - 23
9	IQAC website coordinator briefed the Periodic website updation of all departmental activities.	IQAC Chairperson reviewed the periodic website updation in HoDs weekly report in	IQAC Website Coordinator	2022 - 23

		every week Friday meeting		
10	IQAC activity coordinator briefed the professional chapters and activities, association activities and club activities during the academic year 2021 – 22. 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	Post event report of every function was verified in the meeting	IQAC Activity Coordinator	2022 - 23
11	IQAC examination coordinator briefed the process of end semester examination in the meeting.	Result analysis of end semester examination before and after retest was reviewed	IQAC Examination Coordinator	2022 - 23
12	IQAC Internal examination coordinator briefed the process of conduction of continuous assessment test and follow-up actions carried out during the year 2021 – 22.	IQAC Chairperson reviewed the Internal examination work and he insisted IQAC Coordinator to conduct an IQAC audit to verify the documents	IQAC Internal Examination Coordinator	2022 - 23
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 Chairperson reviewed the periodic report submitted by the department and he insisted IQAC Coordinator to conduct an IQAC audit to verify the documents	IQAC MIS Coordinator	2022 - 23
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 - 23odd semester in the meeting	IQAC Chairperson reviewed the periodic report submitted by the department and he insisted IQAC Coordinator to conduct an IQAC audit to verify the documents	IQAC placement Coordinator	2022 - 23
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	Admission status, cut off ranges and students scholarship details were prepared and reviewed in	IQAC Scholarship and Admission	2022 - 23

		the Governing council meeting	Coordinator	
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 Chairperson insisted all the department to contact alumni students to enhance their contribution to the department and college	IQAC Alumni Coordinator	2022 - 23
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	Post event report of every function was verified in the meeting	IQAC Continuous Learning Coordinator	2022 - 23
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	All ranking and survey documents were prepared and carried over with the permission of Principal sir and reviewed in HoDs meeting conducted in every week Friday	IQAC Ranking and Recognition Coordinators	2022 - 23
19	IQAC infrastructure coordinator briefed the budget preparation, purchasing of equipments, budget utilization, purchase order & stock register, laboratory equipment servicing and preventive and breakdown register of all departments during the academic year 2021 – 22. 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.	The physical availability and working condition of all equipments were verified in Stock verification	IQAC Infrastructure and Newsletter Coordinators	2022 - 23

IQAC Coordinator

Principal

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